

Residents' Panel Meeting

Wednesday 23rd March 2022

6pm - 8pm

Virtual Zoom Meeting

Vice Chair: James Wilson

Agenda

1.	Minutes from previous meeting	James Wilson	10min
2.	Update from the THH Board	Ann Lucas	10min
3.	Capital Delivery spotlight session	Matthew Palmer	30min
4.	Residents' Panel annual Report 2022 update	Nojmul Hussain	10min
5.	Performance update	Lesley Owen	10min
6.	Recruitment	Nojmul Hussain	5min
7.	AOB	All	10min

Date of next meeting: Tuesday 24th May 2022, 6pm – 8pm

Residents' Panel Virtual Zoom Meeting Tuesday 18th January 2022



Minutes and Actions

Attendees

Members	Role
Chris Weavers (CW)	Chair & Leaseholder
Gibran Afzal (GA)	Tenant
Yasmin Begum (YB)	Tenant
Daniele Lamarche (DL)	Leaseholder
Saleha Jafrin (SJ)	Leaseholder
Corry Blades (CB)	Leaseholder
THH	
Ann Lucas (AL)	Chair of Tower Hamlets Homes Board
Staff	
Gulam Hussain (GH)	Head of Regulatory Assurance
Lesley Owen (LO)	Business Development Manager
Nojmul Hussain (NH) Senior Resident Scrutiny Officer	
Nicholas Spenceley (NS)	Head of Environmental Services
Simon James (SJ)	Special Initiatives Manager

Action	s	Action Owner	Status/ Date
ı	Discuss findings outcomes from forthcoming review on productivity, including learning from complaints and contract implementation as part of Panel's work plan	NH	
	Information sheets on reducing ASB and positive outcomes to be put up on notice boards	NS	
3. I	Forward the condensation and mould report	GH	
1	Investigate THH's approach to the management and maintenance of door entry systems that may be affected by delays in sourcing parts or awaiting renewal as part of the capital programme	GH	
	SJ to forward details of security door issue on her block.	SJ	
	YB to email her repairs job reference number to the scrutiny team.	YB	

7. Find out how THH will inform and support residents as energy bills are due to increase.	GH	
8. Investigate if messages on the voicemail function on GA block can be cleared once it is full	GH	

Item No	Description	Action	Status/ Date
1.	Introduction and Welcome		
1.1	CW welcomed members and staff to the meeting.		
1.2	Apologies received from Saida Begum, Amina Rahman and James Wilson.		

2.	Minutes from the previous meeting and matters arising	
2.1	Members agreed the September 2021 minutes as an accurate record. All actions were noted complete.	
2.2	DL felt staff accountability needs further scrutiny; this was in relation to point 2.12 of the minutes. GH explained that there are measures in place to ensure robust staff accountability. This includes THH conducting a review to assess work productivity, ensuring new contracts are more stringent against performance measures and taking a lesson learnt approach from complaints. In addition, the government is setting out national satisfaction measures which will help ensure parity with high performing organisations.	
	ACTION: Panel to look at finding outcomes from THH review on productivity, our learning from complaints and contract implementation as part of its work plan	

3.	THH Board update	
3.1	AL provided the following updates;	
	 HouseMark provided a presentation to Board on expectations and working with the Regulator The objectives for the new business plan was discussed There has been progress around implementing the digital strategy and several new contracts are in the pipeline, i.e. domestic gas, communal, mechanical and fire related contracts. 	

4.	ASB update	
4.1	NS provided a background of the Mayor's three year funding initiative for tackling ASB. Following the end of the three years, the Mayoral funding discontinued. Due to the success of the programme, there was a case to continue the programme which is currently funded through a levy charged at leaseholders.	
4.2	NS provided a presentation around operational work activities resulting in positive outcomes; these included tackling drug dealers/drugs, seizing weapons and issuing ASB orders across THH estates.	
4.3	DL emphasised the need to focus on longer term solutions so that our approach is not merely reactionary. NS explained that THH has a multi - agency approach to deter ASB and re-offending.	
4.4	CW recommended that the positive work in tackling ASB is published and that information is put up on notice boards. NS reported that there are information sheets but are mainly block specific.	
	ACTION: NS to publish information sheets on block notice boards	
4.5	CW mentioned that at LBTH Safer Neighbourhoods Board meeting, members wanted to see how the levy charge is adding value for money and the information presented by NS would be able to evidence this. NS agreed to present to the Safer Neighbourhoods Board.	

5.	Traffic Management Order (TMO) update	
5.1	SJ provided an update on the roll out of TMOs. The roll out includes a two stage consultation process. This has been completed in Spitalfields and a report on its finding will be submitted to LBTH for a decision. Consultation is currently being undertaken on Weaver and Ocean estate, the latter has shown some opposition but generally the majority are in favour of the scheme.	
5.2	SJ provided the legal context of contract law which does not permit the DVLA sharing information of the vehicle owner with external bodies. Subsequently, local authorities are unable to remove the vehicle or penalise the offender. Therefore, transitioning to TMOs was put forward in order to resolve this problem. This is particularly important for ensuring emergency access is not obscured by vehicles. This approach is being carried out nationally and across several London boroughs.	

6	Complaints update (Q3)	
6.1	GH presented an update on Q3 complaints report. GH reported that there has been a 30% increase in volume of complaints which mainly relates to repairs. The increase of complaints is reflective of other social landlords due to the impact of Brexit, i.e. labour shortage, difficulty in recruitment and the pandemic.	
6.2	Following the Ombudsman's new complaints handling code, the Ombudsman has seen a 113% increase in complaints, which it is being asked to investigate, and 65% increase in investigations. The Ombudsman's determinations are published online.	
6.3	GH reported that 97% of complaints were handled within the 20 day threshold in Q3; THH is also continuing to reach its target to respond within 10 days. GH explained that although the Ombudsman requires landlords to respond to complaints within 10 working days, this is not required for local authorities which has its own single corporate complaints handling procedure such as THH. However, THH aims to respond within 10 days as part of its ambitious target.	
	Manging stage 2, alongside LBTH colleagues, has also improved substantially.	
6.4	GH outlined a list of common causes for complaints and escalations. These relate to leaks, caretaking, repair, ASB parking enforcement issues etc. GH also provided an outline of current challenges such as staff shortage due contracting covid.	

6.5 GA requested the report on condensation and mould. GH agreed to share this with members. GH advised that the report can be found on the Ombudsman's website.

ACTION: GH to forward the condensation and mould report.

6.6 SJ enquired how faulty security entry doors are managed, especially as it has health and safety implications. GH explained that delays in repair occur due to sourcing parts/materials or awaiting renewal as part of capital works.

GH explained that THH works collaboratively with parkguards and police patrol to mitigate ASB activities when security entry doors are not working. GH agreed to investigate what other measures are in place to manage and maintain faulty entry doors during delays.

ACTION: GH to investigate THH's approach to the management and maintenance of door entry systems that may be affected by delays in sourcing parts or awaiting renewal as part of the capital programme

SJ mentioned her block has accessibility issues.GH requested SJ to forward the specific details on her block.

ACTION: SJ to forward details of the problem on her block in relation to the security entry door.

YB reported contractors did not keep to its appointment and THH staff, via contactus, stated they have been unable to contact Mears. GH explained the process to contact Mears and that he recognises that there has been an issue around Mears not picking up calls. Therefore, THH staff have met with Mears to flag up concerns.

GH requested YB to forward her job reference number in order for him to get a status update.

ACTION: YB to email her repairs job reference number to the scrutiny team.

7. Performance

7.1 LO provided an update on Q3 performance:

Table 1 below shows for the all the indicators performance compared to target.

Table 1: Status - December 2021

Trend	Red	Amber	Green	N/a*	All
No. of indicators:	3	7	5	2	17
December 21	18%	41%	29%	12%	100%

^{*}No targets yet formally agreed for call average wait measures

Table 2 below shows, for the 10 monthly indicators, the direction of travel compared to the previous *month*.

Table 2: Direction of Travel from November 2021 – monthly indicators

Trend	Weakened	No change	Improved	All
No. of indicators: December 21	4 40%	0	6 60%	10 100%

Table 3 below shows for the seven quarterly indicators, the direction of travel compared to the previous *quarter*.

Table 3: Direction of Travel from September 2021 – quarterly indicators

Trend	Weakened	No change	Improved	N/a *
No. of indicators:	2	0	4	1
December 21	33%		57%	14%

Table 4 below shows for all the indicators the direction of travel compared to the same month the previous *year*.

Table 4: Direction of Travel from same month in 2021 – all indicators

Trend	Weakened	No change	Improved	All
i				······································

	No. of indicators: December 21	10 41%	0	7 41%	17 100%	
7.2	two call-answe	at no targets have ring average wa e whole of 2020 to the 2019/20	ait time indi 1-21. Theref	cators; thi ore, LO pr	s was also oposed	
7.3	the current clim been impacted can be monitore	although she appate, experience negatively. Thus ed. GH re- emphates mentioned earliets.	has shown t s, proposed v asised that	hat service whether pe the product	delivery has rformance tivity	

10	Any other business	
10.1	GA enquired how the rise in energy prices will impact residents. GH explained that residents who receive communal heating will not be affected until next financial year due to the current tariff arrangement. GH will enquire how THH is planning on communicating to its residents on price increases.	
	ACTION: GH to enquire how THH will inform and support residents as energy bills are due to increase.	
10.2	March 2022 meeting will take place on a Wednesday due to staff availability.	
10.3	An upcoming scrutiny review around supporting vulnerable residents during the pandemic is currently being scoped. This review is scheduled to be undertaken in April 2022.	

11	Date of next meeting	
11.1	Wednesday 16 th March 2022, 6pm – 8pm	



Report to: Residents' Panel From: Lesley Owen

For: Information/discussion

Topic: Performance Report: February 2022

1. Introduction

1.1 The Residents' Panel has a duty, outlined in its Terms of Reference, to monitor and review performance across Tower Hamlets Homes [THH], and to explore and challenge under-performance as appropriate. To enable this, the Panel selects a set of measures to be reported on regularly.

2. Performance: February 2022

- 2.1 The indicators from 2020-21 were carried forward into 2021-2022, with the exception of ASB resolution and unique MyTHH hits. There are ten monthly indicators and a further seven quarterly ones.
- 2.2 THH performance on these indicators to February is shown at summary level in the Table 1 below. Results are shown as 'green' if the target is being met or exceeded, 'amber' if the result is close to target (generally within 5%), or 'red' if the target is not being met. Targets are aligned where applicable with those agreed by the Council and/or Board.
- 2.3 Performance on the individual indicators from April 2021 February 2022 is set out in *Appendix 1*.
- 2.4 Table 1 below shows, for the 10 monthly indicators, performance compared to target.

Table 1: Status - February 2022 - monthly indicators

Trend	Red	Amber	Green	All
No. of indicators:	2	5	3	10
February 22	20%	50%	30%	100%

2.5 Table 2 below shows, for the monthly indicators, the direction of travel compared to the previous *month*.

Table 2: Direction of Travel from January 2022 – monthly indicators

Trend	Weakened	No change	Improved	All
No. of indicators:	1 10%	0	9 90%	10 100%
February 22	10 70		90 70	100 70

2.6 Table 3 below shows for the monthly indicators the direction of travel compared to the same month the previous *year*.

Table 3: Direction of Travel from same month in 2021 - monthly indicators

Trend	Weakened	No change	Improved	All
No. of	6	0	4	10
indicators:	60%		40%	100%
February 21				

2.7 Performance on the quarterly indicators to the end of December 2021 [Quarter 3] was reported to Panel in January.

3. Performance analysis

- 3.1 Areas of strength in 2021-22 include:
 - Call answering
 - Repairs Right First Time
 - Major works satisfaction
 - MyTHH registrations
- 3.2 Other areas are down on the previous year's performance but not significantly. These include:
 - Leaseholder satisfaction
 - Repairs satisfaction
 - Satisfaction with being kept informed
 - Satisfaction with views being taken into account

3.3 As previously reported, the service areas most significantly challenged by the pandemic include Repairs and the Housing Service Centre:

Repairs

Three of the four repair-related indicators are at 'amber'. Performance continues to be affected across a range of measures although the number of overdue jobs was reducing, and many of the indicators were showing positive trends. Issues had also developed in relation to supplies especially scaffolding, roofing and 'wet trades'. More recently illness and absences due to the Omicron variant reversed some of the gains made and the number of overdue jobs increased significantly. Some elements of the service are also being impacted by the mobilisation of new contractors as part of the procurement of new repairs contracts currently underway.

Housing Service Centre [HSC]

The two monthly indicators currently 'red' both fall within the HSC's remit. They are average wait times for repair and non-repair calls. The service was adversely impacted last year by high call volumes including significant numbers of chase ups of repair jobs, as well as IT and staffing issues. In August the HSC began accepting non- urgent repair calls again.

Additional recruitment of call advisors took place in advance of the more challenging winter period. The HSC is still experiencing staff shortages due to the Omicron variant but is currently exceeding it's 'recovery targets' for call answering.

As agreed at January's meeting, the targets for the latter half of 2021-22 only, are 140 and 73 seconds for repair and non-repair call answering respectively. Although performance on these measures has improved in the second part of the year, wait times are still unacceptably long. The average non-repair call wait was 2 minutes 48 seconds [October – February] and for repairs, impacted by the issues outlined in **Repairs** above, it was 3 minutes 51 seconds.

4. Performance reporting in 2022-23

- 4.1 Appendix 2 sets out for information the 'Business Critical Indicators' [BCIs] and Board-level measures currently being reported on by THH.
- 4.2 This may assist the Panel in deciding which measures to receive data on in 2022-23.

5. Recommendations

- 5.1 The Panel is recommended to:
- (i) note THH performance to February 2022;
- (ii) consider whether to explore in more detail any areas of service delivery; &
- (iii) consider indicators for reporting in 2022-23.



M Q	Year to date performance: Monthly Indicators: February 2022 Quarterly Indicators: December 2021		K E Y		At or above targe Below target, abo Below target, bel	ove minimum	Trends
	Performance Indicator	Frequency	Year-End Target	Minimum Perf	Perf in Latest Period	Perf YTD	Latest Result YTD Last Period Target Year
	Overall Satisfaction: tenants	Q	85.0%	80.8%	78.5%	80.6%	86% 84% 82%
1	No. of tenants rating THH as excellent, good, or fair				230	696	80% 78%
	Total No. of tenants responding				293	863	76% 74% JUN SEP DEC MAR
	Overall Satisfaction: leaseholders	Q	75.0%	71.3%	70.9%	71.9%	76% 75% 74% 73%
2	No. of leaseholders rating THH as excellent, good, or fair				107	332	72% 71% 70% 69%
	Total No. of leaseholders responding				151	462	68% 67% JUN SEP DEC MAR
	% non-repair calls answered	М	80.0%	76.0%	88.1%	88.9%	100% 80% 60%
3	Total non-repair calls answered				3858	45800	40% 20%
	Total non-repair calls received				4378	51516	0% APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR
	% repair calls answered	М	80.0%	76.0%	85.1%	88.2%	100% 80% 60%
4	Total repair calls answered				7827	83065	40%
	Total repair calls received				9194	94176	0% APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR



M Q	Year to date performance: Monthly Indicators: February 2022 Quarterly Indicators: December 2021		K E Y		At or above targ Below target, ab	oove minimum	
	Performance Indicator	Frequency	Year-End Target	Minimum Perf	Perf in Latest Period	Perf YTD	Latest Result YTD Larget Trends Last Period Year on Year
	Repair calls average wait (secs)	М	140	147.00	397	244	600 500 400
5	Total repair calls answered				7827	83065	300 200
	Total wait time for repair calls answered				3107816	20253387	0 APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR
	Non-Repair calls average wait (secs)	М	73	76.65	250	191	350 300 250
6	Total non-repair calls answered				3858	46381	200 150 100
	Total wait time for non-repair calls answered				965835	8861902	O APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR
	Percentage of residents rating the HSC as excellent, good, or fair	Q	90.0%	85.5%	87.6%	87.6%	91% 90% 90% 89%
7	No. of residents rating HSC as excellent, good, or fair				248	742	89% 88% 88% 87%
	Total No. responding				283	847	87% 87% 86% JUN SEP DEC MAR
	Percentage of residents agreeing 'THH does what it says it will do'	Q	75.0%	71.3%	59.6%	63.4%	80% 70% 60% 50%
8	No. of residents agreeing THH did what it said				180	560	40% 30% 20%
	Total No. of residents responding				302	883	10% 0% JUN SEP DEC MAR



M Q	Year to date performance: Monthly Indicators: February 2022 Quarterly Indicators: December 2021		K E Y		At or above target Below target, abo Below target, bel	ove minimum		Trends
	Performance Indicator	Frequency	Year-End Target	Minimum Perf	Perf in Latest Period	Perf YTD	Latest Result YTD Target	Last Period Year on Year
	% of repairs completed in target	М	98.0%	93.1%	92.6%	95.7%	100% 98% 96%	A V
9	No. of repairs completed in target				5567	64057	94% 92% 90%	
	Total repairs completed				6015	66908	88% 86% APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR	
	% of repair appointments kept	М	95.0%	90.3%	90.4%	91.0%	100% 95%	A V
10	No. of appointments kept				366	3448	90% 85%	
	No. of appointments made				405	3787	80% APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR	
	Percentage of tenants rating the repairs service as excellent, good, or fair	М	83.0%	78.9%	78.7%	79.3%	100% 80%	A V
11	No. of residents rating excellent, good, or fair				333	3088	40% 20%	
	Total No. of residents responding				423	3892	0% APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR	
					монтн	YTD	Month YTD	
B R	Excellent				147	1262	Excellent 12%	■ Excellent
E A	Good Fair				152 34	1307 519	9% 35% Good 9%	32% Good
K	Poor				36	350	8% 13%	■ Fair
O W	Terrible				54	454	■Poor	Poor
	TOTAL				423	3892	■Terrible 34%	■Terrible



M Q	Year to date performance: Monthly Indicators: February 2022 Quarterly Indicators: December 2021		K E Y		At or above target Below target, abo Below target, bel	ove minimum	Trends
	Performance Indicator	Frequency	Year-End Target	Minimum Perf	Perf in Latest Period	Perf YTD	Latest Result YTD Last Period Target Year
	% of Repairs completed right first time	М	85.0%	80.8%	90.3%	89.0%	100% 95% 90%
12	No. of repairs completed right first time				6232	47277	85%
	Total repairs completed				6904	53137	75% APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR
	Pecentage of residents rating capital works as excellent, good, or fair	Q	85.0%	80.8%	84.0%	85.8%	92% 90% 88%
13	No. of residents rating capital works as excellent, good, or fair				68	97	86% 84%
	Total No. of residents responding				81	113	82% 80% JUN SEP DEC MAR
	ASB: % of residents satisfied with handling of ASB	Q	58.0%	55.1%	57.6%	49.6%	70% 60% 50%
14	No. of residents satisfied				49	132	40% 30% 20%
	Total No. of residents responding				85	266	10% 0% JUN SEP DEC MAR
	% of residents rating THH as excellent, good, or fair at keeping informed	М	82.0%	0.0%	74.2%	77.7%	100% 80% 60%
15	No. of residents rating excellent, good, or fair				115	1324	40%
	Total No. of residents responding				155	1705	20% 0% APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR



	Year to date performance:		K		At or above target								
М	Monthly Indicators: February 2022		E		Below target, ab	ove minimum							
Q	Quarterly Indicators: December 2021		Y		Below target, be	low minimum							
	Performance Indicator	Frequency	Year-End Target	Minimum Perf	Perf in Latest Period	Perf YTD	Latest I YTD Target	Result				Last Period	Year on Year
	% of residents rating THH as excellent, good, or fair at taking views into account	М	74.0%	0.0%	68.8%	67.5%	100% 80%					_	•
16	No. of residents rating excellent, good, or fair				99	1015	60% 40% 20%	Ш	Ш				
	Total No. of residents responding				144	1503	0%	APR MAY JUN	JUL AUG SE	EP OCT NOV	DEC JAN FEB MAR		
	No. of MyTHH Registrations	Q	100.0%	95.0%	102.4%	102.4%	104% 103% 103% 102%						
17	No. of MYTHH Registrations				9876	9876	101% 101% 100% 100%						
	Target				9644	9644	99% 99%	JUN	SEP	DEC	MAR		
	Nos. Registered in MyTHH	Q1 9190	Q2 9562		Q3 9876	Q4							

				Appendix	
		Indicator	2022-23 targets	Resident Panel PI in 2021-22	
		Home Standard			
1	BCI	% homes non-Decent	tbc		
2	BCI	% gas safety	100%		
3	BCI	% tenants rating repair as excellent, good or fair	83%	✓	
4	BCI	% repairs completed right first time	85%	✓	
5		Repair appointments kept	95%	✓	
6		Emergency repairs in target	98%	Combined: all	
7		Non-emergency repairs in target	95%	repairs in target	
8		% of communal repairs right first time	85%		
9		% of overdue outstanding repairs	10%		
10	BCI	% residents rating major works as excellent, good or fair	86.5%	✓	
11	BCI	Major works programme spend against profile	tbc		
12	BCI	% of blocks with Fire Risk Assessment [FRA] reduced from substantial to moderate risk	100%		
13	BCI	% of blocks with FRA in place	100%		
		Tenancy Standard			
14	BCI	Average short term void re-let (days)	28		
15	BCI	Average long term void re-let (days)	40		
16		Unauthorised occupancy: homes recovered	35		
		Neighbourhood & Community Standard			
17	BCI	% rating caretaking as excellent, good or fair	86.5%		
18	BCI	Satisfaction with handling of ASB	58%	✓	
19		Satisfaction with the neighbourhood	86%		
		Involvement & Empowerment			
20	BCI		95%		
21	DCI	Complaints answered in 10 days	95%		
22	BCI	Complaints association	<7%		
23	БСІ	Complaints escalation Mambars Enquiries in target			
		Members Enquiries in target Satisfaction with being kept informed	90%	✓	
24		Satisfaction with being kept informed Satisfaction with views being taken into account	74%	∀	
			,,		
		Rent Standard			
26	BCI	Rent collected as % of rent due	100%		
27		Rent arrears as % of rent roll	5.1%		

		Organisational		
28		Call answering	92%	4 measures
29	BCI	% of residents who say THH does what it says	70%	✓
30	BCI	% tenants rating overall service from THH as excellent, good or fair	85%	√
31	BCI	% leaseholders rating overall service from THH as excellent, good or fair	75%	√
32	BCI	% residents rating the HSC as excellent, good or fair	90%	✓
33	BCI	Service charge collected	tbc	
34	BCI	Major works charges collected	tbc	
35	BCI	Void rent loss	0.8%	
		MyTHH registrations	n/a	✓
36	BCI	Average cost of management p/property	NEW	
37	BCI	Average cost of repairs p/property	NEW	