A hexagonal TW design in red with the following words Telford & Wrekin Co-operative Council, Protect, Care and invest to create a better borough

# Self-Assessment (May 2024)

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**

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| 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.’* | No | Outlined in the Council’s complaint procedure- Part 1.4  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) | Definition is as set out by the Local Government and Social Care Ombudsman Code and agreed by Housing Ombudsman Service  *‘An expression of dissatisfaction, however made, about the standards of service, action or lack of action by the organisation, its own staff, or those acting on its behalf, affecting an individual or group of individuals*’ |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 1.5  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 5.1  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 1.5  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | See PDF embedded in this report demonstrating the link was included in the annual tenant satisfaction survey. |  |

**Section 2: Exclusions**

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| 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 | Yes | Outlined in the Council’s complaint procedure- Part 5.2  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures)  And within the annual report |  |
| 2.2 | 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:   * 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. | Yes | Outlined in the Council’s complaint procedure- Part 4.5 & 5.2  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 2.3 | 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. | Yes | Outlined in the Council’s complaint procedure- Part 4.5  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 5.2  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 2.5 | Landlords must not take a blanket approach to excluding complaints; they must consider the individual circumstances of each complaint. | Yes | Outlined in the Council’s complaint procedure- Part 4.5  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |

**Section 3: Accessibility and Awareness**

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| 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. | Yes | Outlined in the Council’s complaint procedure- Part 2  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.5  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Please see the evidence of this within this report, volumes of complaints are currently likely to be as a result of a low number of units. |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 2.5 & 6.5  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 3.5 | The policy must explain how the landlord will publicise details of the complaints policy, including information about the Ombudsman and this Code. | Yes | Outlined in the Council’s complaint procedure- Part 2.5 & 9  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.4  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 9  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures)  Also included in responses and within our template emails in the event that a complaint exceeds 20 days at stage 1 and 40 days at stage 2. | Provided as part of tenant sign up packs, as part of the support plan and at 6 monthly sign offs. |

**Section 4: Complaint Handling Staff**

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| 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. | Yes | The Customer Relationship Team and the link officer within Information Governance |  |
| 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. | Yes | Job description for Complaints Manager specifically states that the post holder:  \*Will be required to challenge and provide critical analysis to officers and other specialists of a higher grade.  \*Must be able to explain and justify their recommendations to SMT and service management teams.  \*As the role has a corporate responsibility for improving the customer experience across the whole organisation the post holder will be expected to challenge existing policies and process and recommend changes and improvements  \*The post holder will make decisions on appropriate ways to test the Customer Relationship, and where this is found lacking will directly challenge Service Delivery Managers, Directors and Executive Directors on how business is conducted. Presenting them with robust evidence and clear plans for change. |  |
| 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 | Yes | Introduction to Complaints online learning course and also LGSCO complaint handling training has been provided to managers in the last 18 months. |  |

**Section 5: The Complaint Handling Process**

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| 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. | Yes | [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) | This was approved by Cabinet on 16 May 2024. |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.13  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.13  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 5.6  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 5.5 | Landlords are responsible for ensuring that any third parties handle complaints in line with the Code. | Yes | Outlined in the Council’s complaint procedure- Part 5.6  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.9.2 & 6.10.2  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.9.2 & 6.10.2  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 5.8 | At each stage of the complaints process, complaint handlers must:   1. deal with complaints on their merits, act independently, and have an open mind; 2. give the resident a fair chance to set out their position; 3. take measures to address any actual or perceived conflict of interest; and 4. consider all relevant information and evidence carefully. | Yes | Outlined in the Council’s complaint procedure- Part 6.9.4 [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.9.10 [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Any reasonable adjustments agreed are recorded on our complaints system. |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.10 [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | All correspondence related to a complaint is recorded on our dedicated complaint handling system |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 7 [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 11 [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 11.7 [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |

**Section 6: Complaints Stages**

Stage 1

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| 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. | Yes | All complaints are reviewed at receipt by the Customer Relationship Team. |  |
| 6.2 | Complaints must be acknowledged, defined and logged at stage 1 of the complaints procedure **within five working days of the complaint being received**. | Yes | Outlined in the Council’s complaint procedure- Part 6.6 and 6.13  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 6.3 | Landlords must issue a full response to stage 1 complaints **within 10 working days** of the complaint being acknowledged. |  | Outlined in the Council’s complaint procedure- Part 6.9.5 and 6.13  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.9.8 & 6.9.10  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.9.10  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.9.9  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.9.4  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.9.5  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 6.9 | Landlords must confirm the following in writing to the resident at the completion of stage 1 in clear, plain language:   1. the complaint stage; 2. the complaint definition; 3. the decision on the complaint; 4. the reasons for any decisions made; 5. the details of any remedy offered to put things right; 6. details of any outstanding actions; and 7. details of how to escalate the matter to stage 2 if the individual is not satisfied with the response. | Yes | All complaint responses are quality checked to ensure that they include these elements.  Also included in complaint handling training |  |

Stage 2

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| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.10  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.10.2 & 6.13  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.10.2  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 6.13 | The person considering the complaint at stage 2 must not be the same person that considered the complaint at stage 1. | Yes | Outlined in the Council’s complaint procedure- Part 6.10.1  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 6.14 | Landlords must issue a final response to the stage 2 **within 20 working days** of the complaint being acknowledged. | Yes | Outlined in the Council’s complaint procedure- Part 6.10.4 & 6.13  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.10.5 [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.10.5 [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.10.7  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 6.10.8  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 6.19 | Landlords must confirm the following in writing to the resident at the completion of stage 2 in clear, plain language:   1. the complaint stage; 2. the complaint definition; 3. the decision on the complaint; 4. the reasons for any decisions made; 5. the details of any remedy offered to put things right; 6. details of any outstanding actions; and 7. details of how to escalate the matter to the Ombudsman Service if the individual remains dissatisfied. | Yes | Outlined in the Council’s complaint procedure- Part 6.10.8  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures)  Also included in complaint handling training |  |
| 6.20 | Stage 2 is the landlord’s final response and must involve all suitable staff members needed to issue such a response. | Yes | Outlined in the Council’s complaint procedure- Part 6.10.7  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |

**Section 7: Putting things right**

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| Code provision | Code requirement | Comply: Yes / No | Evidence | Commentary / explanation |
| 7.1 | 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:   * 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. | Yes | Outlined in the Council’s complaint procedure- Part 7  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 7.2 | Any remedy offered must reflect the impact on the resident as a result of any fault identified. | Yes | Outlined in the Council’s complaint procedure- Part 7  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 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. | Yes | Outlined in the Council’s complaint procedure- Part 7  Actions will continue to be monitored as outlined in the Council’s complaint procedure- Part 6.9.9 and 6.10.7  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |
| 7.4 | Landlords must take account of the guidance issued by the Ombudsman when deciding on appropriate remedies. | Yes | Outlined in the Council’s complaint procedure- Part 7  [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |

**Section 8: Assessment, Reporting and Compliance**

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| 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:   1. the annual self-assessment against this Code to ensure their complaint handling policy remains in line with its requirements. 2. a qualitative and quantitative analysis of the landlord’s complaint handling performance. This must also include a summary of the types of complaints the landlord has refused to accept; 3. any findings of non-compliance with this Code by the Ombudsman; 4. the service improvements made as a result of the learning from complaints; 5. any annual report about the landlord’s performance from the Ombudsman; and 6. any other relevant reports or publications produced by the Ombudsman in relation to the work of the landlord. | Yes | This report demonstrates the completion of this provision |  |
| 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. | Yes | Please see attached the response to this report from the Housing Management Board. This report is also published at [Complaints and compliments annual reports - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/3337/complaints_and_compliments_annual_reports) |  |
| 8.3 | Landlords must also carry out a self-assessment following a significant restructure, merger and/or change in procedures. | Yes | Noted/ N/A in last 12 months, a new self-assessment was completed following the introduction of the statutory complaint handling code |  |
| 8.4 | Landlords may be asked to review and update the self-assessment following an Ombudsman investigation. | Yes | Noted/ N/A in last 12 months |  |
| 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. | Yes | Noted/ N/A in last 12 months |  |

**Section 9: Scrutiny & oversight: continuous learning and improvement**

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| 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. | Yes | See information contained in this report and also further demonstrated by the wider Customer Feedback Reports for Telford and Wrekin Council.  [Complaints and compliments annual reports - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/3337/complaints_and_compliments_annual_reports) |  |
| 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. | Yes | See information contained in this report and also further demonstrated by the wider Customer Feedback Reports for Telford and Wrekin Council.  [Complaints and compliments annual reports - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/3337/complaints_and_compliments_annual_reports) |  |
| 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. | Yes | This report has been published on our website link, along with the response from the Housing Management Board |  |
| 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. | Yes | Katherine Kynaston, Director of Housing, Employment & Infrastructure & Felicity Mercer, Director of Communities, Customer and Commercial Services |  |
| 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’). | Yes | Cllr Richard Overton, Cabinet Member for Homes, Enforcement & Customer Services |  |
| 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. This person must have access to suitable information and staff to perform this role and report on their findings. | Yes | Complaint handling will be reported to the Housing Management board and also the Council’s Audit Committee |  |
| 9.7 | As a minimum, the MRC and the governing body (or equivalent) must receive:   1. regular updates on the volume, categories and outcomes of complaints, alongside complaint handling performance; 2. regular reviews of issues and trends arising from complaint handling; 3. regular updates on the outcomes of the Ombudsman’s investigations and progress made in complying with orders related to severe maladministration findings; and 4. annual complaints performance and service improvement report. | Yes | Regular meetings with Service Delivery Manager responsible for complaints  Quarterly reporting dashboards are also shared with the MRC, this included quantitative data and issues  Oversight of Annual Reports  We will aim to enhance these elements further as we move through our first 12 months under the new code. |  |
| 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:   1. have a collaborative and co-operative approach towards resolving complaints, working with colleagues across teams and departments; 2. take collective responsibility for any shortfalls identified through complaints, rather than blaming others; and 3. act within the professional standards for engaging with complaints as set by any relevant professional body. | Yes | [Complaints procedures - Telford & Wrekin Council](https://www.telford.gov.uk/downloads/download/8/complaints_procedures) |  |