



# **GARDEN SCHEME POLICY**

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|                           |                                |   |           |           |             |  |                       |
|---------------------------|--------------------------------|---|-----------|-----------|-------------|--|-----------------------|
| Policy                    | GARDEN SCHEME POLICY           |   |           |           |             |  |                       |
| Version reference         | 7.0                            |   |           |           |             |  |                       |
| Approved by               | Board of Management            |   |           |           |             |  |                       |
| Date of Approval          | 06/06/2024                     |   |           |           |             |  |                       |
| Review Period             | 5 years                        |   |           |           |             |  |                       |
| Review Due                | July 23                        |   |           |           |             |  |                       |
| Policy Review             | Director of Housing Management |   |           |           |             |  |                       |
| Who this policy affects   | Board                          | X | Customers | X         | Contractors |  | Members of the Public |
| Where this policy affects | General needs                  |   | X         | Supported |             |  | Office / staff base   |

## 1. Introduction

1.1 The Association historical has assisted older tenants or ones with disabilities to carry out work in their gardens. The current garden scheme is targeted at older people most in need of assistance and it consists of:

- a grass cutting service only

## 2. Eligibility

2.1 To be eligible for the scheme, the applicant must be a tenant, and the applicant and any other members of their household must be:

- aged 75 years or over
- Previously been a member of either the garden aid or enhanced garden aid schemes

Note\* The Scheme is currently closed to new members.

2.2 To be considered for the Scheme, there should be no able bodied member of the family aged 16 years or older living with the tenant. However, account will be taken of the household circumstances in each case, e.g. if the able-bodied household member also has carer responsibilities.

## 3. Scope

3.1 The Garden Scheme will normally cover the following services:

- Grass Cutting Service

**Disposal of the grass cuttings will be the responsibility of the tenant.**

This will be a contract to cut the grass regularly during the growing season April to early October. It will also incorporate hedge trimming as appropriate.

## 4. Equality, Diversity & Inclusion

4.1 Almond aims to ensure that equality, fairness, dignity and respect are central to the way we work and how we treat our customers. We support diversity and uphold equal opportunities in all areas of our work as an employer and service provider.

4.2 Almond will not discriminate against tenants, staff, visitors, suppliers or others based on their age, sex, sexual orientation, race, disability, religion or belief, marital status, pregnancy and maternity or gender reassignment (collectively referred to as 'protected characteristics' in the Equality Act 2010).

## 5. Data Protection

5.1 Our policies and procedures foster an approach of 'data protection by design and by default'.

What this means in practice is that:

- Policies and procedures consider data protection issues, ie how to protect the data subject served by the policy or procedure;
- New systems, services, products and business practices involving personal data are designed and implemented to ensure personal data is protected by default;
- That the Data protection principles and safeguarding of individuals' rights (such as data minimisation, pseudo anonymisation, and purpose limitation) are clear in the policy or procedure;
- And that if the policy or procedure aims to provide service to vulnerable groups (e.g. children) that the personal data is treated with extra protection.

What this requires users of this policy to do is:

- Make sure that staff understand why data protection is important for the implementation of this policy, for instance via training or by reading the data protection policies;
- If we are undertaking a review of the policy, change to process or change to system, that we must consider doing a Data Protection Impact assessment, if the change is likely to result in a high risk to individuals.
- It is also good practice to do a DPIA for any other major project which requires the processing of personal data.

We will consult our data protection officer if there is doubt over these requirements.

## 6. Policy Review

6.1 This policy will be reviewed every 5 years or as required due to legislative or regulatory change. The review will be completed by the Director of Housing Management and circulated to the Board of Management for approval.

## 7. Associated Policies & Guidance

7.1 This Policy takes account of the following documents:

- Vulnerable tenants Policy
- Garden Scheme procedure

## 8. Responsibilities Chart

8.1 The chart below illustrates the responsibilities of all staff in relation to this policy.

|  | Board | Director of Housing Management | Housing Team | Housing Support Officer |
|--|-------|--------------------------------|--------------|-------------------------|
| Policy Review                              |       | ✓                              |              |                         |
| Approve Policy                             | ✓     |                                |              |                         |
| Approve applications/maintain list         |       |                                |              | ✓                       |
| To Implement the policy                    |       |                                | ✓            |                         |
| Ensure Almond HA staff are aware of policy |       | ✓                              |              |                         |

## Policy Assessment Checklist

### Health & Safety Assessment

Does this policy have the potential to affect:

|                                      | Yes                      | No                                  |
|--------------------------------------|--------------------------|-------------------------------------|
| Lone Working                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Safety and/or wellbeing of customers | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Safety and/or wellbeing of staff     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

### Equality Impact Assessment

Does this policy have the potential to affect:

|                                | Yes                                 | No                                  |
|--------------------------------|-------------------------------------|-------------------------------------|
| Age                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Disability                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Gender reassignment            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Marriage and Civil Partnership | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Pregnancy and Maternity        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Religion or belief             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Sex                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Sexual orientation             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Race                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

*If you have answered 'Yes' to any of these points, please complete a full Equality Impact Assessment. If you have answered 'No', you need take no further action in completing an Equality Impact Assessment.*

## Data Protection Impact Assessment

Carrying out a Data Protection Impact Assessment [DPIA] will be useful to any project – large or small – that:

- Involves personal or sensitive data about individuals
- May affect our customers' reasonable expectations relating to privacy
- Involves information that may be used to identify or target individuals

A Data Protection Impact Assessment [DPIA] must be completed if the policy involves one or more of the following (please tick each that apply to this policy):

|  |                                     |
|--|-------------------------------------|
| Evaluation or scoring  | <input type="checkbox"/>            |
| Automated decision-making with significant effects;  | <input type="checkbox"/>            |
| <i>Systematic monitoring</i>   | <input type="checkbox"/>            |
| <i>Processing of sensitive data or data of a highly personal nature</i>  | <input type="checkbox"/>            |
| <i>Processing on a large scale</i>   | <input type="checkbox"/>            |
| <i>Processing of data concerning vulnerable data subjects</i>  | <input checked="" type="checkbox"/> |
| <i>Innovative technological or organisational solutions</i>  | <input type="checkbox"/>            |
| <i>Processing that involves preventing data subjects from exercising a right or using a service or contract</i>  | <input type="checkbox"/>            |
| <i>Use systematic and extensive profiling or automated decision-making to make significant decisions about people</i>                                    | <input type="checkbox"/>            |
| <i>Process special-category data or criminal-offence data on a large scale</i>   | <input type="checkbox"/>            |
| <i>Systematically monitor a publicly accessible place on a large scale</i>   | <input type="checkbox"/>            |
| <i>Use of new technologies involving significant innovation</i>  | <input type="checkbox"/>            |
| <i>Use profiling, automated decision-making or special category data to help Make decisions on someone's access to a service, opportunity or benefit</i> | <input type="checkbox"/>            |
| <i>Carry out profiling on a large scale</i>  | <input type="checkbox"/>            |
| <i>Process biometric or genetic data</i>   | <input type="checkbox"/>            |
| <i>Combine, compare or match data from multiple sources</i>  | <input type="checkbox"/>            |
| <i>Process personal data without providing a privacy notice directly to the individual</i>   | <input type="checkbox"/>            |
| <i>Process personal data in a way that involves tracking individuals' online or offline location or behaviour</i>  | <input type="checkbox"/>            |
| <i>Process children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them</i>  | <input type="checkbox"/>            |
| <i>Process personal data that could result in a risk of physical harm in the event of a security breach</i>  | <input type="checkbox"/>            |
| <i>There is a change to the nature, scope, context or purposes of our processing</i>   | <input type="checkbox"/>            |

If a DPIA is not carried out, please summarise the reasons below