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Policy Name	Complaint Handling Procedure
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WWHC Complaints Handling Procedure

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Appendix 1 – Roles and Responsibilities	

West Whitlawburn Housing Co-operative (WWHC) is committed to providing high-quality customer services.

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

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?

1. 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?

2. 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).

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

What can't I complain about?

4. 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 *Unacceptable Actions 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 is delivering services on our behalf).
5. 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?

6. 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** below.

How do I complain?

7. You can complain in person at our office, at the concierge station, by phone, in writing, by email or by using our complaints form on the website www.wwhc.org.uk.
8. It is easier for us to address complaints if you make them quickly and directly to the service concerned. So please talk to a member of our staff at the service you are complaining about. Then they can try to resolve the issue.
9. 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.

How long do I have to make a complaint?

10. 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.
11. 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?

12. We will always tell you who is dealing with your complaint. Our complaints procedure has two stages.

Stage 1: Frontline response

13. 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.
14. We will give you our decision at stage 1 in five working days or less, unless there are exceptional circumstances.
15. 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).
16. 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

17. 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.
18. 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.

19. 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.

What if I'm still dissatisfied?

20. 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 the *[organisation'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 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** below.

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.spso.org.uk/contact-us
Website:	www.spso.org.uk

21. 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.

Reporting serious concerns to the Scottish Housing Regulator

22. The Scottish Housing Regulator (SHR) allows tenants to contact them if their social landlord regularly and repeatedly fails to achieve the regulatory requirements for social housing; and this failure affects a group of the social landlord tenants. The SHR consider serious concerns of this nature to be a **Significant Performance Failures (SPF)** under the 2010 Act.
23. A complaint between an individual tenant and a landlord is not a serious concern or a Significant performance failure. Both are not, therefore, dealt with through this complaints handling procedure. You can ask us for more information about serious concerns and leaflets are available to collect from our office. The SHR also has more information on their website: <https://www.housingregulator.gov.scot/for-tenants/read-our-factsheets-for-tenants/complaints-and-serious-concerns-information-for-tenants-and-service-users-of-social-landlords/>

Getting help to make your complaint

24. 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.
25. 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

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

Citizens Advice Scotland

Website: www.cas.org.uk or check your phone book for your local citizens advice bureau.

27. 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 0141 641 8628 or email us at enquiries@wwhc.org.uk.

Our contact details

28. Please contact us by the following means:

- West Whitlawburn Housing Co-operative

Tel: 0141 641 8628

57 Belmont Road
Whitlawburn

Cambuslang

G72 8PG

Website: www.wwhc.org.uk

Email: enquiries@wwhc.org.uk

Concierge Station

Tel: 0141 646 1924

Multi storey flat tenants can also contact Concierge staff by controlled entry handset.

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

Quick guide to our complaint's procedure

Complaints procedure

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

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.

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**.

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.



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.

Equalities Impact Assessment

Policy/Project/Service Information			
Lead Officer	Corporate Services Officer & Head of Housing Services		
Policy / Project / Service	Complaint Handling Procedure	New Policy / Project / Service or revision of existing?	Revision of existing
Is this a reassessment following amendments being required at a previous assessment?	No		
Briefly describe the aims, objectives and purpose of the policy / project / service.	The aim of the Complaints Handling Policy is to provide an effective, fair and responsive mechanism for customers or their representatives to complain about services provided by WWHC to reflect the SPSO model complaints handling procedures.		
Who is intended to benefit from the policy / project / service? (E.g. applicants, tenants, staff, contractors)	Anyone who receives, requests or is directly affected by our services can make a complaint to us. This includes any representative of someone who is dissatisfied with our service.		
What outcomes are wanted from this policy / project / service? (E.g. the measurable changes or benefits to members/ tenants / staff)	To promote fairness for all customers by identifying actions to be taken to mitigate any poor practice / procedures and to improve services provided by WWHC.		

Consultation

Who have you engaged and consulted with as part of your assessment?

N/A – recommendations implemented following internal audit

Equalities Impact Assessment			
Which protected characteristics could be affected by the policy, practice, or service?		Identify any positive impact/s that could result for each of the protected characteristic groups.	Identify any negative impact/s that could result for each of the protected characteristic groups.
Age		Complaints can be made through a variety of contact methods, similar with a variety of response methods available. The policy aims to ensure a fair and consistent approach to everyone, regardless of characteristic(s).	Some people may find it difficult to understand the policy or to navigate their way through the process.
Disability		As above	As above
Gender Reassignment		As above	As above
Marriage & Civil Partnership		As above	As above
Race		As above	As above
Religion/Belief		As above	As above

Pregnancy/Maternity		As above	As above
Sex		As above	As above
Sexual Orientation		As above	As above

Action Plan To Mitigate Negative Impact		
What action/s are required to address the impacts arising from this assessment?		
Protected characteristics	Action	Implementation Date
Age	Information provision in alternative formats and languages as required.	Ongoing
Disability	Information provision in alternative formats and languages as required.	Ongoing
Gender Reassignment	Ensure staff have appropriate training.	Ongoing
Marriage & Civil Partnership	Ensure staff have appropriate training.	Ongoing
Race	Provision of interpreters as required.	Ongoing
Religion/Belief	Ensure staff have appropriate training.	Ongoing
Pregnancy/Maternity	Ensure staff have appropriate training.	Ongoing
Sex	Ensure staff have appropriate training.	Ongoing
Sexual Orientation	Ensure staff have appropriate training.	Ongoing

Human Rights	Ensure staff have appropriate training.	Ongoing
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Final Decision	Tick relevant box	Include explanation where appropriate
Approved for implementation without change		
Amend or change the Policy/Project/Service		
Continue the Policy/Project/Service without change (despite impact)		
Stop the Policy/Project/Service		
Lead Officer Signature	R.Hosie & N. Carrigan	
Date	05/11/2025	
Date approved by Management Committee/ Sub Committee	09/12/2025	