

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>	x	
	Does the policy have exclusions where a complaint will not be considered?	x	
	Are these exclusions reasonable and fair to residents? Evidence relied upon <ul style="list-style-type: none"> • Legislation requirements • Where considered to be a service request 	x	
2	Accessibility		
	Are multiple accessibility routes available for residents to make a complaint?	x	
	Is the complaints policy and procedure available online?	x	
	Do we have a reasonable adjustments policy? <ul style="list-style-type: none"> • Equalities & Diversity Policy 	x	
	Do we regularly advise residents about our complaints process?	x	
3	Complaints team and process		
	Is there a complaint officer or equivalent in post?	x	
	Does the complaint officer have autonomy to resolve complaints?	x	
	Does the complaint officer have authority to compel engagement from other departments to resolve disputes?	x	
	If there is a third stage to the complaints procedure are residents involved in the decision making?		x
	Is any third stage optional for residents?		x
	Does the final stage response set out residents' right to	x	

	refer the matter to the Housing Ombudsman Service?		
	Do we keep a record of complaint correspondence including correspondence from the resident?	x	
	At what stage are most complaints resolved? <ul style="list-style-type: none"> • Stage 1 		
4	Communication		
	Are residents kept informed and updated during the complaints process?	x	
	Are residents informed of the landlord's position and given a chance to respond and challenge any area of dispute before the final decision?	x	
	Are all complaints acknowledged and logged within five days? <ul style="list-style-type: none"> • Anything processed through the Council's "Tell Us" process is captured and acknowledged. 	x	
	Are residents advised of how to escalate at the end of each stage?	x	
	What proportion of complaints are resolved at stage one?	85%	
	What proportion of complaints are resolved at stage two?	15%	
	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) 	100%	
	Where timescales have been extended did we have good reason?	x	
	Where timescales have been extended did we keep the resident informed?	x	
	What proportion of complaints do we resolve to residents' satisfaction	Complaint handling 48% Complaint outcome 43%	
5	Cooperation with Housing Ombudsman Service		
	Were all requests for evidence responded to within 15 days?	x	
	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?	x	
	If advice was given, was this accurate and easy to understand?	x	
	How many cases did we refuse to escalate? What was the reason for the refusal?	n/a – none refused	
	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?	x	
8	Continuous learning and improvement		
	What improvements have we made as a result of learning from complaints? From the Annual report 19/20 <ul style="list-style-type: none"> Improved the communication between the out of hours call centre and the local call centre Improved the communication between the customer and the call centre Increased the number of 'fix first time' for plumbing trades 	x	
	How do we share these lessons with: <ul style="list-style-type: none"> a) Residents? – Customer Dashboard on the Council's website b) The board/governing body? – Complaints review panel c) In the Annual Report 	x x x	
tr a c k	Has the Code made a difference to how we respond to complaints?	x	
	What changes have we made? <ul style="list-style-type: none"> Further enhancement of the Council's "Tell Us" policy 		