



# **Nominations Agreement**

between

**Veterans Housing Scotland  
&  
West Dunbartonshire Council**

## **1.0 INTRODUCTION**

- 1.1** West Dunbartonshire Council (WDC) is committed to improving the quality and choice of housing options available to those in housing need within West Dunbartonshire.
- 1.2** Allocations by both WDC and Veterans Housing Scotland are carried out in accordance with the Housing (Scotland) Act 2001, and the operation of the Nominations Agreement between both parties is recognised Good Practice within the social housing sector.
- 1.3** The serious extent and nature of homelessness in the West Dunbartonshire area is recognised. Both organisations are committed to giving particular priority to provision which alleviates homelessness.
- 1.4** This Agreement sets out the arrangement by which housing will be nominated to Veterans Housing Scotland where applicants will be considered for offers for these tenancies by Veterans Housing Scotland. The aim of the Agreement is to enable both parties to work together effectively in partnership to meet housing need and prevent homeless of veterans in West Dunbartonshire.

## **2.0 PRINCIPLES, PLANNING & PUBLICITY**

- 2.1** WDC will monitor arrangements for the Nominations Agreement and nominations accepted against agreed numbers.
- 2.2** Applicants will be treated equally regardless of their race, colour, nationality or ethnic or national origin, religion, gender, sexual orientation, marital status, age, responsibility for dependants, HIV status or disability. The nomination process will be transparent both to applicants and to outside bodies.

## **3.0 THE NOMINATION SELECTION AND ALLOCATION PROCESS**

- 3.1** TWO (2) properties will be allocated per year to Veterans Housing Scotland
- 3.2** Households will be nominated by Veterans Housing Scotland to West Dunbartonshire Council's contact person. This will include providing a completed housing application form and any other supporting information. West Dunbartonshire Council will then send Veterans Housing Scotland information on a suitable void in the area
- 3.3** Subject to joint agreement around suitability, West Dunbartonshire Council will accept the Veterans Housing Scotland nominated veteran tenants.
- 3.4** West Dunbartonshire Council will issue a Scottish Secure Tenancy to the accepted nominated applicant.

- 3.5** The household will be supported by Veterans Housing Scotland as required. Veterans Housing Scotland as the support provider shall be responsible for the provision of support/care to occupants.
- 3.6** Subject to the agreement of the tenant (or his/her representative as appropriate) the landlord shall inform the support provider in the event of the landlord having to contact the tenant over any significant matter in relation to the tenancy.
- 3.7** Where necessary, standard legal procedures will be undertaken as required in housing legislation by the landlord, to comply with the Scottish Secure Tenancy Agreement. It will, however, be expected that the following procedures be taken first:
1. Landlord to contact the support provider or vice versa to discuss problems with tenancy and seek a practical and positive way forward.
  2. Support provider to contact the tenant involved and negotiate with him/her, setting out the boundaries, expectations and responsibilities of a tenancy.
  3. Support provider to liaise with and work with the landlord to resolve the problem(s) with the tenancy at all times.
  4. It is expected that the support provider will continue to support the tenant throughout and work towards a resolution.
  5. In the event a household's circumstances change and the accommodation provided is no longer deemed suitable, both parties will aim to reach an alternative sustainable housing solution.
- 3.8** Tenancies offered will be Scottish Secure Tenancies.
- 3.9** All correspondence between WDC and Veterans Housing Scotland will be by email.

#### **4.0 REPORTING AND MONITORING**

- 4.1** WDC will adopt its own monitoring procedures to ensure this Agreement operates effectively and it is expected that Veterans Housing Scotland will do the same.
- 4.2** Representatives of both WDC and Veterans Housing Scotland will meet within 12 months of this Agreement being signed to review the operation of the Agreement and to discuss any necessary changes in practice and procedures or legislation. At this time the effectiveness of the process will be examined. Should there be a need for any other operational nomination meetings before the 12 month period has lapsed then that will be arranged quickly, however both parties recognise that the Agreement operates to best effect with the free exchange of information on an informal basis.

**4.3** If no suitable applicant has been found for the property within 28 days WDC will contact Veterans Housing Scotland to discuss and if necessary withdraw the nominated property to allocate from the Councils own stock to reduce void times.

**5.0 ARBITRATION**

**5.1** Any dispute or difference arising between the parties concerning the operation of this Agreement will be referred to the decision of a sole arbitrator by the Institute of Housing. The arbiter appointed shall be responsible for determining apportionment of costs, where necessary.

**6.0 DATA PROTECTION**

**6.1** Any information managed or exchanged between the parties concerning the operation of this Agreement should always be within the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679). Veterans Housing Scotland will agree to enter into and comply with a Data Sharing Agreement or a Data Processing Agreement, as appropriate, should WDC require it.

**Signed:** \_\_\_\_\_  
(West Dunbartonshire Council)

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
(.....)

**Date:** \_\_\_\_\_

**Agreed at Committee Meeting on:**

**Date:** \_\_\_\_\_