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**Newcombe Road, Holcombe Brook, Bury BL0 9XJ**

## **Application Procedure**

Hewlett Court was opened in 1979, those entitled to become licensees should predominantly have East Lancashire Masonic connections. However, this can be extended at the discretion of the Management Team. Hewlett Court belongs to the East Lancashire Masonic Charity. There is an 'Advisory Committee' of Freemasons from around the Province with a range of expertise and skills. The Committee meets every quarter to advise and support the Director of Operations and Manager who oversee the day to day operations of the home and the Charity.

Hewlett Court also has the support of the "Friends" Committee; they organise and fund entertainment and activities for all of the Licensees.

Hewlett Court is registered as 'Sheltered Housing' with the Local Authority. This means that we are not permitted to give 'personal care' to our licensees or short stay guests.

Hewlett Court supports people towards independent living in a safe and caring environment in which catering is provided. District nurse's/Doctors' visits can be arranged through the office on request by a licensee. If required licensee's/family members can arrange an external Private Care Provider to assist with their individual personal needs, Hewlett Court has no participation in this arrangement.

In the event of a licensee requiring additional needs, with consent, discussions over their wellbeing and safety will be considered with their Health Care Provider and family members. This will be approached sensitively to ensure the best interests of the licensee is met. In such instances guidance from the Management Team will be offered.

In order to reside at Hewlett Court everyone considering this momentous step must first visit the home informally to meet the other licensees and staff, assess the home for themselves, and then return to their own home to decide if they wish to continue with their application. The Staff will also assess the applicant to see if they appear suitable for their stay. If the prospective licensee wishes to continue they must complete a 'trial' stay at Hewlett Court to really get the 'feel' of communal living. After the stay they *must* return home to think about their future. This gives them time to reflect and ask family and friends their advice, free of pressure. The Manager will discuss the application with her team (usually within a few weeks). If suitable to both parties' accommodation will be offered to the prospective licensee.

If the Management Team has reason to refuse an application the potential Licensee will be notified at the earliest opportunity. The concerns will be discussed with the individual and their families. We feel this procedure is fair to all concerned. We are very aware that giving up a family home can be very traumatic and we will do all we can to make the transition as smooth and stress-free as possible. But no assumptions of entry should be acted upon until the decision of the Manager is given.

We hope you enjoy your stay with us. Please do not hesitate to contact the Management Team at any time if you require any further assistance or information.

**We're here to care.**

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