

Updated Service Level Agreement between Worthing Allotment Management (WAM) and Worthing Borough Council

Areas in red are to additions or alterations developed in liasion with WBC legal dept. to provide an agreement lasting five years but reviewable annually.

This version updated 1st March

1. Background

This proposal emanates from the long running Overview and Scrutiny Committees Service Review of Allotments in Worthing and is directed toward maintaining or improving standards of upkeep on the West Tarring Allotment site by introducing a level of self governance which would offset the Council's costs against a background of acute austerity in the Local Government sphere.

2. Period of Agreement

This agreement updates and replaces an initial SLA signed for the pilot project from 1st October 2013. It applies to all sites under self-management.

4. Responsibilities and Standards

<u>Function</u>	<u>WBC</u>	<u>WAM</u>	<u>Comments</u>
Management of waiting list		✓	Existing WTA waiting list to be extracted and passed to WAM for them to manage throughout pilot period.
Management of letting of plots including prospective tenant visits, issuing of tenancy agreements etc		✓	To be achieved as quickly as possible on plot becoming vacant.
Issue non-cultivation letter		✓	To be issued within 5 working days of overseer inspection.
Issue Notice to Quit as necessary.		✓	One month after issuing of non cultivation letter
Carry out stage one appeal against Notice to Quit as necessary		✓	To be carried out by WAM/WADAGA
Legal function as necessary as a result of appeal against a decision at stage one.	✓		As owner of land this falls to Council. Note 1.4 in WAM rules and policies and procedures 13g - all appeals go to a WAM / WADAGA panel first and if the tenant is still unhappy they will appeal to the council thereafter.
Inspection and maintenance of metalled/surfaced	✓		Technical Services Engineers

roads/car parks			Contact B. Curtis/ D. Magee
Maintenance of grassed paths		✓	
Maintenance of boundary/hedges (internal)		✓	
Maintenance of boundary hedges (external) and trees on site	✓		
Maintenance of gates and boundary fences	✓		Technical Services, Building Surveyors – Helen Buck. Routine work to be dealt with within 5 working days
Maintenance of below ground services	✓		As above. Leaks to be attended to within 24 hours of report
Maintenance of above ground pipe work and water troughs		✓	
Replacement of locks/keys		✓	As necessary/affordable
Supply, maintenance and eventual replacement of containers used for WAGA shops		✓	In tandem with WAGA on agreement to be reached
Agreeing charges	✓	✓	Joint meeting/working party to set after year one, once pilot successfully negotiated becomes, WAM responsibility
Collect of rents		✓	
Cleaning, maintenance, provision of consumables to toilets		✓	
Removal of routine rubbish		✓	.
Removal of hazardous waste (e.g. asbestos) and heavy loads (e.g. supplies of stones from Humber Ave)	✓		
Turn off/turn on water supply to toilets/troughs		✓	
Pay water bills		✓	Account to be transferred from WBC to WAM after meter reading and bill at end of September.
Pest control	✓		
Use of chemicals within site		✓	If other than those sold for domestic use, then only to be used by qualified member of working party (i.e. having XXXX)
Ensuring compliance with relevant legislation and guidelines (e.g. Health and safety, DDA / Equality Act)	✓	✓	

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