

Complaint Handling Self-Assessment 2024 -2025

Appendix A: Self -assessment form

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This self-assessment form should be completed by the complaints officer and it must be reviewed and approved by the landlord's governing body at least annually.

Once approved, landlords must publish the self-assessment as part of the annual complaints performance and service improvement report on their website. The governing body's response to the report must be published alongside this.

Landlords are required to complete the self-assessment in full and support all statements with evidence, with additional commentary as necessary.

We recognise that there may be a small number of circumstances where landlords are unable to meet the requirements, for example, if they do not have a website. In these circumstances, we expect landlords to deliver the intentions of the Code in an alternative way, for example by publishing information in a public area so that it is easily accessible.

Section 1: Definition of a complaint

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
1.2	A complaint must be defined as: 'an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the landlord, its own staff, or those acting on its behalf, affecting a resident or group of residents.'	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
1.3	A resident does not have to use the word 'complaint' for it to be treated as such. Whenever a resident expresses dissatisfaction landlords must give them the choice to make complaint. A complaint that is submitted via a third party or representative must be handled in line with the landlord's complaints policy.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
1.4	Landlords must recognise the difference between a service request and a complaint. This must be set out in their complaints policy. A service request is a request from a resident to the landlord requiring action to be taken to put something right. Service requests are not complaints, but must be recorded, monitored and reviewed regularly.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
1.5	A complaint must be raised when the resident expresses dissatisfaction with the response to their service request, even if the handling of the service request remains ongoing. Landlords must not stop their efforts to address the service request if the resident complains.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
1.6	An expression of dissatisfaction with services made through a survey is not defined as a complaint, though wherever possible, the person completing the survey should be made aware of how they can pursue a complaint if they wish to. Where landlords ask for wider feedback about their services, they also must provide details of how residents can complain.	Y	Covered in commentary/ explanation column	The only planned annual survey is conducted in line with TSM requirements and does not request wider feedback. This information will be included if we action any further surveys.

Section 2: Exclusions

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
2.1	Landlords must accept a complaint unless there is a valid reason not to do so. If landlords decide not to accept a complaint they must be able to evidence their reasoning. Each complaint must be considered on its own merits	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
2.2	<p>A complaints policy must set out the circumstances in which a matter will not be considered as a complaint or escalated, and these circumstances must be fair and reasonable to residents. Acceptable exclusions include:</p> <ul style="list-style-type: none"> • The issue giving rise to the complaint occurred over twelve months ago. • Legal proceedings have started. This is defined as details of the claim, such as the Claim Form and Particulars of Claim, having been filed at court. • Matters that have previously been considered under the complaints policy. 	Y	Appendix 1 for CAB 1510 Corporate Complaints and Compliments Policy	Covered in Evidence column
2.3	<p>Landlords must accept complaints referred to them within 12 months of the issue occurring or the resident becoming aware of the issue, unless they are excluded on other grounds. Landlords must consider whether to apply discretion to accept complaints made outside this time limit where there are good reasons to do so.</p>	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
2.4	If a landlord decides not to accept a complaint, an explanation must be provided to the resident setting out the reasons why the matter is not suitable for the complaints process and the right to take that decision to the Ombudsman. If the Ombudsman does not agree that the exclusion has been fairly applied, the Ombudsman may tell the landlord to take on the complaint.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
2.5	Landlords must not take a blanket approach to excluding complaints; they must consider the individual circumstances of each complaint.	Y	Covered in commentary/ explanation column	Each complaint is allocated separately to Officers and considered on its own merits against the Code.

Section 3: Accessibility and Awareness

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
3.1	Landlords must make it easy for residents to complain by providing different channels through which they can make a complaint. Landlords must consider their duties under the Equality Act 2010 and anticipate the needs and reasonable adjustments of residents who may need to access the complaints process.	Y	Making a complaint about housing services Westmorland and Furness Council	This is clearly set out on our web pages and also in our twice-yearly housing matters newsletters.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
3.2	Residents must be able to raise their complaints in any way and with any member of staff. All staff must be aware of the complaints process and be able to pass details of the complaint to the appropriate person within the landlord.	Y	Covered in commentary/ explanation column	Staff are aware of the need to refer complaints to the complaints process and to discuss this with their Manager as needed. We promote a positive complaint handling culture.
3.3	High volumes of complaints must not be seen as a negative, as they can be indicative of a well-publicised and accessible complaints process. Low complaint volumes are potentially a sign that residents are unable to complain.	Y	Covered in commentary/ explanation column	We promote a positive complaint handling culture and we encourage tenants to submit formal complaints where we are unable to reach agreement on a service request outcome or where they remain dissatisfied.
3.4	Landlords must make their complaint policy available in a clear and accessible format for all residents. This will detail the two stage process, what will happen at each stage, and the timeframes for responding. The policy must also be published on the landlord's website.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
3.5	The policy must explain how the landlord will publicise details of the complaints policy, including information about the Ombudsman and this Code.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
3.6	Landlords must give residents the opportunity to have a representative deal with their complaint on their behalf, and to be represented or accompanied at any meeting with the landlord.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
3.7	Landlords must provide residents with information on their right to access the Ombudsman service and how the individual can engage with the Ombudsman about their complaint.	Y	Making a complaint about housing services Westmorland and Furness Council	This is included in all response letters at each stage of the complaints process as well as being available on the web pages and in the policy itself.

Section 4: Complaint Handling Staff

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
4.1	Landlords must have a person or team assigned to take responsibility for complaint handling, including liaison with the Ombudsman and ensuring complaints are reported to the governing body (or equivalent). This Code will refer to that person or team as the 'complaints officer'. This role may be in addition to other duties.	Y	Covered in commentary/ explanation column	<ul style="list-style-type: none"> • There is a complaint handling team within the Council who allocate all complaints to the relevant officers at each stage of the complaints process. • Clear communication channels are in place with the team and the Housing Landlord Service. • The Senior Manager reports complaint performance to the governing body.
4.2	The complaints officer must have access to staff at all levels to facilitate the prompt resolution of complaints. They must also have the authority and autonomy to act to resolve disputes promptly and fairly.	Y	Covered in commentary/ explanation column	The Senior Manager of the service fulfils this role and line manages those responsible for responding to complaints. They also monitor performance and intervene where there are concerns or support is needed to resolve disputes.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
4.3	Landlords are expected to prioritise complaint handling and a culture of learning from complaints. All relevant staff must be suitably trained in the importance of complaint handling. It is important that complaints are seen as a core service and must be resourced to handle complaints effectively	Y	Covered in commentary/ explanation column	<ul style="list-style-type: none"> Internal training and crib sheets have been provided to staff who respond to complaints. Complaints are discussed each quarter at operational management team meetings to identify trends, service improvements and consider effectiveness of responses.

Section 5: The Complaint Handling Process

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
5.1	Landlords must have a single policy in place for dealing with complaints covered by this Code. Residents must not be treated differently if they complain.	Y	Appendix 1 for CAB 1510 Corporate Complaints and Compliments Policy	Covered in Evidence column
5.2	The early and local resolution of issues between landlords and residents is key to effective complaint handling. It is not appropriate to have extra named stages (such as 'stage 0' or 'informal complaint') as this causes unnecessary confusion.	Y	Covered in commentary/ explanation column	We do not have any other stages than those prescribed by the Code.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
5.3	A process with more than two stages is not acceptable under any circumstances as this will make the complaint process unduly long and delay access to the Ombudsman.	Y	Covered in commentary/ explanation column	We do not have any other stages than those prescribed by the Code.
5.4	Where a landlord's complaint response is handled by a third party (e.g. a contractor or independent adjudicator) at any stage, it must form part of the two stage complaints process set out in this Code. Residents must not be expected to go through two complaints processes.	Y	Covered in commentary/ explanation column	We handle complaints internally. If the complaint was against a contractor employed by the Council, we would handle the complaint and coordinate the response with the contractor.
5.5	Landlords are responsible for ensuring that any third parties handle complaints in line with the Code.	Y	Covered in commentary/ explanation column	We handle complaints internally. If the complaint was against a contractor employed by the Council, we would handle the complaint and coordinate the response with the contractor.
5.6	When a complaint is logged at Stage 1 or escalated to Stage 2, landlords must set out their understanding of the complaint and the outcomes the resident is seeking. The Code will refer to this as "the complaint definition". If any aspect of the complaint is unclear, the resident must be asked for clarification.	Y	Covered in commentary/ explanation column	Responses are prepared in this way.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
5.7	When a complaint is acknowledged at either stage, landlords must be clear which aspects of the complaint they are, and are not, responsible for and clarify any areas where this is not clear.	Y	Covered in commentary/ explanation column	Responses are prepared in this way.
5.8	At each stage of the complaints process, complaint handlers must: <ul style="list-style-type: none"> a. deal with complaints on their merits, act independently, and have an open mind; b. give the resident a fair chance to set out their position; c. take measures to address any actual or perceived conflict of interest; and d. consider all relevant information and evidence carefully. 	Y	Covered in commentary/ explanation column	Responses are prepared in this way.
5.9	Where a response to a complaint will fall outside the timescales set out in this Code, the landlord must agree with the resident suitable intervals for keeping them informed about their complaint.	Y	Covered in commentary/ explanation column	Officers will seek extension where this is appropriate and necessary and clearly communicate this with tenants.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
5.10	Landlords must make reasonable adjustments for residents where appropriate under the Equality Act 2010. Landlords must keep a record of any reasonable adjustments agreed, as well as a record of any disabilities a resident has disclosed. Any agreed reasonable adjustments must be kept under active review.	Y	Covered in commentary/ explanation column	We hold data on tenants needs on our in house housing management system and will consider this in formulating responses. The complaints team also ask this information as part of the submission process.
5.11	Landlords must not refuse to escalate a complaint through all stages of the complaints procedure unless it has valid reasons to do so. Landlords must clearly set out these reasons, and they must comply with the provisions set out in section 2 of this Code.	Y	Making a complaint about housing services Westmorland and Furness Council	Responses are prepared in that way.
5.12	A full record must be kept of the complaint, and the outcomes at each stage. This must include the original complaint and the date received, all correspondence with the resident, correspondence with other parties, and any relevant supporting documentation such as reports or surveys.	Y	Covered in commentary/ explanation column	The Complaints team hold this information.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
5.13	Landlords must have processes in place to ensure a complaint can be remedied at any stage of its complaints process. Landlords must ensure appropriate remedies can be provided at any stage of the complaints process without the need for escalation.	Y	Covered in commentary/ explanation column	We very much promote that we resolve complaints at the earliest opportunity and 'put things right' to avoid the need to escalate.
5.14	Landlords must have policies and procedures in place for managing unacceptable behaviour from residents and/or their representatives. Landlords must be able to evidence reasons for putting any restrictions in place and must keep restrictions under regular review.	Y	Making a complaint about housing services Westmorland and Furness Council	The policy provides further definitions around this.
5.15	Any restrictions placed on contact due to unacceptable behaviour must be proportionate and demonstrate regard for the provisions of the Equality Act 2010.	Y	Making a complaint about housing services Westmorland and Furness Council	The policy provides further definitions around this.

Section 6: Complaints Stages

Stage 1

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.1	Landlords must have processes in place to consider which complaints can be responded to as early as possible, and which require further investigation. Landlords must consider factors such as the complexity of the complaint and whether the resident is vulnerable or at risk. Most stage 1 complaints can be resolved promptly, and an explanation, apology or resolution provided to the resident.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
6.2	Complaints must be acknowledged, defined and logged at stage 1 of the complaints procedure <u>within five working days of the complaint being received.</u>	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
6.3	Landlords must issue a full response to stage 1 complaints <u>within 10 working days</u> of the complaint being acknowledged.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.4	Landlords must decide whether an extension to this timescale is needed when considering the complexity of the complaint and then inform the resident of the expected timescale for response. Any extension must be no more than 10 working days without good reason, and the reason(s) must be clearly explained to the resident.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
6.5	When an organisation informs a resident about an extension to these timescales, they must be provided with the contact details of the Ombudsman.	Y	Covered in commentary/ explanation column	Letters include this information.
6.6	A complaint response must be provided to the resident when the answer to the complaint is known, not when the outstanding actions required to address the issue are completed. Outstanding actions must still be tracked and actioned promptly with appropriate updates provided to the resident.	Y	Covered in commentary/ explanation column	Decision letters will set out any actions still to be taken to resolve the complaint and these are owned by the responsible Senior Officer/Manager and tracked.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.7	Landlords must address all points raised in the complaint definition and provide clear reasons for any decisions, referencing the relevant policy, law and good practice where appropriate.	Y	Covered in commentary/ explanation column	Decision letters respond to each point chronologically, referring tenants to the relevant law/underlying policies.
6.8	Where residents raise additional complaints during the investigation, these must be incorporated into the stage 1 response if they are related and the stage 1 response has not been issued. Where the stage 1 response has been issued, the new issues are unrelated to the issues already being investigated or it would unreasonably delay the response, the new issues must be logged as a new complaint.	Y	Covered in commentary/ explanation column	The complaints team will forward any additional information to be included within the staged response.
6.9	Landlords must confirm the following in writing to the resident at the completion of stage 1 in clear, plain language: a. the complaint stage; b. the complaint definition; c. the decision on the complaint; d. the reasons for any decisions made; e. the details of any remedy offered to put things right;	Y	Covered in commentary/ explanation column	Letter templates provide this structure to ensure consistency.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.9	f. details of any outstanding actions; and g. details of how to escalate the matter to stage 2 if the individual is not satisfied with the response.	Y	Covered in commentary/ explanation column	Letter templates provide this structure to ensure consistency.

Stage 2

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.10	If all or part of the complaint is not resolved to the resident's satisfaction at stage 1, it must be progressed to stage 2 of the landlord's procedure. Stage 2 is the landlord's final response.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
6.11	Requests for stage 2 must be acknowledged, defined and logged at stage 2 of the complaints procedure within five working days of the escalation request being received.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
6.12	Residents must not be required to explain their reasons for requesting a stage 2 consideration. Landlords are expected to make reasonable efforts to understand why a resident remains unhappy as part of its stage 2 response.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.13	The person considering the complaint at stage 2 must not be the same person that considered the complaint at stage 1.	Y	Making a complaint about housing services Westmorland and Furness Council	Clear reporting lines are communicated with the complaints team so that they know who to escalate complaints to.
6.14	Landlords must issue a final response to the stage 2 <u>within 20 working days</u> of the complaint being acknowledged.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
6.15	Landlords must decide whether an extension to this timescale is needed when considering the complexity of the complaint and then inform the resident of the expected timescale for response. Any extension must be no more than 20 working days without good reason, and the reason(s) must be clearly explained to the resident.	Y	Making a complaint about housing services Westmorland and Furness Council	Covered in Evidence column
6.16	When an organisation informs a resident about an extension to these timescales, they must be provided with the contact details of the Ombudsman.	Y	Covered in commentary/ explanation column	Letters include this information.
6.17	A complaint response must be provided to the resident when the answer to the complaint is known, not when the outstanding actions required to address the issue are completed. Outstanding actions must still be tracked and actioned promptly with appropriate updates provided to the resident.	Y	Covered in commentary/ explanation column	Decision letters will set out any actions still to be taken to resolve the complaint and these are owned by the responsible Senior Officer/Manager and tracked.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.18	Landlords must address all points raised in the complaint definition and provide clear reasons for any decisions, referencing the relevant policy, law and good practice where appropriate.	Y	Covered in commentary/ explanation column	Decision letters respond to each point chronologically, referring tenants to the relevant law/underlying policies.
6.19	Landlords must confirm the following in writing to the resident at the completion of stage 2 in clear, plain language: a. the complaint stage; b. the complaint definition; c. the decision on the complaint; d. the reasons for any decisions made; e. the details of any remedy offered to put things right; f. details of any outstanding actions; and g. details of how to escalate the matter to the Ombudsman Service if the individual remains dissatisfied.	Y	Covered in commentary/ explanation column	Letter templates provide this structure to ensure consistency.
6.20	Stage 2 is the landlord's final response and must involve all suitable staff members needed to issue such a response.	Y	Covered in commentary/ explanation column	All relevant staff will be included in the response as necessary for completeness.

Section 7: Putting things right

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
7.1	<p>Where something has gone wrong a landlord must acknowledge this and set out the actions it has already taken, or intends to take, to put things right. These can include:</p> <ul style="list-style-type: none"> • Apologising • Acknowledging where things have gone wrong • Providing an explanation, assistance or reasons • Taking action if there has been delay • Reconsidering or changing a decision • Amending a record or adding a correction or addendum • Providing a financial remedy • Changing policies, procedures or practices 	Y	Making a complaint about housing services Westmorland and Furness Council	All responses will step through this and where something has gone wrong we will accept responsibility and officers are trained to consider the actions they can take to put things right and this includes the list here.
7.2	Any remedy offered must reflect the impact on the resident as a result of any fault identified.	Y	Covered in commentary/ explanation column	Officers are trained in the response being proportionate and are asked to discuss with their Manager before offering remedies to ensure consistency and proportionality.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
7.3	The remedy offer must clearly set out what will happen and by when, in agreement with the resident where appropriate. Any remedy proposed must be followed through to completion.	Y	Covered in commentary/ explanation column	Officers are trained in the response being proportionate and are asked to discuss with their Manager before offering remedies to ensure consistency and proportionality.
7.4	Landlords must take account of the guidance issued by the Ombudsman when deciding on appropriate remedies.	Y	Covered in commentary/ explanation column	This underpins any decision making.

Section 8: Self-assessment, reporting and compliance

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
8.1	Landlords must produce an annual complaints performance and service improvement report for scrutiny and challenge, which must include: a. the annual self-assessment against this Code to ensure their complaint handling policy remains in line with its requirements. b. a qualitative and quantitative analysis of the landlord's complaint handling performance. This must also include a summary of the types	Y	Making a complaint about housing services Westmorland and Furness Council	This is included on the web page. The report is shared with senior leadership within the Council, Members, the MRC and Tenants Forum.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
8.1	<p>of complaints the landlord has refused to accept;</p> <p>c. any findings of non-compliance with this Code by the Ombudsman;</p> <p>d. the service improvements made as a result of the learning from complaints;</p> <p>e. any annual report about the landlord's performance from the Ombudsman; and</p> <p>f. any other relevant reports or publications produced by the Ombudsman in relation to the work of the landlord.</p>	Y	Making a complaint about housing services Westmorland and Furness Council	This is included on the web page. The report is shared with senior leadership within the Council, Members, the MRC and Tenants Forum.
8.2	The annual complaints performance and service improvement report must be reported to the landlord's governing body (or equivalent) and published on the on the section of its website relating to complaints. The governing body's response to the report must be published alongside this.	Y	Making a complaint about housing services Westmorland and Furness Council	This is reported as a Cabinet briefing and the response published.
8.3	Landlords must also carry out a self-assessment following a significant restructure, merger and/or change in procedures.	Y	Covered in commentary/ explanation column	This has not applied since the new self-assessment process started but we are aware of the need to do so.
8.4	Landlords may be asked to review and update the self-assessment following an Ombudsman investigation.	Y	Covered in commentary/ explanation column	We would adhere to this as appropriate.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
8.5	If a landlord is unable to comply with the Code due to exceptional circumstances, such as a cyber incident, they must inform the Ombudsman, provide information to residents who may be affected, and publish this on their website Landlords must provide a timescale for returning to compliance with the Code.	Y	Covered in commentary/ explanation column	We would adhere to this as appropriate.

Section 9: Scrutiny & oversight: continuous learning and improvement

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
9.1	Landlords must look beyond the circumstances of the individual complaint and consider whether service improvements can be made as a result of any learning from the complaint.	Y	Covered in commentary/ explanation column	We discuss quarterly performance for complaints at operational management team meetings. This includes a deep dive into the complaint types, responses and any service improvements needed as a result.
9.2	A positive complaint handling culture is integral to the effectiveness with which landlords resolve disputes. Landlords must use complaints as a source of intelligence to identify issues and introduce positive changes in service delivery.	Y	Housing Matters Newsletter Winter 2024, page 6	We see complaints as a way to improve our services and regularly publish information about how to complain in our newsletters/social media.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
9.3	Accountability and transparency are also integral to a positive complaint handling culture. Landlords must report back on wider learning and improvements from complaints to stakeholders, such as residents' panels, staff and relevant committees.	Y	Covered in commentary/ explanation column	We report complaints to tenants forum quarterly including a 'deep dive' into the complaint reasons, whether upheld or not and the responses including any lessons learned/changes made as a result of complaints.
9.4	Landlords must appoint a suitably senior lead person as accountable for their complaint handling. This person must assess any themes or trends to identify potential systemic issues, serious risks, or policies and procedures that require revision.	Y	Covered in commentary/ explanation column	This is the role of the Senior Manager who monitors and reports this internally and also to tenants forum.
9.5	In addition to this a member of the governing body (or equivalent) must be appointed to have lead responsibility for complaints to support a positive complaint handling culture. This person is referred to as the Member Responsible for Complaints ('the MRC').	Y	Covered in commentary/ explanation column	Portfolio Holder is appointed as MRC with a role profile as an addendum to their other duties.
9.6	The MRC will be responsible for ensuring the governing body receives regular information on complaints that provides insight on the landlord's complaint handling performance.	Y	Covered in commentary/ explanation column	This is reported quarterly. MRC has regular meetings with key staff involved.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
9.6	This person must have access to suitable information and staff to perform this role and report on their findings.	Y	Covered in commentary/ explanation column	This is reported quarterly. MRC has regular meetings with key staff involved.
9.7	As a minimum, the MRC and the governing body (or equivalent) must receive: a. regular updates on the volume, categories and outcomes of complaints, alongside complaint handling performance; b. regular reviews of issues and trends arising from complaint handling; c. regular updates on the outcomes of the Ombudsman's investigations and progress made in complying with orders related to severe maladministration findings; and d. annual complaints performance and service improvement report.	Y	Covered in commentary/ explanation column	<ul style="list-style-type: none"> Quarterly complaint handling performance is provided, along with deep dive information. Any concerns or trends are reported to the MRC along with action plans around that. Ombudsman complaints are reported separately and the report shared. Annual report shared and discussed at planned meeting with MRC.
9.8	Landlords must have a standard objective in relation to complaint handling for all relevant employees or third parties that reflects the need to: a. have a collaborative and co-operative approach towards resolving complaints, working with colleagues across teams and departments;	Y	Covered in commentary/ explanation column	This is the approach adopted. Complaints are handled by the corporate team for consistency and accountability and positive working relationships have been established to ensure collective responsibility.

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Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
9.8	<p>b. take collective responsibility for any shortfalls identified through complaints, rather than blaming others; and</p> <p>c. act within the professional standards for engaging with complaints as set by any relevant professional body.</p>	Y	Covered in commentary/explanation column	This is the approach adopted. Complaints are handled by the corporate team for consistency and accountability and positive working relationships have been established to ensure collective responsibility.