

1. Complaints

Critical Success Factor (CSF): Timely resolution of complaints regarding services

Key Result Indicator (KRI): Gold Standard introduced for Complaint management

- 100% acknowledgment response within 5 working days
- 90% of stage 1 complaints are investigated and a final response is sent within 10 working days
- 90% of stage 2 complaints are investigated and a final response is sent within 20 working days

From April 2023 to March 2024, we received 1 complaints, however staff in Odu Dua have reviewed our day to day contact with tenants and considered what where the concerns most often mentioned in our day to day contact. The main areas of concern where, repairs and maintenance, housing management, staff behaviour, estate services, and gas heating servicing, which are critical to the satisfaction and well-being of our tenants.

Acknowledgement of Key Areas of Concern

1. Repairs and Maintenance: We understand the frustrations caused by delays, inadequate repairs, poor communication, and the lack of consideration for disability needs. These issues are unacceptable and need immediate attention to ensure our tenants feel secure and supported in their homes.
2. Housing Management: The problems identified in updating housing information, handling noise nuisances, and responding to service requests highlight the need for a more efficient and responsive housing management system.
3. Staff Behaviour: Allegations of inappropriate conduct and lack of empathy are concerning. We recognise the importance of training our staff to handle incidents with the utmost professionalism and sensitivity.
4. Estate Services: Concerns about communal cleaning and illegal fly-tipping require a proactive approach to maintain the cleanliness and safety of our estates.
5. Gas Heating Servicing: The poor service delivery by contractors for gas heating repairs is a critical issue, especially considering the impact on tenants during colder months.

Lessons Learned and Service Improvement Plan

The lessons learned from interaction, particularly regarding communication, accessibility, proactive maintenance, and staff conduct, have been well-documented. The proposed Service Improvement Plan addresses these issues comprehensively.

We are particularly supportive of the following initiatives:

1. **Enhanced Communication Channels:** Implementing a comprehensive communication plan using multiple channels both automated and non-automated

to tenants about the status of their complaints. This will significantly improve our responsiveness and keep tenants well-informed.

2. **Streamlined Complaint Handling Processes:** Monitoring complaints on a weekly basis by the Complaint Officer and ensuring prompt acknowledgements and handled within the agreed timescale. This will help in resolving issues more efficiently.
3. **Reasonable Adjustments for Disability and Vulnerability:** Reviewing policies to accommodate tenants with known disabilities and vulnerabilities, along with training staff on these issues, is crucial for creating an inclusive environment.
4. **Preventive Maintenance:** Using stock condition data to pre-emptively address potential issues is a strategic move that will likely reduce the number of emergency repairs and improve overall service reliability.
5. **Staff Training:** A training program focusing on customer service, empathy, and conflict resolution will be essential in changing the perception and behaviour of our staff towards tenants.
6. **Regular Feedback and Surveys:** Conducting regular surveys will provide us with valuable feedback to continually improve our services and address any new issues promptly.
7. **Transparency and Accountability:** Ensuring transparency in our processes and holding staff accountable for the timely resolution of issues will build trust with our tenants.

Implementation Timeline

We support the proposed timeline for the implementation of the Service Improvement Plan by 30th September 2024, under the guidance of the Operations Manager. This timeline is realistic and provides a clear framework for achieving our goals.

Conclusion

In conclusion, the Board fully endorses the findings of the report and the outlined Service Improvement Plan. We are committed to taking the necessary actions to enhance tenant satisfaction, reduce the number of complaints, and improve the overall quality of our services. We look forward to seeing positive changes and will closely monitor the implementation progress.

Thank you for your continued dedication to improving our housing services.

Odu-Dua Housing Association Management Board