

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	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 organisation, its own staff, or those acting on its behalf, affecting an individual resident or group of residents.'</i>	Yes	https://www.mtvh.co.uk/wp-content/uploads/2021/11/MTVH-Complaints-Policy-Sep-2022.pdf Our definition is within 3.1 of our policy and published on our website.
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	We do not use any formal Stage '0' process. All our customer dissatisfaction is owned by the customer complaint team unless a customer decides to speak to a named individual themselves.
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	We do not use any formal Stage '0' process. All our customer dissatisfaction is owned by the customer complaint team unless a customer decides to speak to a named individual themselves.
1.7	A landlord must accept a complaint unless there is a valid reason not to do so.	Yes	We record all complaints that are received into our complaint channels, with the

			exception of the exclusions as named in 3.3 of our complaint 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	<p>This has been in place on our website since January 2021</p> <p>https://www.mtvh.co.uk/wp-content/uploads/2021/11/MTVH-Complaints-Policy-Sep-2022.pdf</p> <p>Please see 3.3 within our policy</p>
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	<p>MTVH reviews all complaints requests before they are formally acknowledged. Only those that are out of scope as per the complaint policy 3.1 & 3.3, do not follow the complaint process. Our customers will be provided a detailed explanation why MTVH will not formally raise their dissatisfaction via the complaints process.</p> <p>https://www.mtvh.co.uk/wp-content/uploads/2021/11/MTVH-Complaints-Policy-Sep-2022.pdf</p>

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	

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	Our Customer Satisfaction survey occasionally raises customer dissatisfaction that hasn't been addressed with the customer care team directly. Where these are raised, a colleague will be notified so they can contact the customer to understand the issue, provide clarity, resolve the issue, or will log as a complaint where appropriate.
------------	---	-----	---

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 the potential channels, there must be more than one route of access into the complaints system.	Yes	All named channels found here https://www.mtvh.co.uk/contact-us/complaints/ <ul style="list-style-type: none"> • MTVH online portal • Telephone • Write to us
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	https://www.mtvh.co.uk/contact-us/complaints/ & https://www.mtvh.co.uk/wp-content/uploads/2021/11/MTVH-Complaints-Policy-Sep-2022.pdf Please see 3.2 within our policy

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	<p>MTVH main Contactus page has a complaint link direct to MTVH's complaint website:</p> <p>https://www.mtvh.co.uk/contact-us/complaints/</p> <p>Within the complaint website is a brief overview of our process:</p> <p>https://www.mtvh.co.uk/contact-us/report-a-problem/make-a-complaint-about-mtvh</p> <p>With further detail within our complaints policy</p> <p>https://www.mtvh.co.uk/wp-content/uploads/2021/11/MTVH-Complaints-Policy-Sep-2022.pdf</p>
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	<p>Section 8 of our policy</p> <p>https://www.mtvh.co.uk/wp-content/uploads/2021/11/MTVH-Complaints-Policy-Sep-2022.pdf</p> <p>All staff at MTVH periodically complete a mandatory learning module 'Equality, Diversity, and Inclusion'</p>

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	We also ensure these are available in easy-to-read format for our residents.
2.7	Landlords must provide residents with contact information for the Ombudsman as part of its regular correspondence with residents.	Yes	This is provided on our website here https://www.mtvh.co.uk/contact-us/complaints/ and embedded into our acknowledgment and Final Response Letters.
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	This is provided on our website here https://www.mtvh.co.uk/contact-us/complaints/ and embedded into our acknowledgment and Final Response Letters.

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.	Yes	Our social media channels are in place to deliver news regarding MTVH. Any signs of dissatisfaction within the comments section are passed to the central complaint team to log and respond.

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	Our complaints team is an impartial central team, located in Beeston, Nottinghamshire. All Stage 1 and Stage 2 complaints, along with MP and HOS enquiries.
3.2	...the complaint handler appointed must have appropriate complaint handling skills and no conflicts of interest.	Yes	Our complaints team is an impartial central team.

Best practice ‘should’ requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary, and any explanations
3.3	Complaint handlers should: <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	

Section 4 - Complaint handling principles

Mandatory ‘must’ requirements

Code section	Code requirement	Comply: Yes/No	Evidence, commentary, and any explanations
4.1	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.	Yes	<ul style="list-style-type: none"> • All our complaints are recorded and managed on our internal systems.

	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 .		<ul style="list-style-type: none"> • We do not have a formal Stage '0' process in place and our complaints are monitored to ensure they are logged within SLA • Our complaints are acknowledged within 5 working days
4.2	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 complaint is unclear, the resident must be asked for clarification and the full definition agreed between both parties.	Yes	MTVH captures both the known issues and confirms the outcome our customers are seeking within the body of its formal acknowledgement. Our customer complaints portal asks these questions from the outset. Any issues that are not clear are clarified once our complaint handlers make contact.
4.6	A complaint investigation must be conducted in an impartial manner.	Yes	Our complaints team is an impartial central team.
4.7	<p>The complaint handler must:</p> <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	<ul style="list-style-type: none"> • Regular QA to ensure compliance and policy followed • Central impartial complaints team • Peer to peer review
4.11	Landlords must adhere to any reasonable arrangements agreed with residents in terms of frequency and method of communication	Yes	Within our complaints portal there is a dedicated field completed by the customer / internal member of staff, to confirm best

			contact method for the complaints team to use.
4.12	<p>The resident, and if applicable any staff member who is the subject of the complaint, must also be given a fair chance to:</p> <ul style="list-style-type: none"> • set out their position • comment on any adverse findings before a final decision is made. 	Yes	<p>MTVH follows a robust investigation process to understand each issue directly with the team involved.</p> <p>Our complaint handlers will attempt to discuss this with our customer and provide comments on any adverse findings before we provide our final response.</p>
4.13	A landlord must include in its complaints policy its timescales for a resident to request escalation of a complaint	Yes	Please see 3.1 of our complaints policy
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	Please see 3.3 of our complaints policy
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	All captured on our internal complaints system
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	We introduced our Unreasonable Behaviour Policy in May 2021. This was reevaluated by our Housing Teams in December 2021.

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	
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	We do require an authority to discuss when the resident has agreed a representative can complain on their behalf, or a named person on their account. We do allow non-residents to complain for themselves without a named authority.
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	
4.9	Communication with the resident should not generally identify individual members of staff or contractors.	Yes	MTVH does not name any individual within their complaint resolution, unless it is signposting to someone specific for resolution or an action plan
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	MTVH includes a question on satisfaction with complaints handling as part of our regular survey.
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	MTVH launched in February 2023 a new mandatory learning module 'Complaint Handling' for all staff to complete periodically.

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	Unreasonable behaviour policy followed.
-------------	---	-----	---

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	Our aim is to resolve customer complaints within 10 working days. As this is not always possible, we will keep our customers informed throughout their complaint until resolution.
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	MTVH will resolve complaints once we have a way forward for resolution. This may mean that we sign-post fix dates or resolve with an action plan.
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	MTVH will address all points raised as set out by the customer, providing a clear decision as per agreed contact, and within the final response letter. This will include if relevant, policies, laws, and any other reference.
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 	Yes	This is captured in our final response letter at Stage 1

	<ul style="list-style-type: none"> details of how to escalate the matter to stage two if the resident is not satisfied with the answer 		
--	---	--	--

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	Our customers have 6 months to escalate their complaint to Stage 2 following receipt of their Stage 1 Final Response Letter. MTVH will always escalate within 6 months when a customer requests this action to happen.
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	https://www.mtvh.co.uk/wp-content/uploads/2021/11/MTVH-Complaints-Policy-Sep-2022.pdf As per 3.2 of our policy
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	https://www.mtvh.co.uk/wp-content/uploads/2021/11/MTVH-Complaints-Policy-Sep-2022.pdf As per 3.2 of our policy
5.12	The person considering the complaint at stage two, must not be the same person that considered the complaint at stage one.	Yes	No same case handler will investigate, or resolve the same case at Stage 1 and Stage 2 of our process
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	Our aim is to resolve customer complaints within 20 working days. As this is not always possible, we will keep our customers informed throughout their complaint until resolution.

5.16	<p>Landlords must confirm the following in writing to the resident at the completion of stage two in clear, plain language:</p> <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 <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. 	Yes	This is captured in our final response letter at Stage 2
-------------	--	-----	--

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.	n/a	<p>We only have a two-stage process as demonstrated here:</p> <p>https://www.mtvh.co.uk/contact-us/complaints/</p>
5.20	<p>Landlords must confirm the following in writing to the resident at the completion of stage three in clear, plain language:</p> <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 	n/a	<p>We only have a two-stage process as demonstrated here:</p> <p>https://www.mtvh.co.uk/contact-us/complaints/</p>

	<ul style="list-style-type: none"> • details of any outstanding actions • details of how to escalate the matter to the Housing Ombudsman Service if the resident remains dissatisfied 		
--	---	--	--

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.	Yes	
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	
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	

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	We only have a two-stage process as demonstrated here: https://www.mtvh.co.uk/contact-us/complaints/
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	We only have a two-stage process as demonstrated here: https://www.mtvh.co.uk/contact-us/complaints/

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	This is responded to fully in our Final Response Letter at Stages 1 and 2
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	We provide a separate compensation policy on our complaint website https://www.mtvh.co.uk/wp-content/uploads/2021/05/MTVH-Compensation-Policy-v2.pdf
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	We provide a separate compensation policy on our complaint website https://www.mtvh.co.uk/wp-content/uploads/2021/05/MTVH-Compensation-Policy-v2.pdf Our remedy is confirmed in our final response letter at each stage
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	https://www.mtvh.co.uk/wp-content/uploads/2021/05/MTVH-Compensation-Policy-v2.pdf

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	

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	
------------	--	-----	--

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	<p>Regular monthly, quarterly, and yearly reporting is presented to our customer and internal board.</p> <p>We also include how we have applied learning in our regular customer newsletters.</p> <p>Through our Customer Voice channel, we share complaints data with our regional panels every quarter and talk through any emerging themes or concerns with the relevant operational leads (e.g., repairs, housing). The Customer Council and CSC also look at complaints data but do this in more strategic way to understand if actions being taken are driving improvements or dissatisfaction and to identify areas for further investigation.</p>

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.	Yes	Kush Rawal – Executive Director of Customer Services MTVH.
7.4	<p>As a minimum, governing bodies should receive:</p> <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	<p>We analyse our complaints performance regularly with weekly, monthly, and quarterly interval reviews.</p> <p>We have set up a new Insight group which will pull this information with wider customer feedback regularly to better address areas for improvement.</p> <p>Through our Customer Voice channel, we share complaints data with our regional panels every quarter and talk through any emerging themes or concerns with the relevant operational leads (e.g., repairs, housing). The Customer Council and CSC also look at complaints data, but do this in more strategic way to understand if actions being taken are driving improvements or dissatisfaction and to identify areas for further investigation.</p>
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	Our new insight learning group will seek to identify common trends across all customer feedback. Actions from these themes include review of procedures, training, and

			communication, which are prioritised for highest impact.
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	MTVH launched in February 2023 a new mandatory learning module 'Complaint Handling' for all staff to complete periodically.

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	We completed our previous self-assessment in April 2022. This self-assessment is from April 2023.
8.2	Landlords must also carry out a self-assessment following a significant restructure and/or change in procedures.	Yes	Currently not relevant.
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 • include the self-assessment in their annual report section on complaints handling performance 	Yes	Self-assessment shared with our governing body through Kush Rawal, Executive Director, Customer Services MTVH. https://www.mtvh.co.uk/contact-us/report-a-problem/make-a-complaint-about-mtvh/complaints-performance/

