

**The Abbeyfield Atholl Society Resident**  
**selection procedure**

**1 Background**

The Abbeyfield Atholl Society provides housing and support for older People in the Perth and Kinross District Council Area. We manage 1 very sheltered house in the Perth and Kinross District Council Area. This House offers accommodation in their own rooms for 7 residents, with 2 meals provided daily and a resident housekeeper For further information about the society and the accommodation and care we offer please contact:

Mr J Graham Holmes  
Dervaig Kinnaird  
Pitlochry  
PH165JL

For general information about Abbeyfield Societies and details of Abbeyfield houses in other areas please contact the Abbeyfield UK Society, Abbeyfield House, 53 Victoria Street, St Albans, Herts.

AL 1 3UW Tel: 01727857536 Fax: 01727846168

Email: [abbeyf@ge02.poptel.org.UK](mailto:abbeyf@ge02.poptel.org.UK)

or alternatively the Abbeyfield Society for Scotland Ltd, 15 West Maitland Street, Edinburgh, EH12 5EA Tel: 0131 2257801 Fax: 0131 2257606

email: [abbeyfieldscotland@quista.net](mailto:abbeyfieldscotland@quista.net)

Additional information is also available on our web sites:

[www.abbeyfield.com](http://www.abbeyfield.com), and [www.scotland.abbeyfield.com](http://www.scotland.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. The average age of residents is 83 in Abbeyfield very sheltered houses, and 87 in Abbeyfield registered residential and nursing care.

**ii) Couples and single people**

Our house accommodates single people, the rooms being not of sufficient size to accommodate couples.

**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 House, we do not provide personal care (such as help with dressing or washing) other than in emergencies or during short-term illnesses. Neither do we provide nursing care. 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.

**3 How to apply**

Application forms are available from our applications secretary (Mr J Graham Holmes, Dervaig, Kinnaid, Pitlochry, PH16 5JL. Tel: 01796473153). He, the Chairman of the Executive Committee or the Chair of the House Committee are happy to help any applicant who would like to complete the form.

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. People on our waiting list are welcome to keep in touch with us re progress of the 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:

- a preliminary home visit (which gives both parties the chance to clarify information)
- completion of a medical form

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.

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 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.

**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 welcome to join in the life of the society (we hope that they will enjoy Abbeyfield companionship) and to

The Abbeyfield Atholl Society ~ Resident Selection  
Procedure3 Approved by the Executive Committee 5th June 2002

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. Where appropriate we will advise applicants where they may obtain advice on benefits. When offered a place in an Abbeyfield house, a resident must assure the society that they are able to meet the charges.

**7 Offers of accommodation**

We aim to let applicants know the outcome of their application within ten days of the Applications Sub-Committee making a decision. 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.

**8 Unsuccessful applications**

If the society decides it will not be able 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

**9 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.

**10 Who does what?**

Our applications secretary is the first port of call for applicants and will do all *s/he* can to help. The society's Executive Committee has overall responsibility for selection of new residents but delegates this important task to the Applications Subcommittee. This committee is made up of:- Mr Blair C Macnaughton (Chairman of the Executive Committee), Or Oavid Cruikshank, Mr Oavid Macpherson (Chairman of the House Committee), Mr J Graham Holmes (Hon Secretary) and one other member of the House Committee.

**11 For further information contact**

Mr J Graham Holmes  
Oervaig  
Kinnaird

### **The Abbeyfield Atholl Society Procedure for Allocating Rooms**

The Abbeyfield Atholl Society aims to ensure that vacant rooms are allocated in an open and fair way. We use the following procedure:

- 1 As far as possible rooms will be allocated according to need, for example, a ground floor room for people with limited mobility; a relatively well sound-proofed room for someone who is noisy.
- 2 When a vacancy arises, existing residents may ask to move to the vacant room for reasons of personal preference or need. All bids from whatever source will be judged according to need. Where more than one resident would like to move to the vacant room, and where need is judged to be equal, priority will normally be given to the one who has been resident the longest.
- 3 Once a room has been allocated a resident will not be asked to move unless:
  - . his or her needs can no longer be met in that room
  - . the room needs to be vacated for refurbishment or repair, or
  - . the resident is disrupting neighbours and a room move will help solve the problem.