

Policy HD2

States of Jersey Housing Department Policy in respect of the recognition of significant events in the lives of the Housing Departments tenants

1. Introduction

The Minister for Housing is committed to ensuring that tenants enjoy the best quality of life possible and is acutely aware that amongst those tenants there are those who will from time to time experience significant events in their lives which he may wish to mark.

Such events might be:-

- 100th birthday and beyond
- Ruby wedding anniversaries (40 years)
- Golden wedding anniversaries (50 years)
- Any wedding anniversary beyond golden (50 years +)

The receipt of any award from Her Majesty such as:-

- MBE
- OBE
- CBE

2. Awards

Where a significant event is to be recognised the Minister will present to the tenant(s) concerned a bouquet of flowers or similar gift the cost of which shall be funded from a predetermined budget (Tenant Participation HEE003.661020) set aside for this purpose.

3. Nominations and qualification

Any person may nominate a tenant for their event to be recognised by the Minister by submitting to the Minister in writing details of the event, including:-

- The type of the event
- The date on which the event is to be celebrated
- The tenants full name and address

Only those who are active tenants of the Department, occupying a Housing Department home on the date that their event is to be celebrated may qualify under this policy and it shall be a prerequisite to qualification that any and all rent accounts shall not be in arrears and that the general conduct of the tenancy must be in accordance with the tenancy agreement.

The Minister shall not be bound to accept to award all nominees, which shall be at his discretion following interpretation of this policy.

Policy Drafted	8th December 2006	C Mavity Director of Estate Services
Policy Reviews	Date	Reviewed By
	18 th December 2008	C Mavity Director of Estate Services
Policy Reviewed – No amendments made.	13 th January 2010	Mike Porter Director of Client Services
Policy Reviewed – no amendments made	29 March 2011	Dominique Counce Head of Housing Services

Guidelines for updating Policy Documents

Updating Policy Documents

Each policy on the register has a box at the end which should be updated when a policy is amended and reviewed.

Amendments that have been made should be noted under policy reviews, with the date and the name of the person who has made the changes.

In addition to this it should be noted when the policy was reviewed even if no amendments have been made *as per example below.*

Policy Drafted	12th April 2007	Carl Mavity
Policy Reviews	Date	Reviewed By
Policy Reviewed – No Amendments made	15 th October 2008	C Mavity Director of Estate Services
Amendments made to qualifying criteria	12 th December 2008	L Baudains Projects Officers

Update Policy Register with Review date

[Policy Register.xls](#)