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?