

Appendix 2: Remaining actions from the Allotment Strategy

ACTION	STATUS
1a. Allotment provision for both the population as a whole and for vulnerable groups, to be regarded as an effective intervention for the prevention of ill health, and evidence of the health benefits cited in the allotment plot holder's survey to be incorporated into the city's Joint Strategic Needs Assessment and decision making about public health.	Partially complete Action requires EIA. No data collected on Colony system; this will change with intro to Orkastrate in May 2022. IT are changing the waiting list sign up form to capture this data.
1b. Analyse the survey findings to demonstrate the health benefits of having an allotment	Complete BHAF completed survey
1c. Work to be undertaken on the Social Return on Investment of the allotment service for the city looking at if participation by certain groups can lead to savings in health / social care costs.	Partially complete Action requires EIA. No data collected on Colony system; this will change with intro to Orkastrate in May 2022. IT are changing the waiting list sign up form to capture this data.
1d. As part of the equalities impact assessment, access to the service to be reviewed to ensure that those that those who most benefit would participate including:	Equality Impact Assessment to be completed to progress this work
1e. Information about allotments to be included on the city's Information Prescription website and include in any future work on social prescribing	Equality Impact Assessment to be completed to progress this work
1f. With 1 in 20 people in Brighton & Hove having a disability (and strong evidence of the benefits of allotments for people with disabilities) more to be done to promote allotments to them via disability support organisations. To include detailed information about the options – easy access, limited mobility, co-working, and community plots. Site Reps and the Allotment Officer to monitor the demand for limited mobility and easy access plots. Limited mobility plots at all sites to be promoted to people on the waiting list who have indicated that they are interested in a limited mobility plot (rather than just the site they are waiting for).	Complete Formal links have been made Possability People. Weald accessibility has four applicants now. BHCC comms team will be promoting accessibility plots via stakeholders.
1g. Greater diversity amongst the plot holder community to be encouraged and barriers to this identified and addressed.	Equalities data not currently available to understand gaps in diversity amongst plot holders
1h. The City Council's public health team to consider if there is scope for public health budgets funding some of the concessions thereby in the long-term moving the subsidy for this concession away from plot holders towards health and wellbeing budgets.	Equality Impact Assessment to be completed to progress this work

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1j. Opportunities for Site Reps to take part in training about accessibility issues (including for example understanding mental health or physical access) could be provided. These courses are often run by the voluntary and community sector and Site Reps could be signposted to them or they could be run for Site Reps as part of an ongoing programme of training. Some courses may be free for others there may be a small charge for which funding would need to be found.	Partially complete All site reps will be signed up as volunteers with BHCC training. City Parks completed two successful training days with site reps. More to be booked in for 2022
1k. Promote opportunities for people on the waiting list to learn about organic growing for example at BHOGG and the Whitehawk Community Food Project, co working opportunities & open days.	Complete BHOGG is doing this. Awaiting a response from Whitehawk community food project.
2a. The <u>Governance: How Allotments are managed</u> section includes reference to work to make the governance structures of allotments more representative of the demographics of plot holders. Site rep elections -Training & Support -Formal processes for complaints, disciplinary. - The Site Rep role to be clarified, supported, and strengthened -Encouraging diversity amongst the site rep community	Partially complete Seeking new site reps at Tenant Down & Lark Hill to carry out elections trial (using online voting portal). Training- All site reps will be signed up as volunteers with BHCC training & First aid training
2b. Site Associations to be encouraged to make formal links with the Allotment Federation, ensuring the Federation's accountability. A sense community to be fostered, with shared ideas and learnings to better improve the allotment community.	Partially complete With reintroduction of the allotment forums every four months there is an opportunity to make formal connections with BHAF.
2c. At least one, and ideally 2-3 sites to pilot self-management (see also <u>Participation and Self-Management</u>) to explore whether this model could be more cost effective.	Incomplete Option was explored with the Weald association but have elected to remain under the council for the time being.
2d. Greater diversity within the site rep community to be encouraged and barriers to this identified and addressed.	Equalities data not currently available to understand gaps in diversity amongst site reps
3a. The Allotment Liaison group will oversee implementation of the allotment strategy and track progress.	Partially complete Handover has been started by Project Officer.
3b. Rules to be clarified and streamlined – with an emphasis on overarching key principles but allowance for: • a degree of site-specific flexibility, as some rules are needed for some sites but not for others	Partially complete Allotment rules will be amended to reflect the community protection notice. No further rule changes have been identified as yet.

ACTION	STATUS
<ul style="list-style-type: none"> • different styles of growing • Enforcement • Three-year review of rules by allotment forum • Different rules for community groups? • A clear delineation between which rules are enforced by the council, and those to be looked after by the Site Reps. A hierarchy of rules to be considered. • The Allotment Rules to be subject to a 3-year review, led by the Allotment Forum (if necessary informed by a working group) to ensure that rules are up to date with current policy and that they are enforceable on a practical level. 	
<p>3c. Site representatives have an important role in helping new plot holders choose appropriate size plots at the letting stage, ensuring that people are aware of the time commitments for different sized plots; and in future facilitating when people choose to upsize or downsize. The Allotments Officer to hold a workshop for site representatives to explain the new processes for both large and small sites.</p>	<p>Partially complete Waiting for graphic team to design plot sizes with info on time, water usage. To be shared with site reps for letting events. April 2022</p>
<p>3d. A clear policy to be developed on what happens to someone's waiting list position if they refuse a plot they are offered; or if they don't show up.</p>	<p>Partially complete Site reps at training said three strikes and out. Will need to update the website to reflect this information</p>
<p>4a. Plot turnover efficiency to be improved, to reduce the number of vacant plots, how long plots are vacant and increase income. This can be achieved through: -support for site reps. (see Appendix</p>	<p>Partially complete With the introduction of Orkastrate in May 2022 site reps will have access to vacant plots, plot under notice, be able to update a plot's status via Orkastrate. This will increase visibility. New plot holders will be given graphics on plot sizes, hours required etc. This should promote new plot holders selecting plot that's right for them.</p>
<p>5: Recommendations on the role of Site Reps – further detail) -enforcement of rules by BHCC -Mentoring for new plot holders - The figures which the council allotment service compile on number of vacancies at different sites to be shared with Site Reps via the allotment forum.</p>	<p>New plot holders will be given graphics on plot sizes, hours required etc. This should promote new plot holders selecting plot that's right for them.</p>

ACTION	STATUS
4b. Work to identify sites where the worst problems are for water leakage in order that any maintenance work can be prioritised.	Partially complete Weald water project TBC May 2022. Southern Water will commence inspections of all sites and make requests for immediate repairs required to be compliant with water regulations.
4c. A new ICT system implemented which would streamline the waiting list management and allotment service in time savings.	Partially complete Allotments service will switch to Orkastrate system in May 2022. (training required for all site reps that wish to use the system).
4d. Information on being safe to be included in the new plot holder's pack and on BHAF's website.	Not started – will be delivered by June 2023
4e. Reviewing the billing and invoicing process. Making direct debits, paperless invoicing the norm to use less paper and seamless payments.	Partially complete Central payments will update invoices to promote sign up to DD. Creation of customer portal for allotment holders, will allow users to pay and view bills online (waiting for other departments to sign up).
4f. Opportunities for people who want to volunteer (not just by joining committees) to be established for example helping with open days, mentoring new "allotmenters" or taking part in routine maintenance.	Partially complete BHOGG offer mentoring program to people on the waiting list and continue to receive support from the allotment service
4g. At least one pilot to look at how some elements of site management and maintenance could be undertaken more cost effectively by plots holders or site associations, for example fence maintenance or rubbish removal (without full self-management).	Unable to identify volunteers who can carry out self-maintenance. Further discussion with BHAF and Site Reps required to take this forward.