

Glossary

Common Terms and abbreviations used throughout this document.

"Act"; the Act; CEA	Unless otherwise specified, this refers to the Community Empowerment (Scotland) Act 2015 and in particular, Part 5 of said Act
Asset	A building or land owned by or under stewardship of East Lothian Council
Asset Register	The list of all assets owned or leased by East Lothian Council including those categorised as 'Common Good'
CAT	Community Asset Transfer as specified in the Act
ComBen	A Community Benefit Organisation: a form of organisation deemed by the Scottish Ministers as a Community Transfer Body able to request ownership of an asset
Community Controlled Body	Defined in section 77 of the Act. It can be either a community controlled body (defined in section 19) or a body designated by the Scottish Ministers. A community organisation that has a formal constitution, Articles of Administration or set of rules that determine the purpose and means of governance of the organisation; also refers to a constituted body (group) that is wholly managed by the members (of the body/group)
Community Transfer Body (CTB)	To make an asset transfer request, your organisation needs to be a "Community Transfer Body". Community Transfer Bodies (CTB): community organisations who meet the criteria specified in the Act and who make a request for CAT either to lease or to purchase or for other management rights
(the) Council	East Lothian Council
Guidance or SG Guidance	This refers to the official guidance documents issued by the Scottish Government in January 2017 when Part 5 of the Act was enacted. The two guidance documents are:

Glossary

Common Terms and abbreviations used throughout this document.

	Asset Transfer: Guidance for Relevant Authorities; and Asset Transfer: Guidance for Community Transfer Bodies
PART 5	The part of the Act that governs Community Asset Transfer
Relevant Authorities	Term used in the Act to refer to all public bodies covered by the Act; in the case of this document this refers to East Lothian Council
SCIO	Scottish Charitable Incorporated Organisation: a form of organisation deemed by the Scottish Ministers as a Community Transfer Body able to request ownership of an asset
SG	The Scottish Government
Expression of Interest form (EOI)	The Expression of Interest is a written proposal made from a community body who is interested in taking over a community asset. The EOI form does not in itself constitute as a formal asset transfer application
Transfer or CAT Request or Asset Transfer Request	Once the community group is ready, they can apply for Asset Transfer by completing the Asset Transfer Request Form. The process of applying for an asset transfer under the Act.
Sustainable Business Case	Sustainable Business Case is a detailed submission which constitutes a formal application under the Act for a Community Asset Transfer.
Panel	A group formed to consider Community Asset Transfer requests, comprising of Capital Investment & Asset Management Group (CIAMG) and Corporate Asset Group (CAG) who are Council officials. Also, the cross party elected members, and other representatives who will provide advice and guidance to the Council.

Glossary

Common Terms and abbreviations used throughout this document.

COSS	Community Ownership Support Service (COSS). COSS adviser will assist community groups to take on land and buildings for their community. They offer advice, examples, and useful resources based on their experience helping organisations through existing voluntary schemes.
VCEL	Volunteer Centre East Lothian (VCEL) local adviser will advise groups on governance and fundraising relating to potential CAT requests.
DTAS	Development Trust Association Scotland (DTAS) Community Ownership Support Service
Sustainable Business	Sustainable Business Case is a detailed submission which constitutes a formal application under the Act for a Community Asset Transfer.