



**WIRRAL COUNCIL**

**SITE SECRETARY AGREEMENT**

**FINAL VERSION**  
**NOVEMBER 1<sup>st</sup> 2015**

## **AN AGREEMENT**

Made between WIRRAL COUNCIL (hereinafter called 'the Council') and the person whose name appears within 'Site Secretaries Name' (hereinafter called 'the Site Secretary').

### **IT IS AGREED as follows:**

That the role of the Site Secretary is to, act as a supporting link between the Parks, Allotments and Countryside Team and the tenants of the applicable allotment site.

That the Site Secretary will adhere to the instructions issued by the Parks, Allotments and Countryside Team and follow the set guidelines for Site Secretaries.

That failure to comply with the guidelines will result in the withdrawal of the role of Site Secretary and a new Site Secretary will be chosen.

The Council, reserves the right to make amendments to this agreement at any stage of its existence. When this happens, all Site Secretaries will receive notification of the changes in writing detailing any of these changes within the terms and conditions.

In undertaking the voluntary role as Site Secretary, the appointed person will not be required to pay their allotment fee for the duration of their voluntary service in the role.

## **TERMS & CONDITIONS**

### **1 Appointment**

- 1.1 Subject to satisfactory performance of the role, each August/September, site secretaries will be asked to confirm whether they wish to continue in this voluntary role for the coming year.
- 1.2 Should the site secretary not wish to continue their role, they will revert to being a plot holder, and will be required to pay their annual fee for an allotment plot.

### **2 Access**

- 2.1 Site Secretaries must not deny access to any Council Official who is there in the capacity to carry out their duties.
- 2.2 Site Secretaries must not deny access to any Tenant who has a legal right to be there.
- 2.3 Site Secretaries must not at any stage participate within any campaign or attempt to illegally block access to an allotment site.

### **3 Action Plans**

- 2.4 The Parks, Allotments and Countryside Team will communicate their requirements via an allotment site action plan, which will be agreed and monitored to ensure that the correct processes are adhered to in respect of any issues.
- 2.5 Site Secretaries must adhere to the action plans and failure to do so may result in the removal from post and a new Site Secretary chosen.

### **3 Inspection**

- 3.1 The Site Secretary has a supportive role, ensuring standards are being maintained and can raise concerns if any plot, at any time, is not being maintained within required standards (both horticultural and animal plots) and can request inspection of a plot by the appropriate Parks, Allotments and Countryside Officer.

### **4 Allocation of Allotment Plots**

- 4.1 Site Secretaries must under no circumstances attempt to let or allocate plots without adhering to the application process.

### **5 Anti – Social Behaviour**

- 5.1 Site Secretaries will report any anti-social behaviour immediately to the Local Parks, Allotments and Countryside Team Leader stating the date, time, names of those involved (if known) a brief description and the duration of the behaviour.
- 5.2 Site Secretaries must not at any stage be part of or condone any anti-social behaviour to either Tenants, members of the public, residents or Wirral Council Officers.

### **6 Confidentiality**

- 6.1 Site Secretaries must ensure that any individual's personal details contained within any files held are kept strictly confidential and secure, and he/she must not discuss any personal details or issues relating to any Tenant other than with the Parks, Allotments and Countryside Team.
- 6.2 Site Secretaries must not become involved in meetings between a Tenant and a member of the Parks, Allotments and Countryside Team unless they are deemed to have a role specific to the discussion.

### **7 Equality and Diversity**

- 7.1 Site Secretaries must ensure that there is a zero tolerance to sexist, racist, xenophobic or homophobic remarks.

- 7.2 Site Secretaries must ensure that there is a zero tolerance to discrimination, harassment or victimisation.
- 7.3 Site Secretaries will report any issue relating to 7.1 and 7.2 immediately to the Parks, Allotments and Countryside Team stating the date, time, names of those involved (if known) a brief description and the duration of the behaviour.
- 7.4 Site Secretaries must ensure that any statements relating to Equality and Diversity are not removed.

## **8 Health and Safety**

- 8.1 Site Secretaries must ensure that all Tenants follow the appropriate health and safety rules stated within the Tenancy Agreement.

## **9 Letters & Posters**

- 9.1 Site Secretaries must not issue letters to any Tenant or resident, all official letters will be issued by Wirral Council.
- 9.2 Site Secretaries will from time to time be requested by the Parks, Allotments and Countryside Team to put information and posters onto the site's notice board. This is part of the role and must be carried out within requested time scales.
- 9.3 If a Site Secretary is asked by the Parks, Allotments and Countryside Team to distribute letters to all tenants, the Site Secretary will ensure that all Tenants sign and date the 'Receipt of Information' form that will be issued by the Parks, Allotments and Countryside Team.

## **10 Meetings**

- 10.1 Site Secretaries must ensure that they are able to attend 75% of the Site Secretary Meetings organised by the Parks, Countryside and Allotments Team in any one year. If a Site Secretary fails to attend three of the Site Secretary quarterly meetings in a row, it will be taken as evidence that they are no longer able/wish to undertake the voluntary role of Site Secretary.
- 10.2 If a Site Secretary is unable to attend a meeting, they must nominate a suitable member of the allotment site to attend the meeting as an observer to feed back any of the main points to the Site Secretary.
- 10.3 Observers at allotment meetings may not speak on behalf of the Site Secretary for their site or vote on any issue.

## **11 Site Rules and Regulations**

- 11.1 Site Secretaries must ensure that all Tenants, (including themselves as tenants), follow the rules and regulations stated within the Tenancy Agreement and the Tenants Handbook.

- 11.2 Site Secretaries must not introduce or condone any variation from the terms and conditions stated within the Tenancy Agreement and 'Other Useful Information' documents.

**SITE SECRETARY DECLARATION**

I agree to adhere to the terms and conditions within this agreement that will allow me to act as a volunteer Allotments Site Secretary the guidance of Wirral Council's Parks, Allotments and Countryside Team and understand that failure to comply will result in my removal of the role of Site Secretary.

<b>Name of Allotment Site</b>	
<b>Print Name of Site Secretary</b>	
<b>Signature of Site Secretary</b>	
<b>Date of Signature</b>	