

# Allotment inspections for site representatives

# What do we want from this session?

- To consider why we need a new inspection procedure.
- To review how the new inspection procedure works.
- To consider how we can achieve consistent inspections between sites by looking at some real life examples.
- To give reps the chance to feed back on how we can improve the inspection process.

# Why do we need a new procedure?

- So that the majority of notices go out when tenants can respond and still grow crops i.e. during 'sunny' months.
- To ensure most terminations happen before invoicing and to allow plenty of time for appeals.
- To make the most efficient use of the allotments staff, leaving early summer months for water issues, security and developmental work.
- To allow representatives to ensure Cityparks don't put the wrong tenants on notice i.e. those with illnesses or special circumstances.

# What is the new procedure?

- Reps make initial inspections in June/July
- Allotment officers make re-inspection in July / August / September, with inspection passed / getting there or terminated.
- Tenants have a period to appeal terminations.
- Follow up inspections for getting there notices from October – March.

# Achieving consistent and effective allotment inspections

- Representatives need to have a good knowledge of allotment rules and work to these when inspecting.
- Consider working in pairs when inspecting and don't be too forgiving!
- Reps need to undertake inspections early in the summer. Late inspections allow less time for Cityparks and tenants to put things right.
- Reps need to use the new inspection forms and provide notes for each failure explaining why the tenant has failed. Use the space provided and don't make up rules!

# Now for your chance to feed back!

- Consider the timing of the inspections.  
Should we have earlier inspections?
- Any missing information from the council?
- How can the process be easier for reps?