

**Draft Memorandum of Understanding
Between
South Dublin County Council and Approved Housing Bodies**

- All AHB's operating in the South Dublin administrative area are required to be registered with the Approved Housing Body Regulatory Authority (AHBRA) and are subject to the Regulatory Framework for the sector. Being party to this agreement is confirmation of compliance by the AHB.
- The Council and the AHB agree to observe the requirements and management procedures of the Development Protocol between Local Authorities and Approved Housing Bodies for social housing provision which provides a transparent, fair and administratively streamlined process for engagement on housing delivery opportunities.
- The AHB will provide regular and timely updates to the Council at least on a quarterly basis in relation to their housing delivery pipeline, including timelines, progress summary and details of any risks or challenges to delivery.
- The AHB will ensure appropriate recognition and promotion of support from the Council in respect of land, funding, or other means, in relation to new and/or refurbished housing developments as appropriate, for example in press releases, media engagements, social media, use of Council logo, official openings etc. The format and specifics to be agreed by both parties.
- The Council has 100% nomination rights to allocations on all AHB social housing schemes, including for all casual vacancies arising in schemes in the future.
- The Council has implemented the CCMA AHB Allocation Code of Practice, including in relation to the AHB Nomination Form and the Support Plan Nomination Form, to ensure a consistent and effective approach to allocations and requesting and receiving nominations to improve the allocations process for all stakeholders.
- The Council's Allocations Section will work in partnership with the AHB on the allocations system to ensure that all allocations are made and dwellings occupied in an efficient and timely manner in line with the Council's Allocation Scheme and the CCMA AHB Allocation Code of Practice.
- Staff from the Council's Housing, Social & Community Development directorate, along with local Councillors, will work closely with management and staff in AHBs on local community issues including estate management, addressing anti-social behaviour and community development initiatives etc.
- The AHB acknowledges and recognises the importance of the advocacy and representative role of Councillors on behalf of local communities and residents, including in relation to developments and tenancy management, and agrees to share their estate management policy and any other relevant policies with the Council and the elected members.
- The AHB will liaise and communicate directly with Councillors where appropriate and respond efficiently to representation on behalf of their tenants, within the parameters of prevailing General Data Protection Rules (GDPR) legislation and best practice, and the AHB will develop specific GDPR guidelines for their engagement with Councillors. Emails to be acknowledged upon receipt and within 2 working days acknowledge written correspondence from Councillors and issue a full reply within 15 working days. If this is not possible, the AHB will state when they hope to be able to do so and explain the reason for the delay.
- The AHB (and/or its representative organisation where appropriate) agrees to attend and present to meeting of the Council and or any of its committees in relation to relevant strategic, operational and/or development matters upon reasonable request for such attendance.

- The Council commits to timely notification to the AHB of names and contact details of relevant staff, including any changes in same that arise, and similarly, the AHB commits to timely notification to the Council of names and contact details of relevant staff, including any changes in same that arise, and agrees to this information being made available to Councillors.
- The Council and the AHB commit to mutual support and partnership working on an ongoing basis. Senior Staff in both the Council and the AHB commit to proactive and positive engagement between their operational and management teams and with local elected members on relevant operational issues and agree to nominate appropriate designated staff to liaise and address any issues or disputes arising in relation to any aspect of this agreement.
- The Memorandum of Understanding has been developed by both parties in good faith to maintain a strong and effective working relationship between the Council and the Approved Housing Body.

Signed:

Name of Approved Housing Body:

Signed:

South Dublin County Council

Appendix 1: to include current list of AHB properties and AHB contact details.