

## ANDOVER TOWN COUNCIL – ALLOTMENTS OUT OF HOURS POLICY

### 1. **POLICY STATEMENT**

- 1.1 The aim of this Policy is to set out the procedure for Staff and Councillors if requested to work out of hours with regard to allotments.

### 2. **WHO IS COVERED BY THE PROCEDURE?**

The procedure applies to all employees and Councillors. It does not apply to agency workers or self-employed contractors.

### 3. **WORKING OUT OF HOURS**

There are no circumstances where a Member or Employee of Andover Town Council will be required to attend an Out of Hours enquiry regarding Allotments.

The Office hours are from 9am to 5pm Monday to Thursday and 9am to 4.30pm on Friday's.

All enquiries for Allotments outside of office hours should be covered by the following:

All reports of break ins, fire and general disturbance should be directed to the Emergency Services in the first instance. If in an emergency dial 999 or for less urgent matters dial 101.

All reports of Water Leaks should be reported to the Water Company – Southern Water 0845 278 0845.

All other matters will be dealt with the next working day.