



# Standards for Rented Houses

## Training Programme

**The *Standards for Rented Houses Training Programme* is for all local authority staff, both professional/technical and administrative, who have responsibilities related to enforcement of the Housing (Standards for Rented Houses) Regulations 2017.**

This new programme seeks to bring about a common understanding among Inspectorate Staff, and thereby a standardisation, in interpretation and implementation of the Regulations and Guidelines both within individual local authorities and across the sector generally.

The programme consists of 4 modules, however, in order to minimise the time away from work for participants, training will be delivered over 2 separate 2-day workshops. Each of the modules will take place at the IPA Training and Education Centre on Lansdowne Road in Dublin 4. The modules will involve a variety of training methods including presentations - delivered by experienced housing practitioners and sector experts - group exercises and discussions.

This course is ideally suited for newcomers into the area of enforcement of the minimum standards. It will enable all participants share individual experiences and approaches as currently adopted, as well as providing an opportunity to network with other Inspectorate Staff.

*Places on the programme (only 25 available in total) will be offered on a first come, first served basis. The modules will be updated, as appropriate, to reflect any changes that may be made to the regulations themselves and also to reflect feedback from previously completed programmes.*

### **Fees and Applications:**

The full cost of this four-day programme is **€657 per person**. Bookings can be made on the IPA website - [www.ipa.ie](http://www.ipa.ie)



An Roinn Tithíochta,  
Pleanála agus Rialtais Áitiúil  
Department of Housing,  
Planning and Local Government



For further Information or a booking form, please contact the IPA Central Bookings Office:  
**T:** 01 240 3666  
**E:** [training@ipa.ie](mailto:training@ipa.ie)  
**W:** [www.ipa.ie](http://www.ipa.ie)

### **Dates:**

#### Modules 1 & 2:

25 & 26 September 2018

#### Modules 3 & 4:

16 & 17 October 2018

### **Venue:**

Institute of Public Administration,  
57-61 Lansdowne Road, Dublin D04 TC62

### **Course Requirements:**

To support the learning process, participants will be required to undertake a small research exercise (between modules 2 & 3) and present their findings to the class at the end of module 4.

### **Impact Assessment Quiz:**

Participants will be invited to complete a multiple-choice Impact Assessment Quiz 2 weeks after the training. This online quiz is designed to help embed the information provided by the course.

*Please be advised that participant email addresses for those enrolled on relevant IPA NHTDP programmes, including this course, will be shared with TestReach Ltd for the purposes of completing the Impact Assessment Quiz. TestReach Ltd is a provider of online assessment services based in Dublin, Ireland.*

## Module 1: Regulations & Guidelines

The objective of this module is to give participants a clearer understanding of the regulations themselves, i.e. Housing (Standards for Rented Houses) Regulations 2017 and the Guidelines. The practical differences between the Regulations and Guidelines will be explained; in addition, direction will be provided on how each should be applied by Inspectorate Staff with a view to standardising the interpretation and approach in bringing rental properties into compliance with the minimum standards. Areas to be covered include:

- Structural Condition
- Sanitary & Heating Facilities
- Food Preparation, Storage and Laundry (and AHB exemption)
- Ventilation and Lighting
- Fire Safety; Refuse
- Gas, Oil and Electricity

This module will be delivered by:

**Mr. Peter Clarke, retired lecturer, Dublin Institute of Technology.**

## Module 2: Good Practice/Implementation

This module seeks to give participants the knowledge necessary to help establish/develop a fully functional and efficient Inspectorate Function within their local authority. The following will be covered:

- Housing Policy Statement; Inspection Requirements
- Responsiveness to Complaints; Balanced Inspection Planning
- Identify and Prioritise Targets and Targeted Inspection Activity; Communication Strategy
- Follow-Up Inspections and Enforcement
- Resource and Training
- Data Capture and Management Systems
- Use Data to Improve Evaluation and Learning Outcomes
- Role of the RTB

This module will be delivered by:

**Mr. David Silke, Housing Agency and Ms Caren Gallagher, Residential Tenancies Board.**

## Module 3: Tools & Techniques

In this module, the focus will be on explaining the tools and techniques necessary to help establish/develop a fully functional and efficient Inspectorate Function within their local authority. The following topics will be covered:

- Conducting Effective Inspections
- Staff Considerations / Roles
- Support Tenant Participation
- Effective Defect Diagnosis
- Standardised Forms & Reporting
- Internal Communication
- Developing Inter-Agency Relationships:
- Effective Information Sharing
- External Communication
- Multi-Agency response
- Evaluation of Reporting
- Performance Indicators
- Benchmarking Activity
- Conduct Inspection

This module will be delivered by:

**Mr. Colm Smyth, Principal Environmental Health Officer, Dublin City Council.**

## Module 4: Enforcement

The theme of the final module will be enforcement. Therefore, the emphasis will be on ensuring that participants fully understand the enforcement and related procedures to be followed and the practical processes that need to be developed and embedded within their Inspectorate Function. The following aspects will be covered:

- Presentation and Peer Review of Inspection
- Complaints and Obstruction
- Improvement Letters and Notices
- Prohibition Notices
- Enforcement Process and Procedure
- Legal proceedings

For the final part of the module, the participants will present their research findings to the class.

This module will be delivered by:

**Mr. Colm Smyth, Principal Environmental Health Officer, Dublin City Council.**

## Course Details

Each module will take place from 9.30am to 4.30pm (approximately). Refreshments, lunch and course materials will be provided on each day. Upon completion of all 4 modules, and the passing of the Impact Assessment Quiz, participants will receive a *Standards for Rented Houses* training programme certificate from the IPA.