

## **Heap Parkinson Homes**

### **Selection Policy & Procedures**

To live in our almshouse you must:

- be aged 55 or over
- have a low income and limited capital
- have lived or worked in the area of benefit or have a strong connection to it
- be able to live independently with help from carers, if necessary
- have the right to live in the UK.

### **About Heap Parkinson Homes**

The Almshouses consists of 12 self-contained flats situated on Otley Road in Skipton, spread over two blocks with gardens to the front and rear.

The accommodation has a bed-sitting room fully fitted kitchen, and bathroom with shower. Each unit has full gas central heating and is fitted with an oven and hob. Residents must provide their own fridge freezer and there is plumbing for a washing machine if required.

The Heap Parkinson Homes do not have a warden.

Residents who live at the Heap Parkinson Homes are appointed as beneficiaries of the charity and they do not have tenancy. If you are unsure how this affects you, please seek advice.

### **Selection Policy**

The Trustees aim to make the best use of our Almshouses by making an offer of accommodation to the applicant with most need at the time of the vacancy.

The Trustees recognise that there are many factors that might affect whether or not someone is in need of new accommodation, so the Trustees have developed a points based system, and applicants with the highest number of points will have priority.

We accept expressions of interest at any time, and eligible applicants will be placed on the waiting list. When there is a vacancy, applicants on the waiting list will be informed AND it will be advertised locally. Everyone will be asked to complete a full application form by the deadline.

The Trustees delegate the assessment process to the Clerk and an Appointments panel.

### **Application Process**

The charity has several stages to the selection process:

#### **Stage 1 – Expression of Interest**

If you are interested in applying to be a resident of Heap Parkinson Homes, then we ask you to complete a short Expression of Interest Form. This form helps us to see if you meet the criteria for eligibility.

Within 10 working days, we will write or email to confirm that we have received your form, and let you know whether you are eligible to join our waiting list.

If you have been added to the waiting list, we will contact you every year to check that you want to remain on the list.

#### **Stage 2 – Apply for a vacancy.**

When a vacancy does become available, we contact ALL people on the waiting list and ask if you wish to be considered for the vacancy (or are no longer interested). The charity will also advertise the vacancy locally and invite eligible people to apply.

If you would like to be considered for the vacancy, we ask you to complete the full Application Form by the closing date. This form helps us to only collect the information needed for the Trustees to start the assessment process.

If you would like to view the available property prior to making an application, this can be arranged.

#### **Stage 3 – Home Visits**

If you wish to make an application, you will be visited at home by two people – either The Clerk, Deputy Clerk and a Trustee. They will use guidance from the Almshouse Association on ‘Notes for Interviewing Applicants’ to assist them.

During the home visit, you will be asked to:

- Verify the information provided in the application form (including seeing original copies of bank statements and benefits information);
- Talk about why you want to move;

- Show the visitors around your current home;
- Ask any questions about Heap Parkinson Homes, so that you fully understand how they work.

The visitors will then prepare a short report on any additional information learned during the visit. The report and your application will be circulated to the Appointments Panel and they will decide who to progress to the next stage, based on all of the information received and using the scoring matrix in appendix one.

#### **Stage 4 – Offer of Appointment and References**

An initial offer of appointment will be made in writing to the selected applicant, subject to references.

If you are offered the vacancy, you will have a maximum of two weeks to confirm that you want to be appointed as a resident of the Heap Parkinson Homes. During this time, you would be able to visit the Almshouses again, if you wish.

#### **Stage 5 – Confirmation of Appointment**

Once we receive the references, and there are no other issues to clarify, you will be sent a formal Letter of Appointment, which contains all the terms and conditions of occupying the Almshouse. You will need to sign and return the letter as soon as possible.

Prior to moving in, the charity will need to receive the first payment of Monthly Maintenance Charge. The amount will be detailed to you at the beginning of the appointment process. When this has been received, you can finally begin the process of moving in.

#### **If You Are Not Selected**

If at anytime throughout the assessment and selection process your application is identified as not being a priority, then you will be informed in

writing within 10 working days. You will be offered the opportunity to remain on the waiting list and be considered for any future

Appendix 1.

**CRITERIA FOR GUIDANCE OF PANEL SELECTING NEW RESIDENTS.**

<b>Key Factors</b>	<b>Max Points</b>	<b>Trustee Comment</b>
<b>1. Eligibility</b>	<b>30</b>	
Age Range over 55	10	
Resident or connection to Skipton	10	
Poor/In need	10	
<b>2. Current Housing</b>	<b>20</b>	
At Risk – genuine homelessness or threatened with homelessness so urgent and immediate need for re-housing	10	
Housing Conditions – Factors taken into consideration include overcrowding, undercrowding, sharing facilities, and unsanitary conditions, tenure and state of repair etc	10	
<b>3. Personal Factors</b>	<b>20</b>	
Health needs – medical conditions made worse by present accommodation including accessibility issues	10	
Social need – are there personal issues involved such as loneliness, isolation	10	

from family or difficulties with day-to-day living		
<b>Total</b>		

High score between 56–80 points High Priority

Medium score between 41–55 points Priority

Low score between 21–40 points Not a priority

Very Low score between 1–20 points Probably not eligible