



# Standards for Rented Houses

## Training Programme

The Institute of Public Administration, working in close collaboration with the Department of Housing, Local Government and Heritage presents the Standards for Rented Houses Training Programme. This training programme is for all staff, both professional/technical and administrative, who have responsibilities related to enforcement of the Housing (Standards for Rented Houses) Regulations 2019.

The 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 four (4) modules, however, in order to minimise the time away from work for participants, training will be delivered over two separate two-day workshops. 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. It is also open to HSE Environmental Health Officers and third party private contractors undertaking rental inspections on behalf of Local Authorities.

*Places on the programme (only 30 available) will be offered on a first come, first served basis. To ensure that as many Local Authorities as possible are represented on each course, there will only be four places available per LA. The content of the modules may be updated, as appropriate, to reflect any changes that may be made to the regulations themselves and to reflect feedback from previously completed programmes.*

### Fees and Applications:

The total cost of this four-day programme is **€960 per person**. 33% of the total cost of this course is funded by the Department of Housing, Local Government and Heritage and therefore the cost of attendance will be **€640 per person**. Bookings can be made on the IPA website - [www.ipa.ie](http://www.ipa.ie)



An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreacht  
Department of Housing,  
Local Government and Heritage



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:

19 and 20 February 2024

Modules 3 & 4

7 and 8 March 2024

### Venue:

Delivered online using zoom/teams

### 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.

### 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 2019 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 and TBC, Fire Safety, DHLGH,**

### 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 Residential Tenancies Board (RTB)

This module will be delivered by:

**Ms. Sarah Walsh, The Housing Agency and Ms. Lucia Crimin, Residential Tenancies Board.**

### Module 3: Housing & Health, Rent Books Tools & Techniques; Enforcement

In this module, the focus will be on explaining the connection between housing and health; the importance of rent books, and the tools and techniques necessary to help establish/ develop a fully functional and efficient Inspectorate Function within their local authority. The topics to be covered include:

- 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:

**Ms. Claire O'Connor, Senior Environmental Health Officer, Dublin City Council.**

### Module 4: Enforcement & class presentations

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 aspects to be covered include:

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

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

This module will be delivered by:

**Mr. Ciarán Donohoe, Senior Environmental Health Officer, Dublin City Council.**

### Course Details

Each module will take place from 9:30am to 4:00pm (approximately). Upon completion of all four (4) modules, and the passing of the Impact Assessment Quiz, participants will receive a *Standards for Rented Houses* training programme certificate from the IPA.