

Housing Ombudsman Complaint Handling Code: Self-assessment form

Compliance with the Complaint Handling Code				
1	Definition of a complaint	Yes	No	Comments
	<p>Does the complaints process use the following definition of a complaint?</p> <p><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></p>	x		
	Does the policy have exclusions where a complaint will not be considered?	x		NB RegeneterB3 follow Lewisham Council's Corporate Complaints and Compliments policy
	<p>Are these exclusions reasonable and fair to residents?</p> <p>Evidence relied upon</p>	x		This is covered in Section 5 of Lewisham Council's Corporate Complaints and Compliments policy
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?	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		There is a third stage of the process, which is an independent adjudicator that is employed by Lewisham Council.
	Is any third stage optional for residents?	x		
	Does the final stage response set out residents' right to refer the matter to the Housing Ombudsman Service?	x		Yes this is covered in sections 6 of Lewisham Council's Corporate complaints procedure
	Do we keep a record of complaint correspondence including correspondence from the resident?	x		
	At what stage are most complaints resolved?			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?	x		Yes, we log all complaints and acknowledge within two working days
	Are residents advised of how to escalate at the end of each stage?	x		
	What proportion of complaints are resolved at stage one?			94%
	What proportion of complaints are resolved at stage two?			100%
	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% 100%

	Where timescales have been extended did we have good reason?	N/A		
	Where timescales have been extended did we keep the resident informed?	N/A		
	What proportion of complaints do we resolve to residents' satisfaction			We do not survey complainants to find out if they were satisfied with the outcome and response to their complaint
5	Cooperation with Housing Ombudsman Service			
	Were all requests for evidence responded to within 15 days?			The ombudsman liaises directly with LBL as the registered provider and LBL have ownership of this process. We provide LBL with any information required from our records or knowledge of the complaint. This information is often asked with a deadline to respond to them.
	Where the timescale was extended did we keep the Ombudsman informed?			As above
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?			0
	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?			Following incorrect information given about a tenancy agreement we now have regular training sessions for staff on different parts of the tenancy agreement

				We have included cases studies of our complaints in the new induction process for staff
	<p>How do we share these lessons with:</p> <ul style="list-style-type: none"> a) residents? b) the board/governing body? c) In the Annual Report? 			<p>We share any lessons learned with residents at our quarterly resident panel meetings. We also share our lessons on complaints in our Annual Service Review Report.</p> <p>Complaints learning is also covered in our monthly client meetings with LBL</p>
	Has the Code made a difference to how we respond to complaints?	x		
	What changes have we made?	x		We have reduced the amount of time to respond to Stage 3 complaints in line with Code guidance