

## THE ABBEYFIELD BEARSDEN SOCIETY LIMITED

ABBEY FIELD HOUSE. 16 GRANGE ROAD. BEARSDEN. G61  
3PL TEL. NO. 0141 9428014

### MEMORANDUM OF INFORMATION FOR APPLICANTS FOR ROOMS INCLUDING SELECTION POLICY AND PROCEDURE

#### 1. DESCRIPTION OF ACCOMMODATION

Abbeyfield House, Bearsden provides accommodation in ten private rooms, which are in effect bed-sitting rooms, with en suite facilities. Each room is furnished by the resident concerned, and is kept in order by him/her. The house is not intended to accommodate any person who requires nursing or other special care. For further details reference should be made to the Rules and Conditions of Residence.

#### 2. SELECTION POLICY

Anyone over pensionable age may apply for a place in Abbeyfield House Bearsden. Bearsden Abbeyfield has an equal opportunities policy and provides accommodation for people irrespective of minor disability, sex, race, nationality, marital status, religion or political beliefs. Inability to pay the room charge is not a bar to application as in appropriate cases assistance can be obtained from the local authority. Further advice on help with payment can be obtained from the Treasurer.

Selection is based on need. Loneliness is the primary consideration but other considerations such as fear of living alone, lack of financial resources and family support, geographical isolation and difficulty in coping with an existing house and garden also contribute to need for a place in Bearsden Abbeyfield. Preference is given to local residents or those with a local connection. Compatibility of the applicant with the other residents in Abbeyfield House, Bearsden, also influences selection as the committee has a duty to ensure that the quality of life within the family community of Abbeyfield House, Bearsden, is sustained both for the newcomer and the existing residents. The length of time someone has been on the waiting list (see 3 and 4 below) is taken into consideration but this alone will not determine which applicant is given priority.

#### 3. FORMS TO BE LODGED BY APPLICANTS

The applicant should study carefully all the accompanying forms (Application form, House Rules and medical certificate with covering letter of information for the Doctor). At this stage only the Application Form should be returned to the Secretary, The Abbeyfield Bearsden Society Ltd., 16 Grange Road, Bearsden, Glasgow, G61 3PL so that the application may receive preliminary consideration by the Executive Committee. The other forms should be retained for use if the application is to be taken further. Before completing the application form applicants should, by arrangement with the Housekeeper, visit Abbeyfield House, Bearsden, and meet a member of the Ladies Committee. As it is not possible to predict when a vacancy will occur, all the

Selection Convener can do at this stage is to put on the waiting list the name of the applicant whose application has received preliminary approval.

#### 4. WAITING LIST

The waiting list is reviewed by postal enquiry, usually at yearly intervals, to determine those interested in an early vacancy should one occur. This review also assists in keeping the waiting list up to date by identifying changes of address, health problems making Abbeyfield no longer a choice of the applicant, etc. although it is expected that applicants will take it on themselves to inform the society of any changes in their personal circumstances.

#### 5. SELECTION PROCEDURE

When a vacancy arises in Abbeyfield House, Bearsden, the following procedure is adopted:

1. A postal enquiry is made to all those on the waiting list, who have indicated an interest in an early vacancy, to determine if they are interested in occupying the vacant room. The situation of the room in the House and the room rent for the ensuing Bearsden Abbeyfield financial year will be stated.

2. Those people who indicate that they are interested in occupancy will be visited in their own home for an informal interview by two members of the Executive or Ladies Committees. The visit will be arranged at a date and time to suit the applicant. The purpose of the visit is to assess the immediacy of the applicant's need and suitability in accordance with the selection policy criteria.

3. If no suitable applicant is identified from the waiting list, other applicants will be sought through the Abbeyfield network, the local social work department, advertisement, or other appropriate means.

4. The decision as to which applicant is to be offered the vacancy will be made by the Executive Committee. The offer will be conditional on a satisfactory medical certificate. The applicant should give the "Statement of practice in case of illness of a resident" to the applicant's doctor. The completed medical certificate whether lodged by the applicant's doctor or by the applicant should be placed in a sealed envelope by the applicant's doctor and directed to the Secretary, The Abbeyfield Bearsden Society Ltd., 16 Grange Road, Bearsden, Glasgow, G61 3PL for the attention of the Selection Convener.

5. The successful applicant will be offered a confidential discussion on financial matters with the Treasurer of the Society before negotiations for admission to Abbeyfield House are completed.

6. The successful applicant will be required to sign a Tenancy Agreement and the Rules and Conditions of Residence.

7. The successful applicant will receive copies of the Resident's Handbook and the Bearsden Abbeyfield Health and Safety to Residents and be asked to familiarise himself/herself with their contents.

8. Unsuccessful applicants will be notified that an applicant considered to be in greater need has been offered the vacancy and that their name will be retained on the waiting list.

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2003