Nomination agreement between Dudley Metropolitan Borough Council and Housing Associations
AGREEMENT BETWEEN DUDLEY MBC AND REGISTERED SOCIAL LANDLORDS

1. This document sets out an Agreement between Dudley MBC and Registered Social Landlords (RSLs) owning or managing rented accommodation in Dudley. It also includes the procedures, which are to be used to make available void properties for nominations by the Council or its housing management contractors. Activity under the agreement will be reviewed quarterly by the operational partnership group, and reported at least annually to Dudley Housing Partnership (DHP).

Amount and Quality of Accommodation

2. Each RSL will ensure that the Council is given the opportunity to nominate applicants to a minimum of 50% of its voids in each year. Dudley Housing Partnership will review the percentage annually. The definition of a void is set out below.

3. The percentage shall be in addition to any nominations for the properties becoming void as a result of schemes devised by central government to assist in releasing social housing for those in severe housing need.

4. The properties offered for nominees shall be a cross section of the quality and type of accommodation owned by the RSL and take into account, size, type and location. Adapted properties will be included.

5. Each RSL shall notify the Council of every void becoming available to let in the year on a monthly basis, as this will assist in the monitoring of the quality and type of properties made available for nominations. Voids resulting from circumstances set out in Section 6 can be excluded.

Calculation of RSL Voids

6. In calculating the number of voids to which nomination arrangements apply, no account shall be taken of

   a) Mutual Exchanges
   b) Successions
   c) Decants to facilitate major repairs or improvements, where the tenant will be returning
   d) Lettings to lodgers left in occupation
   e) Internal transfers

7. The Council respects the right of each RSL to offer a reasonable proportion of their voids to internal transfers, providing that the Council is advised of the original void, so that monitoring of the quality of
accommodation can be carried out. This applies even if the void created by the transfer is not made available for a Council nominee.

**First Lettings on New Schemes**

8. The above arrangements will apply to first lettings on new schemes as well as to relets, except in those schemes where the Council has made available the land or has provided capital finance. In those schemes the percentage of nominations will be individually negotiated. In those schemes there may also be negotiated different percentages of nominations for subsequent relets.

9. Details of all new schemes built by RSLs themselves, including layout plan, handover schedule, property details and any other relevant information will be supplied by the RSL to the Dudley at Home Team three months before the first phase of the handover.

10. The Council’s nominating office will provide nominations for each property, in accordance with the procedure set out below, at least six weeks before the handover. Nominations can be requested in advance of the six weeks where RSLs have a need to allocate at an earlier date i.e. tenants choice on fixtures and fittings.

**Equal Opportunities**

11. The Authority and the RSLs who are parties to this agreement reaffirm their commitment to equal opportunities in access to their housing regardless of age, disability, gender, ethnic origin, religion/belief or sexual orientation. Specifically, the ethnic origin of households nominated will be recorded and periodically analysed to monitor whether or not equal access is achieved within the nomination agreement. Where monitoring seems to suggest that equality of access is not being achieved, a joint review of data will be undertaken and an action plan agreed.

**Monitoring**

12. The Assistant Team Manager (Housing Options Implementation) will be the nominated officer of Dudley MBC responsible for the monitoring of the agreement.

13. To assist in monitoring each RSL will prepare a monthly return using a standard form to be sent to the Assistant Team Manager (Housing Options Implementation) by the 10th day of the month.

14. If there have been no voids within the quarter the RSL will still make a return.

15. The Assistant Team Manager (Housing Options Implementation) will prepare an annual report for discussion by the Dudley Housing
Partnership. Where monitoring reveals inconsistencies in any RSL’s practices or performance these will be discussed with the RSL and not reported to the Partnership.

**Nominating Procedure**

16. The Assistant Team Manager (Housing Options Implementation) will be responsible for circulating to every RSL a list of lettings staff of Dudley MBC to whom nomination requests should be made, the area they cover, their office addresses, email address and fax numbers.

17. The nomination request form completed by the RSL will be emailed to the nominated officer. The form should include the estimated ready to let date of the void property. The property will be advertised on the Dudley at Home (Choice Based Lettings) system. Properties are advertised in a weekly cycle from midnight on Wednesday to midnight on the following Monday. The RSL should send the nomination form to the appropriate nominated officer by 4.30pm on Tuesday to ensure that the property is advertised in the first available cycle.

18. The nominating officer will select three nominations in order of priority from the shortlist of eligible applicants and the information be given to the RSL within three working days of close of bidding. An information sharing proforma will be completed for each nomination. (Refer to Information Sharing Protocol policy and procedure).

18. The nominating officer will select three nominations or direct matches, the RSL will be informed as soon as possible and always within three working days of close of bidding. If no bids are received for the property the RSL will be notified within one working day of close of bidding. In either case the RSL will advise the nominating officer if the property should be re-advertised in the next available cycle.

20. If the nominations have not been received within the three working days, the RSL will contact the nominating officers and establish the reason. If no nominations are received after three days the RSL will record as a failure to nominate and count the void as though a nomination had been made. Failure to nominate will be included in monthly returns.

21. If the RSL consider that any of the three applicants are ineligible they will contact the nominating officer to withdraw the applicant and obtain a replacement.

22. In the event of all three applicants being ineligible or refusing the offers the ‘return information’ will be sent to the nominating officer with a request for an additional three names. If after the second request none of those nominated accept an offer, the RSL will not be required to make the void available for further nominations but will count as a
failure to nominate. Failures to nominate will be included in monthly returns.

23. Once the nominated applicant has ‘provisionally’ accepted the offer, the RSL will email the nominating officer within three working days.
Councillor Michael Evans
Cabinet Member for Housing

Linda Sanders
Director of Adult, Community and Housing Services

Ian Stuart
Chair of Dudley Housing Partnership