

Housing Ombudsman Complaint Handling Code: Self-assessment form

Compliance with the Complaint Handling Code			
1	Definition of a complaint	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? *No unless tenant is subject to Limited Contact policy		No*
	Are these exclusions reasonable and fair to residents? Evidence relied upon	Yes	
2	Accessibility		
	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?	No but will do after consultation	
	Do we regularly advise residents about our complaints process?	Yes	
3	Complaints team and process		
	Is there a complaint officer or equivalent in post?	Yes	
	Does the complaint officer have autonomy to resolve complaints?	Not completely	
	Does the complaint officer have authority to compel engagement from other departments to resolve disputes?	Not Completely	
	If there is a third stage to the complaints procedure are residents involved in the decision making?	N/A	
	Is any third stage optional for residents?	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?	Stage 1	
4	Communication		
	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?	72% (2019/20)	
	What proportion of complaints are resolved at stage two?	28% (2019/20)	
	What proportion of complaint responses are sent within Code timescales? <ul style="list-style-type: none"> • Stage one Stage one (with extension) • Stage two Stage two (with extension) 	Not currently measured but will be going forward	
	Where timescales have been extended did we have good reason?	Not currently measured	
	Where timescales have been extended did we keep the resident informed?	Yes	
	What proportion of complaints do we resolve to residents' satisfaction	We send surveys out following the completion of a complaint, but the response rate is low. We will be taking action to improve response rates and satisfaction levels	
5	Cooperation with Housing Ombudsman Service		
	Were all requests for evidence responded to within 15 days?	Yes	
	Where the timescale was extended did we keep the Ombudsman informed?	N/A	
6	Fairness in complaint handling		
	Are residents able to complain via a representative throughout?	Yes	
	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?	None	
	Did we explain our decision to the resident?	N/A	
7	Outcomes and remedies		
	Where something has gone wrong are we taking appropriate steps to put things right?	Sometimes but need to improve	
8	Continuous learning and improvement		
	What improvements have we made as a result of learning from complaints?	This is a current project across the organisation	
	How do we share these lessons with: a) residents?	At present this is patchy and an area which we	

	<p>b) the board/governing body?</p> <p>c) In the Annual Report?</p>	<p>need to improve. See response below</p>	
	<p>Has the Code made a difference to how we respond to complaints?</p>	<p>Yes</p>	
	<p>What changes have we made?</p>	<p>It is our intention to have regular reports to our residents and Board on what lessons we have learnt and implemented. A summary will be include in future Annual Reports.</p>	