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Website: www.cortonhouse.co.uk Brakendon Close Independent Living Telephone: 01603 622957

Brakendon Close Independent Living Complex

Selection Policy And Procedure

GENERAL

The way Corton House Ltd. lets its properties aims to:-

- be fair, transparent, and consistent
- be easy to understand and customer focused
- ensure accurate information can be provided
- uphold the principles of equal opportunity and diversity
- ensure best use of the available properties
- contribute to the creation of a mixed community, with differing ability levels within the complex
- enable retired older people to live independently

Meeting The Needs Of A Diverse Community

Corton House Ltd. will seek to ensure that the waiting list is open to everyone, except those specifically excluded and notified in writing. The selection policy and procedures are designed to ensure that all applicants receive equal treatment regardless of race, colour, national origin, culture, sexual orientation, marital status, gender, religion or disability.

SERVICES PROVIDED

Free services provided by the Scheme Manager

- Daily contact with all tenants
- Contacting medical services, social services and relatives to obtain assistance when tenants are not well
- Handling problems and queries of tenants.
- Organising activities, events and trips in conjunction with Corton House where appropriate.
- In exceptional circumstances providing additional support.

Additional chargeable services may be available from time to time

WAITING LIST

The waiting list for a vacant property will be open to those who:-

- are retired and over the age of 60 years (In the case of couples one person would need to be retired and be 60 years or more.)
- have a need for retirement housing and wish to choose this type of service

Applications for inclusion on the waiting list will only be accepted from those who are looking to move into sheltered accommodation as soon as possible. An “Expression of Interest” list will be kept of those who wish to be considered for a tenancy at some time in the future.

Staff member’s relatives

Applications for a tenancy received from a relative of any member of staff of Corton House Limited, will be declined.

Board members relatives

Corton House Limited is subject to the regulatory code of the Tenant Services Authority. An application for a tenancy received from a relative of a member of the Board of Trustees will be thoroughly scrutinised and safeguards put in place to ensure that the tenant does not receive more favourable treatment than other tenants. Should it ever be necessary to discuss a tenant who is a relative of a Board member during the course of a Board meeting, that member will absent himself/herself during both the discussion and vote. Furthermore, members of the Board are aware of the need to exercise the utmost probity and discretion when voting or discussing any matters affecting Brakendon Close, where a relative is a tenant.

Inclusion or removal from waiting list

Individuals may be ineligible to join the waiting list or have their application removed if one or more of the following apply.

- they are unable to live independently
- have a conviction for an offence incompatible with living in a retirement housing environment
- have not been granted permission to reside permanently in the U.K.
- are known to have been subject to a previous breach of tenancy with any organisation
- would not be using the tenancy as their principal home
- have given false information
- there is a permanent loss of contact with the applicant

Each case will be considered on its merits and a reason for being ineligible will be given.

Should anyone be removed from the register and it subsequently becomes clear this was an error, their application will be reinstated.

Individuals may request to be removed from the list at any time.

Note:- In accordance with both the Data Protection and Disability Discrimination Acts records of the race, gender, and disability of people who apply for accommodation will be maintained.

SELECTION

Procedure

Prior to accommodation becoming available, selection will be made from the current list of applicants taking into consideration their needs, suitability, and ability to pay.

If successful the applicant will be invited to view a property when one becomes available.

When a decision is made to accept a tenancy, an agreement which conforms to the Charter For Housing Association Applicants And Residents, will be signed by both parties, and a date arranged for the commencement of the occupancy

If an applicant refuses two offers of tenancy their application will be reviewed.

TRANSFERS TO CORTON HOUSE

Existing tenants of Brakendon Close may request a move to Corton House Residential Care Home.

If the conditions for selection for Corton House are met, the tenant will be placed on the Corton House waiting list with a high priority rating. Transfer applicants will be offered a move when a room becomes available.