**Asset Transfer Request**

**Expression of Interest Form – Stage 1**

NHS Highland is committed to community asset transfer that will bring benefits to communities. It can be a valuable part of supporting and sustaining local communities in Highland and contribute to objectives within the Local Outcome Improvement Plan, for example, or others that would be likely to promote or improve:

* Economic development
* Regeneration
* Public health
* Social wellbeing, or
* Environmental wellbeing

Before submitting an application interested voluntary and community organisations (VCOs) are encouraged to discuss their options, their suitability and the scope of community asset transfer with their District Manager. These informal discussions will help to finalise requirements and prepare for the process of making a formal application for asset transfer request.

NHS Highland recognises that developing the business case and preparing an application for asset transfer request can be both time consuming and resource intensive. Therefore the Expression of Interest stage has been designed to assess whether any potential application will meet the suitability criteria. It should not take long to complete and should avoid wasting valuable resources on an application that may not be eligible or suitable.

Applicants that meet the suitability criteria will be invited to complete a formal application for asset transfer.

Please try to complete all sections of the form and write “not applicable” if a section does not apply.

***Please note:*** *the outcome of the Expression of Interest does not prevent VCOs submitting a formal application for asset transfer request under the Community Empowerment (Scotland) Act 2015. The intention of the Expression of Interest stage is to open dialogue between the VCO and NHS Highland and an indication of the success of an asset transfer request under the Act.*

1. Please provide details of the voluntary or community organisation (VCO) making the application

|  |  |
| --- | --- |
| Name of VCO |  |
| Address of VCO |  |
| Telephone Number |  |
| E-mail Address |  |

1. Please provide your contact details

|  |  |
| --- | --- |
| Your Name |  |
| Contact Address |  |
| Telephone Number |  |
| E-mail Address |  |
| Position in the VCO |  |

1. Type of voluntary or community organisation

|  |
| --- |
| What type of VCO are you? |
|  |
| Do you have a formal constitution, governance document or set of rules?  \*If so please send a copy with this form\* |
|  |

1. What is the structure and purpose of your voluntary or community organisation?

|  |
| --- |
| How many people are involved in your VCO; i.e.:-Management Committee; Paid Full-Time Staff; Paid part-time staff |
|  |
| How many members does your organisation have? |
|  |
| When was the VCO established? |
|  |
| What is the purpose and main activities of your VCO? |
|  |
| Does your VCO have previous experience of managing an asset? |
|  |
| If yes please provide details |
|  |

1. Please tell us about the asset (building or land) you are interested in. Please refer to the NHS Highland asset register.

|  |  |
| --- | --- |
| Name of Asset |  |
| Address of Asset |  |

|  |
| --- |
| Type of transfer you are interested in (Transfer of ownership, leasing or other rights). If leasing what length of lease is required? |
|  |
| Please indicate the price the organisation is offering for either the lease or ownership of the asset |
|  |

1. Please tell us:-

|  |
| --- |
| 1. What do you want the asset for? |
|  |
| 1. What benefits will this bring to the local community? |
|  |

Signed……………………… Position …………………….…..

Name………………………. Date……………………………..

Please email your completed form to your local manager with **“Community Asset Transfer”** as the subject heading.

The email addresses for District/ Locality Managers are listed below:-

|  |  |  |
| --- | --- | --- |
| North & West | Kate Earnshaw  & Anne M Macleod  Skye, Lochalsh, Wr Ross | [kateearnshaw@nhs.net](mailto:kateearnshaw@nhs.net)  [annem.macleod@nhs.net](mailto:annem.macleod@nhs.net)  Joint District Managers – work 2.5days each |
| Michelle Johnstone Area Manager  Sutherland | Interim contact  [michellejohnstone@nhs.net](mailto:michellejohnstone@nhs.net) |
| Christian Nicolson  Caithness | [christian.nicolson@nhs.net](mailto:christian.nicolson@nhs.net) |
| Marie Law  Lochaber | [Marie.law@nhs.net](mailto:Marie.law@nhs.net) |

|  |  |  |
| --- | --- | --- |
| South  & Mid | South & Mid Duty Manager Telephone Number – 01463 706703    ext: 6703 | |
| Argyll and Bute | Jane Williams  Interim Locality Manager (Adult Services)  Cowal & Bute | [Janewilliams3@nhs.net](mailto:Janewilliams3@nhs.net) |
| Morven Gemmill  Locality Manager (Adult Services)  Oban, Lorn & Isles | [morven.gemmill@nhs.net](mailto:morven.gemmill@nhs.net) |
| Donald Watt  Locality Manager (Adult Services)  Mid Argyll, Kintyre & Islay | [donald.watt@nhs.net](mailto:donald.watt@nhs.net) |
| Jim Littlejohn  Locality Manager (Adult Services)  Helensburgh & Lomond | [James.littlejohn@argyll-bute.gov.uk](mailto:James.littlejohn@argyll-bute.gov.uk) |
| Tony McLauchlin  Locality Manager (Children & Families)  Helensburgh & Lomond | [tony.mclaughlin@argyll-bute.gov.uk](mailto:tony.mclaughlin@argyll-bute.gov.uk) |
| Joy Daniels  Interim Locality Manager (Children & Families)  Oban, Lorn & Isles | [joy.daniels@argyll-bute.gov.uk](mailto:joy.daniels@argyll-bute.gov.uk) |
| Brian Reid  Locality Manager (Children & Families)  Mid Argyll, Kintyre & Islay | [brian.reid@argyll-bute.gov.uk](mailto:brian.reid@argyll-bute.gov.uk) |
| Mark Lines  Locality Manager  (Children & Families)  Cowal & Bute | [Mark.lines@nhs.net](mailto:Mark.lines@nhs.net) |