

Housing Ombudsman Complaint Handling Code: Self-assessment November 2021.

| Compliance with the Complaint Handling Code | | | |
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| 1 | Definition of a complaint – 100% Compliant | Yes | No |
| | Does the complaints process use the following definition of a complaint? <i>An expression of dissatisfaction, however made, about the standard of service, actions, or lack of action by the organisation, its own staff, or those acting on its behalf, affecting an individual resident or group of residents.</i> | Yes | |
| | Does the policy have exclusions where a complaint will not be considered? | Yes | |
| | Are these exclusions reasonable and fair to residents? Evidence relied upon? Complaints Policy. We exclude vexatious complaints and those where we are subject to legal action such as Dis-repair cases | Yes | |
| 2 | Accessibility – 100% Compliant | | |
| | Are multiple accessibility routes available for residents to make a complaint? | Yes | |
| | Is the complaints policy and procedure available online? | Yes | |
| | Do we have a reasonable adjustments policy? | Yes | |
| | Do we regularly advise residents about our complaints process? | Yes | |
| 3 | Complaints team and process – 85% Compliant | | |
| | Is there a complaint officer or equivalent in post? <ul style="list-style-type: none"> All service area managers and heads of service have been trained as 'Complaint Handlers'. | Yes | |
| | Does the complaint officer have autonomy to resolve complaints? | Yes | |
| | Does the complaint officer have authority to compel engagement from other departments to resolve disputes? | Yes | |
| | If there is a third stage to the complaints procedure are residents involved in the decision making? <ul style="list-style-type: none"> Our new complaints Policy is a 2 stage process and we are constructing a Customer panel from which we would source a customer who could be involved in the final stage. | | No |

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| | Is any third stage optional for residents? | N/A | N/A |
| | Does the final stage response set out residents' right to refer the matter to the Housing Ombudsman Service? | Yes | |
| | Do we keep a record of complaint correspondence including correspondence from the resident? | Yes | |
| | At what stage are most complaints resolved? | S1a | |
| 4 | Communication – 60% Complaint | | |
| | Are residents kept informed and updated during the complaints process? | Yes | |
| | Are residents informed of the landlord's position and given a chance to respond and challenge any area of dispute before the final decision? | Yes | |
| | Are all complaints acknowledged and logged within five days? | Yes | |
| | Are residents advised of how to escalate at the end of each stage? | Yes | |
| | What proportion of complaints are resolved at stage one? • To be confirmed at the end of the calendar year. | 90% | |
| | What proportion of complaints are resolved at stage two? • To be confirmed at the end of the calendar year. | 99% | |
| | What proportion of complaint responses are sent within Code timescales? • To be confirmed at the end of the calendar year. • Stage one Stage one (with extension) • Stage two Stage two (with extension) *6% (1 stage 2 case remains open, response due 07.02.22) | 77% 23% 41% 53% | |
| | Where timescales have been extended did we have good reason? | Yes | |
| | Where timescales have been extended did we keep the resident informed? | Yes | |
| | What proportion of complaints do we resolve to residents' satisfaction? • To be confirmed at the end of the calendar year. | 100% | |
| 5 | Cooperation with Housing Ombudsman Service – 100% Compliant | | |
| | Were all requests for evidence responded to within 15 days? | Yes | |
| | Where the timescale was extended did we keep the Ombudsman informed? | Yes | |
| 6 | Fairness in complaint handling – 66% Compliant | | |
| | Are residents able to complain via a representative throughout? | Yes | |

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| | If advice was given, was this accurate and easy to understand? | Yes | |
| | How many cases did we refuse to escalate? What was the reason for the refusal? | 0 | |
| | Did we explain our decision to the resident? | N/A | N/A |
| 7 | Outcomes and remedies – 100% Complaint | | |
| | Where something has gone wrong are we taking appropriate steps to put things right? | Yes | |
| 8 | Continuous learning and improvement – 50% Complaint | | |
| | What improvements have we made as a result of learning from complaints? <ul style="list-style-type: none"> - Agreed enhanced protocols for contractors wearing PPE - Explained reasons for fire safety labels to customers - Increased regularity of snagging sheet progress for capital investment works | Yes | |
| | How do we share these lessons with: a) residents? <ul style="list-style-type: none"> • We have instigated reports for all newsletters. b) the board/governing body? <ul style="list-style-type: none"> • Regular reports are provided to C&C Committee. c) In the Annual Report? <ul style="list-style-type: none"> • Data is provided in the Customer annual report. | Yes | |
| | Has the Code made a difference to how we respond to complaints? | Yes | |
| | What changes have we made? <ul style="list-style-type: none"> • We have instigated a 2 stage complaint process. In the first stage, when a complaint is not entirely upheld, it is escalated to the Head of service who undertakes an review, in what we call, the period of challenge,. | Yes | |