

Abbeyfield Cheam Society Limited - Selection Procedure

1 Background

The Abbeyfield Cheam Society provides housing and support for older people in Cheam. Further details about the accommodation, facilities and services can be found in the written information provided with your Application Form.

For general information about Abbeyfield Societies and details of Abbeyfield houses in other areas please contact the UK Office of the Abbeyfield Society, Abbeyfield House, 53 Victoria Street, St Albans, Herts AL1 3UW Tel: 01727 857536 Fax: 01727846168 email www.post@abbeyfield.com

2 Who is eligible?

i) Age qualifications

Our houses are intended for older people. There is no upper bar 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 one couple, if there is the relevant vacancy, at any one time.

iii) Level of support provided

We must ensure that we can meet a person's housing and support needs before offering a place. In our 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 if health problems arise after they become residents in an Abbeyfield Cheam House.

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 support we offer.

3 How to apply

Application forms are available from our Convenor of the Admissions Sub-Committee (Mrs Eveline Walker, 5 West Dene, Park Lane, Cheam, Surrey, SM3 8BW Tel: 020 8643 2806). She is happy to help any applicant who would like help to complete the form.

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 potential resident. This usually involves:

- An informal chat with the Admissions Secretary by telephone
- Completion of an application form by the potential resident
- Completion of a medical form by the applicant's doctor
- An informal interview with the Admissions Sub-Committee
- A visit to the Abbeyfield house and vacant room.

At any stage we may find that we cannot meet the needs of an applicant in which case we may be able to offer advice as to where an applicant may find suitable accommodation and support locally. Similarly, a prospective resident may decide at any stage that alternative accommodation would be more suitable.

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

- Loneliness and social needs
- Suitability of existing housing and neighbourhood.
- The applicant's care and support needs, and how well these are met at present.
- The length of time the applicant has been experiencing housing or care problems and how well he or she is coping.
- Other options realistically available to the applicant.
- The needs of the existing Abbeyfield household.

Existing Abbeyfield residents who wish to transfer to one of our houses are given priority over new applicants provided 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 house and its 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. When offered a place in an Abbeyfield house, residents must assure the society that they are able to meet the charges.

7 Trial Visits

The Abbeyfield Cheam Society does not regularly need to organise trial visits due to its successful selection procedure. However, in certain special circumstances we aim to be able to offer prospective residents the opportunity to stay for a short 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 interview with the Admissions Sub-Committee. Applicants who wish to accept will be asked to sign the occupancy agreement. We want people to make an informed decision, and applicants are encouraged to discuss any queries.

9 Unsuccessful applicants

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

If an applicant feels a decision is unfair, he or she has the right to raise these concerns with us. If still dissatisfied, an applicant can appeal against the decision 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?

Our Applications Secretary is the first port of call for applicants and will do all she can to help. The society's Executive Committee has overall responsibility for selection of new residents but delegates this important task to the Admissions Sub-Committee. This committee is made up of Mrs Eveline Walker, Mr Noel Bibby, Mrs Jill Ohlson and Mrs Margaret Holmes and Mrs Anthe Thomas.