

# **EQUALITY, DIVERSITY AND INCLUSION**

## **DONCASTER METROPLITAN BOROUGH COUNCIL**

### **Due Regard Statement Template**

How to show due regard to the equality duty in how we develop our work and in our decision making.

## **Due Regard Statement**

A **Due Regard Statement** (DRS) is the tool for capturing the evidence to demonstrate that due regard has been shown when the council plans and delivers its functions. A Due Regard Statement must be completed for all programmes, projects and changes to service delivery.

- A DRS should be initiated at the beginning of the programme, project or change to inform project planning
- The DRS runs adjacent to the programme, project or change and is reviewed and completed at the relevant points
- Any reports produced need to reference "Due Regard" in the main body of the report and the DRS should be attached as an appendix
- The DRS cannot be fully completed until the programme, project or change is delivered.

<p><b>1</b></p>	<p><b>Name of the ‘policy’ and briefly describe the activity being considered including aims and expected outcomes. This will help to determine how relevant the ‘policy’ is to equality.</b></p>	<p>Allotments Policy</p> <p>It has been identified that there is currently no formal policy in place covering the governance and management of the Council’s direct-managed allotment sites.</p> <p>It is envisaged that the introduction of a new allotment policy will have the following aims and benefits:</p> <ul style="list-style-type: none"> <li>• An improvement in the quality and standard of the allotment environment for users, neighbours and residents</li> <li>• A reduction in numbers on waiting lists, maximising the use of take up and enable as many residents as possible access to allotment plots</li> <li>• A recognition of the important role that allotments can play as part of a healthy lifestyle and community resource</li> <li>• Enable users of allotments to take ownership of site issues and to encourage the take up of ‘self-management’</li> <li>• Provide consistency in terms of standards and management of sites</li> </ul>
<p><b>2</b></p>	<p><b>Service area responsible for completing this statement.</b></p>	<p>Allotments Service – Adults &amp; Communities</p>
<p><b>3</b></p>	<p><b>Summary of the information considered across the protected groups.</b></p> <p><b>Service users/residents</b></p>	<p>Local Authorities have a legal obligation to provide sufficient allotments to meet demand under the Small Holdings and Allotments Act 1908.</p> <p>Access to well-maintained and quality allotment sites is both important and beneficial from a health and wellbeing perspective and in terms of protecting and preserving environmental biodiversity. The introduction of a clear and coherent policy founded on good practice will serve to increase access and participation for more people across the borough, whilst promoting and encouraging sound environmental practice.</p> <p>The development of this policy has been guided by looking at the best practice of other authorities and the real experiences gathered from allotment sites across the borough.</p>

	<b>Doncaster Workforce</b>	Careful consideration and due regard has been given to all aspects of protected characteristics with regards to the introduction of this policy and no part of the policy affect any of these.
<b>4</b>	<b>Summary of the consultation/engagement activities</b>	Consultation has taken place through verbal discussions with plot holders and associations and through circulation of a draft document to invite feedback and as such all feedback has been considered during the creation of the policy.
<b>5</b>	<b>Real Consideration:  Summary of what the evidence shows and how has it been used</b>	<p>There are a wide range of practices used by allotment sites across the borough and across the region.</p> <p>The introduction of a policy will provide a clear and consistent framework that will help further the aims of the service, give clarity for tenants in terms requirements and expectations and it is envisaged will reduce the volume of breaches and enquiries received by the service due to the current lack of a policy. Whilst the policy is intended to cover the Council's direct managed sites, the formation of allotments committees and self-management is promoted by the council. Therefore, the policy will act as a template for good practice to assist those setting up committees or taking up self-management.</p>
<b>6</b>	<b>Decision Making</b>	As the policy has progressed through the Councils Governance structures the portfolio holder has been kept aware and been able to comment upon the content and provide feedback as to due regard considerations.
<b>7</b>	<b>Monitoring and Review</b>	Subject to approval by Cabinet Member for Communities, Voluntary Sector and the Environment and to be reviewed on policy implementation and when considering changes to the policy.
<b>8</b>	<b>Sign off and approval for publication</b>	<p>The Allotments Service and consultation process has examined a full range of evidence across all protected groups and has used the information as a basis to show due regard to the aims of the general duty.</p> <p>This has enlightened the development of the policy, based upon the changing nature, needs and concerns of our allotment communities.</p>

