



Dundee City Council Community Asset Transfer Group Terms of Reference

2019/20

Adopted: August 2020

Responsibility:

To ensure that Dundee City Council are meeting our legislative obligations arising from the Community Empowerment (Scotland) Act 2015 and any subsequent legislation or guidance, relating to Community Asset Transfer.

To ensure that Dundee City Council are acting in a way consistent with any voluntary scheme that Dundee City Council may adopt in relation to Community Asset Transfer.

Role:

To assess valid CAT applications under either the Act or DCC's voluntary scheme.

To make recommendations to Elected Members on those applications.

Develop CAT policy as required for DCC Committee approval.

Other DCC Responsibilities pertaining to CAT:

Neighbourhood Services – Communities are the lead service for CAT. They will:

- Provide the named single point of contact for CAT enquiries
- Develop resources to support staff and communities engage in the CAT process.
- Submit an Annual Report to Scottish Government and prepare an Annual report to be published on DCC website
- Support community groups to submit valid CAT applications

City Development – Asset Management & Development will:

- Prepare and maintain an Asset register to be published on the DCC website

Membership:

In order to ensure that all relevant parties can input into the CAT discussions no less than one nominated officer from each of the following:

<ul style="list-style-type: none">• City Development – Asset Management & Development• Corporate Services – Legal•• Corporate Services – Finance• Neighbourhood Services – Communities•• Neighbourhood Services – Environment•• And any other DCC officers as deemed appropriate according to the agenda of the group.	<ul style="list-style-type: none">• To advise on any property and land considerations• To advise on compliance with the Act, DCC policies and any other relevant legislation or statutory guidance• To advise on Business Planning and financial projections <p>To advise on Community benefit, community consultation and local community planning. Also as lead service for support to applicants</p> <p>To advise on any considerations for green and open spaces</p>
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Meetings:

The group will meet as required to assess any valid applications but will not meet less than twice per year.

The meetings will be chaired by Neighbourhood Services – Communities.

Minutes of meetings will be circulated after every group meeting.

Accountability:

The work of the CAT group will form part of a Community Empowerment update to Dundee Partnership's Building Stronger Communities group.

The CAT group will provide recommendations on CAT applications, as required, to the Policy & Resources Committee or the Community Asset Transfer Sub-Committee.

The CAT group will provide an Annual Report on CAT to the Neighbourhood Services Committee.

