

FORMATION OF ALLOTMENT WORKING GROUP

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix One – Draft Terms of Reference for the Allotment Working Group

Summary

This report seeks approval to form of an Allotment Working Group and proposes a draft Terms of Reference for comment.

Recommendation (s)

The Committee is asked to:

- (1) Approve the formation of an Allotment Working Group
- (2) Approve the draft Terms of Reference, noting any amendments.
- (3) Appoint the Vice Chair of the Environment Committee to Chair the Allotment Working Group and appoint at least two additional members of this committee to form part of the group.
- (4) To delegate authority to the Vice Chair to appoint/invite additional councillors, stakeholders and officers to the Allotment Working Group as required.

1 Reason for Recommendation

- 1.1 The formation of a Working Group comprising of members, officers and stakeholders as required, is necessary to ensure that the allotment provision in the borough is fit for purpose, efficient and sustainable.

2 Background

- 2.1 There are seven council managed allotments and three self-managed allotments in the borough.

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- 2.2 Several changes to the administration and operational management of the service have been made over the last ten years and although the subject of allotments has been discussed by the Community and Well Being Committee over the years, the transfer of Allotments to the Environment Committee presents an opportunity to thoroughly review the service and make recommendations for improvements and sustainability.
- 2.3 It is therefore proposed that a Working Group is formed as a subgroup of the Environment Committee to undertake a thorough review of the service.
- 2.4 To set out responsibilities and provide focus for the Working Group a draft Terms of Reference has been prepared and is shown at appendix one.
- 2.5 Members are invited to comment on this draft and suggest amendments which will be made prior to circulation of the final document to the group.

3 Risk Assessment

Legal or other duties

- 3.1 Equality Impact Assessment
 - None for the purpose of this report
- 3.2 Crime & Disorder
 - None for the purpose of this report
- 3.3 Safeguarding
 - None for the purpose of this report
- 3.4 Dependencies
 - None for the purpose of this report
- 3.5 Other
 - None

4 Financial Implications

- 4.1 There are no specific financial implications arising from this report.
- 4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

- 5.1 There are no specific legal issues arising from this report

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5.2 **Legal Officer's comments:** none arising from this report

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- Effective Council

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** The Working Group will address issues such as water use and other issues which may have an environmental impact.

6.4 **Sustainability Policy & Community Safety Implications:** One of the key objectives of the Working Group is to ensure the future sustainability of the Allotment provision within the Borough.

6.5 **Partnerships:** It is suggested that the Allotment Working Group invites key stakeholders to participate in the assessment process as required.

7 Background papers

7.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- None