



**NOTTINGHAM CITY COUNCIL**  
**OVERVIEW AND SCRUTINY COMMITTEE**

**Date:** Wednesday, 9 April 2014

**Time:** 2.00 pm

**Place:** LB31-32 - Loxley House, Station Street, Nottingham, NG2 3NG

**Councillors are requested to attend the above meeting to transact the following business**

**Deputy Chief Executive, Corporate Director and Chief Finance Officer**

**Constitutional Services Officer:** Angelika Kaufhold **Direct Dial:** 0115 8764296

**AGENDA**

**Pages**

- |          |  |                |
|----------|--|----------------|
| <b>1</b> | <b>APOLOGIES FOR ABSENCE</b>   |                |
| <b>2</b> | <b>DECLARATIONS OF INTERESTS</b>   |                |
| <b>3</b> | <b>MINUTES</b><br>Meeting held on 5 March 2014 (for confirmation)  | <b>3 - 10</b>  |
| <b>4</b> | <b>WELFARE ADVICE IN NOTTINGHAM</b>  | <b>11 - 12</b> |
| <b>a</b> | <b>Joint presentation by Lisa Black (Nottingham City Council) and Trish Eaton (Advice Nottingham)</b>  | <b>13 - 22</b> |
| <b>5</b> | <b>PROGRAMME FOR SCRUTINY</b>  | <b>23 - 50</b> |
| <b>6</b> | <b>DATES OF FUTURE MEETINGS</b><br>To note that future meetings of the Overview and Scrutiny Committee are proposed to take place on the following Wednesday's at 2.00 pm: |                |

**2014**

**2015**

**12 May**  
**4 June**

**7 January**  
**4 February**

**9 July**  
**3 September**  
**8 October**  
**5 November**  
**3 December**

**4 March**  
**8 April**

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

**NOTTINGHAM CITY COUNCIL**

**OVERVIEW AND SCRUTINY COMMITTEE**

**MINUTES of the meeting held at Ground Floor Committee Room - Loxley House, Station Street, Nottingham, NG2 3NG on 5 March 2014 from 14.05 - 16.30**

- ✓ Councillor Brian Parbutt (Chair)
- ✓ Councillor Glyn Jenkins (Vice Chair)
- Councillor Azad Choudhry
- Councillor Georgina Culley
- Councillor Mohammed Ibrahim
- ✓ Councillor Gul Nawaz Khan
- ✓ Councillor Neghat Nawaz Khan
- ✓ Councillor Ginny Klein
- ✓ Councillor Thulani Molife
- Councillor Toby Neal
- ✓ Councillor Anne Peach
- Councillor Mohammed Saghir
- Councillor Roger Steel
- Councillor Marcia Watson

✓ indicates present at meeting

**Colleagues, partners and others in attendance:**

- Lewis Bryan - Policy Officer
- Chris Common - Organisational Planning and Performance Manager
- Richard Henderson - Head of Change and Improvement
- Angelika Kaufhold - Overview and Scrutiny Co-ordinator
- Jacqui Walker - Research, Engagement and Consultation

**52 APOLOGIES FOR ABSENCE**

- Councillor Azad Choudhry – leave
- Councillor Mohammed Ibrahim – other Council business
- Councillor Toby Neal – other Council business
- Councillor Mohammed Saghir – other Council business
- Councillor Roger Steel – other Council business
- Beverley Denby – 3<sup>rd</sup> Sector Advocate

**53 DECLARATIONS OF INTERESTS**

None

**54 MINUTES**

The Committee confirmed the minutes of the meeting held on 5 February 2014 as a correct record and they were signed by the Chair.

## **55 WORK PROGRAMMING WORKSHOP**

Councillor Parbutt introduced the workshop item and the following potential topics were introduced by colleagues and discussed as a group:

- (a) Probation reforms - how will a newly established probation service in Nottingham mitigate the risks associated with transformation?

The Government is currently in the process of reforming the probation service and at the heart of this is the introduction of private-sector Community Rehabilitation Companies who will be responsible for managing low to medium risk offenders in the community. CRCs will work alongside a newly established public sector National Probation Service which will retain responsibility for high risk offenders. The changes mean that all offenders serving short custodial sentences (between one day and two years) will receive a minimum of 12 months mandatory supervision on release. Currently this group of offenders does not receive any supervision or support.

Key points for Nottingham:

- (i) Nottingham has a higher (4.6%) re-offending rate than the national average;
- (ii) The New Probation Service will be established in April 2014 and retain responsibility for all offenders caseloads until the private providers take control in 2015;
- (iii) Eight private companies have been short-listed as lead providers and the contracts will be awarded by autumn 2014;
- (iv) CRCs will be rewarded on a Payment by Results (PbR) basis and there is limited evidence to date which suggests that PbR works in reducing rates of re-offending.

The main consideration is to recognise the work being undertaken by Nottinghamshire Probation Trust and Nottingham's Crime and Drugs Partnership and to consider how well the risks of transition are being managed.

- (b) Encouraging democracy – how is Nottingham mitigating the risks associated with the transformation of electoral registration? The Electoral Registration Act 2013 has made provision for the introduction of individual electoral registration (IER) (to replace household) registration with effect from 10 June 2014 in England and Wales. The Coalition Government chose to speed up the introduction of IER in light of concerns expressed by the Electoral Commission about electoral fraud and the integrity of the register. The new system will mean that electors will be registered individually and will have to provide identification in order to verify their application; this will be their date of birth and National Insurance Number. Transitional arrangements have been made so that those electors who are on the register and match against records held by the Department of Work and Pensions will be automatically confirmed on the new IER register published on 1 December 2014. This matching process will start in June/July 2014. These electors will continue to be entitled to vote in elections including the 2015 general election, whether or

note they have registered individually. Household enquiry forms and invitations to register will be sent to addresses and individuals respectively where the EROs are not certain whether all the residents who are eligible to be registered have been transferred to the new EIR system. The transition to IER will coincide with a national public awareness campaign about the introduction of the new registration system by the Electoral Commission.

- (c) Supporting Further Education Colleges – How far is the Council supporting Nottingham’s Further Education colleges in order to equip young people with the right skills for local employment?
- (i) Nottingham is the 20<sup>th</sup> most deprived local authority in the country. Whilst the percentage of young people achieving 5 A\*-C GCSE’s has increased significantly over the last fifteen years Nottingham still remains 3% behind the national average. The percentage of 16 to 18 year olds not in education, employment and training had fallen from 9.1% to 5.2% between 2005 and 2010. The number of young people between 16-24 years of age claiming Job Seekers Allowance currently stands at 3070 (4.8%). Nottingham has two FE colleges who receive funding from Government to deliver education and training to 16 to 19 year olds and adult learners. The Council works closely with both colleges to support the alignment of their provision to local need however, the Council only has an influencing role rather than a commissioning role.
  - (ii) The Nottingham Jobs Fund is an incentive for employers to employ City residents, aged 18 or over, who are claiming benefits by match funding the National Minimum Wage for one year.
  - (iii) The Council’s Apprenticeship Hub has supported 590 employers and young people to start an apprenticeship and has pledged to get 1000 young people into apprenticeships by March 2015.
  - (iv) The Council has recently secured £3million additional funding through the Youth Contract to further reduce youth unemployment within the City.
  - (v) Key consideration – to acknowledge the significant amount of work being undertaken by the Council to assist young people into work and the existing collaborative work between the Council and FE colleges and decide if this partnership is doing enough to equip young people with the skills suited to the needs of the local economy.
- (d) Citizens Survey 2013 results - the Citizens Survey involves face to face surveys with approximately 2,000 Nottingham citizens. Due to the sample size it is possible to look at the views of sub-groups of the population, including the differing views by area and demographic factors such as age, ethnicity and disability. Survey has been carried out since 2006 and there is a wealth of

historical data which allows trends to be tracked. Some of the headline data includes:

- (i) 87% think information provided by the Council is easy to understand all or most of the time;
- (ii) 49% feel they can influence decisions;
- (iii) 64% agree the Council acts on the concerns of citizens;
- (iv) 88% are satisfied with their local area;
- (v) 77% are satisfied with the Council;
- (vi) 88% think that local services treat people fairly;
- (vii) Cohesion remains high at 90%.

Possible areas to explore include exploring the emerging trends in the data, investigating differences between the views of people in various sub-groups and the correlations between questions to establish the factors which influence responses to some key question.

- (e) Commercialism and demographics – with significant budgetary pressures expected for local government until 2019/20 how can the Council engender a ‘commercial culture’ to help manage these pressures? How can we maximise the benefits of grants/charitable funding for the City?

The Council must get smarter when selecting and managing suppliers and achieve best value for money without impacting on the quality of service delivery for its citizens.

What has worked? – generating income/becoming more commercial

- (i) Sharing services – the extent to which current approaches to shared services have been successful eg trade waste, fleet maintenance and parking enforcement
- (ii) Changing management and culture approaches – changes to contract management and selective/local application of terms and conditions eg recruitment.
- (iii) In-sourcing – increasing the use of internal services.
- (iv) Co-ordinated bidding for grants – the Council in collaboration with Nottingham’s Voluntary and Community Sector successfully secured £9 million in funding from the Big Lottery Fund to improve services for those individuals who lead the most chaotic lifestyles in the City. This funding was secured through a co-ordinated bidding process and involved One Nottingham bringing all the parties together, agreeing a co-ordinated approach including the lead organisation, signing off all expressions of interest for the bid etc. By doing this the Council avoided takeover from the national community and voluntary service and enabled a ‘strategic fit’ with the city’s key strategic priorities. There is a local voluntary sector lead supported by local partners and this has resulted in 2 out of 3 bids

got to the final process with 1 being won and still waiting for the outcome of another.

(f) Demographic changes, trends and challenges in Nottingham City

This topic is - considering the changing demographic profile of the City and the potential impact on future services being provided by the Council. Key information includes:

- (i) Nottingham's population has increased by 38,700 to 305,700 between the 2001 and 2011 censuses. Half of this increase was due to natural change (more births than deaths) and half due to international migration (eg from Eastern Europe) and an expansion in the number of overseas students in the universities.
- (ii) Migration between the City and other parts of the United Kingdom tends to balance itself out. Nottingham generally has a net increase in 16-24 year olds due to migration (students and other young adults), but has a net loss in all other age groups, particularly those where people are forming families. These flows are often linked to the affordability and size of housing available. Between 2011 and 2012, the City had a net loss of 2,700 people to the other Greater Nottingham districts including a net loss of 750 under 16's. Our housing policies are seeking to address this loss of population by focussing on the need for family housing in the City.
- (iii) Population increases in the future are expected to be smaller. The universities are not expected to be smaller. The universities are not expected to expand much further and international migration rates have fallen in recent years. Current projections suggest an increase of 5,100 people between 2011 and 2016 and a further 12,300 people by 2021.
- (iv) The number of babies born in the City has increased in recent years. This is due to an increase in the number of women of child bearing age and not to an increase in the average family size. The number of births looks likely to stabilise at this higher level. This will lead to an increase of 8,000 under 15s between 2011 and 2021 although the numbers in this group are not expected to continue to grow quickly after 2021.
- (v) In 2012, 31.8% of babies were born to mothers born outside the United Kingdom which is likely to result in an increase in school children with English as a second language.
- (vi) An increase in the population aged 65 or over is expected in Nottingham due to increasing life expectancies, but the increase is likely to be smaller than the national average. The over 85 age group however is projected to grow by 600 people (12%) between 2011 and 2021.
- (vii) Health – for every age group except 16-24 year olds, Nottingham has a higher proportion of people with a long term illness or disability than the national average for that group. This means demand for health services

may rise faster than would normally be expected for an area with a relatively young population.

- (viii) Skills – 62.3% of people aged 25-64 in Nottingham have Level 2 (entry level) qualifications or higher compared to 69.6% nationally. This is improving and the gap to the national average is narrowing as younger people tend to have more formal qualifications, but for every age group, Nottingham has fewer people with this level of qualifications than the national average, meaning the gap will be smaller but will remain for the foreseeable future.
- (ix) Benefits – Nottingham has a higher than average proportion of benefit claimants. Current welfare reforms tend to place more emphasis on people returning to work and have led to an increase in job seekers from groups who are more likely to have issues which restrict their availability to work eg lone parents with childcare commitments, former Incapacity Benefit claimants, or people with long breaks in their employment history.

**Resolved to**

- (1) schedule Probation Reforms in June 2014 as a topic for the main Overview and Scrutiny Committee;**
- (2) schedule Demographic Changes as a topic for the Overview and Scrutiny Committee**
- (3) schedule the Nottingham Citizens Survey as a review topic and draft a scope for the review for approval;**
- (4) schedule Commercialism as a review topic and draft a scope for the review for approval;**
- (5) request more information on the current partnership and networking arrangements taking place and how the Council is engaging with the FE Sector before deciding whether to carry out a review;**
- (6) to request the Head of Democratic Services to provide a policy briefing on the work being carried out to implement the changes to Individual Electoral Registration.**





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<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>9 APRIL 2014</b>
<b>WELFARE ADVICE IN NOTTINGHAM</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

This Committee is asked to consider the information provided relating to the provision of welfare advice in Nottingham by the Council and its partners and to identify the type of advice being sought and any developing trends for the future.

**2. Action required**

Councillors are asked:

- (a) use the information provided to inform questioning and discussion about how advice is being provided, the nature of the advice being sought and developing trends for the future;**
- (b) identify if there are any further areas relating to the provision of welfare advice in Nottingham for future scrutiny they may wish to explore?**

**3. Background**

The Overview and Scrutiny Committee agreed to consider this item at its meeting held on 4 September 2013. Given the period of austerity and reducing council budgets and changes to welfare benefits the Committee felt it was important to find out what level of welfare advice and support is being provided in the City.

**4. List of attached information**

None

**5. Background papers, other than published works or those disclosing exempt or confidential information**

None

**6. Published documents referred to in compiling this report**

None

**7. Wards affected**

City-wide

**8. Contact information**

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# Welfare Advice in Nottingham Overview & Scrutiny Update

9<sup>th</sup> April 2014

Lisa Black – NCC & Trish Eaton - AN



# Welfare Reform in Numbers – City wide

**4,120**

Approximate number of Council and Housing Association homes under occupied by 1 and 2 bedrooms in Nottingham

**46 %**

**NCH tenants have paid full rent** resulting from under occupancy

**1 %**

**NCH tenants have paid no rent** resulting from under occupancy

**25,600**

**working age people in Nottingham receive council tax support**

**892**

**Notices Seeking Possession** have been issued for **under occupation arrears** cases

**1,011**

**DHP claims** have received a payment since **1 April 2013**

**£557k**

= total value of **DHPs** allocated to **year end**

**173**

Households in **Nottingham** are subject to the **Benefit Cap** (Nov 2013)

**927**

**Emergency Hardship Scheme awards made since 1 April 2013**

(2013/14 DHP allocation = £696k)

# Advice Provision across Nottingham

- Advice provided across the City through;
  - Commissioned services delivered by Advice Nottingham Consortium, led by Nottingham CAB
  - NCC Welfare Rights team
  - Specialist Advice
- Advice services include:
  - Support with areas of Welfare Benefit and Debt Law
  - Housing issues
  - Debt management
  - Employment issues
  - General support

# Advice services across the City

- Advice is provided over the telephone; by appointment and at “drop in” sessions across the City
- For non emergency matters, clients are placed on a waiting list that typically is around 4 weeks
- Emergency issues such as deadlines for claims; appeals or housing related matters are seen within 48 hours
- Type of help across the sector includes:
  - Advice & help to complete forms
  - Advocating with Benefit agencies over unfavourable decisions
  - Assisting with appeals for benefits
  - Negotiation of debt repayments
  - Defending possession for rent or mortgage
  - Debt Relief Order applications, bankruptcy advice
  - Applications for charitable help





# What is the demand?

Advice services this year have so far:

Offered  
**3,352 advice sessions**

Helped  
**12,549 citizens**

And achieved  
**£8.8 million** in benefit awards

Helped to manage  
**£4.3 million** of debt

**Majority of demand is for help with benefits**

Type of demand	NCC Experience	Advice Nottingham Experience
Welfare Benefits and Tax Credits	70%	52%.
Debt	30%	24%
Housing	-	9%
Employment	-	8%
Other	-	7%



# What is driving the demand?

- Impact of welfare reform
  - Introduction of the Social Size Criteria (“Bedroom Tax”); Appeal work and applications for Discretionary Housing Payments
  - Change in how appeals are dealt with at the DWP
  - Benefit Sanctions
  - Increase in appeals for Employment Support Allowance

# Building capacity, responding to need

- Building knowledge:
  - Working with faith community to train and develop volunteers
  - Food bank engagement
  - Credit Union partnership
- Increased “triage advice” at all access points dealing with lower complexity work
- Provided dedicated Policy and campaigns role within the advice sector
- Advice Nottingham has secured an additional £1.25m for advice services including; fuel debt advice; financial capability and work with specific client groups
- Optimising Discretionary Housing Payments
- Sustaining Emergency Hardship Support

# Challenges and next steps

- Welfare reform changes continue:
  - Increase in the amount of council tax people will need to pay in 14/15 and beyond
  - Disability Living Allowance changing to Personal Independent Payments
  - Changes to costs for Bailiffs
  - Universal Credit rollout
- Commissioning Advice going forward
  - In final year of three year contract
  - Re-commissioning work is about to commence for 15/16
  - Shaped with stakeholders and learning from the last 12 months of welfare reform
  - Focus on supporting households to achieve financial resilience;
    - Advice and guidance
    - Support and advocacy
    - Help people to access employment and training and support
  - Capacity building through volunteers and partnerships with other organisations

# Questions

Any questions or feedback?

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<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>9 APRIL 2014</b>
<b>PROGRAMME FOR SCRUTINY</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

To consider and set the overall programme and timetable for scrutiny activity for the forthcoming year.

**2. Action required**

The Committee is asked to:

- a) **note the potential items scheduled for forthcoming meetings of the Overview and Scrutiny Committee (subject to the availability of participants);**
- b) **to consider the briefing paper for allotments and decide if there are further areas to explore and if a review is actually needed. A date has been proposed for 7 May 2014 at 2.00 pm;**
- c) **to note the schedule of topics discussed at the Work Programme session for 2014/15 and that briefing notes be requested identify more potential topics for future Scrutiny Review Panels for further exploration;**
- d) **identify topics for policy briefing sessions for 2014/15.**

**3. Background information**

3.1 One of the main roles of the Overview and Scrutiny Committee is setting, managing and co-ordinating the overall programme of scrutiny work. This includes:

- mapping out an initial programme for scrutiny at the start of the municipal year
- monitoring progress against the programme throughout the year, and making amendments as required
- evaluating the impact of scrutiny activity and using lessons learnt to inform future decisions about scrutiny activity.

3.2 At this meeting, the Committee will have the opportunity to discuss topics for scrutiny review; making sure they have a clear focus; and set the programme of scrutiny activity accordingly.

3.3 In setting the programme for scrutiny activity, the Committee should aim for an outcome-focused work programme that has clear priorities and is matched against the resources available to deliver the programme. It is intended to hold reviews in single session meetings with topics that lend themselves to this style of review.

#### Commissioning scrutiny reviews

- 3.4 Delivery of the programme will primarily be through the commissioning of time-limited review panels to carry out reviews into specific, focused topics. All reviews must have the potential to make a positive impact on improving the wellbeing of local communities and people who live and/or work in Nottingham; and to ensure resources are used to their full potential, reviews must have a clear and tight focus and be set a realistic but challenging timetable for their completion.
- 3.5 In setting the programme of scrutiny reviews, it is important that the programme has flexibility to incorporate unplanned scrutiny work requested in-year. However, the Committee will only be able to schedule unplanned work after it has reassessed priorities across the scrutiny programme and considered the impact on existing reviews of the diversion of resources. When the Committee monitors the overall programme for scrutiny at each meeting there will be opportunity to do this.
- 3.6 The Committee has already agreed the review items and memberships need to be agreed for these.
- 3.7 When establishing a review panel, the Committee needs to decide on:
- a clear and tight remit for the review
  - a timescale within which the review should be carried out
  - size of review panel, including whether any co-opted members should be involved
  - chair of the review panel (to be appointed from the pool of five scrutiny chairs)

and should have regard to the need over the year to engage as many councillors as possible in the scrutiny process.

#### Schedule of 'overview' items

- 3.8 The Committee also needs to agree a schedule of 'overview' items to come to future Overview and Scrutiny Committee meetings which is shown at Appendix 1. At each meeting, the Committee will look in-depth at one key strategic issue. In addition to providing an opportunity for scrutiny of strategic issues, this approach will support Committee members in having an overview of key current issues affecting Nottingham to inform work programming decisions.

#### Policy briefings

- 3.9 Through the process of developing the programme for scrutiny, the Committee may identify issues which call for a policy briefing. The purpose of these briefings is to inform councillors about a current key issue or to prepare councillors for review work that has been commissioned. These informal briefings will not be occasions for scrutiny to be carried out, although they may result in a suggestion for a new scrutiny topic, which would need to be considered by this



Committee against the current programme for scrutiny and available resource. Policy briefings will not form part of the Overview and Scrutiny Committee's agenda but will be held separately and be open to all councillors to attend.

Monitoring programme for scrutiny

- 3.10 On an ongoing basis the Committee will be responsible for managing and co-ordinating the programme for scrutiny and assessing the impact of scrutiny activity. At all future meetings the Committee will monitor the progress of the programme, making amendments as appropriate.

**4. List of attached information**

The following information can be found in the appendices to this report:

**Appendix 1** – Overview and Scrutiny Committee agenda

**Appendix 2** - Policy Briefing sessions

**Appendix 3** – Topics for 2014/15

**5. Background papers, other than published works or those disclosing exempt or confidential information**

None

**6. Published documents referred to in compiling this report**

None

**7. Wards affected**

Citywide

**8. Contact information**

Contact Colleagues

Angelika Kaufhold  
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0115 8764315

The feasibility criteria includes:

<b>Decision making and being a critical friend</b>	<b>Is it a topic/key decision which requires consultation with Overview and Scrutiny <u>prior</u> to the decision being taken.</b>	Yes – include. No – apply other criteria and consider removing
<b>Public Interest and relevance</b>	<b>Is the topic still relevant in terms of it still being an issue for citizens, partners or the council in terms of performance, delivery or cancellation of services?</b>	Yes – apply other criteria and consider inclusion No – apply other criteria and consider removing
<b>Ability to change or influence</b>	<b>Can the Committee actively influence the council or its partners to accept recommendations and ensure positive outcomes for citizens and therefore be able to demonstrate the value and impact that scrutiny can have?</b>	Yes – apply other criteria and consider inclusion No – apply other criteria and consider removing
<b>Range and scope of impact</b>	<b>Is this a large topic area impacting on significant areas of the population and the council’s partners <u>or significant impact on minority groups</u>.</b>  <b>Is there interest from partners and colleagues to undertake and support this review and will it be beneficial?</b>	Yes – apply other criteria and consider inclusion No – apply other criteria and consider removing
<b>Avoidance of duplication of effort</b>	<b>Is this topic area very similar to one already being scrutinised in another arena or has it already been investigated in the recent past?</b>	Yes – consider involvement in the existing activity or consider removing No – apply other criteria and consider inclusion.

## Overview and Scrutiny Committee agenda - List of potential topics for 'overview' items

Below is a list of 'overview' items (based on background research and intended to encompass the broad remit of Overview and Scrutiny) to be included on the agendas for meetings of the Overview and Scrutiny Committee during 2013/14 and for 2014/15. It is intended that the Committee will consider one strategic overview item at each of its meetings. Agreed items will be scheduled depending upon timeliness for the item and availability of contributors. The following items are all subject to final confirmation.

Date of meeting	Focus
<b>12 May 14</b> <b>(at rising of Annual Council)</b>	Terms of reference and memberships Establishment of Scrutiny Review Panels and memberships
4 June 2014 TBC	<b><u>Probation Reforms</u></b> How will the newly established probation service in Nottingham mitigate the risks associated with its transformation and what do these changes mean for the Council?
9 July 2014 confirmed	Leader of the Council
3 September 2014 Annual	<b><u>The Nottingham Plan 2020</u></b> – progress of targets and identifying issues for further exploration in the One Nottingham and Scrutiny Panel Board (last considered 4 September 2013)
8 October 2014 Annual TBC	<b><u>Community Safety Partnership</u></b> – annual feedback on progress of Crime and Drugs Partnerships with focus on specific targets and evaluation of the relationship with the Police and Crime Commissioner (last attended 12 June 2013)
5 November 2014 TBC	<b><u>From “Good to great”</u></b> – changing the Council’s operating model – the realignment of council services: (i) Delivery of new city vision (ii) Enablers of transformation (iii) Business enablers What is the focus for restructure and how are public services being realigned to deliver more customer focused services and how will this improve services to citizens?
3 December 2014 Update from previous year	<b><u>Nottingham Growth Plan</u></b> – progress in meeting targets to tackle youth unemployment in the City, Jobs Fund and Apprenticeships (last attended 2 October 2013)
7 January 2015 confirmed	<b><u>Citizen First/Customer Access Programme Implementation</u></b> – progress and what difference is this making

Date of meeting	Focus
	to citizens? (last attended 8 January 2014)
4 February 2015	TBC
4 March 2015	TBC
8 April 2015	TBC

### List of potential policy briefings

Below is a list of potential topics for policy briefings that have been put forward by councillors to date. The Committee will need to identify any topics to be put forward as ideas for potential policy briefing sessions at this stage – this process can be ongoing throughout the year.

Date	Topic	Comments
TBA	Individual Electoral Registration	

## Scrutiny Review Panels 2013/14

Date and Time	Topic	Chair /Membership	Lead Officer
<b>Wednesday 2 April 2014 at 2.00 pm postponed awaiting new date</b>	Exploring the implications of the changing educational landscape Part 2 (final meeting)	Glyn Jenkins (chair) Choudhry Sally Longford Thulani Molife Eileen Morley	Jane Garrard/Angelika Kaufhold
<b>Wednesday 7 May 2014 at 2.00 pm</b>	Allotments – further scoping work needed and issues from councillors	Mohammed Ibrahim (chair) Glyn Jenkins Anne Peach Roger Steel	Angelika Kaufhold
<b>23 September 2013 – completed</b>	Tackling anti-social behaviour caused by irresponsible dog owners report of the Anti-social behaviour of irresponsible dog owners - Review Panel	Mohammed Ibrahim (Chair) Glyn Jenkins Gul Khan	Status: review report published
<b>Friday 25 October - completed</b>	Ash die back – to review the council's response to the prevalence of ash die back and what methods of monitoring and action are taking place.	Glyn Jenkins (Chair)  Gul Khan Mohammed Ibrahim Roger Steel	Status: review report published
<b>Monday 11 November 2013 - completed</b>	What is the Council doing to monitor and if applicable tackle parking congestion around educational establishments?	Brian Parbutt (chair) Glyn Jenkins Roger Steel	Status: review report published
<b>Thursday 28 November 2013 2.00 pm - completed</b>	How effective is the action being taken by the Council to communicate and enforce its policies relating to wheelie bins on pavements?	Azad Choudhury (Chair) Mohammed Ibrahim Glyn Jenkins Sally Longford Toby Neal	Status: review report being drafted
<b>Friday 13 December 2013 at 3.00 pm</b>  <b>Monday 20 January 2014 at 2.00 pm</b>	Gully Cleaning – since the implementation of the 3 Cities Good Practice Guide for gully cleansing in 2012/13, how effective is this proving and how are customer's expectations being managed?	Glyn Jenkins (chair) Mohammed Ibrahim Gul Khan Brian Parbutt Roger Steel	Status: review report being drafted

<b>Wednesday 22 January 2014 at 2.00 pm</b>	Is the funding available for tree management and maintenance being used in the most efficient and effective way possible? How is the Council managing the problems caused by tree roots, in particular damage to pavements/ roads?	Brian Parbutt (Chair) Glyn Jenkins Anne Peach Roger Steel	Status: Review report being drafted
<b>Monday 3 February 2014 at 2.00 pm</b>	How are the Council and its partners managing responsibilities for the management and upkeep of local public waterways?	Azad Choudhry (chair) Glyn Jenkins Neghat Khan Sally Longford	Angelika Kaufhold John Lee – Snr Rights of way officer – Development (David Bishop)
<b>Tuesday 25 February 2014 at 2.00 pm</b>	Exploring the implications of the changing educational landscape Part 1	Glyn Jenkins (chair) Choudhry Sally Longford Thulani Molife Eileen Morley	Jane Garrard/Angelika Kaufhold

## Potential Scrutiny Review Topics 2014/15

	Topic	Comments
1	A review of commissioning and procurement as a way of promoting equality for potential inclusion in the 2014/15	Proposed at OSC Feb 2014 by Imogeen Denton referred by EFC  Review the procurement strategy and ask how equality measures are included
2	<b>PROBATION REFORMS</b> How will a newly established probation service in Nottingham mitigate the risks associated with its transformation?	<b>OSC June 2014</b> – proposed date  <ul style="list-style-type: none"> <li>• Review the partnership obligations that companies awarded the payment by results tender will have to maintain</li> <li>• Timescale for implementation of new probation service and companies who will be monitoring/managing low risk offenders</li> <li>• Who decides levels of risk</li> <li>• What mitigating actions are in place if provider company fails or finds it unsustainable to deliver in the payment by results culture</li> </ul>
3	<b>NOTTINGHAM CITIZEN'S SURVEY</b> The results of the Nottingham Citizens' survey carried out in November and December 2013 have recently been published. The following slides show some of the findings of particular relevance to the Council. <ul style="list-style-type: none"> <li>○ Potential areas for better understanding the implications of the Citizens' Survey 2013</li> </ul>	Take a more in depth look at the figures and the correlation between questions Explore the issues around why so many more disabled people expressed dissatisfaction with the Council
4	<b>COMMERCIALISM</b> With significant budgetary pressures expected for local government until 2019/20 how can Nottingham City Council engender a 'commercial culture' to help manage these pressures? How can we maximise the benefits of grants/charitable funding for the city?	
5	<b>DEMOGRAPHIC CHANGES,</b> Trends and Challenges in Nottingham City – Understanding our changing population and potential implications to service	Need to explore the changes in demography in Nottingham and how this will impact on :



	delivery	The ageing population; Council services; Health Services etc.
6	<b>Housing in the City</b> – how is the Council addressing the issue of creating family housing and social/affordable housing Given the census data showing families moving out of city to find suitable family housing?	
7	<b>FE COLLEGES</b> - How far is Nottingham City Council supporting Nottingham's Further Education (FE) colleges in order to equip young people with the right skills for local employment?	<p>Obtain more information/background to establish what the current picture is BEFORE deciding whether to pursue as a topic for an SRP</p> <ul style="list-style-type: none"> <li>• What are the current partnership arrangements/networking between FE colleges/Council/partners/local business</li> <li>• How can this be improved and what level of influence does the Council/local business sector have to encourage courses for core skills needed by the private sector?</li> <li>• How can the prospects for young people be improved and how can we build a strong partnership?</li> <li>• Need joined up thinking by all agencies/partners</li> <li>• Impact of youth unemployment figures and trends</li> </ul>
	<b>IT</b> - How is the Council ensuring its IT infrastructure is fit for purpose and meets the requirements of citizens, colleagues and councillors?	
	<b>Tourism</b> – what is the Council doing to make Nottingham a tourist destination of choice and how does it know what citizens and tourists want?	
	<b>Staff engagement</b> – how can the councillors be sure that colleagues are fully engaged with changes in work practices (commercialism) and need for leaner cost efficient services and structural changes (Good to Great). How is staff morale being measured and their views being sought? When was the last staff questionnaire and when is the next	

	<p>one due? What lessons have been learnt? Are these changes and austerity measures impacting on staff retention?</p>	
	<p><b>Fixed odds gambling</b> – a recent article in the Nottingham Post highlighted research carried out by the Campaign for Fairer Gambling, gamblers in Nottingham spent £40,896,139 on the machines. Nottingham is amongst the 55 most deprived English boroughs which lost £470m on the gaming machines last year, against £231m in the 115 most affluent areas in the country.</p>	<p>Is this affecting some of Nottingham's most vulnerable residents, what research is available and is there any action that can be taken by the Council to address this given that the Association of British Bookmakers have said it will also introduce alerts when a customer has spent <u>£250 or played for 30 minutes</u> as part of a new code to tackle problem gambling.</p> <p>How accurate is the data and how was it collated?</p> <p>What is the profile of citizens?</p> <p>How prolific are premises offering this on Nottingham's streets?</p> <p>Will the companies in Nottingham adhere to the voluntary code?</p>
	<p><b>Credit Unions</b> - An effective way of addressing citizen's increasing use of pay day lenders?</p>	

## overview and scrutiny briefing note

<b>Topic:</b>	<b>Allotments in Nottingham</b>
<b>Requested by:</b>	<b>Overview and Scrutiny Committee</b>
<b>Submitted by:</b>	<b>Eddie Curry, Head of Parks and Open Spaces</b>
<b>Date submitted:</b>	<b>20.2.2014</b>

### Summary

1. This report gives an overview of current status of Allotment and Community Gardens with the City of Nottingham, with particular consideration to provision of allotments, legal and strategic aspects and the role of allotment and community gardens in providing affordable local food.
2. The Food Growing Framework is a public strategy produced by The Parks and Open Spaces Service that guides the work of the Allotments Authority and its partners. The document contains a detailed action plan.
3. The principle legislation governing allotments are the Allotments and Small Holdings Acts 1908-1950.
4. There are nearly 3500 parcels of land that have been variously described as allotments. Of these, 2616 are City Council owned, viable Allotment Gardens within the City boundary.
5. There are a significant number of plots that are classed as derelict and a small number that are considered non-viable. The Allotments Service is consulting on the future of these parcels of land.
6. The average waiting time for an allotment in 2013 was 21 months. Citizens living in Bulwell Forest and Bestwood Wards have the poorest access to Allotment Gardens. Sites in the Sneinton area have the longest waiting lists at the moment.
7. There are a variety of types and size of Community Gardens around the City. As part of the Food Growing Framework, standards have been drawn up which describe the sites that make a significant contribution to food growing in the City and are a priority for support by the Allotments Service.
8. There are an encouraging number of schemes running around the City that help to provide low cost, locally produced food. Many of these are connected through the Food Initiatives Group (FIG) and FIG Local.
9. There is provision under the Allotment Acts to ensure that allotment gardens are properly cultivated, but the Council cannot prescribe how efficiently the plot is used for food growing.



## The Food Growing Framework 2012- 2015

10. The Food Growing Framework was adopted by the Portfolio Holder for Leisure and Culture in 2012 and outlines the way in which Nottingham City Council's Parks and Open Spaces Service will work to encourage and support local food growing. The Food Growing Framework will contribute to a range of local policies and plans and in particular supports the delivery of the 'Locally sourced food' action programme of Nottingham's Sustainable Community Strategy. The Food Growing Framework forms part of the suite of documents that constitute Nottingham City Council's Open and Green Spaces strategy 'Breathing Space'.
11. The themes of the Framework are:
- a. **Allotments**
  - b. **Growing access to public land**
  - c. **Edible plants in public places**
  - d. **Information and Support**
  - e. **Partnership and Research**
12. Further details of the above themes are listed in appendix vi. The full document can be accessed at <http://m.nottinghamcity.gov.uk/CHttpHandler.ashx?id=34073&p=0>
13. The Allotments Service has been following the action plan for nearly 2 years and a number of projects have been completed during this time.
- a. The service offered to allotment tenants has been reformed and improved with clear policies and procedures, such as the new Tenancy Agreement and a web-based application form.
  - b. Support has been given to setting up new community gardens and other community food growing projects such as Come Grow with Me, and fruit trees and other edibles in public parks.
  - c. The 'Annual Grow Your Own' event has been very popular and is now in its fourth year.
14. It is now accepted that not all of the objectives will be completed during the original 3 year action plan, especially those that create or rely on partnerships, and those undertaking research into the wider areas of Food Growing.

## The legislation governing allotments

15. The principle legislation governing allotments are the Allotments and Small Holdings Acts 1908-1950.
16. There are two main areas to the legislation:
- a ) Provision of allotments by the Council  
**From the 1908 Act:** If the council of any borough, urban district, or parish are of opinion that there is a demand for allotments in the borough, urban district, or parish,

the council shall provide a sufficient number of allotments, and shall let such allotments to persons resident in the borough, district, or parish, and desiring to take the same.

On a representation in writing to the council of any borough, urban district, or parish, by any six registered parliamentary electors or persons who are liable to pay an amount in respect of council tax resident in the borough, urban district, or parish, that the circumstances of the borough, urban district, or parish are such that it is the duty of the council to take proceedings under this part of this Act therein, the council shall take such representation into consideration.

**From 1925 Act:** Where a local authority has purchased or appropriated land for use as allotments the local authority shall not sell, appropriate, use, or dispose of the land for any purpose other than use for allotments without the consent of the Minister of Agriculture and Fisheries.

b) Definition and use of Allotment Gardens

**From 1922 Act:** The expression “allotment garden” means an allotment not exceeding forty poles (just over 1000 sq m) in extent which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family;

**Number of Allotment Gardens in the City of Nottingham**

17. The table below shows the number of plots in the City of Nottingham.

Type of Plot	Number of Plots	Comment
NCC plots -viable sites in City	2616	Plots under 125sq m added together and divided by 125.
NCC plots -viable sites outside City	181	Blenheim New Site (40) Wilford Lane (136) Tollerton (5)
NCC Plots - Non Viable	251	Historical use Non or poor access Most on retained Housing portfolio land
Plots - Private sites	> 400	Approx 170 in use 3 Sites New Aspley, Radford Bridge, Bagthorpe
Total Number of Plots	Approx 3450	Inc all above

**Waiting period for Allotment Gardens**

- 18. The table in appendix i shows details of the waiting list by area of the City, where known. The allotments service has not done detailed analysis of this data but we believe that more people are waiting longer in the Sneinton area.
- 19. It would be possible for colleagues in the Information Governance team to link the database, holding the addresses of the current and prospective allotment tenants, to the Council’s mapping software and give a real-time visual map of where demand is in



the City; however, the allotments service has not had the capacity to initiate this project.

20. The average waiting time to get an allotment in the City during 2013 was 21 months (See Appendix ii for the calculation). This compares to 25 months in 2012.
21. The map in appendix iii shows the distribution of sites and the main areas with poor access. Citizens living in Bulwell Forest and Bestwood Wards have the poorest access to Allotment Gardens.

### **Derelict sites**

22. There are two allotments sites within Nottingham that are entirely derelict: Sneinton Dale and Westleigh Rd, Strelley. There are currently no plans to dispose of the land but securing funds to clear and reopen them as allotments is not currently a priority.

### **Non viable sites and plots**

23. A number of small allotment sites have been identified as non-viable. The majority of these are made up of very small plots, often long vacant, and are typically located within housing estates where the neighbouring houses are the only one with access. These small parcels of land are not suitable as Allotment Gardens and at the present time the Allotments Service budget does not have adequate resources to manage these parcels of land and the antisocial behaviour that is associated with some of them. Area by area consultations are taking place regarding the future of these parcels, which will be followed by a series of Joint Portfolio Holder Decisions.

### **Derelict plots on viable sites**

24. There are currently 106 plots classed as derelict on viable sites. Despite the Allotments service putting funds into restoring some of these and getting them re-let, the number of derelict plots has increased due to discovery of dangerous buildings and a number of plots being returned in poor condition following the death of an elderly tenant.

### **The terms under which allotments are let.**

25. The allotments gardens are let under an allotment Tenancy Agreement (see appendix iv) This is a form of periodic lease. A handbook has also been produced to give further explanation of the tenancy agreement.

### **Community Gardens**

26. Community Gardens are thought of as different things by different people but are not usually managed by the Local Authority. Unlike Allotment Gardens, they are not defined in law and there is no statutory requirement to provide them. See appendix v for more information on Community Gardens.

## **Selling Local Food to Local People**

27. There are a number of schemes run from community gardens that sell food grown in the City to local people. Probably the most well know is the scheme run by Ecoworks who buy surplus veg from allotment gardeners for a veg box scheme (they deliver to Loxley House as well). The Notts Nosh directory has details of those sites that openly sell surplus/produce.

## **The Food Initiatives Group**

28. The Food Initiatives Group (FIG) was set up in 2001 with an original aim to ensure people on low income had access to affordable food.
29. Managed by Groundwork Greater Nottingham since 2003, FIG's core work was shaped and driven with the NHS and focused on encouraging the uptake of healthy eating within communities across Nottinghamshire.
30. A bid was submitted in 2011 to the Big Lottery Local Food fund and FIG Local was born; a project that seeks to focus on promoting and supporting accessible and affordable local food, but which recognises the need to re-localise the food system and support both food producers/providers and consumers in order to support local food fully.
31. This will be delivered through the development of a working model that champions local food and its producers, builds collaboration between local producers and consumers and supports community food projects to outreach into areas of particularly identified need.
32. FIG Local through the vehicle of the Notts Nosh brand <http://food.groundworknottingham.org.uk/> will help people to buy, grow, eat and enjoy local food.

## **Efficient use of Allotment Gardens**

33. The Allotment Acts state that more than 50% (wholly or mainly) of an Allotment Garden needs to be given over to growing fruit and veg for the individual and their family. A surplus is allowed to be sold, but by its nature a surplus cannot be planned. The Council's tenancy agreement also states that a number of different crops need to be grown. Beyond this, the Council has no control over how efficient the use of the plot is.
34. 70% of the allotment plots are leased to allotment associations and the leases do not cover how efficient the use should be, only that the plots are used as Allotment Gardens.
35. It is worth noting that whilst allotments were originally provided to allow the 'labouring poor' to have space to grow their own food, post 1950 and up until the rise of the idea of sustainability, allotments were more often thought of as a leisure activity with people often growing vegetables for the show bench. Many of the allotment plots in

Nottingham have been described as Leisure Gardens, which are typically larger in size with hedges and individual gated entrances and used for a variety of purposes.

**List of published documents referred to in this report**

Breathing Space 2010 – 2020

Food Growing Framework 2012 - 15

Portfolio Holder Report – Food Growing Framework January 2012

Allotments Acts 1908, 1922, 1925 and 1950 - HMSO

Food for Thought – Food Initiatives Group

Notts Nosh directory

**List of unpublished documents referred to in this report**

Allotments and Community Gardens Provision Standards – Report to Open and Green Spaces Champions Group – January 2014

**Contacts for further information**

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0115 9152727





## Appendix i

### Allotments waiting list by area of the City

Number of people	Area of City or Street
1	All Saints Street
1	Egypt Road, New Basford
1	Broad Street
1	Mansfield Road
1	Arboretum
12	Aspley
8	Bakersfield
9	Basford
1	Bells Lane Estate
4	Bestwood
5	Bestwood Park
1	Bestwood Park Estate
9	Bilborough
3	Bobbersmill
2	Broxtowe
14	Bulwell
1	Cardale Estate
1	Carrington
2	Carrington Point
1	Castle Boulevard
1	Castle Road
4	Cinderhill
22	Clifton
1	Clifton Lane estate
1	Crossman Street
10	Forest Fields
1	Heathfield Estate
1	Hempshill Vale
2	Heronridge
3	Highbury Vale
1	Highbury Vale, Bulwell
1	Holden Street
1	Hughbury Vale
1	Hyson Green
2	Lenton
4	Lenton Abbey

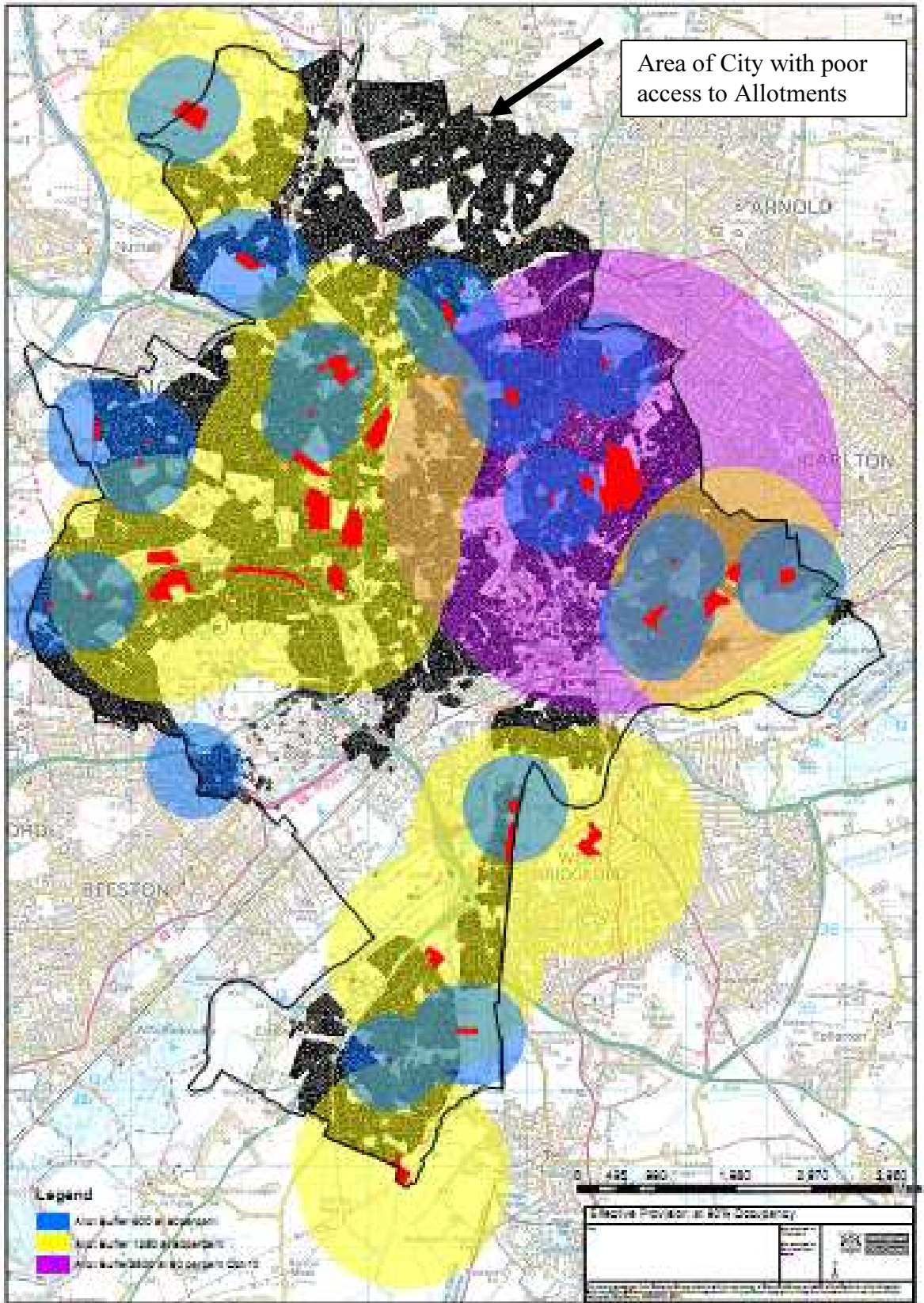
Number of people	Area of City or Street
1	Lower Parliament Street
9	Mapperley
7	Mapperley Park
2	Meadows
1	Melbourne Park
3	New Basford
1	Noel Street
1	Nuthall
5	Old Basford
1	old radford
1	Park Drive
2	Pym Street
7	Radford
1	rise park
1	Sellerswood
24	Sherwood
1	Silverdale
2	Snapewood
31	Sneinton
1	Southwolds
8	St Anns
4	Strelley
1	The Arboretum
5	The Meadows
1	Thorney Wood
3	Thorneywood
3	Top Valley
1	Upper college street
1	Villers road
2	Wilford
1	Wilford village
1	Windmill Court
23	Wollaton
1	Woodthorpe

### **Allotments Waiting Time Calculation**

The average waiting time for an allotment is calculated by looking at all of the people that were given a plot with in the last year and taking the mean average of the time they spent on the waiting list. When doing this care is taken to ensure that all sites are included in the data and that anomalies, such as people waiting for a specific plot or those given a plot with limited access, are taken out of the equation.



Appendix iii  
Map of Allotments Access



# ALLOTMENT TENANCY AGREEMENT



**We hereby grant and You take a tenancy of the Allotment at the rent and on the conditions set out in this Agreement.**

<p>“We” are: <b>Nottingham City Council</b>, whose address for service is Sports, Culture &amp; Parks, Woodthorpe Grange, Woodthorpe Drive, Nottingham, NG5 4HA. Our Telephone No: 9152727 Our e-mail address is: allotment.office@nottinghamcity.gov.uk</p>	<p>“You” are Your (home) address for service is     Your Telephone No is: Your e-mail address is:</p>
--	---

<p>Signed on Our behalf:</p> <div style="border: 1px solid black; height: 80px; margin-top: 10px; display: flex; align-items: center; justify-content: center;"> <p>Head of Parks and Open Spaces</p> </div>	<p>Signed by You:</p> <div style="border: 1px solid black; height: 80px; margin-top: 10px; display: flex; align-items: center; justify-content: center; background-color: #f0f0f0;"> <p style="font-size: 2em; opacity: 0.5;">sign here</p> </div>
--	--

(In this Agreement, "We" and "You" mean the persons mentioned above, and related expressions, such as “Our” and “Your”, should be read accordingly.)

The Date of this Agreement is:

The Allotment is the plot numbered \_\_\_\_\_ and containing \_\_\_\_\_ square metres on Our allotment site \_\_\_\_\_ Nottingham. Your tenancy includes the right to gain access to the Allotment over the Avenues forming part of the allotment site, and We retain the right to enter the Allotment at all reasonable times to examine its state and condition, and for any other reasonable cause.

The rent for the Allotment at the start of the tenancy is £ \_\_\_\_\_ per year, but We may vary this from time to time, in line with the rents set by the Nottingham City Council for all its direct-let Allotment Sites, if We give You not less than three months' notice of the change.

The tenancy starts on \_\_\_\_\_ and will end when We give not less than twelve months' notice to You, which must terminate on 25<sup>th</sup> March in any year (except as mentioned in the other conditions overleaf), or when You give one month’s notice to Us, which may terminate at any time.



1. You must **pay the rent** in advance on 1<sup>st</sup> April in each year.
2. You must **use the Allotment** only as an allotment garden, as defined by Section 22 of the Allotment Act 1922, and in accordance with any Allotment Regulations made from time to time by the Nottingham City Council.
3. You must **keep** the whole of the Allotment properly managed and clear of litter.
4. You must keep the inner half of any **hedges** on the boundary on the Allotment (and the whole of any hedges which are entirely within the Allotment ) in good condition, and cut them, at least once each year (between October and February) to a height of no more than 1.5 meters.
5. You must keep any fences, walls and gates on the **boundaries** of the Allotment in at least as good a state of repair as when the tenancy started.
6. You must keep any **structures** on the Allotment in good repair and condition.
7. You must ensure that any **bonfires** are attended at all times, do not cause nuisance, and are extinguished before You leave the Allotment.
8. You must not **transfer**, sell, sublet or part with possession of the whole or any part of the Allotment.
9. You must not keep any **livestock**, bees, pigeons or animals of any kind on the Allotment (unless you have Our written consent to do so).
10. You must not allow any **dogs** on the Allotment, or the Avenues, except when secured by a lead or chain.
11. You must not construct any **buildings or structures** on the Allotment without Our written consent.
12. You must not allow any accumulation of **rubbish** on the Allotment.
13. You must not store any unduly inflammable, explosive, toxic, radioactive or other **dangerous materials** on the Allotment.
14. You must not do anything which may result in or lead to the Allotment or the allotment site becoming **contaminated** (within the meaning of the Environmental Protection Act) or polluted.
15. if We supply **water** to the Allotment or the allotment site, You must pay the proper charges for the supply, and You must not waste water or misuse the supply. We cannot accept liability for any disruption or discontinuance of the supply.
16. You must not do or permit anything on the Allotment which might be or become a **nuisance**, annoyance or danger to neighbouring property or its owners or occupiers.
17. You must not carry on any **business or trade** of any kind whatever on the Allotment.
18. You must tell the Allotments Office (at the address given above) if you **change Your address** or other contact details, or if there is any **change in your circumstances** which may affect your eligibility for discounted rent.
19. At the **end of Your tenancy** (however it comes to an end) You must give back the whole of the Allotment to Us in good order and properly cultivated, and return any keys for the allotment site You may have. If We ask You to, You must also remove

and reinstate any additions or alterations You have made during your occupancy, and return the Allotment to the condition it was in at the start of Your tenancy. We may make a charge for any breach of these obligations.

20. We and You also AGREE the following:
- 1) We may re-enter the Allotment and take possession to end Your tenancy immediately in the following situations:
    - a) if you **fail to remedy any breach** of Your obligations under this Agreement after We have given You proper notice to do so; or
    - b) if you **fail to pay the rent** within forty days of it becoming due;

BUT if We re-take possession in these situations, that will not prevent Us from taking other action against you (such as action to recover arrears of rent);
  - 2) We may re-enter the Allotment and take possession to end Your tenancy if You **move Your normal place of residence** outside the Nottingham City area, but only after giving You three months' notice of Our intention to do so;
  - 3) We may re-enter the Allotment **early** and take **possession** to end Your tenancy if it is required for any of the purposes set out in Section 1(1) of the Allotment Act 1922, but only after giving You three months' notice of Our intention to do so;
  - 4) any **notices** necessary under this Agreement must be in writing, delivered by hand or ordinary post and addressed:
    - a) to You at Your address (or to Your last known address), or affixed conspicuously to the Allotment: or
    - b) to Our Head of Parks and Open Spaces at the address shown on the front of this Agreement (or to a different address if We inform you of one);

We may deal with any **property left** on the Allotment at the end of this Agreement as though the provisions of Section 41 of the Local Government (Miscellaneous Provisions) Act 1982 applied.

Notes:

## COMMUNITY GARDEN & URBAN FARM PROVISION STANDARDS

### Introduction to Community Gardens and Urban Farms

The term 'community garden' can be used to describe a wide range of sites and projects. Some can be very small in scale (a collection of pots and planters on a street) or in relatively private places (a sheltered housing complex), while others can be stand alone projects with paid staff and visitor facilities, and if they have animals will more often be called a city farm. The 'community' reference may describe the way they are maintained, used or owned, but it does not indicate that they are wholly or mainly used for food growing – some concentrate on ornamental plants.

Within Breathing Space, there is a single open space typology of 'Allotments, Community Gardens and Urban Farms'. While these do have common features, allotments have two distinct characteristics i) they are tenanted by individuals who then have the only legal right of access, and ii) local authorities have a statutory duty to provide them. By contrast, community gardens and urban farms have no specific legal status and are generally more open to public access.

### Defining community gardens and urban farm within a Breathing Space

NCC open space audit will include sites within the 'Allotments, Community Gardens and Urban Farm' typology if they meet the following conditions:

- Size at least 0.1 hectares
- Open for public access at least 20 hours per week
- Opportunities for members of the public to be actively involved in growing plants
- To be managed by a community group or have opportunities for local people to be involved in the management
- Significant amount of the garden used for food growing and production
- Have facilities for visitors (shelter, toilets)
- Be Equality Act compliant
- A 'stand alone' site – or have direct public access to the community garden if part of a larger site
- To run a programme of educational or training activities
- Sell or distribute garden supplies and locally grown plants and food
- Have opportunities to eat food - a café or at events
- Possibly have livestock i.e. be a form of city farm.

Other 'community gardens' will of course exist across Nottingham and serve an important role, and these will be based on or within other forms of open space.

### Standards for community gardens and urban farms

#### Quality

Nationally recognised Green Flag Community Award assessment will be used to give a percentage score, with a 'pass' mark of 66%.

### **Quantity**

Demand for community gardens or urban farms (as defined above) is often localised and based on the capacity of groups to set up and maintain projects. Community gardens cannot – by definition – be directly provided by NCC, but NCC will target support to help make available at least one site in each of the eight Committee Areas of Nottingham.

### **Access**

No standard – locations will be demand led by local community involvement.

### **Relating allotment provision to community gardens and urban farms**

As previously noted allotments have a distinctive role and function and cannot be directly compared with community gardens and urban farms, but most community gardens provide some access for individual food growing or involvement. In addressing deficiency in access to allotment provision, priority will be given to areas without community gardens or city farms. NCC will also prioritise the provision of sites for community gardens and city farms in areas with poorer access to allotments.





## Food Growing Framework Themes

### Allotments

A priority for this framework is to continue to provide and improve on Nottingham's long-standing allotment tradition.

Working within the context of allotment law, and supported by strong community management, the framework will work to maximise the use of plots and improve their quality, accessibility and condition. This will be supported by a high quality allotment service and enhanced by the celebration and promotion of allotment gardening.

#### • Growing access to public land

The Growing Access Programme is about increasing the amount of land being used for community food growing. A range of community food growing projects already exist in Nottingham, but there are other organisations looking to set up projects and find land. The framework will support these and future projects by identifying a range of suitable sites across the city and offering these for food growing activities.

#### • Edible plants in public places

The Parks and Open Spaces Service will introduce fruiting and edible plants into public open spaces owned and maintained by Nottingham City Council. It will utilise green and open spaces to provide inspiration for people to grow their own. These spaces can include parks, playgrounds, cemeteries and street spaces where food can be incorporated into informal landscape or designed displays. All Green Flag sites will feature fruiting and edible plants that can be used to encourage and educate people to grow their own.

#### • Information and Support

While many residents might want an allotment, or be involved in community projects, some of the most productive forms of food growing are in people's own gardens and land. The Food Growing Framework will help support people grow food by inspiring individuals, organisations, schools and businesses to use their own gardens, yards, balconies or land to grow food, and it will provide information, training and events to support and encourage this.

#### • Partnership and Research

Nottingham City Council will continue to work with other organisations which also have an interest in supporting local food growing, healthy eating, and sustainable development to help maximise resources and share best practice to deliver a range of sustainable food growing opportunities. Nottingham City Council will support and collaborate in research to look at the potential for food growing in the city and future need and to assess the value and impact of the Food Growing Framework.

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