



# Guide to using our Complaints Process

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Forgewood Housing Co-operative (FHC) is committed to providing high-quality customer services.

**We value complaints and use information from them to help us improve our services.**

1. If something goes wrong or you are dissatisfied with our services, please tell us. This leaflet describes our complaints procedure and how to make a complaint. It also tells you about how we will handle your complaint and what you can expect from us.

**What is a complaint?**

2. We regard a complaint as any expression of dissatisfaction about our action or lack of action, or about the standard of service provided by us or on our behalf.

**What can I complain about?**

3. You can complain about things like:

- Failure or refusal to provide a service;
- Inadequate quality or standard of service, or an unreasonable delay in providing a service;
- Delays in responding to enquiries or requests;
- Unfairness, bias or prejudice in service delivery;
- Lack of provision, or the provision of misleading, unsuitable or incorrect advice or information;
- A repair that has not been carried out properly or in an agreed timeframe;
- Dissatisfaction with one of our policies or its impact on the individual;
- Failure to properly apply law, procedure or guidance when delivering services;
- Failure to follow the appropriate administrative process;
- Conduct, treatment by or attitude of a member of staff or contractor (**except** where there are arrangements in place for the contractor to handle the complaint themselves); or
- Disagreement with a decision, (**except** where there is a statutory procedure for challenging that decision, or an established appeals process followed throughout the sector).

4. Your complaint may involve more than one FHC service or be about someone working on our behalf.

## What can't I complain about?

5. There are some things we can't deal with through our complaints handling procedure.

These include:

- A routine first-time request for a service;
- A request for compensation only;
- Issues that are in court or have already been heard by a court or a tribunal (if you decide to take legal action, you should let us know as the complaint cannot then be considered under this process);
- Disagreement with a decision where there is a statutory procedure for challenging that decision (such as for freedom of information and subject access requests), or an established appeals process followed throughout the sector;
- A request for information under the Data Protection or Freedom of Information (Scotland) Acts;
- A grievance by a staff member or a grievance relating to employment or staff recruitment;
- A concern raised internally by a member of staff (which was not about a service they received, such as a whistleblowing concern);
- A concern about a child or an adult's safety;
- An attempt to reopen a previously concluded complaint or to have a complaint reconsidered where we have already given our final decision;
- Abuse or unsubstantiated allegations about our organisation or staff where such actions would be covered by our Staff Code of Conduct Policy; or
- A concern about the actions or service of a different organisation, where we have no involvement in the issue (**except** where the other organisation, e.g. North Lanarkshire Council, is delivering services on our behalf).

6. If other procedures or rights of appeal can help you resolve your concerns, we will give information and advice to help you.

## Who can complain?

7. Anyone who receives, requests or is directly affected by our services can make a complaint to us. This includes the representative of someone who is dissatisfied with our service (for example, a relative, friend, advocate or adviser). If you are making a complaint on someone else's behalf, you will normally need their written consent. Please also read the section on **Getting help to make your complaint (Page 9)**.

## How do I complain?

8. You can complain in person at our office, by phone, in writing, by email, or via our complaints form. **See page 12 for a blank complaints form.**
9. It is easier for us to address complaints if you make them quickly and directly to the service concerned. Please talk to a member of our staff at the service you are complaining about so they can try to resolve the issue.
10. When complaining, please tell us:

- Your full name and contact details;
- As much as you can about the complaint;
- What has gone wrong; and
- What outcome you are seeking.

## Our contact details

11. You can make a complaint by contacting us in the following ways:

- Visit or write to us at: **Forgewood Housing Co-operative  
Forgewood Community Centre  
49 Dinmont Crescent  
Motherwell  
ML1 3TT**
- Call us on: **01698 263311**
- Email us on: **enquiries@forgewoodcoop.org.uk**
- Via our website on: **www.forgewoodcoop.org.uk**

## How long do I have to make a complaint?

12. Normally, you must make your complaint within six months of:

- The event you want to complain about; or
- Finding out that you have a reason to complain.

13. In exceptional circumstances, we may be able to accept a complaint after the time limit. If you feel that the time limit should not apply to your complaint, please tell us why.

## What happens when I have complained?

14. We will always tell you who is dealing with your complaint.

Our complaints procedure has two stages.

### Stage 1: Frontline response

We aim to respond to complaints quickly (where possible, when you first tell us about the issue). This could mean an on-the-spot apology and explanation if something has clearly gone wrong, or immediate action to resolve the problem.

We will give you our decision at stage 1 within five working days, unless there are exceptional circumstances.

If you are not satisfied with the response we give at this stage, we will tell you what you can do next. If you choose to, you can take your complaint to stage 2. You must normally ask us to consider your complaint at stage 2 either:

- Within six months of the event you want to complain about or finding out that you have a reason to complain; or
- Within two months of receiving your stage 1 response (if this is later).

In exceptional circumstances, we may be able to accept a stage 2 complaint after the time limit. If you feel that the time limit should not apply to your complaint, please tell us why.

### Stage 2: Investigation

Stage 2 deals with two types of complaint: where the customer remains dissatisfied after stage 1 and those that clearly require investigation, and so are handled directly at this stage. If you do not wish your complaint to be handled at stage 1, you can ask us to handle it at stage 2 instead.

When using stage 2:

- We will acknowledge receipt of your complaint within three working days
- We will confirm our understanding of the complaint we will investigate and what outcome you are looking for
- We will try to resolve your complaint where we can (in some cases we may suggest using an alternative complaint resolution approach, such as mediation); and
- Where we cannot resolve your complaint, we will give you a full response as soon as possible, normally within 20 working days.

If our investigation will take longer than 20 working days, we will tell you. We will tell you our revised time limits and keep you updated on progress throughout the process. This update may be verbal or written.

## What if I'm still dissatisfied?

15. After we have given you our final decision, if you are still dissatisfied with our decision or the way we dealt with your complaint, you can ask the Scottish Public Services Ombudsman (SPSO) to look at it.

The SPSO are an independent organisation that investigates complaints. They are not an advocacy or support service (but there are other organisations who can help you with advocacy or support).

You can ask the SPSO to look at your complaint if:

- **You have gone all the way through FHC's complaints handling procedure;**
- **It is less than 12 months after you became aware of the matter you want to complain about; and**
- **The matter has not been (and is not being) considered in court.**

The SPSO will ask you to complete a complaint form and provide a copy of our final response to your complaint.

You can do this online at [www.spsso.org.uk/complain/form](http://www.spsso.org.uk/complain/form) or call them on Freephone 0800 377 7330.

You may wish to get independent support or advocacy to help you progress your complaint. See the section on **Getting help to make your complaint (Page 9)**

The SPSO's contact details are:

### **SPSO**

**Bridgeside House  
99 McDonald Road  
Edinburgh  
EH7 4NS**

**(if you would like to visit in person, you must make an appointment first)**

Their freepost address is:

### **FREEPOST SPSO**

Freephone: 0800 377 7330  
Online contact [www.spsso.org.uk/contact-us](http://www.spsso.org.uk/contact-us)  
Website: [www.spsso.org.uk](http://www.spsso.org.uk)

16. There are some complaints about housing that have an alternative route for independent review. We will tell you how to seek independent review when we give you our final response on your complaint.
17. Whilst the SPSO does not normally look at complaints about our factoring service, there may be some aspects of the complaint that the SPSO can consider (for example, if the customer is dissatisfied with how we have handled their complaint, or if a factored owner is impacted by the actions of the organisation).

## Factoring Complaints and Shared Owners

18. After you have followed our comprehensive Complaint Handling Procedure and we have fully investigated. If you are still dissatisfied with our decision or the way we have dealt with your complaint and consider that we have failed to carry out our duties or failed to comply with the Code of Conduct for Property Factors, you can refer your complaint to the First Tier Tribunal for Scotland Housing and Property Chamber.

### **First Tier Tribunal for Scotland Housing & Property Chamber**

One of the main elements of The Property Factors (Scotland) Act 2011 was the introduction of a dispute resolution mechanism for homeowners – now known as the Housing and Property Chamber. They will work to resolve complaints and disputes between homeowners and property factors.

If you are still dissatisfied after our investigation stage, you can go to their service, **First Tier Tribunal for Scotland (Housing and Property Chamber)**.

To make a complaint to the Housing and Property Chamber, homeowners must first notify the Co-operative in writing of the reasons why they consider that they have failed to carry out their duties, or failed to comply with the Code of Conduct.

The Co-operative must also have refused to resolve the owner's concerns, or have unreasonably delayed attempting to resolve them.

You can contact the Housing and Property Chamber by telephone, email or letter –

**Housing and Property Chamber  
First-tier Tribunal for Scotland  
Glasgow Tribunals Centre  
20 York Street  
Glasgow  
G2 8GT**

Telephone: **0800 377 7330**  
Online contact: **HPCAdmin@scotcourtribunals.gov.uk**

or you can download an application form and find out more information at **[www.housingandpropertychamber.scot](http://www.housingandpropertychamber.scot)**



## Reporting a significant performance failure to the Scottish Housing Regulator

19. The Scottish Housing Regulator (SHR) can consider issues raised with them about 'significant performance failures'. A significant performance failure is defined by the SHR as something that a landlord does or fails to do that puts the interests of its tenants at risk, and which the landlord has not resolved.

This is something that is a systemic problem that does, or could, affect all of a landlord's tenants. If you are affected by a problem like this, you should first report it to us. If you have told us about it but we have not resolved it, you can report it directly to the SHR.

20. A complaint between an individual tenant and a landlord is not a significant performance failure. Significant performance failures are not, therefore, dealt with through this complaints handling procedure. You can ask us for more information about significant performance failures.

The SHR also has more information on their website: [www.scottishhousingregulator.gov.uk/](http://www.scottishhousingregulator.gov.uk/)

## Getting help to make your complaint

21. We understand that you may be unable or reluctant to make a complaint yourself. We accept complaints from the representative of a person who is dissatisfied with our service. We can take complaints from a friend, relative, or an advocate, if you have given them your consent to complain for you.

22. You can find out about advocates in your area by contacting the Scottish Independent Advocacy Alliance:

**Scottish Independent Advocacy Alliance**  
Tel: 0131 510 9410 Website: [www.siaa.org.uk](http://www.siaa.org.uk)

23. You can find out about advisers in your area through Citizens Advice Scotland:

**Citizens Advice Scotland**  
**Website:** [www.cas.org.uk](http://www.cas.org.uk) or check your phone book for your local citizens advice bureau.

24. We are committed to making our service easy to use for all members of the community. In line with our statutory equalities duties, we will always ensure that reasonable adjustments are made to help you access and use our services.

If you have trouble putting your complaint in writing, or want this information in another language or format, such as large font, or Braille, please tell us in person, contact us on 01698 263311, email us at [enquiries@forgewoodcoop.org.uk](mailto:enquiries@forgewoodcoop.org.uk)

## **Our contact details**

25. Please contact us by the following means:

• Visit or write to us at: **Forgewood Housing Co-operative  
Forgewood Community Centre  
49 Dinmont Crescent  
Motherwell  
ML1 3TT**

• Call us on: **01698 263311**

• Email us on: **enquiries@forgewoodcoop.org.uk**

• Via our website on: **www.forgewoodcoop.org.uk**

**We can also give you this leaflet in other languages and formats (such as large print, audio and Braille).**

## Quick guide to our complaints procedure

### Complaints procedure

You can make your complaint in person, by phone, by email or in writing.

A third party can also make a complaint on your behalf, but only with your written permission.

We have a **two-stage complaints procedure**. We will always try to deal with your complaint quickly. But if it is clear that the matter will need investigation, we will tell you and keep you updated on our progress.



### Stage 1: Frontline response

We will always try to resolve your complaint quickly, within **five working days** if we can. We will update you verbally or in writing of the outcome.

If you are dissatisfied with our response, you can ask us to consider your complaint at stage 2.



### Stage 2: Investigation

We will look at your complaint at this stage if you are dissatisfied with our response at stage 1. We also look at some complaints immediately at this stage, if it is clear that they need investigation.

We will acknowledge your complaint within **three working days** in writing.

We will confirm the points of complaint to be investigated and what you want to achieve.

We will investigate the complaint and give you our decision as soon as possible. This will be after no more than **20 working days** *unless* there is clearly a good reason for needing more time, in which case we will advise you of this.



#### Scottish Public Services Ombudsman

If, after receiving our final decision on your complaint, you remain dissatisfied with our decision or the way we have handled your complaint, you can ask the SPSO to consider it.

There are some complaints about housing that have an alternative route for independent review. We will tell you how to seek independent review when we give you our final response on your complaint.

#### Factoring Complaints and Shared Owners

If, after receiving our final decision on your complaint, you remain dissatisfied with our decision or the way we have handled your complaint, you can refer your complaint to the First Tier Tribunal for Scotland Housing and Property Chamber.



**Office Use Only**

Date received:

Date complaint logged on SDM:

Date scanned onto system:

**COMPLAINT FORM**

<b>Full Name</b>	
<b>Address</b>	
<b>Tel/Mobile No</b>	
<b>Email address</b>	
<b>Best method to contact you</b>	

Please use this space to tell us as much as you can about what went wrong and what your complaint is about.

(use overleaf if you need more space)

Please let us know what outcome you expect from this complaint?

<b>Signed</b>	
<b>Date</b>	