

ASSET TRANSFER COMMITTEE

A REMIT AND POWERS

- 1 Determination of valid asset transfer requests made under the Community Empowerment (Scotland) Act 2015 and regulations made thereunder.

B MEMBERSHIP

- 1 7 members (4 Labour, 2 SNP, 1 Conservative).
- 2 Members must not also be members of the Asset Transfer Review Body.
- 3 All members require to undergo induction and regular refresher training as arranged by the Head of Finance & Property Services, and shall not sit at meetings of the Committee unless they have attended such training to the satisfaction of the Clerk.

C QUORUM AND VOTING

- 1 3 members.
- 2 Voting shall be conducted in accordance with Standing Order 16 and Standing Order 3, as appropriate.

D SUBSTITUTES

- 1 Substitutes are not allowed.

E MEETINGS (SUBJECT TO STANDING ORDER 41)

- 1 Scheduled meetings every calendar month throughout the calendar year, excluding the Christmas holiday period and the summer recess.
- 2 Where there is no business to be brought to a scheduled meeting, the Clerk, in consultation with the Chair, and prior to the notice calling the meeting being issued, may cancel that scheduled meeting.
- 3 Meetings shall be held as physical, hybrid or remote-access meetings, in accordance with SO41.
- 4 Where 2 metre physical distancing precautions apply in the Civic Centre, the maximum number of members entitled to be physically present for a physical or hybrid meeting shall be the Chair plus 8 more, comprising 2 SNP members, 2 Labour members, 2 Conservative members, the Independent member and the Liberal Democrat member, as appropriate, to be seated in the outer circle
- 5 Where 1 metre physical distancing precautions apply in the Civic Centre, the maximum number of members entitled to be physically present for a physical or hybrid meeting shall be the Chair plus 8 more, comprising 2 SNP members, 2 Labour members, 2 Conservative members, the Independent member and the Liberal Democrat member, as appropriate, to be seated in the outer circle
- 6 Where no physical distancing precautions apply in the Civic Centre, there are no restrictions on the number of members who may be physically present for a physical or hybrid meeting.

F REPORTING ARRANGEMENTS

- 1 Minutes to be reported to and approved at the next meeting.

G MISCELLANEOUS

- 1 Site visits may be required by a decision of the committee or, prior to the committee's first consideration of a case, by a decision of the Clerk in consultation with the Chair. Where required, site visits arrangements are determined by the Clerk in consultation with the Chair. Not all sites will be visited, and attendance at site visits is not compulsory for members of the Committee.
- 2 The committee will consider a report and appropriate recommendations and property and financial advice by the Head of Finance & Property Services as as Chair of the officer Community Asset Transfer Board.
- 3 Legal advice is to be made available on request to the committee at its meetings through the Chief Solicitor.
- 4 If required, and where not provided by legislation, procedures at meetings of the committee are to be set by the Chief Solicitor in consultation with the Chair.
- 5 Subject to any over-riding legal requirements, the committee is bound by council policy in its decision-making.
- 6 Where members move a position against officers' recommendations then those who move and second the motion shall state reasons for that position, with reference to the relevant statutory and policy criteria, before a vote is taken, and the Clerk shall note and minute those reasons.
- 7 Decision letters and other correspondence required by a decision of the committee are framed and sent by the Head of Finance & Property Services in consultation, in relation to legal matters, with the Chief Solicitor.