



Golden Lane Housing

working in partnership with 

Easy read

We are here to listen

Complaints, compliments
and suggested improvements

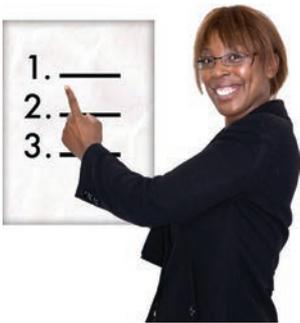
Complaints



We want you to be happy with the services you receive from us and we want to know when we get things wrong.



Every member of staff should aim to resolve issues first time, every time. If an issue has not been resolved when it is first brought to our attention then it becomes a formal complaint.



When dealing with a complaint we work to the following rules:

- **be fair** – treat people fairly and follow fair process
- **put things right**
- **learn from outcomes**



We want to improve on what we do by building on our successes and learn from our mistakes by:

- listening to your feedback, good or bad
- dealing with complaints efficiently and effectively
- keeping you up to date with progress
- being honest and open about the process



If we do not to deliver on our promises, you may want to make a complaint, this booklet tells you how to do it.

Stage 1



We have a Customer Services team who you can make a direct complaint to by:

- calling us
- sending a letter
- emailing us



See the back page for the contact details. If you can not do this yourself, you can ask a friend or relative to help you. We will always try to resolve your complaint on the day we receive it.



If we need time to look into it, we will let you know that we have received your complaint within 3 working days.



We will aim to write to you with a response within 10 working days. If we can not get back to you within that time, we will explain why and tell you how long it will take.



Once a complaint is resolved we will send you a survey to see how well we have handled it.

Stage 2



If you feel your complaint has not been handled correctly you can ask to go to Stage 2, Senior Management Review.



Depending on the nature of your complaint, we will determine the most appropriate Manager to review your complaint and inform you, a written response will then be provided to you within 30 working days.



If you remain dissatisfied with the way we have handled your complaint after Stage 2, you can ask a designated panel or person like your local councillor or MP, to review your complaint.



Alternatively you can escalate your complaint to the Housing Ombudsman Service 8 weeks after you have exhausted our internal complaints procedure.



A list of MPs/councillors can be found at:
www.parliament.uk/mps-lords-and-offices/mps

Compliments



Our teams work hard to ensure the service we deliver meets the expectations of our customers and when we get it right we want to hear about it just as much as when we get it wrong.

Positive feedback also helps us to identify when something has worked well so that we can make sure we continue and that all our staff are informed of good practise.



We are also keen to hear about any suggestions you may have to improve our service.

We have a Customer Services team who you can make a direct compliment to by:

- calling us
- sending a letter
- emailing us



See back page for the contact details.

Golden Lane Housing



Call 0300 003 7007



Write to Customer Services team
Golden Lane Housing
West Point
501 Chester Road
Manchester
M16 9HU



Email enquiries@ glh.org.uk
Go to www.glh.org.uk

Housing Ombudsman



Call 0207 421 3800
Lo call 0845 712 5973
Minicom 0207 404 7092
Fax 0207 831 1942



Write to Housing Ombudsman Service
81 Aldwych
London
WC2B 4HN



Email info@housing-ombudsman.org.uk
Go to www.housing-ombudsman.org.uk