

Appendix B – Self-Assessment Form

This self-assessment form should be completed by the complaints officer and discussed at the landlord’s governing body annually.

Evidence should be included to support all statements with additional commentary as necessary.

Explanations must also be provided where a mandatory ‘must’ requirement is not met to set out the rationale for the alternative approach adopted and why this delivers a better outcome.

Section 1 - Definition of a complaint

Mandatory ‘must’ requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
1.2	<p>A complaint must be defined as:</p> <p><i>‘an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the organisation, its own staff, or those acting on its behalf, affecting an individual resident or group of residents.</i></p>	Yes.	<p><i>Included in the Complaints Policy, paragraph 4</i></p> <p>Effective complaint handling should be a resident friendly process that enables residents to be heard and understood. The starting point for this is a mutual understanding of what constitutes a complaint. As stated in the Housing Ombudsman Complaint Handling Code, a complaint shall be defined as “an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the organisation, its own staff, or those acting on its behalf, affecting an individual resident or group of residents”.</p>

1.3	The resident does not have to use the word 'complaint' for it to be treated as such. A complaint that is submitted via a third party or representative must still be handled in line with the landlord's complaints policy.	Yes	Our staff are encouraged to actively identify complaints. A resident will not have to use the word "complaint" or to ask to "make a complaint". Staff will record any expression of dissatisfaction as a complaint on its Complaints Register and respond using this approach.
1.6	... if further enquiries are needed to resolve the matter, or if the resident requests it, the issue must be logged as a complaint.	Yes.	<p><i>As above.</i> Staff will record any expression of dissatisfaction as a complaint on its Complaints Register and respond using this approach.</p> <p><i>Included in the Complaints Policy, paragraph 7.</i></p> <p>If the resident's complaint cannot be resolved at the point of complaint, or if the resident requests it, it will be treated as a formal complaint and given to the appropriate member of staff, who will act as the impartial Investigating Complaints Officer for the complaint.</p>
1.7	A landlord must accept a complaint unless there is a valid reason not to do so.	Yes.	<p><i>Included in the Complaints Policy, paragraph 5 details exceptions.</i></p> <p>We will accept and deal with all complaints received with some exceptions as listed. If we decide not to accept a complaint, we will explain why. If the complainant is not satisfied with these reasons, they may refer the matter to the Ombudsman. These exceptions include;</p> <p><input type="checkbox"/>The issue giving rise to the complaint occurred over six months ago. (unless this relates to health and safety, safeguarding or legal obligation)</p>

			<input type="checkbox"/> Legal proceedings are ongoing. This does not mean that we will not seek to settle a matter outside of court proceedings. <input type="checkbox"/> The matter has already been dealt with under our complaints policy.
1.8	A complaints policy must clearly set out the circumstances in which a matter will not be considered, and these circumstances should be fair and reasonable to residents.	Yes.	<i>Included in the Complaints Policy, paragraph 5 details exceptions.</i> We will accept and deal with all complaints received with some exceptions as listed. If we decide not to accept a complaint, we will explain why. If the complainant is not satisfied with these reasons, they may refer the matter to the Ombudsman. These exceptions include; <input type="checkbox"/> The issue giving rise to the complaint occurred over six months ago. (unless this relates to health and safety, safeguarding or legal obligation) <input type="checkbox"/> Legal proceedings are ongoing. This does not mean that we will not seek to settle a matter outside of court proceedings. <input type="checkbox"/> The matter has already been dealt with under our complaints policy.
1.9	If a landlord decides not to accept a complaint, a detailed 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.	Yes.	<i>Included in the Complaints Policy, paragraph 7.1.</i>

Best practice 'should' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
1.4	Landlords should recognise the difference between a service request , where a resident may be unhappy with a situation that they wish to have rectified, and a complaint about the service they have/have not received.	Yes	<p><i>Included in the Complaints Policy, paragraph 4.</i></p> <p>A complaint is an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by Glebe Housing Association, (staff, volunteers or those acting on our behalf) affecting an individual resident or group of residents.</p> <p>A service request is not a complaint (example: request for repair work to be carried out). Feedback provided in a resident survey is not a complaint.</p>
1.5	Survey feedback may not necessarily need to be treated as a complaint, though, where possible, the person completing the survey should be made aware of how they can pursue their dissatisfaction as a complaint if they wish to.	Yes	The staff member coordinating the survey will report dissatisfaction received via survey to the management team to address.

Section 2 - Accessibility and awareness

Mandatory 'must' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
2.1	Landlords must make it easy for residents to complain by providing different channels through which residents can make a complaint such as in person, over the telephone, in writing, by email and digitally. While the Ombudsman recognises that it may not be feasible for a landlord to use all of the potential channels, there must be more than one route of access into the complaints system.	Yes	<i>Included in the Complaints Policy, paragraph 6.1.</i> We want it to be easy for anyone to let us know that something has gone wrong for them. We will take a complaint from residents in writing, in person, over the telephone, by email, online via our website and social media channels, or through a third party. With third- party complaints, we will need to ensure that the person has permission to act on the complainant's behalf before we respond.
2.3	Landlords must make their complaint policy available in a clear and accessible format for all residents. This will detail the number of stages involved, what will happen at each stage and the timeframes for responding.	Yes	Included in the Complaints Policy, section 7. This section makes it clear what steps are taken at stage 1 and stage 2.
2.4	Landlord websites, if they exist, must include information on how to raise a complaint. The complaints policy and process must be easy to find on the website.	Yes	Included on our website, and our website link is included in all staff email signatures.
2.5	Landlords must comply with the Equality Act 2010 and may need to adapt normal policies, procedures, or processes to accommodate an individual's needs. Landlords must satisfy themselves that their policy sets out how they will respond to reasonable adjustments requests in line with the Equality Act and that complaints handlers have had appropriate training to deal with such requests.	Yes	Included in our Complaints Policy introduction and in paragraph 6.1. Forms are available in large print or translated into languages other than English to make it easier to submit a complaint. Policy intro: As part of our commitment to the Equality Act 2010, we will ensure that

			we make reasonable adjustments and adapt our policies and procedures in order to meet individual needs. We will accept complaints from a resident's advocate or representative when the resident has confirmed they would like that person to act on their behalf. We will adhere to any reasonable arrangements agreed with the complainant in terms of frequency of contact, and how we will communicate with them.
2.6	Landlords must publicise the complaints policy and process, the Complaint Handling Code and the Housing Ombudsman Scheme in leaflets, posters, newsletters, online and as part of regular correspondence with residents.	Yes	The Complaints Policy is on our website and is available on noticeboards. An annual complaints reminder will appear in resident newsletters.
2.7	Landlords must provide residents with contact information for the Ombudsman as part of its regular correspondence with residents.	Yes	As above.
2.8	Landlords must provide early advice to residents regarding their right to access the Housing Ombudsman Service throughout their complaint, not only when the landlord's complaints process is exhausted.	Yes	We are committed to embedding the Independent Housing Ombudsman's Guidelines for best practice into our policies and procedures. If the resident is not satisfied with the outcome of their complaint, they can refer their complaint to the Housing Ombudsman Service. The Housing Ombudsman contact details are given in the complaints outcome letter and details are also available on resident noticeboards.

Best practice 'should' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
2.2	Where a landlord has set up channels to communicate with its residents via social media, then it should expect to receive complaints via those channels. Policies should contain details of the steps that will be taken when a complaint is received via social media and how confidentiality and privacy will be maintained.	n/a	

Section 3 - Complaint handling personnel

Mandatory 'must' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
3.1	Landlords must have a person or team assigned to take responsibility for complaint handling to ensure complaints receive the necessary attention, and that these are reported to the governing body. This Code will refer to that person or team as the "complaints officer".	Yes	We do not have a dedicated Complaints Officer due to our staff team size. If the resident's complaint cannot be resolved at the point of complaint, or if the resident requests it, it will be treated as a formal complaint and given to the appropriate member of staff, who will act as the impartial investigating Complaints Officer for the complaint.
3.2	...the complaint handler appointed must have appropriate complaint handling skills and no conflicts of interest.	Yes	As above (3.1).

Best practice 'should' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
3.3	<p>Complaint handlers should:</p> <ul style="list-style-type: none"> • be able to act sensitively and fairly • be trained to handle complaints and deal with distressed and upset residents • have access to staff at all levels to facilitate quick resolution of complaints • have the authority and autonomy to act to resolve disputes quickly and fairly. 	Yes	As above (3.1).

Section 4 - Complaint handling principles

Mandatory 'must' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
4.1	<p>Any decision to try and resolve a concern must be taken in agreement with the resident and a landlord's audit trail/records should be able to demonstrate this. Landlords must ensure that efforts to resolve a resident's concerns do not obstruct access to the complaints procedure or result in any unreasonable delay. It is not appropriate to have extra named stages (such as 'stage 0' or 'pre-complaint stage') as this causes unnecessary confusion for residents. When a complaint is made, it must be acknowledged and logged at stage one of the complaints procedure within five days of receipt.</p>	Yes	<p><i>Included in the Complaints Policy, paragraph 7.1.</i></p> <p>We explain that we will formally acknowledge receipt of a complaint within 5 working days, letting the complainant know who will investigate and when they can expect to hear back from us.</p>
4.2	<p>Within the complaint acknowledgement, landlords must set out their understanding of the complaint and the outcomes the resident is seeking. If any aspect of the</p>	Yes	<p><i>Included in the Complaints Policy, paragraph 7.1.</i></p>

	complaint is unclear, the resident must be asked for clarification and the full definition agreed between both parties.		We explain that we will formally acknowledge receipt of a complaint within 5 working days, letting the complainant know who will investigate and when they can expect to hear back from us.
4.6	A complaint investigation must be conducted in an impartial manner.	Yes	<i>Included in the Complaints Policy, paragraph 2.</i> Ensure decisions are unbiased, impartial and based on fact and evidence.
4.7	The complaint handler must: <ul style="list-style-type: none"> • deal with complaints on their merits • act independently and have an open mind • take measures to address any actual or perceived conflict of interest • consider all information and evidence carefully • keep the complaint confidential as far as possible, with information only disclosed if necessary to properly investigate the matter. 	Yes	<i>Included in the Complaints Policy, paragraph 2.</i>
4.11	Landlords must adhere to any reasonable arrangements agreed with residents in terms of frequency and method of communication	Yes	If a resident requests that we contact them in a specific way or at certain times, we will endeavour to contact them in that manner where reasonable to do so.
4.12	The resident, and if applicable any staff member who is the subject of the complaint, must also be given a fair chance to: <ul style="list-style-type: none"> • set out their position • comment on any adverse findings before a final decision is made. 	Yes	Throughout the complaints process the resident, and if applicable any staff member who is the subject of the complaint, will be given a fair chance to set out their position and comment on any adverse findings before a final decision is made.
4.13	A landlord must include in its complaints policy its timescales for a resident to request escalation of a complaint	Yes	<i>Include in the Complaints Policy, paragraph 7 details stages for escalation.</i>

4.14	A landlord must not unreasonably refuse to escalate a complaint through all stages of the complaints procedure and must have clear and valid reasons for taking that course of action. Reasons for declining to escalate a complaint must be clearly set out in a landlord's complaints policy and must be the same as the reasons for not accepting a complaint.	Yes	<i>Included in the Complaints Policy, paragraph 5.2.</i> On deciding to change or stop the process, the Chief Executive will ensure the resident has received a clear explanation as to why the decision has been made and will inform them of their right to approach the Housing Ombudsman Service.
4.15	A full record must be kept of the complaint, any review 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 reports or surveys prepared.	Yes	Glebe HA record all stages of a complaint on its correspondence register. The original complaint and responses are kept on the residents file.
4.18	Landlords must have policies and procedures in place for managing unacceptable behaviour from residents and/or their representatives when pursuing a complaint.	Yes	Glebe HA has a Community Code in place. This Code sets out the provisions that we have in place to deal with customers who display unacceptable behaviour in their contacts and requests for service. However, this does not affect their ability to engage with the Complaints Policy.

Best practice 'should' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
4.3	Landlords should manage residents' expectations from the outset, being clear where a desired outcome is unreasonable or unrealistic	Yes	<i>Included in the Complaints Policy, paragraph 7.1.</i> A complainant will be informed at the outset if their stated desired outcome is considered unreasonable or unrealistic.

4.4	A complaint should be resolved at the earliest possible opportunity, having assessed what evidence is needed to fully consider the issues, what outcome would resolve the matter for the resident and whether there are any urgent actions required.	Yes	
4.5	Landlords should 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 where this is reasonable.	Yes	Defined in policy introduction.
4.8	Where a key issue of a complaint relates to the parties' legal obligations landlords should clearly set out their understanding of the obligations of both parties.	Yes	<i>Included in the Complaints Policy, section 7.</i>
4.9	Communication with the resident should not generally identify individual members of staff or contractors.	Yes	
4.10	Landlords should keep residents regularly updated about the progress of the investigation.	Yes	
4.16	Landlords should seek feedback from residents in relation to the landlord's complaint handling as part of the drive to encourage a positive complaint and learning culture.	Yes	
4.17	Landlords should recognise the impact that being complained about can have on future service delivery. Landlords should ensure that staff are supported and engaged in the complaints process, including the learning that can be gained	Yes	
4.19	Any restrictions placed on a resident's contact due to unacceptable behaviour should be appropriate to their needs and should demonstrate regard for the provisions of the Equality Act 2010.	Yes	

Section 5 - Complaint stages

Mandatory 'must' requirements

Stage 1

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
5.1	Landlords must respond to the complaint <u>within 10 working days</u> of the complaint being logged. Exceptionally, landlords may provide an explanation to the resident containing a clear timeframe for when the response will be received. This should not exceed a further 10 days without good reason.	Yes	<i>In the Complaints policy, section 7.</i>
5.5	A complaint response must be sent 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 expeditiously with regular updates provided to the resident.	Yes	<i>In the Complaints policy, section 7.</i>
5.6	Landlords must address all points raised in the complaint and provide clear reasons for any decisions, referencing the relevant policy, law and good practice where appropriate.	Yes	<i>In the Complaints policy.</i>
5.8	Landlords must confirm the following in writing to the resident at the completion of stage one in clear, plain language: <ul style="list-style-type: none"> • the complaint stage • the decision on the complaint • the reasons for any decisions made • the details of any remedy offered to put things right • details of any outstanding actions • details of how to escalate the matter to stage two if the resident is not satisfied with the answer 	Yes	Adhered too in the complaint responses.

Stage 2

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
5.9	If all or part of the complaint is not resolved to the resident's satisfaction at stage one it must be progressed to stage two of the landlord's procedure, unless an exclusion ground now applies. In instances where a landlord declines to escalate a complaint it must clearly communicate in writing its reasons for not escalating as well as the resident's right to approach the Ombudsman about its decision.	Yes	<i>In the Complaints policy, section 7.</i>
5.10	On receipt of the escalation request, landlords must set out their understanding of issues outstanding and the outcomes the resident is seeking. If any aspect of the complaint is unclear, the resident must be asked for clarification and the full definition agreed between both parties.	Yes	
5.11	Landlords must only escalate a complaint to stage two once it has completed stage one and at the request of the resident.	Yes	<i>In the Complaints policy</i>
5.12	The person considering the complaint at stage two, must not be the same person that considered the complaint at stage one.	Yes	<i>In the Complaints Policy. CEO considers stage 2 complaints.</i>
5.13	Landlords must respond to the stage two complaint <u>within 20 working days</u> of the complaint being escalated. Exceptionally, landlords may provide an explanation to the resident containing a clear timeframe for when the response will be received. This should not exceed a further 10 days without good reason.	Yes	<i>In the Complaints policy</i>
5.16	Landlords must confirm the following in writing to the resident at the completion of stage two in clear, plain language: <ul style="list-style-type: none"> • the complaint stage • the complaint definition 	Yes	

	<ul style="list-style-type: none"> the decision on the complaint the reasons for any decisions made the details of any remedy offered to put things right details of any outstanding actions <p>and</p> <ul style="list-style-type: none"> if the landlord has a third stage, details of how to escalate the matter to stage three if this was the final stage, details of how to escalate the matter to the Housing Ombudsman Service if the resident remains dissatisfied. 		
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Stage 3

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
5.17	Two stage landlord complaint procedures are ideal. This ensures that the complaint process is not unduly long. If landlords strongly believe a third stage is necessary, they must set out their reasons for this as part of their self-assessment. A process with more than three stages is not acceptable under any circumstances.	Yes	<i>In the Complaints policy</i>
5.20	Landlords must confirm the following in writing to the resident at the completion of stage three in clear, plain language: <ul style="list-style-type: none"> the complaint stage the complaint definition the decision on the complaint the reasons for any decisions made the details of any remedy offered to put things right details of any outstanding actions details of how to escalate the matter to the Housing Ombudsman Service if the resident remains dissatisfied 	n/a	Only 2 stage complaint procedure.

Best practice 'should' requirements

Stage 1

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
5.2	If an extension beyond 20 working days is required to enable the landlord to respond to the complaint fully, this should be agreed by both parties.		<i>In the Complaints policy, section 7.3.</i> The Chief Executive will investigate the matter and will respond within 20 working days of receipt of the notification. If it is not possible to provide a full response within that time period, the CEO will notify the complainant of the reason and provide an indication of when a response will be issued which will aim to be within 30 working days of referring the matter to the CEO.
5.3	Where agreement over an extension period cannot be reached, landlords should provide the Housing Ombudsman's contact details so the resident can challenge the landlord's plan for responding and/or the proposed timeliness of a landlord's response.	Yes	<i>In the Complaints policy</i>
5.4	Where the problem is a recurring issue, the landlord should consider any older reports as part of the background to the complaint if this will help to resolve the issue for the resident.	Yes	
5.7	Where residents raise additional complaints during the investigation, these should be incorporated into the stage one response if they are relevant and the stage one response has not been issued. Where the stage one response has been issued, or it would unreasonably delay the response, the complaint should be logged as a new complaint.	Yes	

Stage 2

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
5.14	If an extension beyond 10 working days is required to enable the landlord to respond to the complaint fully, this should be agreed by both parties.	Yes	
5.15	Where agreement over an extension period cannot be reached, landlords should provide the Housing Ombudsman's contact details so the resident can challenge the landlord's plan for responding and/or the proposed timeliness of a landlord's response	Yes	<i>In the Complaints policy and complaints leaflet.</i>

Stage 3

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
5.18	Complaints should only go to a third stage if the resident has actively requested a third stage review of their complaint. Where a third stage is in place and has been requested, landlords must respond to the stage three complaint <u>within 20 working days</u> of the complaint being escalated. Additional time will only be justified if related to convening a panel. An explanation and a date for when the stage three response will be received should be provided to the resident.	n/a	
5.19	Where agreement over an extension period cannot be reached, landlords should provide the Housing Ombudsman's contact details so the resident can challenge the landlord's plan for responding and/or the proposed timeliness of a landlord's response.	n/a	

Section 6 - Putting things right

Mandatory 'must' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
6.1	Effective dispute resolution requires a process designed to resolve complaints. 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.	Yes	<i>In the Complaints policy.</i>
6.2	Any remedy offered must reflect the extent of any service failures and the level of detriment caused to the resident as a result. A landlord must carefully manage the expectations of residents and not promise anything that cannot be delivered or would cause unfairness to other residents.	Yes	<i>In the Complaints policy.</i>
6.5	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	<i>In the Complaints policy.</i>
6.6	In awarding compensation, a landlord must consider whether any statutory payments are due, if any quantifiable losses have been incurred, the time and trouble a resident has been put to as well as any distress and inconvenience caused.	Yes	<i>In the Complaints policy.</i>

Best practice 'should' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
6.3	Landlords should look beyond the circumstances of the individual complaint and consider whether anything needs to be 'put right' in terms of process or systems to the benefit of all residents.	Yes	<i>In the Complaints policy</i>
6.7	In some cases, a resident may have a legal entitlement to redress. The landlord should still offer a resolution where possible, obtaining legal advice as to how any offer of resolution should be worded.	Yes	<i>In the Complaints policy, section 8 compensation and redress.</i>

Section 7 - Continuous learning and improvement

Mandatory 'must' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
7.2	Accountability and transparency are integral to a positive complaint handling culture. Landlords must report back on wider learning and improvements from complaints in their annual report and more frequently to their residents, staff and scrutiny panels.	Yes	Included in Annual Report and Resident Panel to review complaints and learning.

Best practice 'should' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
7.3	A member of the governing body should be appointed to have lead responsibility for complaints to support a positive complaint handling culture. This role will be responsible for ensuring the governing body receives regular information on complaints that provides insight to the governing body on the landlord's complaint handling performance.	No	Complaints are reported to all members of our Board on a quarterly basis.
7.4	As a minimum, governing bodies should receive: <ul style="list-style-type: none"> • Regular updates on the volume, categories and outcome of complaints, alongside complaint handling performance including compliance with the Ombudsman's orders • Regular reviews of issues and trends arising from complaint handling, • The annual performance report produced by the Ombudsman, where applicable • Individual complaint outcomes where necessary, including where the Ombudsman made findings of severe maladministration or referrals to regulatory bodies. The implementation of management responses should be tracked to ensure they are delivered to agreed timescales. The annual self-assessment against the Complaint Handling Code for scrutiny and challenge. 	Yes	All complaints are reviewed by the Senior Management Team and reported to Board Members. An annual review of themes and trends is carried out and these are reported in our Q4 performance reports.

7.5	Any themes or trends should be assessed by senior management to identify potential systemic issues, serious risks or policies and procedures that require revision. They should also be used to inform staff and contractor training.	Yes	All complaints are reviewed by the Senior Management Team and reported to Board Members. An annual review of themes and trends is carried out and these are reported in our Q4 performance reports.
7.6	Landlords should have a standard objective in relation to complaint handling for all employees that reflects the need to: <ul style="list-style-type: none"> • have a collaborative and co-operative approach towards resolving complaints, working with colleagues across teams and departments • take collective responsibility for any shortfalls identified through complaints rather than blaming others • act within the Professional Standards for engaging with complaints as set by the Chartered Institute of Housing. 	Yes	These values are shared through complaints handling training sessions.

Section 8 - Self-assessment and compliance

Mandatory 'must' requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary and any explanations
8.1	Landlords must carry out an annual self-assessment against the Code to ensure their complaint handling remains in line with its requirements.	Yes	August 2023
8.2	Landlords must also carry out a self-assessment following a significant restructure and/or change in procedures.	Yes	
8.3	Following each self-assessment, a landlord must: <ul style="list-style-type: none"> • report the outcome of their self-assessment to their governing body. In the case of local authorities, self-assessment outcomes should be reported to elected members • publish the outcome of their assessment on their website if they have one, or otherwise make accessible to residents 	Yes	Reported to Board annually. Placed on Website and included in Annual report.

	<ul style="list-style-type: none">• include the self-assessment in their annual report section on complaints handling performance		
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