

Self-assessment form

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

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
1.2	A complaint must be defined as: <i>‘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.’</i>	Yes	Section 9.2 – Complaint definition	Covered in our revised Complaints Policy (April 2024)
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	Section 9.2 – Complaint definition Section 2.3 – Explanation of who can make a complaint on behalf of a resident	Covered in our revised Complaints Policy (April 2024)
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	Yes	Section 9.1 – Service request Section 9.2 – Complaint definition	Covered in our revised Complaints Policy (April 2024)

	recorded, monitored and reviewed regularly.			
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	Section 9.2 – Complaint definition	Covered in our revised Complaints Policy (April 2024)
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	Residents completing surveys will be made aware of how to complain by directing them to the Together Housing website - Pendleton Together complaints - comments Surveys comes from sources – satisfaction surveys, Rant and Rave and the Leadership Factor who undertake telephone and postal surveys to collect Tenant Satisfaction Measures (TSM) perception data	Satisfaction Surveys Rant and Rave Leadership Factor Surveys

Section 2: Exclusions

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	Section 3.2 – How we will accept complaints Section 3.3 – When we won't accept complaints	Covered in our revised Complaints Policy (April 2024)
2.2	<p>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:</p> <ul style="list-style-type: none"> • 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. 	Yes	Section 3.3 – When we won't accept complaints	Covered in our revised Complaints Policy (April 2024)

	<ul style="list-style-type: none"> Matters that have previously been considered under the complaints policy. 			
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	Section 3.3 – When we won't accept complaints	Covered in our revised Complaints Policy (April 2024)
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	Section 3.3 – When we won't accept complaints	Covered in our revised Complaints Policy (April 2024)
2.5	Landlords must not take a blanket approach to excluding complaints; they must consider the individual circumstances of each complaint.	Yes	Section 3.3 – When we won't accept complaints	Covered in our revised Complaints Policy (April 2024)

Section 3: Accessibility and Awareness

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	<p>Section 3.2 – How we will accept complaints</p> <p>Equality Impact Assessment undertaken</p> <p>Reasonable adjustments available - Reasonable adjustments Together Housing</p>	Covered in our revised Complaints Policy (April 2024)
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	<p>Section 3.2 – How we will accept complaints</p> <p>Complaints e-learning for all staff to start in 23/24</p>	Covered in our revised Complaints Policy (April 2024)
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	Section 1.3 – Our approach to complaints	Covered in our revised Complaints Policy (April 2024)

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	<p>Policy available on website - Complaints and Comments - Pendleton Together</p> <p>Recite Me accessibility software on the website Accessibility - Pendleton Together</p> <p>Easy Read version of Complaints Policy to be produced</p> <p>Section 3.9 – Stage One investigation</p> <p>Section 3.10 – Stage Two review</p>	<p>Easy Read version to be published by 1/7/2024</p> <p>Covered in our revised Complaints Policy (April 2024)</p>
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	<p>Section 1.3 – Our approach to complaints</p> <p>Section 4 – Housing Ombudsman Service</p>	Covered in our revised Complaints Policy (April 2024)
3.6	Landlords must give residents the opportunity to have a representative deal with their complaint on their behalf,	Yes	Section 2.3 – Explanation of who can make a complaint on a residents' behalf	Covered in our revised Complaints Policy (April 2024)

	and to be represented or accompanied at any meeting with the landlord.			
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	Section 4 – Housing Ombudsman Service	Covered in our revised Complaints Policy (April 2024)

Section 4: Complaint Handling Staff

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	<p>Section 3.2 – How we will accept complaints outlines</p> <p>Pendleton Together use The Together Housing Resolutions Team</p> <p>Executive Director as a "Complaints Champion"</p> <p>Director responsible for complaints</p> <p>Complaints Governance and Oversight Reporting Matrix exists to ensure effective updates to Operations Committee and Risk Management and Audit Committee</p>	<p>Covered in our revised Complaints Policy (April 2024)</p> <p>Executive Director of Operations – "Complaints champion"</p> <p>Director of Customer Experience and Communications</p> <p>Committee reports</p>
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	Yes	<p>Section 3.2 – How we will accept complaints outlines</p>	<p>Covered in our revised Complaints Policy (April 2024)</p>

	autonomy to act to resolve disputes promptly and fairly.			
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	<p>Section 3.11 – When a complaint is closed – Outlines that Together Housing will apply learning to prevent similar complaints</p> <p>Section 6.3 – Openness and transparency – Complaints information, trends and lessons learnt are published on a quarterly basis at - Our Performance - Pendleton Together</p> <p>Compulsory complaints e-learning for all Together Housing staff to start in 23/24</p>	<p>Covered in our revised Complaints Policy (April 2024)</p> <p>Learning records</p>

Section 5: The Complaint Handling Process

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	<p>Pendleton Together has a single Complaints Policy - Complaints and Comments - Pendleton Together</p> <p>Section 1.4 – How we will manage complaints</p>	Covered in our revised Complaints Policy (April 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	<p>Section 3.6 – Complaints process</p> <p>Section 3.9 – Stage One investigation</p> <p>Section 3.10 – Stage Two review</p>	Covered in our revised Complaints Policy (April 2024)
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	<p>Section 3.6 – Complaints process</p> <p>Section 3.9 – Stage One investigation</p> <p>Section 3.10 – Stage Two review</p>	Covered in our revised Complaints Policy (April 2024)

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	Complaints are not handled by third parties	
5.5	Landlords are responsible for ensuring that any third parties handle complaints in line with the Code.	Yes	Complaints are not handled by third parties	
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	Section 3.8 – Acknowledging a complaint (Stage 1) 3.10 – Stage Two Review	Covered in our revised Complaints Policy (April 2024)
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	Section 3.8 – Acknowledging a complaint (Stage 1) 3.10 – Stage Two Review	Covered in our revised Complaints Policy (April 2024)
5.8	At each stage of the complaints process, complaint handlers must:	Yes	Pendleton Together have dedicated staff allocated to respond and manage complaints	Covered in our revised Complaints Policy (April 2024)

	<ul style="list-style-type: none"> a. deal with complaints on their merits, act independently, and have an open mind; b. give the resident a fair chance to set out their position; c. take measures to address any actual or perceived conflict of interest; and d. consider all relevant information and evidence carefully. 		Together Housing staff Code of Conduct	
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	<p>Section 3.7 – Initial assessment</p> <p>Section 3.9 – Stage One investigation</p> <p>Section 3.10 – Stage Two review</p>	Covered in our revised Complaints Policy (April 2024)
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	<p>Reasonable adjustments available - Reasonable adjustments Together Housing</p> <p>Impairments such as mental health issues, restricted mobility or learning difficulties are recorded on our housing management system</p>	

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	Section 3.3 - When we won't accept complaints	Covered in our revised Complaints Policy (April 2024)
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	Internal Audit – Complaints Management and Customer Insight – August 2023 Sample checking of Stage One and Stage Two responses	
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	Together Housing staff are encouraged to find a solution at any stage of the complaints process Together Housing's Resolution Team offer support, advice and guidance to complaint responders at Stage One and Stage Two	
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	Yes	Section 5.4 – Restrictions on the complaints process	Covered in our revised Complaints Policy (April 2024)

	putting any restrictions in place and must keep restrictions under regular review.			
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	Section 5.4 – Restrictions on the complaints process	Covered in our revised Complaints Policy (April 2024)

Section 6: Complaints Stages

Stage 1

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	Section 3.7 – Initial assessment	Covered in our revised Complaints Policy (April 2024)
6.2	Complaints must be acknowledged, defined and logged at stage 1 of the complaints procedure <u>within five working days of the complaint being received.</u>	Yes	Section 3.8 – Acknowledging a complaint	Covered in our revised Complaints Policy (April 2024)
6.3	Landlords must issue a full response to stage 1 complaints <u>within 10 working days</u> of the complaint being acknowledged.	Yes	Section 3.9 – Stage One investigation	Covered in our revised Complaints Policy (April 2024)
6.4	Landlords must decide whether an extension to this timescale is needed when considering the complexity of the	Yes	Section 3.8 – Acknowledging a complaint	

	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.		Section 3.9 – Stage One investigation	Covered in our revised Complaints Policy (April 2024)
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	Section 3.8 – Acknowledging a complaint Section 3.9 – Stage One investigation	Covered in our revised Complaints Policy (April 2024)
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	Complaint responses are sent to residents when answers to the complaints are known. This often includes an action plan for follow up tasks/work. Complaint responders are responsible for ensuring follow up tasks/work are completed	
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	Complaint responders are required to respond to each issue Sample checking of Stage One responses	

6.8	<p>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.</p>	Yes	Section 3.9 – Stage One investigation	Covered in our revised Complaints Policy (April 2024)
6.9	<p>Landlords must confirm the following in writing to the resident at the completion of stage 1 in clear, plain language:</p> <ul style="list-style-type: none"> a. the complaint stage; b. the complaint definition; c. the decision on the complaint; d. the reasons for any decisions made; e. the details of any remedy offered to put things right; f. details of any outstanding actions; and g. details of how to escalate the matter to stage 2 if the individual is not satisfied with the response. 	Yes	<p>Section 3.9 – Stage One investigation</p> <p>Sample checking of Stage 1 responses</p>	Covered in our revised Complaints Policy (April 2024)

Stage 2

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	Section 3.10 – Stage Two review	Covered in our revised Complaints Policy (April 2024)
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	Section 3.10 – Stage Two review	Covered in our revised Complaints Policy (April 2024)
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	Section 3.10 – Stage Two review	Covered in our revised Complaints Policy (April 2024)
6.13	The person considering the complaint at stage 2 must not be the same person that considered the complaint at stage 1.	Yes	Section 3.10 – Stage Two review	Covered in our revised Complaints Policy (April 2024)
6.14	Landlords must issue a final response to the stage 2 <u>within 20 working days</u> of the complaint being acknowledged.	Yes	Section 3.10 – Stage Two review	Covered in our revised Complaints Policy (April 2024)

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	Section 3.10 – Stage Two review	Covered in our revised Complaints Policy (April 2024)
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	Section 3.10 – Stage Two review	Covered in our revised Complaints Policy (April 2024)
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	Complaint responses are sent to residents when answers to the complaints are known. This often includes an action plan for follow up tasks/work. Complaint responders are responsible for ensuring follow up tasks/work are completed	
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	Complaint responders are required to respond to each issue	

			Sample checking of Stage Two responses	
6.19	<p>Landlords must confirm the following in writing to the resident at the completion of stage 2 in clear, plain language:</p> <ul style="list-style-type: none"> a. the complaint stage; b. the complaint definition; c. the decision on the complaint; d. the reasons for any decisions made; e. the details of any remedy offered to put things right; f. details of any outstanding actions; and g. details of how to escalate the matter to the Ombudsman Service if the individual remains dissatisfied. 	Yes	<p>Section 3.10 – Stage Two review</p> <p>Sample checking of Stage 2 responses</p>	Covered in our revised Complaints Policy (April 2024)
6.20	<p>Stage 2 is the landlord’s final response and must involve all suitable staff members needed to issue such a response.</p>	Yes	Section 3.10 – Stage Two review	Covered in our revised Complaints Policy (April 2024)

Section 7: Putting things right

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
7.1	<p>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:</p> <ul style="list-style-type: none"> • 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	Section 6.2 - When something has gone wrong	Covered in our revised Complaints Policy (April 2024)
7.2	Any remedy offered must reflect the impact on the resident as a result of any fault identified.	Yes	Pendleton Together Compensation Policy - Complaints and comments - Together Housing	

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	<p>Stage One and Stage Two responses will often include an action plan for follow up tasks/work</p> <p>Delivery dates are actively managed to ensure completion</p>	
7.4	Landlords must take account of the guidance issued by the Ombudsman when deciding on appropriate remedies.	Yes	<p>Stage One responders are provided with relevant Housing Ombudsman guidance</p> <p>Stage Two responses are managed by the Resolutions Team responsible for overall complaints management</p>	

Section 8: Putting things right

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
8.1	<p>Landlords must produce an annual complaints performance and service improvement report for scrutiny and challenge, which must include:</p> <ul style="list-style-type: none"> a. the annual self-assessment against this Code to ensure their complaint handling policy remains in line with its requirements. b. 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; c. any findings of non-compliance with this Code by the Ombudsman; d. the service improvements made as a result of the learning from complaints; e. any annual report about the landlord's performance from the Ombudsman; and f. any other relevant reports or publications produced by the Ombudsman in relation to the work of the landlord. 	Yes	<p>Code Self-Assessment undertaken in April 2024 and approved by Salford Council</p> <p>Annual Complaints Performance and Service Improvement Report to be produced by 30 June 2024 by Together Housing.</p> <p>Complaints Governance and Oversight Reporting Matrix exists to ensure effective updates.</p>	<p>The Ombudsman will publish guidance from 1 April 2024</p>

8.2	<p>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.</p>	Yes	<p>Complaints Governance exists to ensure effective updates to Operations Committee and Risk Management and Audit Committee</p> <p>Annual Complaints Performance and Service Improvement Report will be reported to the Salford Council and published by 30 June 2024</p> <p>A response from Together Housing's Board will be published alongside the Annual Complaints Performance and Service Improvement Report by 30 June 2024</p>	<p>Both reports will be published on the Together Housing website by 30 June 2024</p>
8.3	<p>Landlords must also carry out a self-assessment following a significant restructure, merger and/or change in procedures.</p>	Yes	<p>Together Housing is not planning any significant restructures or mergers at this time</p> <p>If any major changes take place during 2024/25, the self-assessment will be revised</p>	

8.4	Landlords may be asked to review and update the self-assessment following an Ombudsman investigation.	Yes	Pendleton Together commits to reviewing its self-assessment following any potential Housing Ombudsman investigation	
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	Pendleton Together commits to providing relevant information to residents if exceptional circumstances occur e.g., cyber incident	

Section 9: Scrutiny & oversight: continuous learning and improvement

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	<p>Pendleton Together uses Together housing comprehensive framework to learn from complaints</p> <p>Learning reports are produced for every Ombudsman judgement (1/4/2023 onwards) to influence service delivery</p>	
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	<p>Pendleton Together uses Together housing comprehensive framework to learn from complaints</p> <p>Learning reports are produced for every Ombudsman judgement (1/4/2023 onwards) to influence service delivery</p>	
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	Yes	<p>Pendleton Policy and Performance Panel, Customer voice Group, Contract meetings, team briefs</p> <p>Residents' Complaints Panel</p>	

	stakeholders, such as residents' panels, staff and relevant committees.		Complaints information, trends and lessons learnt are published on a quarterly basis - Our Performance - Pendleton Together	
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	Michelle Allott – Executive Director of Operations - Executive Team - Together Housing Group	
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	Kevin Brady – Board Member - Board Members - Together Housing Group	
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	Regular MRC updates Complaints Governance and Oversight Reporting Matrix exists to ensure effective updates to Operations Committee and Risk Management and Audit	

			Committee	
9.7	<p>As a minimum, the MRC and the governing body (or equivalent) must receive:</p> <p>a. regular updates on the volume, categories and outcomes of complaints, alongside complaint handling performance;</p> <p>b. regular reviews of issues and trends arising from complaint handling;</p> <p>c. regular updates on the outcomes of the Ombudsman's investigations and progress made in complying with orders related to severe maladministration findings; and</p> <p>d. annual complaints performance and service improvement report.</p>	Yes	<p>Regular MRC updates</p> <p>Complaints Governance and Oversight Reporting Matrix exists to ensure effective updates to Operations Committee and Risk Management and Audit Committee</p>	
9.8	<p>Landlords must have a standard objective in relation to complaint handling for all relevant employees or third parties that reflects the need to:</p> <p>a. have a collaborative and co-operative approach towards resolving complaints, working with colleagues across teams and departments;</p> <p>b. take collective responsibility for any shortfalls identified through complaints, rather than blaming others; and</p>	Yes	<p>Resolution Team have a standard objective related to complaint handling</p> <p>Pendleton together have KPI's relating to complaints as part of the PFI contract</p>	Service Standard

	c. act within the professional standards for engaging with complaints as set by any relevant professional body.			
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