**Residents’ Handbook**

**Almshouse Association Template**

*Notes (which do not form part of the template):*

*This Residents’ Handbook is generic and should always be tailored to be appropriate to your charity and the nature of your almshouse. It is aimed at almshouse charities of any size but inevitably those that employ staff and have wardens/scheme managers will have additional considerations which have been included in this booklet. Please delete as appropriate.*

*The provisions of this Residents’ Handbook should be consistent with your Letter of Appointment and also the terms of occupancy of residents as set out in your Governing Document (for example in relation to the basis on which the appointment can be set aside, the ability to have overnight guests etc.).*

*If you are a registered provider of social housing it will be necessary to consult the residents over any changes to the Residents’ Handbook.*

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**Section 1 – Introduction**

The trustees of the [*Name of* Charity] (registered charity number: [*number*]) (the **charity**) would like to extend a very warm welcome to you as a new resident. We hope that you will settle in quickly and be very happy here. This handbook sets out useful information about the charity and its general administration and management. It also explains your responsibilities as a resident. Please do not hesitate to speak to the [clerk/warden] if you need further information on any matters.

Please note that the rules and regulations stated in this handbook form part of your agreement with the charity as to the terms on which you occupy your almshouse. The handbook supplements the rules and regulations set out in your Letter of Appointment which you signed when you accepted your appointment.

It may be necessary to amend these rules and regulations from time to time, but any changes will be discussed with residents beforehand when you will be given the opportunity to express any views or concerns.

The almshouse is your home and every effort will be made to help you remain independent, free to choose your own lifestyle, and able to benefit from the quiet enjoyment and dignity that the almshouses provide. I am sure you will appreciate the importance of everyone in the community respecting the wishes of others, allowing them their privacy if that is what they wish and ensuring that rumours and gossip are not allowed to develop.

The trustees have tried to minimise these rules and regulations which have been designed for the benefit of all residents, to ensure the efficient management of the charity and a harmonious community.

Once again, a very warm welcome.

**Contact details:**

**[*Postal address* *of charity*]**

**[*Telephone number*]**

**[*Out of hours contact number*]**

**[*Email address*]**

**Contact details for Key Individuals:**

Chairman: [*Please insert*]

Trustees: [*Please insert*]

Clerk: [*Please insert*]

Warden: [*Please insert*]

**Section 2 – History, Governance and Management of the Charity**

**Historical Note**

[*A brief synopsis of the development of the charity to be included: Explain to the resident who founded the charity, with what purpose and how the charity has subsequently developed. Photographs can make the history more interesting. If a more detailed history is available this should be mentioned.*]

**Constitution**

The charity is constituted as a [*charitable trust*] / [*company limited by guarantee*] / [*charitable incorporated organisation*].

The charity’s governing document is [*include the detail as shown at the Charity Commission, i.e. list all the relevant constitutional documents – it may be helpful to quote the charity’s charitable objects so it is clear who qualifies to be a beneficiary*].

**Management**

The charity is governed by a board of trustees. Day-to-day management of the charity’s affairs are delegated to the [clerk (assisted by the warden/scheme manager)]. {*Note: it the charity has a corporate trustee structure, this should be explained here.*} Where references are made to the “charity” this refers to steps that can be taken either by the trustees or by the staff to whom the trustees have delegated day to day responsibility.

**The Almshouses**

The charity manages unfurnished dwellings which are often designed with the needs of older people in mind. [*Explain the different types of accommodation and give details if there is more than one site.*]

The principle behind everything that the charity does is that residents should enjoy independence and the freedom to come and go as they please while living in comfortable and secure accommodation. Residents should feel confident in the knowledge that support will always be available where appropriate, whether from the charity itself or from outside agencies, should the need arise. Above all, the charity respects residents’ privacy.

Residents may expect to continue in occupation as long as they need the accommodation, providing they continue to qualify as a beneficiary of the charity, can look after themselves, and their appointment as a beneficiary is not set aside.

If a resident’s health deteriorates, they must be willing to accept advice and guidance, either from their doctor or a medical consultant appointed by the charity. The charity will also, where appropriate, consult with the next of kin, Social Services and other agencies if necessary.

**Section 3 – Health and Safety**

**Doctor and Dentist**

If you do not have a general practitioner (GP), the charity will be able to give you the names of GP practices in the neighbourhood that you may wish to consider. We would advise you to let the charity know the name of your chosen GP.

You have every right to see your doctor, nurse or other carer in confidence and to keep your medical affairs entirely to yourself if you wish. However, if you have a chronic health problem, it would be advisable (and you might feel safer) for the charity to be made aware of the issue so that appropriate action can be taken in an emergency. Anything you tell the charity will be kept in confidence.

‘Message in a Bottle’ is a free system that encourages individuals to keep their basic personal information and details of their current medication in a common place where it can be found in an emergency. The small plastic container is kept in the fridge where emergency services will find it. They will know residents use this system by two discreet labels. One is fixed to the front entrance of the resident’s accommodation, the other is displayed on the fridge where the information is kept. This scheme is run by Lions Clubs International and you can request a kit from your local Lions Club by contacting: [*contact details*].

**The Emergency Call System**

The charity provides a Telecare system and advises that you wear the alarm pendant whenever you are in your almshouse in case of emergency. Please do not tie up the orange pull cords. If you fall, you may not be able to reach them.

**Emergency Contact Details**

If you become ill or are in difficulties, the charity will make every effort to contact your next of kin, your doctor, or the ambulance or social services on your behalf. However, the charity can only contact your next of kin and/or your GP if you have provided the charity with authority to contact them directly in the event of emergency by signing the ‘GP Authorisation Form’ and ‘Next of Kin Information Form’ which may be obtained from the charity.

It is important that you let the charity have details (names, addresses, and telephone numbers) of these essential contacts. If the details change from time to time, please remember to inform the charity.

**Fire Precautions**

[A*mend as necessary.*]

The almshouses comply with the appropriate fire regulations. The fire policies are frequently reviewed and fire drills are held on *(insert details)* to ensure that every resident knows what to do and where to go in the event of an emergency.

All of the almshouses are fitted with smoke detectors which, on sensing smoke, will trigger the fire alarm. **If a resident is hard of hearing, they should ask for appropriate equipment to alert them in the event of an emergency.**

The charity will explain to you the fire instructions which apply in the event of a fire.

*(Amend as necessary having taken advice from a Fire Safety Consultant)*

*Either:*

**Evacuation Policy:** When you hear the fire alarm, follow the fire procedure. If it is safe to do so, please evacuate the building by the nearest route to the fire assembly point. The exit routes and fire escapes are marked with green signs in the corridors. Shut the door of your almshouse behind you and do not attempt to take any personal belongings with you. Wear warm clothing and leave your almshouse immediately.

*Or:*

**Emergency Action**: You should remain in your home and await further instructions. Wear warm clothing and switch off any appliances. When the fire alarm sounds, the fire service should respond immediately. The building has been designed to resist the spread of fire and smoke and, provided that the doors to your almshouse and the doors in the corridors remain closed, there will be plenty of time for the fire service to arrive and organise the evacuation. Please ensure that all fire doors are always kept shut and are not propped open for any reason.

**Avoiding the Risk of Fire**

Please be conscious of the risk of fire, for example, regularly checking at night or before going out that appliances have been fully switched off. It is especially important that those who smoke in their own almshouse dwelling do so responsibly and are aware of the risk of falling asleep or getting too close to curtains while smoking. Do not wedge doors open or leave chip pans unattended and use ash trays if you smoke.

Smoking in bed or in the common parts of the building is strictly forbidden. Please be considerate to others and avoid smoking in their presence as the risks associated with passive smoking are now well recognised. If you are expecting visitors, please air the room beforehand so that any smoke can dissipate.

**Slips, Trips and Falls**

The trustees wish to draw your attention to the need to exercise care when using the footpaths in wet, snowy or icy weather. Whilst reasonable precautions will be taken to keep them hazard-free, residents are reminded to use the handrails. *(Or insert details appropriate to your Charity’s almshouses)*

**Security** *(Amend as appropriate)*

Please consider the following:

**DO:**

* Keep your front door locked at all times
* Use the spy hole and/or chain to identify callers before opening the door
* The chain should only be used to open the door a few inches when identifying callers and not kept in permanent use as this may prevent access in an emergency.

**DO NOT:**

* Allow a stranger to enter your home without proof of identity. If you are in doubt, please call the charity, a family friend, the alarm control centre or the police (*amend as appropriate*)
* Leave ground floor windows open so that intruders can gain access
* Keep cash or valuables in your home.

**BE AWARE OF** bogus officials or doorstep salesmen. Always ask for proof of identity.

**Keys**

Use the remote door entry system only to let people into the house whom you know or are expecting. Never allow anyone claiming to be gas, electricity or water meter readers to enter the dwelling. Please refer them to the charity.

The charity holds a master key which can open your front door, but it will only be used in an emergency or with your permission. You must not fit locks and chains without the trustees’ consent as these may delay access for emergency services. Chains should only be used when you wish to identify callers before deciding whether to let them in. The trustees may advise on alternative security arrangements.

The clerk or Police Crime Reduction Officer *(amend as necessary)* will be able to advise on making your home more secure.

Your privacy will be respected. The staff of the charity have strict instructions only to enter your home:

* if you ask them to do so, or
* if you have given permission for work to be done in your absence, or
* in an emergency.

Please do not obtain extra keys without first asking the charity, as this may lessen security.

Make sure that you and your visitors check that the main front door to the house is securely shut after entry or exit. *(Delete if not relevant)*

**Stopcock**

The water stopcock is located *(please insert)*

**Legionella**

The risk of contracting Legionnaire’s Disease from a domestic property where the water services are regularly used is very low, however, the risk increases if the water services have not been used for an extended period. Residents are advised to adopt the following recommended procedures:

Ensure the thermostat on your hot water system is set to a minimum of 65c but be aware that the risk of scalding from outlets that are not fitted with a thermostatic mixer valve is greatly increased.

Any hot or cold tap that is not used within a seven-day period should be flushed through for at least 2 minutes on a weekly basis on your return to the property. Avoid splashing to minimise the release of water droplets/aerosols.

Any shower that is not used within a seven-day period should be flushed through for at least 2 minutes on a weekly basis or on your return to the property at both maximum and minimum temperatures. Avoid the release of water droplets/aerosols by either securing a plastic bag over the shower head with a corner cut off to allow water to escape or by removing the shower head and placing the shower hose over the drain outlet.

Any toilet that is not used within a seven-day period should be flushed on a weekly basis or on your return to the property. The lid should be closed to avoid contact with any water droplets/aerosol.

Shower heads should be cleaned and disinfected regularly to ensure no scale or algal build-up.

**Routine Visits**

Residents will be visited in their new home by two trustees or representatives of the charity after they have settled in and thereafter from time to time. This is an opportunity to get to know you better and to address any issues and concerns.

A mutually convenient time will be arranged beforehand.

**Section 4 – Terms of Occupancy**

**Letter of Appointment**

Your Letter of Appointment, as supplemented by this handbook, sets out the basis of the agreement with the charity on which you occupy your almshouse.

Your Letter of Appointment, of which you have a copy, is personal to you and explains that you occupy the almshouses as a beneficiary of the charity. It is important to understand that you are not a tenant of the charity and you do not have a tenancy agreement.

Your occupancy as a beneficiary of the charity means that neither you nor any relation or guest of yours is a tenant with the security of tenure that a tenancy offers. No other person is allowed to live at the property unless they have formally applied to the charity and been granted beneficiary status in their own right and you have been jointly allocated the same dwelling.

In exceptional circumstances, the trustees could ask you to find alternative accommodation and leave the almshouse (setting aside your appointment). In practice, this occurs very rarely when trustees believe that they have no alternative.

Examples of such circumstances are if:

* A resident is no longer able to look after themselves safely or is not able to live independently.
* The resident consistently fails to pay weekly maintenance contributions (WMC) without good reason.
* The behaviour of the resident is deemed to be unreasonable and anti-social, either in respect of other residents, trustees or members of staff.
* The resident’s circumstances change significantly to the extent that they were no longer qualified to live in the almshouses as a beneficiary, or did not have the required qualification when first appointed.
* The resident fails to comply with the rules and regulations made by the charity (including, but not limited to, those set out in the Letter of Appointment and this handbook).
* The resident provided untrue or misleading answers or information in his/her application to be appointed a beneficiary of the charity.

{*Note: make sure the conditions set out above are consistent with the Charity’s governing document.*}

It is a condition of occupancy that residents provide the charity with accurate and complete information of their financial circumstances and that residents inform the charity if their circumstances change. The charity may review residents’ financial circumstances from time to time. However, residents are assured that only in the most unusual circumstances would this lead to someone being asked to leave.

The charity would only set aside an appointment as a last resort after every reasonable effort had been made to resolve the issues. If, having been asked to leave, a resident felt aggrieved, they have the right to have their case heard in the county court. If the decision to set aside the appointment was upheld, they would be given every assistance to find alternative accommodation.

**Weekly Maintenance Contribution (WMC)**

Weekly maintenance contributions are payable in advance on the first of each month by standing order. If you receive Housing Benefit or Local Housing Allowance from the local authority, arrangements may be possible for your benefit to be paid directly into the charity’s bank account. (The charity should check this with the Housing Benefit Office). If you are experiencing difficulties in claiming, please let the charity know.

The amount you pay is a contribution towards the cost of running the charity. Items covered by the WMC include:

*(List as appropriate such items as):*

* Building repairs and maintenance
* Servicing and repair of water, gas and electrical installations
* Decoration costs
* Buildings Insurance

The level of WMC is usually reviewed annually but the charity reserves the right to review this more frequently if it is in the charity’s best interests. You will be notified in advance of any changes in the level of WMC that is payable.

**Consulting Residents**

The charity will hold meetings from time to time to discuss the running of the almshouses with you and your neighbours. You can also talk to a trustee in private by asking [the clerk] to arrange this. Consultation and involving the residents in the day-to-day running of the charity’s almshouses is a form of participation which will benefit all concerned. Trustees welcome the residents’ views on matters affecting their quality of life at the almshouses.

The trustees will consult you:

* Before any changes are made to the rules and regulations applicable to residents
* before any work is done on your almshouse (except in an emergency)
* before making changes to the communal facilities, including the gardens
* before making changes to the amount of weekly maintenance contribution payable
* before anyone enters your home
* if you raise a difficulty with them.

In the event of a pandemic, the charity may decide to implement temporary rules for the safety and protection of residents. Where such rules go beyond those implemented by the government or local authority, residents will be consulted on these rules.

**Absence from Home**

You are expected to be in full-time occupation of your almshouse and extended periods away during the year which might lead the trustees to conclude that you have less need for almshouse accommodation than others.

Residents must live in the almshouse as their permanent home and not be absent for more than [28 consecutive days in] any year without the prior consent of the charity. If you go away for any period, including overnight stays, please inform the charity of your temporary address and contact phone number. Should you return earlier than planned, please inform the charity immediately you arrive home as it is important in an emergency to know if any residents are away. {*Note: ensure that this section complies with any requirements of the government document.*}

Before going away, please ensure that all food has been put away, taps and appliances have been fully switched off and windows shut. If you are leaving your almshouse during the winter months, please discuss with [the clerk] how much heating is required to minimise the risk of burst pipes, etc.

**Central heating, electricity and hot water**

In addition to the weekly maintenance contribution, residents are responsible for paying their own utility bills. Meters will be read prior to occupation. ***(If there is a central heating boiler which supplies electricity and hot water to each dwelling, the bill will be divided between all residents)***. The utility suppliers are currently *(please insert).* Should a resident choose another provider they should provide the charity with details in the case of emergency. Residents are not allowed to use any heating appliance that has not been supplied by the charity, such as portable gas or electric heaters, as these pose a serious safety risk. The use of oil filled paraffin heaters, indoor barbeques and candles is also strictly prohibited.

***(If applicable)*** Each radiator is fitted with a thermostat which enables residents to adjust the temperature as required. All hot water taps are fitted with thermostatic mixing valves to avoid water scalding.

**Improvements to your Home**

You must not carry out any internal or external improvements, alterations, repairs or decoration, plumbing or electrical installations to your home without the prior permission of the charity. No shelves, cupboards, locks or fittings shall be fixed or removed without prior consent. For all major works, the charity will instruct an architect or surveyor to design and plan the work before placing an order with a building contractor. Payment for improvements is the responsibility of the charity.

As the charity has responsibility for the long-term maintenance of the almshouses, the charity has to consider individual resident’s requests for alterations alongside the charity’s own maintenance programme. If an alteration would be structurally unsound, reduce the amenities for subsequent occupants, or increase future maintenance costs, it will not be approved. If you live in a listed building, some alterations will need local authority consent before any work can be carried out.

Whilst at all times the charity will respect the privacy of residents, it is a condition that residents allow reasonable and regular access to their almshouses for repairs and decoration to be carried out. Representatives of the charity will visit from time to time by prior appointment.

**Employment**

With the permission of the charity, residents may be allowed to work from their almshouse, however they must guarantee that this will not be disruptive for other residents and that it will not involve delivery or storage of items and/or visitors to the buildings.

**Visitors – Family and Friends**

**Visitors are not permitted to stay in an almshouse, except with the consent of the trustees.**

Where permission is granted, occasional overnight stays only will be permitted but these must not be regular occurrences. It is vital that trustees are aware of any overnight visitors for safety and security reasons.

**Smoking**

*Smoking is prohibited in all common areas, including the entrance hall, corridors and common rooms. Residents must comply with the charity’s policy on smoking which is (Please insert)*

**Pets**

The trustees will have explained their policy on pets to you at interview and before you moved in. *[To be amended as appropriate].* If you wish to keep a pet you must first obtain the written permission of the charity. Small animals or caged birds are usually acceptable but must not become a nuisance to other residents. Please advise the warden/scheme manager about arrangements you have made for the care of your pet(s) if you are away on holiday or become ill. *[Or, Due to the size and situation of the almshouses residents are not allowed to keep pets*].

**Assistance Dogs**

Where possible consideration will be given to accommodating appropriately trained and accredited assistance dogs for those residents with disabilities. The charity understands assistance dogs to mean: (a) a dog which has been trained to guide a blind person; (b) a dog which has been trained to assist a deaf person; (c) a dog which has been trained to assist a disabled person who has a disability that consists of epilepsy or otherwise affects the person’s mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects; or (d) a dog which has been trained to assist a disabled person. Whilst the charity recognises that many animals provide emotional support to their owners, such animals are considered by the charity to be treated as pets and are not viewed as assistance dogs.

**Mobility scooters**

Residents may apply to keep a mobility scooter at the charity’s premises. All such vehicles are kept by the residents entirely and solely at the resident’s risk. Proof of insurance should be provided to the charity. There is only limited space available for mobility scooters.

Mobility scooters must not be left unattended when charging and must not block walkways.

**Moving Out**

If you wish to vacate the almshouse to live elsewhere, you must give the charity written notice of not less than one calendar month. Maintenance contributions remain payable until the notice period expires or the dwelling is vacated, whichever is the last to happen. When a resident vacates for whatever reason, all items belonging to the resident should be removed by the resident forthwith. In the event of the death of a resident, the resident’s personal representatives are responsible for WMC until the premises are cleared of personal possessions and the keys are returned.

If a resident were to leave their almshouse dwelling without giving notice, they would be liable for paying their WMC for a period of one month after the date on which they vacate (i.e., the date on which the almshouse is left empty of possession) as well as utility bills.

Trustees have the right to start the process of setting aside a resident’s appointment in the event of non-payment of WMC.

In the unlikely event that any possessions, chattels or goods are, without the written agreement of the charity, left by the resident in the almshouse after the resident has vacated these will be treated as having been abandoned. By signing the Letter of Appointment, you have agreed that the charity may sell any items that remain after you have vacated, and out of the proceeds, the charity may pay any outstanding amounts owing to the charity, including outstanding weekly maintenance contributions and any other expenses, including disposal and removal costs. Any net proceeds will be treated as a donation to the charity.

**Re-Housing**

If you wish to move from one almshouse dwelling to another, you should contact the charity to discuss the matter. While every effort would be made to assist a resident to move if there was a good reason, the decision would depend upon availability and be entirely at the discretion of the trustees.

There may be circumstances, for example during extensive refurbishment or other unforeseen circumstances, when the charity may need to ask you to vacate the dwelling and move, either temporarily or permanently, to another dwelling. Your views would be taken into account and you would be given appropriate notice should a move be necessary.

**Gifts and Legacies**

It is the trustees’ policy that no one involved in the running of the charity should accept any gift or legacy from a resident. If you wish to donate anything to the charity or a member of staff please contact the [clerk]. All such matters will be dealt with in confidence.

**Section 5 – Services Provided**

{*Note: this section should be tailored for the charity’s particular circumstances.*}

**The Warden/Scheme Manager**

Wardens/Scheme Managers support the general wellbeing of residents without interfering in their lives or intruding on their privacy. Wardens/Scheme Managers are not trained carers and cannot therefore offer personal care support. They can, however, liaise on your behalf with a wide range of local health and social services to ensure that you receive the help you need to remain safe and independent in your home if you have authorised them to do this. External services might include help with personal care and hygiene, meal preparation and provision, cleaning or shopping or the provision of physiotherapy or occupational therapy aides for use around the home.

The warden’s hours of duty are from.... to.... Monday to Friday. The wardens/scheme managers live on/off site (amend as appropriate). However, please remember that when wardens/scheme managers are off duty, he/she should not be called to attend to routine matters which could be left until the following morning. In an emergency call *(insert details)*

The wardens/scheme managers might speak to everyone each morning through the call system to ensure all is well. This is usually followed by a walk round the estate or block to see if there are any difficulties. Where residents do not wish to receive a visit or call every day, they may request not to be disturbed and might be asked to sign a disclaimer. Where the trustees feel there would be a real risk to the health or welfare of the individual, they may insist that such calls are made.

*(If other staff are employed, e.g., gardener/handyman, insert details of their duties and how a resident can contact them if appropriate)*

**Community Alarm Service (CAS)**

It is a condition of occupancy that upon reaching pensionable age a suitable alarm monitoring system (e.g. Lifeline) is installed. Residents may be required to have a landline installed in order that their almshouse can be connected to the community alarm system.

A helpline connects the resident to a call centre which is manned 24 hours a day, 365 days year.

It will handle emergency calls for health, police, fire and ambulance.

You can call CAS by:

• Pressing the red button on the wall-mounted Lifeline Connect unit in your dwelling

• Pulling any one of the orange cords

• Pressing the pendant button, which you should wear on your wrist or around your neck.

Please do NOT tie up the pull cords or leave the alarm button on your bedside table as it may be out of reach when you need to use it. *(State specific details of the charity’s call system)*

**Guest Room (if appropriate)**

The charity provides a guest room which can be made available to a relative or friend visiting you for a short period (normally up to seven days). The guest room *has (to be completed as appropriate)*. The charity makes a modest charge of £ *(insert details)* per night (reviewed periodically) and it can be booked by contacting the clerk/warden. Priority will be given to carers. Visitors who stay in this accommodation are subject to the rules and conditions contained in the resident’s Letter of Appointment and may not occupy the guest room for more than *(insert details)* weeks in any calendar year.

**Common Room**

There is a common room for the use of all residents and their visitors. It is equipped with *(complete as appropriate)*

The common room is used for lunches, coffee mornings and afternoon tea parties organised by the warden, but residents are very welcome to use this facility, for example, for birthday celebrations or family lunches at Christmas or other times. Bookings should be made through *(insert details)*

*(If applicable):* The common room is fitted with a hearing loop which residents and guests can tune into by setting their hearing aid to the ‘T’ position.

**Laundry Facilities (if applicable)**

The charity provides a laundry room with a washing machine and tumble drier. You will be shown how to use the machines.

*(Give details of any special arrangements for use of laundry facilities, including any charges and for drying clothes / hanging out washing, etc.)*

**Furniture and Fittings**

Although the almshouses are offered unfurnished, the charity provides (to be completed as appropriate, e.g., white goods, carpets, etc.) *(insert details)*

**Gardens**

*(This section should explain that the maintenance of the communal areas is the responsibility of the charity. Give details of which contractors (if any) maintain the gardens, which areas are included and the frequency of visits. Residents should be encouraged to maintain their areas and guidance should be given on the use of garden sheds if relevant.)*

**Repairs and Decorations**

The charity is responsible for both external and internal repairs and decoration to your home and the communal parts. Please report all necessary work to the [clerk]/[warden] who will arrange for it to be carried out.

You will be consulted in advance about arrangements for work to be carried out. Workmen will not be allowed to enter your home while you are out unless you have agreed to satisfactory arrangements. An exception will have to be made, however, if an emergency arises such as a water leak.

**Insurance**

The charity insures the building and its own contents. It has the option to include the contents of your home in the policy on an ‘as new’ basis. For details, please contact the [clerk].

Please do not keep more cash in your home than is necessary to meet day-to-day expenses and keep valuables out of sight. (The [clerk] is not allowed to take responsibility for your money).

**Television**

Residents need a television licence to use any television-receiving equipment including TV set, set-top box, video or DVD recorder, PC or mobile phone to watch, stream, or record programmes as they are being broadcast. This includes foreign broadcasts.

Free television licenses are only offered to those who receive pension credits who are aged 75 and over.

There are television concessions available to:

* Those who are blind or severely sight-impaired
* People who are retired or disabled and live in certain types of accommodation

Trustees must apply for concessionary licences on behalf of their residents. To qualify residents must meet certain requirements. Please refer to the trustees for further details.

**Cleaning**

You are responsible for keeping your almshouse clean, including cleaning the windows inside. If cleaning becomes difficult or you cannot clean the windows safely, please advise the [clerk]/[warden] who will make alternative arrangements. There is likely to be a small hourly charge if this becomes necessary. Storing excess items presents a safety hazard and in extreme cases of hoarding, trustees may have to consider setting aside the resident’s appointment.

Cleaning the communal areas is the responsibility of the charity and the cost of this service will form part of the weekly maintenance contribution. You will be advised when contractors are coming to clean the outside of the windows of your almshouse.

**Training**

When you move into your home the [clerk] / [warden] will ensure that you are familiar with:

* action to be taken in the event of a fire
* how to operate all the equipment in your home
* central heating, emergency call systems and front door entry systems.

**Refuse collection and recycling**

Refuse is normally collected on *(please insert)* each week.

*(Give recycling details (which bins to use for different types of material) and whether residents are responsible for taking their bins to a central collection point. If this is the case, residents should be advised what do to if they cannot manage.)*

**Telephones**

You are responsible for making your own arrangements for installing a telephone in your almshouse through your chosen provider.

**Visiting Services**

*(Include details of the frequency/cost and whereabouts of any services such as hairdressing, chiropody etc.)*

**Section 6 – General Information**

**Electricity Meter Mains Switch and Fuse Box**

Your electricity meter is located *(please insert)*

The electricity mains switch is located *(please insert)*

The fuse box is located *(please insert)*

**Council Tax and Council Tax Benefit**

You are responsible for paying your council tax and will receive the annual council tax notice from the local authority in March of each year. People living alone are entitled to council tax relief of 25%.

If your income consists of the basic retirement pension and you have only modest savings, you may be entitled to Council Tax Benefit. Depending upon your precise circumstances, this could pay your council tax in whole or in part. Please speak to the charity if you are unsure of your entitlement or need help in completing the claim form.

**Housing Benefit/Local Housing Allowance/Universal Credit**

If your income consists of the basic retirement pension and you have little or no capital, you will almost certainly be entitled to Housing Benefit or Local Housing Allowance to help with your housing costs. Even if you do have income in addition to your basic retirement pension, you may still be entitled to some help with housing costs. To claim Housing Benefit / Local Housing Allowance you should ask for an application form at your local benefits office (DWP) or Housing Department. It is important that you inform your local benefits office if there are changes in your financial circumstances as they have the power to demand reimbursement in the event of an over-payment.

Eligibility for state benefits changes from time to time. If you need advice on state benefits, please ask the clerk in the first instance as he/she will have some experience of entitlements and benefits. Other sources of information are the Citizens Advice Bureau and Age UK (give details of local offices).

**Parking *(amend as appropriate)***

Please do not park in unauthorised places, or allow your visitors to do so, as their cars may block the way for ambulances or fire engines attending in an emergency.

**Wills**

You are strongly advised to make a will and it is best to ask a solicitor to help you with this. If you need help finding one, the local Citizens Advice *(please insert)* will be able to suggest names.

As stated under ‘Gifts and Legacies’ it is the charity’s policy that no one involved in the running of the charity should accept any gift or legacy from a resident. If you want to donate anything to the charity or a member of staff, please speak to the [clerk]. All such matters will be dealt with in confidence.

Neither staff nor trustees can act as executors of residents’ wills.

**Next of kin**

The name and address of your next of kin, or a nominated representative, should be supplied to the charity. They may be contacted should the trustees have concerns about your wellbeing.

**Lasting Power of Attorney**

It is strongly recommended that you arrange a Lasting Power of Attorney, which allows you to appoint someone to look after your finances and to make welfare and healthcare decisions on your behalf in the event of your mental incapacity. Again, you should seek legal advice from a solicitor. If you appoint an attorney, it would be sensible to notify the charity for future reference.

**Local Organisations and Services**

Many of the charity’s residents take advantage of a rich variety of organisations and services for the elderly in the borough. These include:

• Age UK

• *(others to be completed)*

Please speak to the [clerk]/[warden] to find out more about these and other local services available for the elderly.

**Social Activities**

A welcome sense of community can result from residents taking part in social activities together. Friendships grow and there is a greater readiness to support one another through difficult times. We find that some residents enjoy occasional opportunities to do things together, while others prefer to pursue their interests on their own. There is no pressure therefore to take part in the organised activities. *(Insert details of regular events as appropriate)*

**Social Media**

Those residents using social media such as Facebook and Twitter, are asked to respect the fact that no views should be expressed via social media about the charity, its trustees, other residents or staff.

**Section 7 – If Things Go Wrong**

**Personal Problems**

If you have any personal problems over money or any other matter and you have no family or friends whom you feel able to consult, the charity will be pleased to help or offer advice if appropriate. You can ask to see the [clerk]/[warden] or any of the trustees and your concerns will be treated in the utmost confidence.

**Complaints**

If you have any concerns, please bring them to the attention of the [clerk]/[warden] who will do their best to resolve them. In the majority of cases, minor issues can be dealt with informally, quickly and efficiently and to the resident’s satisfaction. The trustees and the [clerk]/[warden] can only resolve problems and improve the service if you speak up when things go wrong.

Set out below is a procedure to be followed if residents wish to raise a complaint in connection with the occupation of their almshouse, or about services provided by the charity.

• Minor matters, such as small maintenance items, should be referred to the [clerk]/[warden] *(amend as appropriate)*

• If the [clerk]/[warden] is unable to resolve the matter, or if there is a persistent problem with pets, loud noise or matters affecting health and safety, the resident should refer it to the [clerk]/[warden] in writing. All communications about complaints will be treated in confidence.

• If you are dissatisfied with the [clerk]/[warden]’s response, you should write formally to the chairman of trustees asking the trustees to consider the matter. You may, if you wish, attend the meeting when your complaint is being discussed, accompanied by a friend or adviser. The chairman will write to you afterwards to advise you of the trustees’ decision and to inform you of any action taken to resolve your complaint.

• If you have a complaint about a member of staff employed by the charity, other residents, or about a serious breach of health and safety regulations, you should put your complaint in writing to the chairman of trustees, with a formal request for it to be considered by the trustees at their next meeting. You will, if you wish to exercise that right, be entitled to attend when your complaint is being discussed, accompanied by a friend, advocate or professional adviser.

**Housing Ombudsman**

*[For Registered Providers, former Registered Providers and charities that have voluntarily signed up to the Housing Ombudsman Scheme]*

If you remain dissatisfied with the trustees’ decision, you have the right to take your complaint to the Housing Ombudsman Service whose address is:

Housing Ombudsman Service 81 Aldwych, London WC2B 4HN

Telephone: 0300 111 3000

Email: info@housing-ombudsman.org.uk.

You will need to give the Ombudsman your full name, address and telephone number and set out the details of your complaint. The Ombudsman will only be able to consider your complaint if he/she is satisfied that the charity’s procedure for handling complaints has been exhausted.