

**Introduction:**

One of Northwards Housing's objectives is to provide an attractive environment within north Manchester, contributing to the pride and well being of local communities. One way of achieving this is to provide a limited free gardening service to some tenants, who are unable to carry out work themselves.

**Purpose:**

To provide a free gardening service to a small number of tenants unable to carry out the work themselves either through disability or old age. The service is limited by budget constraints, not all tenants who apply will receive the service, but they can be placed on a waiting list.

**Scope of the Policy:**

- To provide clear guidance to Neighbourhood Housing Officers on offering the service
- To provide guidance to tenants on eligibility and availability

**Responsibility:**

Local Services Managers  
Neighbourhood Housing Officers (NHOs)

**Performance Standards:**

The NHO to keep a record of all gardens on the scheme, ensuring the budget is not overspent. The NHO to be responsible for entering tenants to and removing tenants from the scheme. The NHO to keep a waiting list of prospective applicants

**Equality/Diversity Considerations and Equality Impact Assessment:**

Completed November 2009

**Generic Impact and Risk Assessments:**

Completed November 2009

**Information Sources and Reference Documents:**

N/A

**Policy Information:**Criteria

- Everyone living in the home must be over 75 and incapable of gardening and garden in an unreasonable condition **OR**
- Everyone in the home must be 65 or over and in receipt of Attendance Allowance and garden in an unreasonable condition **OR**
- Everyone in the home must be in receipt of the higher rate of DLA with a physical disability and garden in an unreasonable condition
- Space available on the scheme
- The tenant must meet the Northwards Xtra criteria

Request

All applicants must be visited at home to determine if they fit into one of the above criteria. If they meet the criteria, and the scheme has vacancies, they will receive the full service.

Service

Each garden will be visited 4 times per year between March and October.

Removal

Each month Neighbourhood Housing Officers must check the void list. If a property on the scheme becomes void, the property must be removed as soon as the property is re-let. The property can remain on the scheme to maintain the garden whilst void. Every winter applicants will be asked to inform Northwards if there has been a change in their circumstances which means they are no longer eligible for the scheme.

<b>This policy is linked to:</b>	Estate Services Policy
<b>This version:</b>	March 2011
<b>Approved by:</b>	Mike Stevens
<b>Next review:</b>	March 2012
<b>Lead Officer:</b>	Claire Tyrrell
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