

## Internal Procedure Note: Complaints about landlords

### 1. Introduction

This note details the steps to take on receipt of a complaint about a social landlord. This is not for complaints about SHR.

### 2. On complaints

A complaint is any statement of dissatisfaction. Actual examples of complaints we have received illustrate what is meant by *dissatisfaction*:

- Not being happy with factoring services i.e. work not being done, work being of poor quality,
- Repairs either not being done, not being done correctly or being done later than promised.
- Correspondence either not being answered by the landlord or not being answered within set or promised timescales.
- Poor quality customer service including perceived rudeness from staff or contractors, issues not being dealt with quickly etc.
- Published policies not being applied properly – a common example is allocations i.e. tenants perceive that they are not being offered suitable properties because the allocations policy is not being used properly by the landlord.

You can identify complaints by looking for statements of dissatisfaction with the landlord. Language that we often see in complaints include '*I'm not happy with...*' or '*the landlord has failed*' etc.

If there is a hint of dissatisfaction then the correspondence is probably a complaint.

However, a concern is not necessarily a complaint. Examples the SPSO gives are:

- Concerns about decisions the landlord has made. Some decisions have their own review/ appeal process, such as allocations.
- An initial request for a repair or other service.
- Concerns covered by a specific policy designed to deal with the issues raised. An example is raising a concern about the behaviour of a neighbour.

Anything we identify as a complaint should be recorded and handled by us as a complaint about that landlord.

### 3. Standard responses to complaints

#### In writing

In most cases we can get back to the correspondent with a standard response – see annex for examples.

Some things to bear in mind when writing a standard response:

- Include a little detail on our role and why it is the SPSO and not us who review complaints.

- Has the complainant already contacted the landlord in question? If they have completed the complaints procedure of the landlord refer to the SPSO. If not tell them a bit about the model complaints handling procedure and the SPSO.
- If the complainant tells us they have already used the complaints procedure and the SPSO then consider signposting them to other sources of advice and support depending on the issue i.e. Citizens Advice Scotland, Equalities and Human Rights Commission, Advocacy etc.

### **On the phone**

The same information applies for phone calls as for written responses. See the appendices for some lines to take on common issues. There are some things to bear in mind when on the phone to a complainant:

- Take notes of your discussion and save in the landlord's document library on Sharepoint.
- Sometimes complainants take the opportunity to 'vent' their feelings on an issue. As long as this remains polite and is not taking too long this may not be an issue. The SPSO website had a range of information about handling difficult calls.
- Offer to send on further information via email/post.

### **3. Non-standard complaints**

Some complaints can be of a less standard nature. For example, we received a complaint about the lack of security in a building that is mostly empty but where the landlord should still be ensuring security is in place.

In such cases it can be appropriate to take a different approach.

Often the concerns raised involve multiple issues. Some of these may be complaints as the SPSO would define it. However, some issues raised could be concerns but not complaints.

#### *Example: A complaint including 'SPSO style' complaints and other concerns*

The building security example cited above involved:

- Compulsory Purchase Orders
- the condition of the building
- anti-social behaviour

The condition of the building and the lack of security were complaints. The issue was that the landlord was not delivering services to a standard that the complainant was satisfied with.

The concerns over the CPO process and anti-social behaviour were issues for the complainant but they were not complaints. This is because they related to legal disputes and the landlord's policy on anti-social behaviour.

The SPSO is clear on what is and is not a complaint. See section 2 for details.

So we responded to the individual by directing them to the complaints procedure and SPSO for their concerns over the condition of the building and lack of security.

For their concerns with the CPO process we advised them to continue taking legal advice. On anti-social behaviour we advised them to contact the landlord.

To help with complaints like these you could consider the following:

- Has the same or related issues come up at the same landlord previously? If so, should we contact the landlord for further assurances?
- Are there any health and safety issues that cause us concern? If so are the concerns sufficient to warrant us contacting the landlord for further information?
- Do we have sufficient assurance on the issues raised from other regulatory engagement with the landlord? Remember to check with the regulation lead about what engagement they have had with the landlord.
- Are the issues raised legal? Are lawyers already involved? If so should we refer the person to their legal representative?
- Are the issues related to equalities? If so consider directing the complainant to sources of support and advice for dealing with equalities issues.
- Does the information sent to us indicate that the complainant needs further advice or support in dealing with their concerns? If so consider directing them to organisations who can help such as CAB, Shelter and advocacy services.

Practical points to consider:

- Check our correspondence tracker and the landlord's document library to see whether the same complainant has contacted us before, either with the same or related issues.
- Consider sending an email round the Regulation Group. Colleagues may have dealt with a similar complaint.
- If you decide to contact a landlord about a complaint we received about them please **remember to check with the complainant if we can share any of their details with the landlord. Preferably do so in writing.**
- **Please speak to the engagement plan lead before contacting the RSL.**

If you think it is possible that an issue initially reported as a complaint may be an SPF then refer to the IPN on dealing with SPFs. If you think the complaint could constitute whistleblowing consult the whistleblowing IPN.

#### 4. Recording complaints

All complaints that we receive should be recorded as 'correspondence' on Sugar. Creating a new correspondence record will automatically generate a target response date for the complaint, and allow us to link to any related documents, e.g. a file note of a phone conversation, that have been saved in the landlord's document library.

It is important for all complaints to be recorded on Sugar, as this allows us to accurately report on our performance, as well as helping us identify any trends or patterns in complaints about individual landlords.

## 5. When not to refer to the SPSO

Most of the complaints that come to us will be eligible for consideration by the SPSO. But not all. In some cases the following bodies should be referred to instead:

- [Housing and Property Chamber First tier Tribunal for Scotland](#): deals with disputes between owners and factors.
- [Commissioner for Ethical Standards in Public Life in Scotland](#): for complaints about local authority councillors.
- [The Scottish Government](#): for complaints about how a particular policy operates. Refer to the main SG switchboard who will find a contact for the complainant.
- [Audit Scotland](#): for complaints about use of the HRA and governance concerns at local authorities.

There may be other examples that we come across. If so, this IPN will be updated.

## 6. Roles and responsibilities

The Regulation Support Officer will be the first point of contact for all complaints that we receive. Where a complaint is sent to the SHR mailbox, or where the complainant phones SHR, the Admin team will send this to the Regulation Support Officer and the relevant portfolio team.

The Regulation Support officer will first record the complaint on Sugar.

For a **written** complaint, they will contact the portfolio team to discuss and agree a response. Where it is a standard complaint, the Regulation Support Officer will send the agreed response. Where it is a non-standard complaint, or where further investigation is needed, the portfolio team will agree the response.

For a **phone** complaint, the Regulation Support Officer will contact the complainant. They will then discuss the complaint with the portfolio team to agree if any further action is needed.

Once the complaint has been responded to, the Regulation Support Officer will update Sugar with the response date, ensure that all relevant documents are saved to the landlord's document library, and that these are linked to the correspondence record.

## 7. Steps to take to deal with a complaint

For reference below is a quick list of what to do when you receive a written complaint about a landlord.

- 1) Read the correspondence. Decide if it is a complaint or something else.
- 2) If it is a complaint, record it on Sugar and take note of the response deadline.
- 3) Decide if the complaint is a standard complaint or whether further investigation will be needed.
- 4) If we need further information, send an acknowledgement to the complainant and conduct investigations.

- 5) If we decide we need to contact the landlord **always** seek the permission of the complainant first. If they do not grant permission we may still have to contact the landlord in some instances i.e. health and safety concerns. Where this happens we need to tell the complainant that we are required to raise the issue with the landlord. Assure the complainant that we will take all available steps to protect their identity when we do so.
- 6) Draft a response and send to the correspondent once complete.
- 7) Save all correspondence and documents in the landlords document library.
- 8) Record the date you replied on Sugar, and link to any documents that have been saved in the landlord's document library.
- 9) Consider whether there is anything useful we can learn from the complaint for our Regulatory work.

Phone complaints are less straightforward. What you can say or do depends on how the conversation goes and that is not entirely within our control. Some high level steps are:

- 1) Start taking notes of key points made by the caller and yourself.
- 2) Consider whether the issues raised are a complaint or something else i.e. whistleblowing or a potential SPF.
- 3) Offer to send further information to the caller via email or post.
- 4) Once the call is over, record it on Sugar.
- 5) Save a record of what was said. Either save a file note or email record in the landlords document library or add some comments to the correspondence record on Sugar.

#### 8. Key points to remember

- Record all complaints as correspondence on Sugar.
- Save all correspondence in the landlords document library.
- Remember Data Protection if doing further investigations.
- Consider if the issue raised should be dealt with as an SPF/whistleblowing.

#### 9. Useful links

The links below are useful for us and to share with complainants if they need further information or support on certain topics.

- [SPSO](#): for everything complaints related
- [Housing and Property Chamber First-tier Tribunal for Scotland](#): for complaints about social landlord factoring services.
- [Equality and Human Rights Commission in Scotland](#): provides a lot of information on Equalities related concerns including what to do if discriminated against.
- [Equality Advisory and Support Service](#): for advice and support on equalities issues.
- [Citizens Advice Scotland](#): provides online advice and has links to Citizens Advice Bureau and a 'Find a Bureau' search.
- [Shelter Scotland](#): Provides online advice and a helpline number.
- [Scottish Independent Advocacy Alliance](#): Information on how to find an independent Advocate.

#### 10. Using information from complaints in our regulatory work

We can learn useful information about landlord performance from individual complaints. Sometimes this can lead to the identification of wider problems at a landlord.

*How do we ensure that we do this consistently?*

All complaints should be recorded on Sugar. This means that during the annual risk assessment details on complaints about individual landlords are readily available to us.

This is a good starting point for us as we can look into any patterns or trends that we identify. This is where good record keeping will really help us, as we can easily look into complaints in more detail if we have concerns.

*Learning on an ad hoc basis*

Throughout the year we can still learn from complaints. Key things to remember are:

- For every complaint take a few minutes to consider whether it tells us anything new or potentially significant about a landlord. If so then discuss this within your team in the first instance.
- If you notice you have received a lot of complaints from different complainants on the same issue at a landlord raise this in your team. You can then decide whether to raise with the landlord.

## **11. Review**

We will keep this procedure note under review.

**February 2022  
Regulation Group**

## Appendix 1: lines to take on the phone

### ***Signposting on the phone***

Where it's straightforward to tell if the issues being raised constitute a standard individual complaint about a social landlord acknowledge their concerns but signpost them to the right people to contact.

#### Possible lines to take in this situation:

'It sounds like you are unhappy about your landlord. I just want to point you in the right direction so that you can take forward your complaint in the right way.'

'It's important for you to raise your concern with your own landlord and give them an opportunity to put it right. If you have already done this then you can contact the SPSO for advice'

'The Ombudsman has powers to investigate complaints and also has powers to decide to uphold a complaint and to tell the landlord what to do to put things right. We do not have these powers.'

'It is our role to protect the interests of tenants and we have powers to do that. Mainly this is by regulating governance and financial management and services provided by social landlords. It is the Ombudsman who has powers given by Scottish Parliament to investigate individual complaints about social landlords and force them to take remedial action. We do not have those powers.'

If they will not stop then you could end the call by saying:

'I'm sorry I'm unable to help you any further. I've explained as best I can how you can take forward your complaint. I can't add any more to what I have already said so I need to bring this call to an end. Goodbye.'

If you think the issue being raised could be an SPF, please refer to the SPF IPN.

### ***Unacceptable behaviour i.e. verbal abuse on the phone***

Use of unacceptable language (swearing etc.), being personally rude and discourteous or shouting/ talking over you is verbal abuse. We are here to help where we can but we do not expect any staff to receive verbal abuse in the process.

STOP a caller as soon as they behave in a verbally abusive way.

STOP anyone immediately who uses inappropriate/unacceptable language. Don't wait until the caller is finished talking.

#### Possible lines to take in this situation:

'I have to stop you there as the language you're using /the tone you're using is inappropriate/unacceptable'

'I want to be able to help but I can't continue this call unless you speak reasonably/stop using inappropriate language.'

If they persist being verbally abusive:

'I have to stop you there and tell you that I am ending this call because of your inappropriate/unacceptable language. Goodbye.'

***Callers who insist on speaking to a named person or the Chief Executive***

This is not how we have agreed to handle incoming calls. If someone phones with a query it is our practice to put the caller through to someone who may be able to help (for instance the portfolio team) or take the caller's details and someone will contact the caller.

**Possible lines to take in this situation:**

'I have taken note of your query/taken note of your contact details and will pass that on to a colleague to call you back.'

'I cannot help you in that way but I have taken note of your query/taken note of your contact details and will pass that on to a colleague to call you back.'

## **Annex 2: Standard responses to complaints**

Below are some draft responses for complaints about landlords.

### ***Standard written response***

Dear X,

Thank you for your email.

The Scottish Housing Regulator regulate registered social landlords, including (enter landlord name) by assessing their performance in key areas. We look at service provision, stock quality, financial performance and management, and governance.

However, our regulatory role does not enable us to look at complaints such as the one you have contacted us about.

In the first instance you should raise your concerns with your landlord. (landlord name) should have a two-stage complaints procedure in place. You can ask your landlord for a copy of this procedure.

Once your complaint has completed both stages of the procedure, if you remain dissatisfied, you can take your complaint to the Scottish Public Services Ombudsman (SPSO) (or another of the organisations listed above). Information on how to do this is available on their website ([here](#)).

The SPSO (or other organisation) is the body whose role it is to review complaints. They have the authority and expertise to investigate complaints and take remedial action where appropriate.

I hope this information is useful.

Regards,

### ***Written response when complainant has already complained to landlord***

Dear X,

Thank you for your email.

The Scottish Housing Regulator regulate registered social landlords, including (enter landlord name) by assessing their performance in key areas. We look at service provision, stock quality, financial performance and management, and governance.

However, our regulatory role does not enable us to investigate individual complaints such as the one you have contacted us about.

You state in your email (copied below) that you have raised your concerns with (landlord name). This is the appropriate first step to take to get your concerns addressed. (landlord name) should have a two-stage complaints handling procedure.

Once your complaint has completed both stages, if you remain dissatisfied, then you can take your concerns to the SPSO (or another of the organisations listed above). Information on how to do this is available on their website ([here](#)).

There are other organisations who can offer advice and support on the concerns you have raised. (insert organisation name) have details on their website setting out how they can help you and how to get in touch with them ([here](#)).

I hope this information is helpful.

Regards,

***Written response to a phone message or telephone call***

Dear X,

Thank you for your phone call raising concerns about X.

The Scottish Housing Regulator regulate registered social landlords, including (enter landlord name) by assessing their performance in key areas. We look at service provision, stock quality, financial performance and management, and governance.

However, our regulatory role does not enable us to investigate individual complaints such as the one you have contacted us about.

In the first instance you should raise your concerns with your landlord. (landlord name) should have a two-stage complaints procedure in place. You can ask your landlord for a copy of this procedure.

Once your complaint has completed both stages of the procedure, if you remain dissatisfied, you can take your complaint to the Scottish Public Services Ombudsman (SPSO). Information on how to do this is available on their website ([here](#)).

The SPSO is the body whose role it is to review complaints. They have the authority and expertise to investigate complaints and take remedial action where appropriate.

I hope this information is useful.

Regards,