

August 2025

Sanctuary Scotland Housing Association Limited

Mapping Exercise for Assurance Statement – Tenant and Service Users Redress

The purpose of this document is to provide the Board of Management of Sanctuary Scotland Housing Association Limited with assurance that the organisation complies with the requirements of Chapter Three of the Regulation of Social Housing in Scotland in relation to Tenant and Service Users Redress. The compliance requirements are defined, the evidence and practice to support compliance is described and additional information or further action defined.

<p>Chapter Three of the Regulation in Social Housing framework states: Make information on raising serious concerns to us, including our leaflet, available to its tenants</p> <p>Provide tenants and other service users with the information they need to exercise their right to complain and seek redress, and respond to tenants within the timescales outlined in its service standards, in accordance with guidance from the Scottish public Services Ombudsman (SPSO)</p> <p>Ensure it has effective arrangements to learn from complaints and from other tenant and service user feedback, in accordance with SPSO guidance</p>		
Evidence	Compliant	Action required/commentary
<p>Make information on raising serious concerns with us, including our leaflet, available to its tenants</p> <ul style="list-style-type: none"> • Serious concerns failures leaflets on display in all offices and accessible spaces. • Serious concerns information and downloadable leaflets available on our website. • Customer service centre processes reflect awareness of significant performance failures. • Information is reviewed regularly to ensure it remains accurate and visible across all formats. • Leaflets and links are also available in alternative formats (e.g. large print, translated versions, audio) on request to improve accessibility and inclusion. 	<p>YES</p>	<ul style="list-style-type: none"> • No action required • Continue monitoring uptake and requests for alternative formats • Periodic review of accessibility signage and leaflet availability at high-traffic locations

<p><u>Provide tenants and other service users with the information they need to exercise their right to complain and seek redress, and respond to tenants within the timescales outlined in its service standards, in accordance with guidance from the Scottish public Services Ombudsman (SPSO)</u></p> <ul style="list-style-type: none"> • Customer contact, complaints handling and compensation policy sets out a process that aligns with SPSO Model Complaints Handling Procedure. • A complaints leaflet is available that summarises this and is available in every office and on our website. The leaflet is provided at the point that a complaint is acknowledged to ensure that complainants are aware of their rights with respect to escalation and resolution of complaints through internal and external avenues. • For factored owners the statement of service explains the complaints handling route specific to their services. Staff receive training on the complaints process and are all aware of the process, this is highlighted during induction for relevant staff. • Staff regularly handling complaints have undertaken the SPSO online training courses as published on the Valuing Complaints website to ensure that they continue to delivery expected levels of customer service. • OneSanctuary allows complaint interaction to be recorded and tracked through to completion. • Business Information reports provide performance reporting to allow staff to monitor complaints handling and ensure that these are responded to in a timely way. • Central complaints team dedicated to dealing with complaints at the second stage of the process to ensure that investigations are independent of operational teams. • Every response letter explains complainants' rights with respect to escalation to the next stage and if appropriate highlights the next steps and options should they wish to pursue their complaint further • The approach to goodwill and compensation payments clearly defined in the Group's compensation guidance, appended to the policy and procedure. 	<p>YES</p>	<ul style="list-style-type: none"> • No immediate action required • Monitor accessibility usage and staff e-learning compliance
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<ul style="list-style-type: none"> • Multiple channels to making complaints are advertised on the website and on the complaints leaflet given to all new tenants at sign up. • Complaint support materials are available in translated formats and BSL or audio on request for tenants with accessibility needs. 		
<p><u>Ensure it has effective arrangements to learn from complaints and from other tenant and service user feedback, in accordance with SPSO guidance</u></p> <ul style="list-style-type: none"> • Analysis of complaints is carried out and lessons learned highlighted on at least a quarterly basis to senior staff to Group Board, Quarterly Reports to Group Housing Board. • Upheld SPSO complaints fed back to Board of Management and reported to Scottish Housing Regulator – these are particularly scrutinised for common themes to ensure that action can be taken to prevent recurrence of poor service. • Customer satisfaction feedback is used to inform an improvement plan for Scotland. • Annual benchmarking exercise to measure performance against peers carried out and used to inform improvements. • Qualtrics gives real time feedback on repairs – customers feedback is analysed and used to improve service. • Learning outcomes feedback form completed by the Case Resolution team with comments from managers responsible for learning outcomes for every complaint. • Complaint data trends and resolution analysis inform thematic reviews conducted regularly to spot recurring issues and improve process or service delivery. • “You Said, We Did” feedback updates are published in tenant bulletins and community engagement forums, providing visible evidence of actions taken in response to tenant complaints and insights. 	<p>YES</p>	<ul style="list-style-type: none"> • No action required • Maintain visibility of “You Said, We Did” outcomes to demonstrate learning • Continue thematic reviews and share outcomes with operational teams and tenants

An Annual Complaints Performance Report in line with SPSO guidance is on our Website.

Mandatory indicators are:

- Learning from complaints.
- The total number of complaints received.
- The number and percentage of complaints at each stage which were closed in full within the set timescales of 5 and 20 working days.
- The average time in working days for a full response to complaints at each stage.
- The outcome of complaints at each stage which will comply with the recording requirements of the Model Complaints Handling Procedure.