

# Participation Requests and Asset Transfer Request Annual Report 2017-2018

## Participation Requests

The Community Empowerment (Scotland) Act 2015, requires that we publish an annual report on Aberdeen City Council's activity in relation to Participation Requests from 1 April 2017 to 31 March 2018.

Activity	Frequency
The number of informal requests received	1 - see detail below
The number of formal requests received	0
The number of requests which the authority agreed	0
The number of requests which the authority refused	0
The number of such requests which resulted in changes to a public service provided by or on behalf of the authority	0
Action taken to promote the use of participation requests	See detail below

### Informal Request

Aberdeen City Council has also had one informal expression of interest for a participation request. We worked with the community group to take this forward, however the group did not proceed with a formal request and the Council is continuing engagement with the community group.

### Promotion of participation requests

The Council approved its Participation Request Procedure in January 2018. It is designed to help officers navigate the process and therefore assist groups interesting in submitting a request in the most efficient and effect way. A webpage has been set up on the Council's website which provides the participation request application form, a named contact and a dedicated email address for anyone considering submitting a participation request can come to the Council for guidance. Further information materials have also been included on the webpage for people to access.

As part of our Engagement, Participation and Empowerment Strategy within Community Planning Aberdeen (CPA), the city's community planning partnership, we are promoting the opportunity for communities to make a participation request or asset transfer request to CPA's partner agencies.

The partnership held an event in November 2017 with the Scottish Community Development Centre (SCDC) to promote participation requests and asset transfers in the city. The event was aimed at community group members, 50 people attended to gain a better understanding of participation requests and asset transfers rights and local arrangements for supporting groups with these.

Additionally, the materials have been developed with community representatives, for all CPA partners to use in promoting participation requests. Communication teams have been using them to promote participation requests across the city using social media and other forms. These have been sent to Locality Partnership Boards and to other community groups to make them aware of this avenue to engage in improving outcomes.

## Asset Transfers

The Community Empowerment (Scotland) Act 2015 requires in Section 29 that we publish an annual report on Aberdeen City Council's activity in relation to asset transfers from 1 April 2017 to 31 March 2018 is reported below:

Activity	Frequency
The number of asset transfer requests received	2
The number of asset transfer requests agreed to or refused	1
The number of requests which resulted in the transfer of ownership, lease or conferral of other rights	1
For appeals relating to requests made to Aberdeen City Council, how many have been allowed, dismissed or have resulted in any part of the authority's decision being reversed or changed	0
Where decisions made by Aberdeen City Council have been reviewed, how many have been confirmed, modified or substituted by a different decision	0
Any action taken by the public service authority to promote the use of asset transfer requests and support community transfer bodies to make requests	3 (see below)

## Asset Transfers

Group	Asset	Status
Peterculter to Culter and District Mens Shed	Former cadet hut in Peterculter	Approved – June 2018
Seaton Community Church	Seaton Huts	Ongoing
Fittie Development Trust	Gospel Hall	Not yet complete, approved June 2017

## Promotion of Asset Transfer Requests

The Council approved its Community Asset Transfer Procedure in March 2017. The procedure identifies the lead contact for handling the process. A webpage on the Community Planning Aberdeen website provides this named contact for anyone who interested in submitting a request.

As part of our Engagement, Participation and Empowerment Strategy within CPA, the city's community planning partnership, we are promoting the opportunity for communities to make a participation request or asset transfer request to CPA's partner agencies. Work is ongoing to develop a suite of communication materials on asset transfers that all partners can use.

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