

Appointment of a beneficiary policy and procedure

1. Purpose and Scope

This Appointment of a Beneficiary Policy covers:

- The criteria stated in the charity's governing document (Scheme regulated by the Charity Commissioners for England and Wales) regarding eligibility for an almshouse
- The process of applying for an almshouse
- The selection process for applicants
- The appointment of a new resident

2. The criteria stated in the charity's governing document (Scheme) regarding eligibility for an almshouse

The Scheme states that:

“ALMSHOUSES AND RESIDENTS.

27 Qualification of residents. The residents shall be of good character and deserving who are at least 60 years of age at the time of appointment. Applicants through residence, occupation or previous employment or otherwise should have involvement in the area of Staindrop.”

3. Process of applying for an Almshouse

3.1 When a vacancy or vacancies occur these will be widely advertised for an appropriate period and any applicants will be considered along with any existing valid applications.

3.2 The charity updated its application form in 2020 based on a model available from the Almshouse Association. This application form covers applicant's housing, financial, health and social circumstances. This will help in determining the most suitable applicant/s.

Applications form are available from the clerk who will store them pending a vacancy.

3.3 Applicants will be informed at the time of applying:

- The eligibility criteria and a requirement to be able to live independently
- There is no waiting list as such as all qualifying applicants will be considered
- If applicable, that there are no vacancies at present and if they wish their application will be held pending a vacancy
- Be requested to let the clerk know if they no longer wish to be considered for an almshouse

4. The selection process for applicants

4.1 When a vacancy occurs all eligible applicants will be considered i.e. those responding to an advertisement and those who have previously submitted a valid application.

4.2 If more than one application has been received three applicants will be shortlisted by a subgroup of the Trustees. The circumstances of each applicant will be fully assessed.

4.3 A subgroup of the Trustees will interview shortlisted applicants and recommend appointment of beneficiaries.

4.4 A special meeting of the Trustees will be held to appoint a new a resident or residents The charity's governing document (Scheme regulated by the Charity Commissioners for England and Wales) requires a special meeting to be held.

6. Appointment of a new resident

6.1 All new residents will be required to agree to and sign a *letter of appointment* which contains regulations and requirements for almshouse residents and the charity's obligations.

6.2 New almshouse residents will be provided with a set of the charity's policies and the residents handbook.

7. Policy Review

This policy will be reviewed annually or following a serious incident or valid complaint.

8. Approval

This policy has been approved by the Body of Trustees of The Henry, Duke of Cleveland Charity:

Signature:

Position:

Date: