	Andover Town Council To **note** the reports that EDGE can produce.	Item No. **14**
Produced for: Allotments Committee	**By:** Town Clerk	**Date of Report:** 23 Jan 2023

Background:

The Officers in Feb 2023 were not used to using the Council's database for anything other than very basic tasks.

Further to minute no. AC 149/02/23, The Town Clerk investigated the capabilities of the system, and has ascertained that there are a number of reports, that if used regularly along with system data maintenance, can help officers perform their roles more efficiently.

List of reports that are now regularly used:

A. **DASHBOARD OVERVIEW**

The overall status of plots on a site can be viewed on one page. This helps quickly ascertain which plots are owing funds so that chaser emails can be sent. It is helpful to view this information along with the condition of the plots so those who are in the process of being evicted, can be identified easily if funds are outstanding.

B. **DUE INCOME**

All invoices that are outstanding can be viewed in one place, regardless of whether the invoice relates to rent, water or costs for bringing the site back into an acceptable condition. When funds are received in the bank, this screen is used to easily update the plots and change their payment status. The screen has an automatic link to the bank reconciliation in the Finance module to eliminate double entry of transactions.
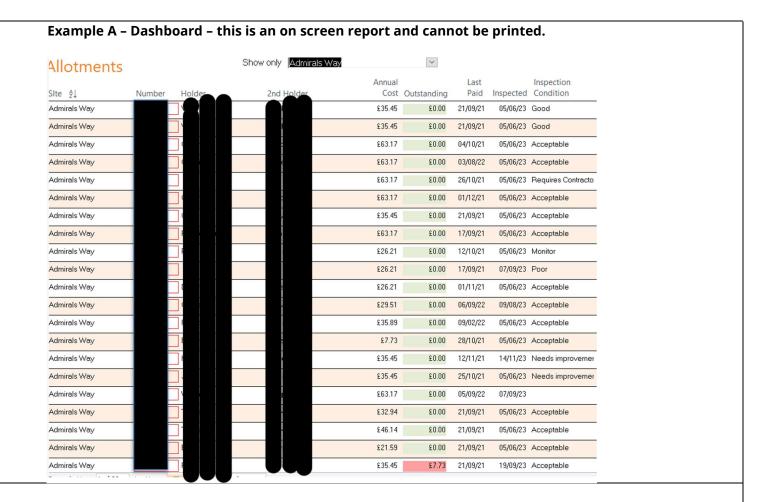
C. **SERVICE MANAGER**

Tasks can be raised against a unique plots in the Allotments module. These are automatically sent to the Service Manager portal which tracks ALL tasks whether office based administration tasks, actions derived from Minutes, or physical jobs that need to be carried out.

i. The Allotment Officer uses this function to diarise plots to be inspected from emails from wardens or other tenants. Repeat checks can also be scheduled, which allows the officer to ensure that policy deadlines are adhered to. A weekly report is run before going out on site.

ii. Maintenance jobs are booked into Service Manager. You will see job no. references on the Work Program. Jobs can be allocated to different members of staff to handle, and jobs with contractors can also be entered. This helps with identifying contractors invoices as they now MUST quote our job no. in order to be paid.

D. **SITE SUMMARY**

A basic overview of the amount of rented plots is now available instantly rather than officers having to Count the vacant plots and subtract the total from the no. of plots available.

Example A – Dashboard – this is an on screen report and cannot be printed.

Example B – Due Income – this is an on screen report and cannot be printed. It can be used to see old outstandings as well as new invoices. This screen is very helpful for Debt Chasing.

Items that are due are very visible. This screen is checked daily.

If reminders need to be diarised, This can be done in Service Manager.

Example C – Service Manager

Open Jobs

View main jobs only	Select	Parent Co.		Job Status	
		Client	Allotments	Service Category	

Current job **641**   No. of Jobs **35**   Staff

(Service) (Today) (Week) (Month) (Overdue) (Future) (All) |◄ ← → ►| (Search)

(Complete) (Delete) (Convert to) (⟳) (Copy)   (Refresh) (Job & time) (Add Timesheet)
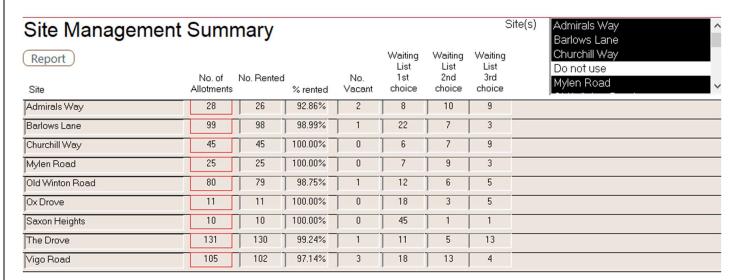
Job / Sub Job Number	Date / Time raised	Date Scheduled	Date to complete	Client	Contact	Staff assigned	Staff on job	Job Summary	Job Status	Service Category	Service des
641	23/09/23 22:12	25/09/23	25/09/23	Allotments				The Drove 00034B - Surrender inspection.		Inspections/TD/Evict	☐
621	20/09/23 09:25	25/09/23	25/09/23	Allotments				The Drove 00064A - Surrender inspection		Inspections/TD/Evict	☐
579	23/08/23 14:50	02/10/23	02/10/23	Allotments				TD - 69B surrender update		Inspections/TD/Auto	☐
657	27/09/23 12:09	02/10/23	02/10/23	Allotments				The Drove 00014C - Surrender inspection		Inspections/TD/Evict	☐
839	15/11/23 14:35	20/11/23	20/11/23	Allotments				The Drove 00021B - Allotment Alarm		Office work - General	☐
833	15/11/23 14:00	22/01/24	22/01/24	Allotments				Admirals Way 00012A - Allotment Alarm		Office work - General	☐
835	15/11/23 14:03	29/01/24	29/01/24	Allotments				Admirals Way 00016 - Allotment Alarm		Inspections/AW/Mon	☐
832	15/11/23 13:55	29/01/24	29/01/24	Allotments				Barlows Lane 00015 - Allotment Alarm		Inspections/BL/NC2	☐
868	23/11/23 13:37	29/01/24	29/01/24	Allotments				Churchill Way 00016A - Allotment Alarm		Inspections/CW/Mon	☐
713	12/10/23 11:14	29/01/24	29/01/24	Allotments				Churchill Way 00003		Inspections/CW/Mon	☐
836	15/11/23 14:07	29/01/24	29/01/24	Allotments				Barlows Lane 00019 - Allotment Alarm		Inspections/BL/Monit	☐
863	22/11/23 11:53	29/01/24	29/01/24	Allotments				Churchill Way 00016B - Allotment Alarm		Inspections/CW/Mon	☐
825	14/11/23 15:02	29/01/24	29/01/24	Allotments				Barlows Lane 00039		Inspections/BL/Evicti	☐
827	15/11/23 13:24	29/01/24	29/01/24	Allotments				Mylen Road 00017 - Allotment Alarm		Inspections/MR/Mon	☐
867	23/11/23 13:36	29/01/24	29/01/24	Allotments				Churchill Way 00013 - Allotment Alarm		Inspections/CW/NC1	☐
843	16/11/23 13:47	02/02/24	02/02/24	Allotments				Vigo Road 00045B - Fill empty plot		Fill Empty Plot	☐

Example D – Site Summary

Site Management Summary

Site(s): Admirals Way / Barlows Lane / Churchill Way / Do not use / Mylen Road

(Report)

Site	No. of Allotments	No. Rented	% rented	No. Vacant	Waiting List 1st choice	Waiting List 2nd choice	Waiting List 3rd choice
Admirals Way	28	26	92.86%	2	8	10	9
Barlows Lane	99	98	98.99%	1	22	7	3
Churchill Way	45	45	100.00%	0	6	7	9
Mylen Road	25	25	100.00%	0	7	9	3
Old Winton Road	80	79	98.75%	1	12	6	5
Ox Drove	11	11	100.00%	0	18	3	5
Saxon Heights	10	10	100.00%	0	45	1	1
The Drove	131	130	99.24%	1	11	5	13
Vigo Road	105	102	97.14%	3	18	13	4

This report still needs some work from the package developers as the total number of allotments (both rented and vacant) does not sum correctly if a site is excluded from the list.