

The Abbeyfield Barnard Castle Society Ltd.

Resident Selection Procedure

1 Background

The Abbeyfield Barnard Castle Society provides housing and support for older people by managing two very sheltered Houses in Barnard Castle.

Abbeyfield House provides seven single en-suite Bedsitting Rooms and four single-person Flats. Residents in the Rooms are provided with lunch and tea in the Dining Room and have facilities to make breakfast etc. in their own Rooms. Each of the four Flats has a Living Room, Bedroom (or Bedsitting Room), Kitchen and Bathroom, and Residents make their own meals.

Corn Close House provides six single en-suite Bedsitting Rooms and one two-person Flat with Living Room, Bedroom and Bathroom. All residents are provided with lunch and tea in the Dining Room and have facilities to make breakfast etc. in their own Rooms.

For further information about the Society and the accommodation and care we offer, please contact the House Secretary: Mrs M Jenkinson, 7 Queen Street, Barnard Castle, Co Durham, (Tel: 077542056640 or Mrs Gail Coll, Administrator, Corn Close House, Flatts Road, Barnard Castle, Co Durham, DL12 8AB Tel: 01833 695882.

For general information about Abbeyfield Societies and details of Abbeyfield Houses in other areas please contact The Abbeyfield Society, Abbeyfield House, 53 Victoria Street, St Albans, Herts., AL1 3UW. Tel: 01727 857536. Fax: 01727 846168. E-mail: abbeyf@geo2.poptel.org.UK

2 Who is eligible?

i) Age qualifications

Our Houses are intended for older people. There is no upper limit on age, but people below retirement age are rarely accepted.

ii) Couples and single people

Our Houses accommodate mainly single people, but we can accommodate couples, if there are sufficient vacancies at any one time.

iii) Level of support provided

We must ensure that we can meet a person's care needs before offering a place. In our very sheltered Houses we do not provide personal care (such as help with dressing or washing) or nursing care (other than in emergencies or during short-term illnesses). However, we can help Residents organise visiting care services as needed.

iv) Equal opportunities

We aim to offer equal and fair access to all eligible older people, regardless of gender, family or financial circumstances, race, colour, religion or sexual orientation. Priority is given to applicants in greatest need of the housing and care we offer. No distinction is made in charges between Residents who are self-funding and those who receive public funding.

3 How to apply

Application forms are available from our House Secretary or Assistant House Secretary who are happy to help any applicant who would like to complete the forms.

Our Applications Sub-Committee meets to consider and process each application. We aim to respond as quickly as possible. Sometimes a wait may be unavoidable. We make every effort to keep in touch with people on our waiting list. We also ask them to tell us if their circumstances change, or if they are no longer interested in a place.

4 How are applicants selected?

The selection process begins with an assessment of the needs of each prospective Resident. This usually involves

- a preliminary home visit (which gives both parties the chance to clarify information, where possible).
- completion of a medical form.
- a Social Services care needs assessment (for applicants needing personal care services).

Continued overleaf . . .

At any stage, we may find that we cannot meet the needs of an applicant. Similarly, a prospective Resident may decide, at any stage, that alternative accommodation would be more suitable for his/her needs.

If there are more eligible applicants than vacancies, the Society uses the following criteria to decide priority:-

- loneliness and social needs.
- suitability of existing houses and neighbourhood.
- the applicants' care needs, and how well these are being met at present.
- the length of time the applicants have been experiencing housing or care problems, and how well they are coping.
- other options which are realistically available to the applicants.
- the needs of the existing Abbeyfield household.

Existing Abbeyfield Residents in another area who wish to transfer to one of our Houses are given priority over new applicants, provided that they have a genuine need to move.

5 Waiting lists

Abbeyfield gives priority to people on the basis of their needs. A waiting list is used to record people interested in moving to Abbeyfield, but is not a system for prioritising applications. People placed on our waiting list are encouraged to join in the life of the Society (we hope that they will enjoy Abbeyfield companionship) and to learn more about the Houses and their Residents so that any future move will be made easier.

6 Financial considerations

Abbeyfield aims to be affordable to all. Financial assessments do not play a part in the selection process, but we will discuss with applicants the charges and how they plan to meet them. Where appropriate, we will offer advice on benefits and provide the necessary information and help needed to make a claim. When offered a place in an Abbeyfield House, a prospective Resident must assure the Society that he/she is able to meet the charges.

7 Trial visits

We aim to offer prospective Residents the opportunity to stay for a trial period before a final decision is made by either party.

8 Offers of accommodation

We aim to let applicants know the outcome of their application within ten days of the end of their trial visit. Applicants who wish to accept will be asked to sign the Society's Tenancy Agreement. We want people to make an informed decision, and applicants are encouraged to discuss any queries.

9 Unsuccessful applications

If the Society decides it is unable to offer accommodation, applicants will be given the reasons for this and offered advice on alternative accommodation and sources of help. In some cases, applicants may be invited to reapply, if their circumstances change, or their applications may be kept on the waiting list for future vacancies.

If an applicant feels a decision is unfair, he/she has the right to raise these concerns with us. If still dissatisfied, an applicant can appeal against the decision by using our complaints procedure.

10 Information about applicants

Applicants are entitled to see information held about them by the Society, with the exception of information given in confidence by a third party.

11 Who does what?

An applicant's first contact with the Society should be through the House Secretary or Assistant House Secretary who will do all they can to help. The Society's Executive Committee has overall responsibility for the selection of new Residents, but delegates this important task to the Applications Sub-Committee. This committee is made up of the Chairman, the House Secretary and the Assistant House Secretary.

12 For further information contact

The House Secretary or Assistant House Secretary. (Daytime or evening). **Please, see paragraph 1.**