**SOUTH WILLESBOROUGH AND NEWTOWN COMMUNITY COUNCIL**

Report to Allotments Committee 30th September 2021

Subject – Clarification of delegation to an Allotments Officer

Background

For various reasons, the scope of the Allotments Officer’s role is unclear in the current Delegation Scheme

This is mainly due to

1. the piecemeal development of Council services following the acquisition of the Gas House Fields developments
2. The designation of separate RFO and Allotments Officers for legal reasons,

This report aims to tie up any loose ends and makes recommendations for the Committee and Council to consider

**ISSUE 1**

**The Allotment Committee’s current TOR does not give it specific authority to either agree or terminate a tenancy**

To correct this, the following amendment to the Terms of Reference of the Allotments Committee is suggested

**Clause 4.3.4 viii**

***Undertake or oversee a regular inspection of allotment plots, correspond with tenants, terminate tenancies and appoint new tenants***

**ISSUE 2**

**There is no reference to delegation to an Allotments Officer within the TOR of the Allotments committee**

To correct this, the following addition to the Terms of Reference of the Allotments Committee is suggested

**Clause 4.3.5**

***Subject to Council approval the Committee may delegate routine procedural matters, correspondence not requiring a Committee decision, inspections and control to the Allotments Officer***

**ISSUE 3**

**There Is no reference to an Allotments Officer in the current delegation scheme (only the Clerk/RFO)**

Suggested additions

1. **Section 2 – Revised Heading - *Clerk/RFO/Allotments Officer (and Assistant RFO/Allotments Officer)***
2. **Section 2 – add New paragraph**

***Allotments Officer***

***The Allotments Officer is specifically authorised to***

***Respond to routine procedural matters and correspondence not deemed to require a Committee or Council decision***

***To approve or refuse proposals for new constructions and facilities on the allotment plots***

***To undertake regular inspections of the allotment plots and to correspond with tenants in breach of, or potentially in breach of, their terms and conditions of tenancy and/or in the interests of Health and Safety***

***To agree extensions of time to allow tenants to meet contractual commitments***

***To terminate a tenancy where there is a clear and continuing breach of tenancy terms and conditions subject to agreement of the Chair of the Committee and report to the next available Committee***

***To appoint new tenants from the Waiting list***

***To represent the Council at tenant and other allotment organisation meetings***