

THE ABBEYFIELD SOUTHEND SOCIETY LTD

MOVE ON POLICY AND PROCEDURE

1. Introduction

The Society aims to help Residents stay for as long as they wish; most Residents make Abbeyfield their home for life. Sometimes, however, Residents need or wish to move on, and occasionally Abbeyfield may ask a Resident to leave.

When a Resident has to move on Abbeyfield will do all it can to help the Resident to clarify needs and wishes, understand the range of options open and make an informed decision. As appropriate, and with the Resident's agreement, the Society will involve relatives, sponsors and/or the Resident's legal representative.

2. Notice

Residents are required to give two month's written notice and send this to the Society's Registered Office at 19, Clifftown Rd., Southend-on-Sea, Essex SS1 1AB

The Society also will normally give two months written notice to vacate. In exceptional circumstances however, the Society may, as stated in the Contract, reduce the period of notice. Such circumstances may include sudden and acute behavioural problems that cause significant disruption to other Residents and/or staff, or sudden and acute onset of long-term physical or mental frailty

requiring Care or Support that cannot be provided at the House.

Notice to vacate will be issued to a Resident at the House and a copy will be sent (for information only) to the Resident's legal representative or sponsor. Notice will be written and signed by the Society Chairman. It will specify why notice has been given.

3. Grounds for serving notice to vacate

The grounds for notice to vacate are stated in the Contract for Registered Care or the Tenancy Agreement for Sheltered Housing.

4. Securing suitable alternative accommodation

When the Resident needs additional, or more specialised care than can be provided in the House, the Society will assist the Resident to identify the availability of suitable alternative accommodation. If the Resident chooses or needs to move on for other reasons, then it is their own responsibility to find alternative accommodation, although it is recognised that he or she may appreciate help. The Society will expect sponsors, family and friends to assist. As appropriate, the Society will help Residents by

- ✚ discussing needs and options with the Resident and, with permission, his or her sponsor, relative or legal representative.
- ✚ helping to arrange an assessment of the Resident's care needs with Social Services

- ✚ listening to the Resident's wishes and acting as his or her advocate or representative, or helping to find an independent advocate.
- ✚ providing information about relevant housing providers.
- ✚ contacting other Abbeyfield societies or other housing and care providers on the Resident's behalf.
- ✚ helping the Resident to secure advice about funding and, as necessary, helping to arrange a financial assessment by social services.

5. If a Resident refuses to leave

If, having been given notice to vacate, a Resident refuses to leave by the due date, the Society will, if appropriate, take possession proceedings through the court. Residents who do not accept the notice and seek to challenge possession proceedings may do so through the court.

6. Practical help with moving

The Society will help Residents prepare for the move and offer practical support as appropriate by:

- ✚ helping to ensure that the Resident notifies service providers, their GP and others of the date of the move and his or her new address.
- ✚ reminding the Resident to acquire sufficient medication and other essential items for the first week in the new home.
- ✚ offering temporary storage of furniture or effects (for an agreed, limited time).