Islington and Shoreditch Housing Association



# Short Notice Inspection Action Plan

(Updated 23 December 2010)

This action plan is ISHA's response to the Audit Commission's recommendations arising from the Short Notice Inspection held in January 2010. The Audit Commission's report recommended three areas where action is needed to address the weaknesses they identified: Customer Care and Diversity; Responsive Repairs and Value for Money.

## **Consultation with residents**

The action plan has been developed with residents, through a series of consultation workshops and meetings; a resident survey, which has been posted on the website, available at all events, and available to be taken by telephone. Events were advertised through the newsletter, on the website and every resident was also sent a mailshot.

An innovative and partnership approach has also been used, to widen the resident voice captured through the process.

- To increase participation in Waltham Forest, a joint event was held with ISHA's contractor Connaught on two Waltham Forest estates to promote the repairs service and capture feedback for this action plan;
- A T-shirt printing workshop was hosted by Freeform at ISHA's Residents' Involvement Conference where 29 residents gave feedback on the actions they would like included in the plan through this session;
- and Hackney hosted a viewing of the Olympic Park for residents to review the draft action plan and hear about the benefits expected for residents from the Olympics.

Workshops were held with residents at the following events:

Resident Forum, Saturday 13 March 2010;

Repairs Working Group Thursday, 24 March 2010, focussing on what local performance residents wanted to measure;

Resident Involvement Conference, Saturday, 27 March 2010

Olympic Park, Tuesday, 6 April 2010

### **Outcomes**

- 60 residents contributed to the development of the action plan (4.4% of resident population)
- 8 new Resident Forum attendees
- 17% of contributions were from residents from Waltham Forest (compared to resident base of 7.5%)

The abbreviations for the team responsible for delivering these actions mean:

CE = Chief Executive

FD = Finance Director

OD = Operations Director

PCM = Partnering Contracts Manager

RAPD = Revenue, Allocations and Performance Director

RIM = Resident Involvement Manager

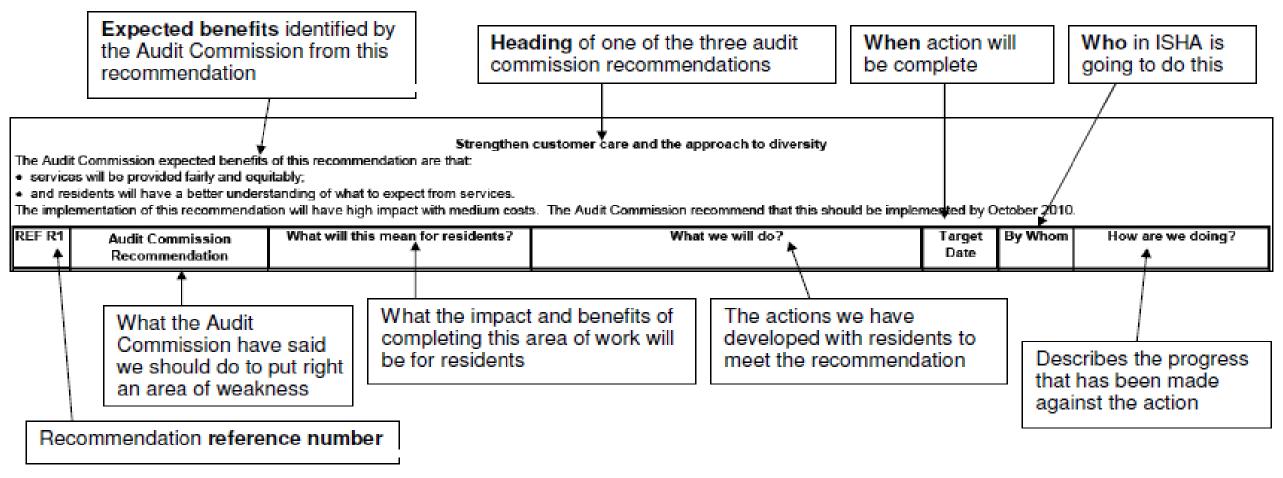
SDT = Service Delivery Team

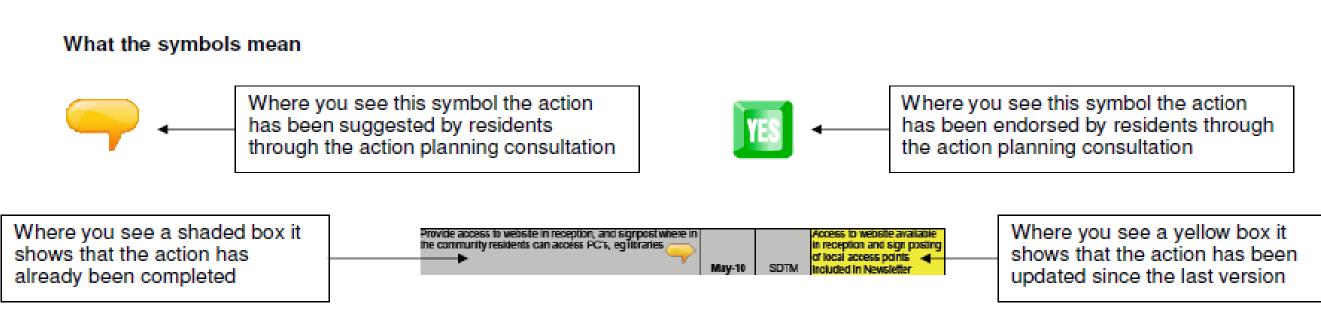
SDTM = Service Delivery Team Manager

SGE = Senior Gas Engineer

STSM = Senior Tenancy Services Manager

## The plan explained





The Audit Commission expected benefits of this recommendation are that:

- services will be provided fairly and equitably;
- and residents will have a better understanding of what to expect from services.

The implementation of this recommendation will have high impact with medium costs. The Audit Commission recommend that this should be implemented by October 2010.

REF R1	Audit Commission	What will this mean for residents?	What we will do?	Target		How are we doing?	
	Recommendation			Date	By Whom		
			Updating of Resident Profile Update Resident profile at all opportunities when ISHA is in contact with a customer when reporting repairs	Feb 10	SDT & Housing Team	Implemented Feb 2010	
			Resident profile to include 6 diversity strands (age, ethnic origin, disability, gender, sexuality and faith) and information as to whether have school aged children or working full time, and review with residents the type of information collected annually	Mar-10	OD	Residents identified that knowing they have school aged children or working full time is important for arranging repair appointment. Implemented Mar 10 Monitoring forms amended April 2010	
R1.1	partiers to accessing services	<ul> <li>Services will be better tailored to meet residents needs;</li> <li>When we review services with you we can better identify where services need to be changed (looking at the profile of residents who use our services, and also where our service is not being accessed by a group or groups of residents)</li> </ul>	Update resident profile information as part of the Gas Servicing programme, so that whilst the gas service is being carried out the resident will be given form to complete  Repair satisfaction forms to be updated to include the 6 strands of diversity information and whether household has school aged	Apr-10		Implemented May 10 and extended to being sent with every repair and satisfaction form, with updated information from system so that residents can amend as appropriate July 2010  Diversity form which is sent with all repairs satisfaction	
	and areas of unfair service provision and by sharing this information with all contractors	Your specific needs will be available to staff and contractors to make sure that your requirements are being prioritised.		children or resident working full time	Apr-10	SDTM	updated April 10 and now includes gender identification
		and met  • We will take into account your  VES	Using Resident Profile Resident profile analysed in relation to access and levels of satisfaction, and actions put in place and reported to Housing	Jul 10 and ongoing		First quarter reported to Hsg Sub Oct 2010	
		circumstances when making appointments	Services sub-committee	quarterly	OD	Turining applies hald 4 loop	
			Joint staff and contractor training to make sure that resident needs reported to every contractor	May-10	SDTM	Training session held 4 June 2010. Following change of contractor, programme of continuing training with new contractor in place	
			Review clinic held with contractor every six months to make sure that information sharing is working, and identify further tailoring of the service through looking at gaps identified from profiling of needs of the residents.			Discussed at Contractors Meeting 25 Aug 10. Procedures in place for information sharing and to	
	io obovin urboro action has been	suggested by residents through the action		Aug 10 and ongoing	PCM	identify gaps. These procedures are in use with new contractor. as been endorsed by residents	



is shown where action has been suggested by residents through the action planning consultation



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	Recommendation			Date	By Whom	
			Have your say Improve opportunities for residents to comment through the Website with dedicated web page for complaints, compliments and comments  YES	May-10		Included in specification for re- design. Designers appointed 19 March 10 resident consultation on draft design 27 Mar 10 Staff training on Website 26 May 10 Website went live June 2010
			Complaints Learning through complaints sessions to be held with staff monthly, to review status of all complaints where actions are outstanding, review the learning opportunities, and further actions arising from learning opportunities	Apr-10	CE	Apr 10 target met. Ongoing complaints process reviewed including capturing learning opportunities. Review sessions being held and ongoing monitoring through continuous improvement plan.
R1.2	Improve the approach to learning from feedback, especially complaints, and feeding back to residents that	Your comments will improve the way we deliver our services and you will know how your input has changed the way we provide services	Publish quarterly learning through complaints outcomes in the You Said, We Did part of the Newsletter, Website and where impact is local to a specific area through Estate Bulletins	Jul-10	STSM	In September 2010 Newsletter and Annual Report
	learning	YES YES	Complaints Policy and procedure Review complaints policy with residents to incorporate approach to learning from feedback in policy and procedure			Reviewed by Resident Forum 10 July 2010 and amended procedure implemented through complaints review with staff July 10
				May-10	STSM	,
			Repairs dissatisfaction 10% of all completed repairs surveyed by telephone monthly, and results of survey included in report to residents through Newsletter and website. The existing end of job survey given to 100% of repairs will be			Implemented July 10.
			continued and included in the feedback	Jul-10	SDT	
			Resident Involvement feedback			Resident Involvement KPI's
			Resident Involvement key performance indicators put in place and reported to Residents' Forum quarterly and Newsletter annually			agreed by Housing services Sub Committee 22 April 2010 and published in September
		suggested by residents through the action		Jul-10		10 ISHA News



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REF R1	Audit Commission Recommendation	What will this mean for residents?	What we will do?	Target Date	By Whom	How are we doing?
			Service Standard review Service standards reviewed with residents and published in easy to access format as follows:			Programme for publishing to residents:
			Complaints	May-10	STSM	Published Sep 10
			Customer Care	May-10	SDTM	Published Sep 10
		You have been involved in setting the	Gas	Jun-10	SGE	Published Sep 10
		kind of service standard you want ISHA to	Repairs	Sep-10	SDTM	Published Sep 10
		provide	Improve performance reporting and monitoring			Local KPI's identified by
			Include service standards agreed with residents in key performance measures for organisation.			Repairs Working Group 24
		You are clear on how to access our	performance measures for organisation.			March 2010 Reviewed by
		services, and how this service will be				Resident Forum July 2010
		delivered, how to book a repair and how		Oct-10	OD	and published on website Aug 10 and in Annual report
	Review performance	and when your repair will be fixed	Introduce mystery shopping as part of performance monitoring	001-10	OD	Mystery Shopping introduced
	information with residents to	Van las and last and a set a s	of customer care standards			in July 2010 and focussed on
	increase service specific targets	You know how we are performing	S. 50500			Service Delivery Team
R1.3	and monitor performance and	against these standards through the Newsletter and website		Jul-10	SDTM	,
	satisfaction to address barriers		Report performance quarterly (in addition to Newsletter) on			Performance reports on
	to accessing service or areas of	areas of The Residents' Forum reviews what	Website, including continuing to address underperformance and			website adapted to
	Lintair carvica provicion	groups of residents are not happy with	what is being done to improve those areas			demonstrate how under
		their services, and feedback through the	YES	11.40	DADD	performance is being
		Newsletter on what has changed as a		Jul-10	RAPD	addressed May 2010
		result of their monitoring	Resident Performance monitor			Resident Involvement performance by diversity
		YES	Improve performance monitor to include reporting of key performance by diversity strands, to identify gaps in our service			completed July 10. Further
			performance by diversity strands, to identify gaps in our service			actions to further improve
						diversity reporting of
						performance monitor being
						tracked through continuous
				Jul-10	RAPD	improvement plan.
			Publish 'What we have done to address gaps in our services'	40360	RAPD	Completed 24th May 2010
			quarterly in newsletter and website and invite resident feed back			
D4.4			on how this can be addressed.			E
R1.4			Implement re-design of website using resident feedback (focus group, resident forum and email focus group) to create			Focus groups and feedback completed for tender
			resident facing website to resident specification.			specification Feb 10
			YES			Designers appointed 19
						March 10
						resident consultation on draft
		The ISHA website is a source of clear				design 27 Mar 10
		and easy to access information for				Staff training on Website 26
		residents				May 10
	Involve residents in developing a new website that answers	·		May-10	CE	Site went live June 10
	their needs	The website is a tool for accessing	Maintain website feedback email group and review quarterly			Website feedback review
	their riceus	services from ISHA, without having to wait	with residents as to further improvements to be made			mechanisms in place Sep 10
		for opening hours or having to phone the		Sep-10	CE	
		office	Provide access to website in reception, and signpost where in			Access to website available in
			the community residents can access PC's, eg libraries			reception and sign posting of
				May-10	SDTM	local access points included in Newsletter
			Have a dedicated page for repairs only	Way-10	ODTIVI	Dedicated page for repairs
			The state of the s			created for new website
			<b>,</b>	May-10	CE	(June 2010)
L				way-10	JL	,

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REF R1	Audit Commission Recommendation	What will this mean for residents?	What we will do?	Target Date	By Whom	How are we doing?
R1.5	Put into place a timetable of Equality Impact assessments to ensure that services are not discriminating against particular groups	No individual resident or groups of residents will be excluded from our services, and services are targeted to residents according to need	Diversity Complete Diversity Impact Assessment reviews as timetabled, and report changes made as a result of Diversity Impact Assessment to relevant committee and publish to residents	Oct-10	CE	Review timetable in place, and DIA findings reported to relevant sub-committee or Board
	Involve residents in monitoring	You will have defined what you want to monitor in your local repairs service	Repairs Working Group Identify local key performance indicators to be monitored and reported to residents through Repairs working group	Jul-10	OD	Local KPI's identified by Repairs Working Group 24 March 2010
R1.6	R1.6 the performance of the repairs service You will know l	You will know how the service in your area compares with the rest of ISHA	Make sure that a wider range of residents are on the Repairs Working Group, for instance residents where English is not their first language; disabled residents	Sep-10	OD	Resident Forum profile consistent with ISHA profile. RWG promoted to all residents and outcomes reviewed by Resident Forum
	Monitor the contractor to ensure		ISHA's values reflected through our contractors  Put in place joint staff and contractor training on customer care and diversity, to be held every 6 months	Jan-10	OD	Customer Care day held 26 Jan 2010, and held quarterly thereafter. Customer Care and joint training programme in place with Chigwell
R1.7	that it understands and complies with ISHA's values in delivering fair and equal services	working for ISHA will provide you with a service that is consistent with ISHA's values in service and diversity standards	Hold ISHA induction of all new contractor staff within 4 weeks of operative joining	Feb-10	OD	Connaught Site Administrator inducted Feb 10. ISHA induction of Chigwell in place
			Include in complaints procedure contractor/ISHA learning from mistakes	May-10	SDTM	Lessons learnt from complaints reviewed at contractor meeting 4 June 2010. Included in Chigwell monthly meetings.



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## Improve Value for Money

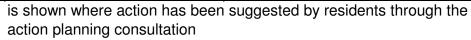
The Audit Commission expected benefits of this recommendation are:

- improved value for money in services;
- and a reduction in the amount of responsive repairs.

The implementation of this recommendation will have high impact with medium costs. This should be implemented by December 2010.

REF R2	Audit Commission Recommendation	What will this mean for residents?	What we will do?	Target Date	By Whom	How are we doing?
		You will know how we are achieving value for money	Comprehensive training for staff, Board and residents to improve understanding of VFM and develop common approach.	Jul-10		On target, Consultant to assist in training appointed 21 May 2010, Staff workshops complete 8 Jul 10.
R2.1	Develop a strategic approach to value for money which embeds value for money	,	Consult staff and residents on draft VFM strategy and action plan	Sep-10		Staff, Board and involved resident and uninvolved resident workshops completed Aug 10
	across the work of the association	being reinvested	Consult with and agree with staff and residents the priorities for a rolling programme of VFM reviews	Sep-10		Process of review and resident scrutiny included in draft strategy sep 10
			Publish, on a quarterly basis, through the Newsletter and Website, the performance on the agreed value for money reviews	Dec-10	RAPD	Programme agreed, first review to be published Jun 11
R2.2	of ISHA's services with other landlords, identifying areas which provide poor value for money and address these areas	<ul> <li>You will know how ISHA compares to other organisations in terms of value for money, which includes cost and quality of service</li> <li>Where ISHA compares poorly, we will learn from the higher performing</li> </ul>	Benchmark specific KPIs against other organisations, nationally and across London, who are best performers in that area.	Jul-10		Resident action plan consultation said would like ISHA to be compared with the best housing associations in London and nationally, but also would like to know how ISHA compares with local housing associations Benchmarking in place junk 10
	associations and adopt their best practice to improve your services	Agree local VFM reporting standards with residents.	Oct-10		Efficiencies achieved through reviewing the residents' local standards reported from Quarter 2 onwards	
	Monitor value for money, and	The continual and regular monitoring of	VFM section to be included on all reports policies procedures to Board and sub committees.	Mar-10		Template to Board reports amended to include reporting VFM, Equality and Diversity and Access and Customer Care implications of report.
R2.3	report this to the officers and Management Board regularly	value for money will make sure that achieving value for money is an on-going high priority objective of ISHA	VFM to be included in one to one reviews.	Apr-10		One to One template revised and circulated to all staff
		YES	Annual report to Board on VFM achievements for the previous year	Jul-10	FD	Done
		suggested by residents through the	Annual report to Board on VFM progress and targets for current year	Oct-10		Done







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REF R2	Audit Commission Recommendation	What will this mean for residents?	What we will do?	Target Date	By Whom	How are we doing?	
			Internal and external rolling stock condition surveys to be carried out over 7 year cycle to identify future planned programmes.	Jul-10		On target, survey completed Jun 10	
		D	Develop Gold standard (decent homes plus) with residents.			Consultation through website, newsletter and repairs working group commenced Sept 10, and included in Asset	
				Sep-10		Management strategy	
			Update Asset Management strategy to include resident involvement in prioritising planned programme				
		<ul> <li>You will have had a say in the structure</li> </ul>		Oct-10	OD	done	
R2.4	Increase the proportion of planned repairs compared to responsive repairs  You will know why responsive repairs cost more	nd priorities of our planned programme.  De ide wh You will know why responsive repairs	You will know why responsive repairs	Demonstrate to residents that cost value process is in place to identify whether replacement more beneficial than repair	Oct-10		Cost value process reviewed by Repairs Working Group 19 May 2010
		Residents to vote what is most important to them for the planned programme	Oct-10		Included in consultation for Gold Standard		
		Include in planned programme items of highest dissatisfaction identified by residents through comments and complaints	Nov 10		Included in consultation for Gold Standard and feedback and comments from resident satisfaction forms and		
			Feedback to residents how value for money has been prioritised in the maintenance programme	Nov-10 Dec-10		complaints  Planned for June Newsletter	



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## Improve approach to responsive repairs

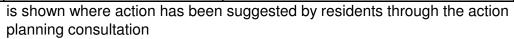
The Audit Commission expected benefits of this recommendation are

• a more efficient repairs service leading to higher resident satisfaction.

The implementation of this recommendation will have high impact with medium costs. This should be implemented by September 2010.

REF R3	Audit Commission	What will this mean for residents?	What we will do?	Target	5 14	How are we doing?
R3.1	Improve communication between the association and repairs contractor	<ul> <li>ISHA's Service Delivery Team will be able to update you on progress of your repair</li> <li>Improved communication will help staff and contractor to improve our repairs service, especially through joint learning from service failures</li> </ul>	Communication with Contractors Improve communication with Connaught through daily exception reporting on all repairs not completed, and ISHA information returned to Connaught same day  Hold regular workshops/ learning days with the partnering contractor to improve team working and standards.  Use texting or email, where this is preferred method of communication, to inform customers of appointment confirmation /changes.  Establish clear service level agreements with all contractors.  Establish use of "follow on cards" if work not completed on same day to inform customer of next stage and estimated day of completion	Feb-10  Jan-10  Jun-10	OD SDTM	Implemented Feb 2010 All processes have been transferred in the contract with the new contractor Sep 10  First workshop held 26 Jan 2010, and scheduled every 4 months. Meeting cycle continues with new contractor implemented for Gas Engineers and service delivery team Jul 10  SLA with Connaught reviewed and in place Code of conduct for all contractors, including Chigwell, in place Sep 10  Connaught follow on card in place 21 June 2010. Chigwell continuing with follow on cards
Da a	Provide clear information on	Vo. 111 began de constant de constant de la constan	Service Level Agreements Use training/workshops to make sure that service level agreements are understood by both ISHA and contractor  Repairs Service Standard	Jun-10 May-10		Monthly training exchange established 10 March 2010 Service Standards exchanged April 2010 On 4 June agenda and standing item thereafter See R.1.3
R3.2	i e raenoneinia for rangire	information on how to report a repair and you will know ISHA's repair service standard.	Clear service standards published to residents (see R1.3)  Publicise ways to report a repair on the website, and regularly featured in newsletter	Sep-10 May-10	OD SDTM	Included in specification for redesign of website, designers appointed 19 March 2010 website went live June 2010







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REF R3	Audit Commission	What will this mean for residents?	What we will do?	Target		How are we doing?
	Recommendation			Date	By Whom	
			Better system for repairs All Service Delivery Team fully trained in use of repair locator, and have top most used 200 Schedule of Rates codes.	May-10	SDTM	Training held 20 May 2010
			Train ISHA staff (operations) so that aware of Contractor databases/IT web based systems . This will enable staff to update the customer on progress of their repair.			Training commenced March 2010 and customised follow on training sessions completed end of May 2010
R3.3	Make the ordering of repairs simpler for staff	<ul> <li>Your repair will be recorded correctly which will make sure that more repairs can be fixed on the first visit</li> <li>The staff you talk to will be clear about all areas relating to repairs</li> </ul>	All Estate Officers and Tenancy Services Managers trained in ordering repairs to ensure information relayed to Service Delivery Team correctly.	May-10 Jun-10	OD OD	One to one training completed and new repair request form in place to standardise approach
			All repair information recorded electronically so that it can be chased up and not forgotten	Feb-10	OD	Contractor database access for SDT in place, and uncompleted jobs monitored weekly
			Regularly publicise in newsletter and website what repairs are ISHA's responsibility what repairs are the responsibility of the resident	Jul-10	OD	Included in Newsletter June 2010



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## Short Notice Inspection Action Plan - Glossary

Term	Definition
Action plan	A list of work which will be delivered to time, cost and quality standards.
Access and Customer Care	Access – How easy it is for customers to use the service whether in person, at the office, in their home, on the phone, via email or online Customer Care – When a customer uses the service it is their opinion of how well they were treated and the quality of service delivered.
Asset Management Strategy	The way in which ISHA will plan to maintain its properties.
Audit Commission	An independent organisation responsible for inspecting housing associations to assess how well they are spending public money. The Audit Commission is responsible for driving economy, efficiency and effectiveness in local public services to deliver better outcomes for everyone.
Benchmarking	Comparison of costs, processes, policies and performance against other similar organisations. Comparing information like this helps us better understand our performance and identifies areas for improvement.
Board & Sub-committee	Responsible for the overall decision making of ISHA
Diversity Impact Assessment	is ISHA's process for measuring the impact of a service on different groups of residents according to ethnic origin, gender, disability and age, sexual orientation, faith, grounds of offending past, mental health, economic status, homelessness, immigration status, language, borough and residents with school aged children.
Equality and Diversity	Recognises respects and values difference, where everyone can participate and has the same opportunities available to them.
Equalities and Diversity Strands	The Tenant Services Authority (ISHA's regulator) stated areas that need to be measured against the resident profile, to ensure everyone are receiving an equally good service. There are six equality and diversity stands (gender, ethnic origin, sexual orientation, religion, age and disability)
Equality Impact Assessment	is the process for measuring the impact of a service on different groups of residents according to their ethnic origin, gender, disability, age. sexual orientation and faith,
Key Performance Indicator (KPI)	Measures performance against a target. This helps residents; the Board, Sub-committees and staff know whether they are delivering a good service.
Mystery Shopping	is a tool used to gather information about products and services. Often mystery shoppers will pose as customers performing specific tasks who then provide feedback and reports about their experience.

## Short Notice Inspection Action Plan - Glossary

Term	Definition
Performance Management	The collection of performance information and responding to this information by changing and improving services.
Publish	Share information formally, either as a printed document or via the ISHA website.
Repairs Working Group	Set up at the request of the Residents' Forum to make sure there was a clear resident voice involved in the repairs services. The scope of the group includes responsive repairs, defects, gas servicing, cleaning, gardening, aids and adaptations and external decorations and repair.
Residents' Forum	Represents the views and interests of tenants, residents and leaseholders of ISHA. The Forum is open to all residents and makes recommendations to the Board on how services should be delivered.
Resident Involvement	Obtaining feedback from residents on their experience of using services and their opinion on the quality of those services. The process also enables residents to influence how the services are delivered.
Resident Profile	This is the information collected about residents to help understand their needs, i.e. age, gender, race, etc.
Service Delivery Team (SDT)	From February 2010 ISHA brought together the customer service team and the repairs team to provide an improved and comprehensive service to residents.
Service Level Agreements	A contract between the provider of a service and a user of that service that details, for example, specific services provided, hours of availability, response times and costs.
Service Standards	Describes the services a resident can expect to receive and when they will receive it, i.e. a service standard for cleaning would tell you what will be cleaned, when it will be cleaned, who will clean it, how well they will clean it and the cost of that cleaning service.
Targets	An objective or result towards which efforts are being directed. Targets provide focus for people to meet and other people to see how well someone is performing.
Value for Money (VFM)	This is an assessment of whether we are receiving the maximum benefit from the services or goods we pay for and provide.

## Thank you for taking the time to read ISHA's Action Plan

## If you have any queries about this document of would like it in a different format please contact ISHA on 020 7226 3753 or email inspection@isha.co.uk

#### Albanian

Ky është plani i veprimit të inspektimit nga ISHA Nëse e dëshironi këtë dokument të përkthyer, ju lutemi të telefononi në numrin 020 7226 3753 ose të dërgoni një email në inspection@isha.co.uk

#### Arabic

هذه هي خطة عمل التفتيش التابع لجمعية إسلينجتون وشور ديتش الإسكانية (ISHA)

إذا كنت تود المحصول على هذا المستند مترجماً تفضل بالاتصال بهاتف رقم 3753 3756 020 أو أرسل بريداً البكترونياً إلى inspection@isha.co.uk

#### Bengali

ইহা ঈশার পরিদ্শবের ক্স পরিকল্পনা

যদি আপনি এই নখিপত্ৰ অনুবাদ করাতে চান তবে দ্যা করে ফোন করুন 020 7226 3753 বা ইমেল করুন inspection@isha.co.uk

#### French

Ceci est le plan d'action d'inspection d'ISHA

Si vous souhaitez avoir une traduction de ce document, veuillez composer le 020 7226 3753 ou envoyer un email à inspection@isha.co.uk

#### Gujarati

આ આય એસ એય એ ની ઇનસ્પેક્શન એક્શન પ્લેન (નિરિક્ષણ કામકાજ યોજના) છે. અગર તમને આ દસ્તાવેજનુ ભાષાન્તર કરવું ફોય તો અમને કોલ કરવો 020 7226 3753 અગર ઈમેલ inspection@isha.co.uk કરવો.

#### Hindi

यह आय एस एच ए का इन्स्पेक्शन ऍक्शन प्लैन (निरीक्षण कार्यवाही योजना) है।

यदि आप इस दस्तावेज़ का अनुवाद करवाना चाहते हैं. तो कृपया 020 7226 3753 पर फोन करें या inspection@isha.co.uk पर ई-मेल करें।

#### Polish

To jest plan działań kontrolnych ISHA

Jeżeli chcą Państwo otrzymać tłumaczenie tego dokumentu, prosimy dzwonić pod numer 020 7226 3753 lub wysłać e-mail na adres inspection@isha.co.uk.

#### Somali

Tani waa ISHA's Baarista Qabadka Qorsheynta Hadii adiga aad jeceshahay dukumentigan in laguu turjumo fadlan soo wac 020 7226 3753 ama email inspection@isha.co.uk

#### Spanish

Este el plan de acción de inspección de ISHA Si desea este documento traducido, rogamos que llame al tel.: 020 7226 3753 o envíe un c. electrónico a inspection@isha.co.uk

#### Turkish

Bu belge, ISHA'nın Denetim Eylem Planıdır Bu belgenin tercümesini istiyorsanız lütfen 020 7226 3753 telefon numarasını arayın veya inspection@isha.co.uk adresine e-posta gönderin

#### Urdu

یہ آئی ایس ایچ اے کا انسپیکشن ایکشن پلان ہے

اگر آپ اس دستاویز کا ترجمہ چاہتے ہیں تب برائے کرم 3753 6220 020 پر فون یا inspection@isha.co.uk پر ای میل کریں۔

#### Vietnamese

Đây là Kế Hoạch Hành Động Kiểm Tra của ISHA

Nếu bạn muốn tài liệu này được dịch ra thì xin hãy làm ơn điện thoại số 020 7226 3753 hoặc gửi thư email inspection@isha.co.uk

## Further information about ISHA can be found at www.isha.co.uk

#### **Clare Thomson**

Chief Executive - Islington & Shoreditch Housing Association April 2010