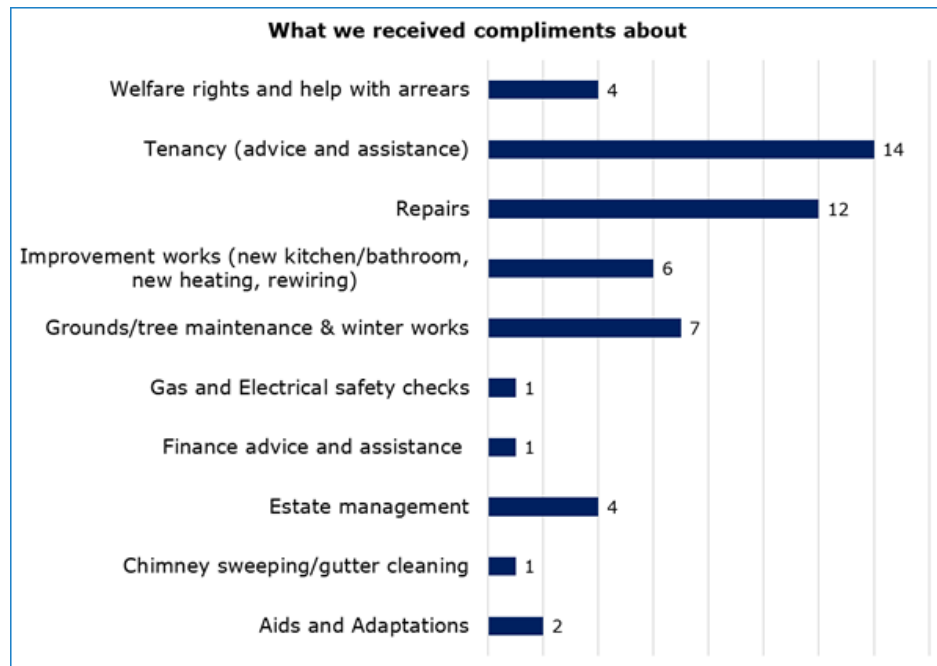


ACHA's Complaint Handling Performance

April to December 2022



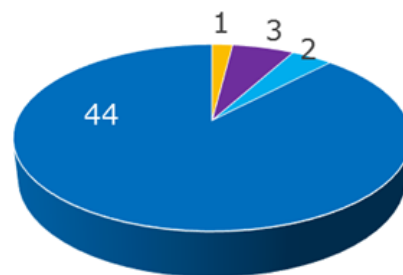
We received a total of **52** compliments, by the end of December 2022, the majority of which were from tenants.



If you want to tell us about a extra special service that a member of staff has provided you, a repair carried out promptly and efficiently, or to thank us for fitting a brand new modern kitchen or bathroom—feel free.

Please Contact our Customer Service Centre—0800 028 2755.

Who we received compliments from



- External Agencies (DWP, Blackwood Group)
- Family members
- Private Owners
- Tenants

Please don't be shy—everyone loves compliments, including us.

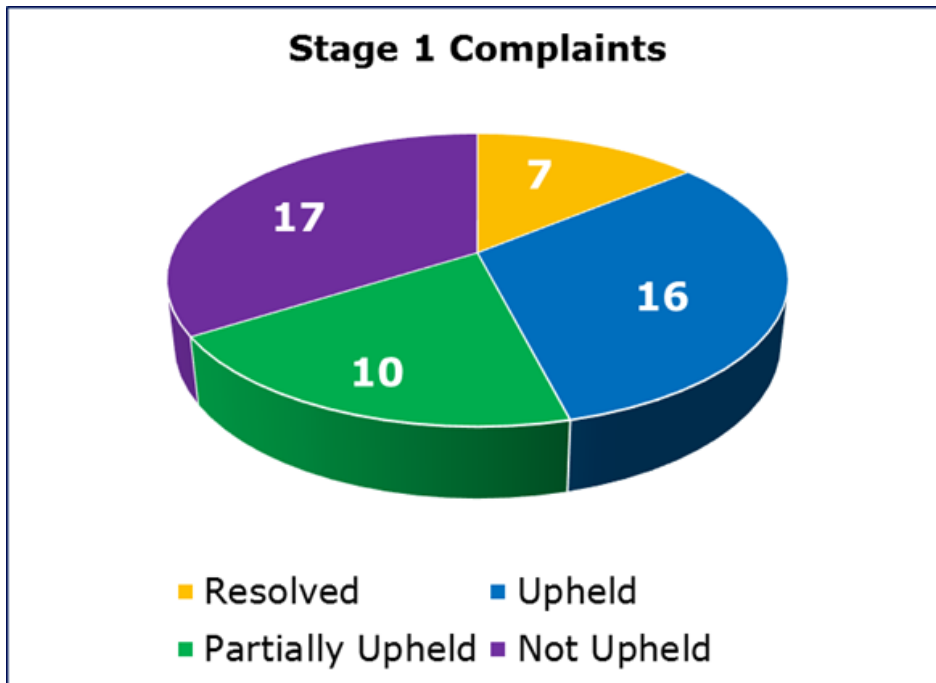


We always welcome the opportunity to improve on the service we provide to our customers and the wider community. One of the ways we do this is to respond promptly, positively and efficiently to all complaints made. If you tell us what we are doing wrong, or what you are unhappy with, we will strive to get it right next time.

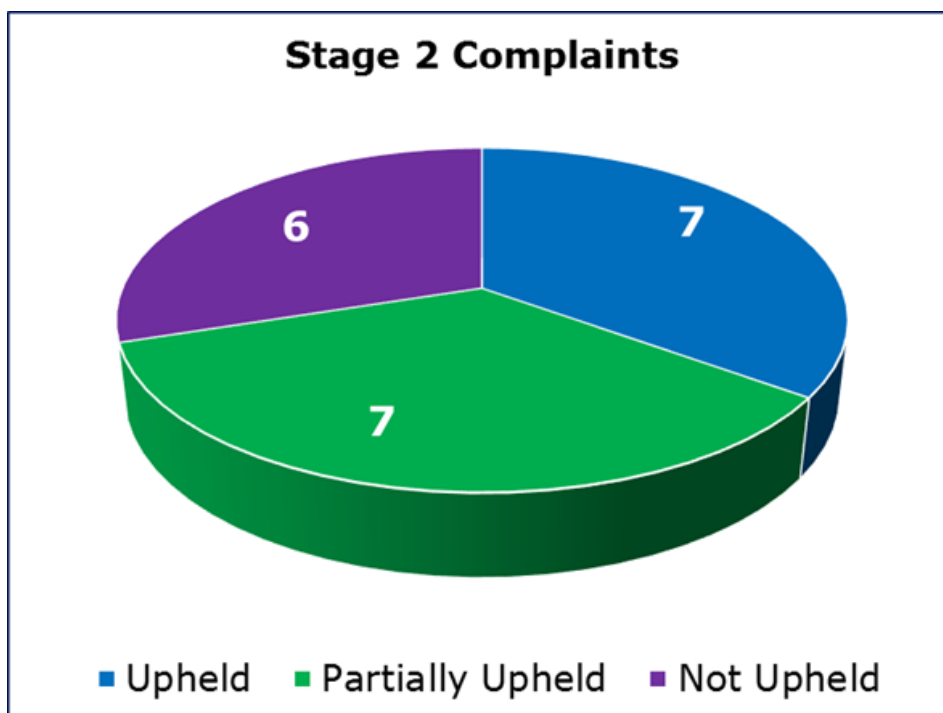


By the end of December 2022, we had dealt with:-

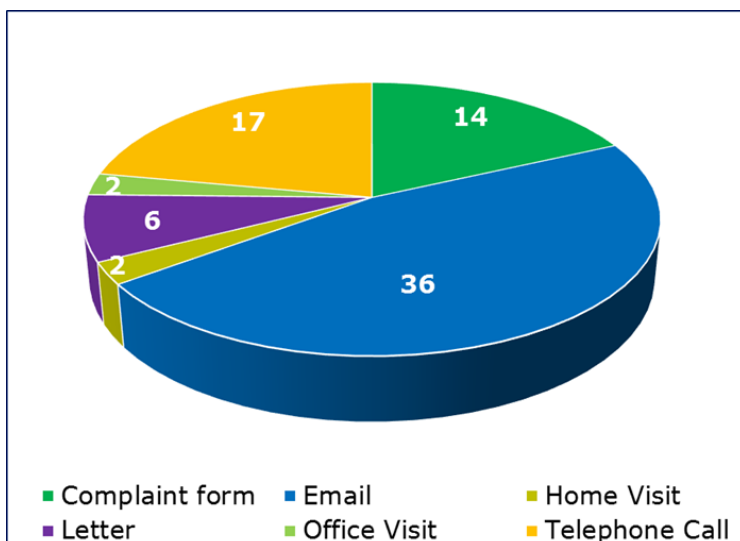
- ◆ 50 Stage 1 complaints



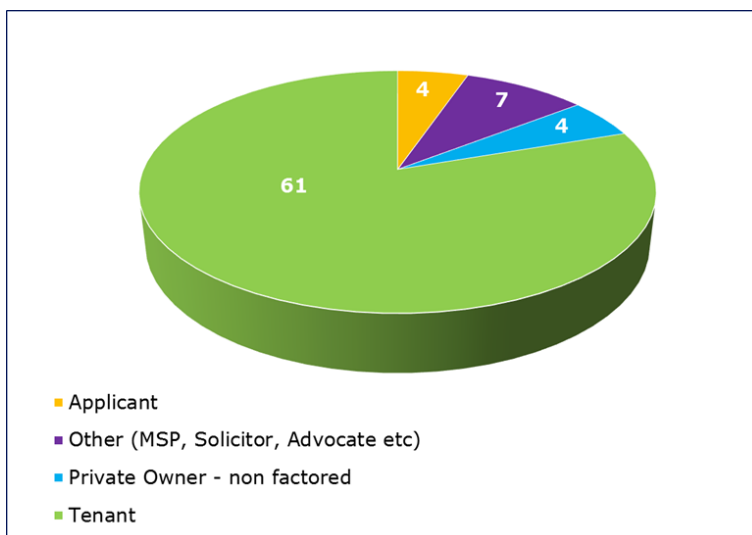
- ◆ 20 Stage 2 complaints



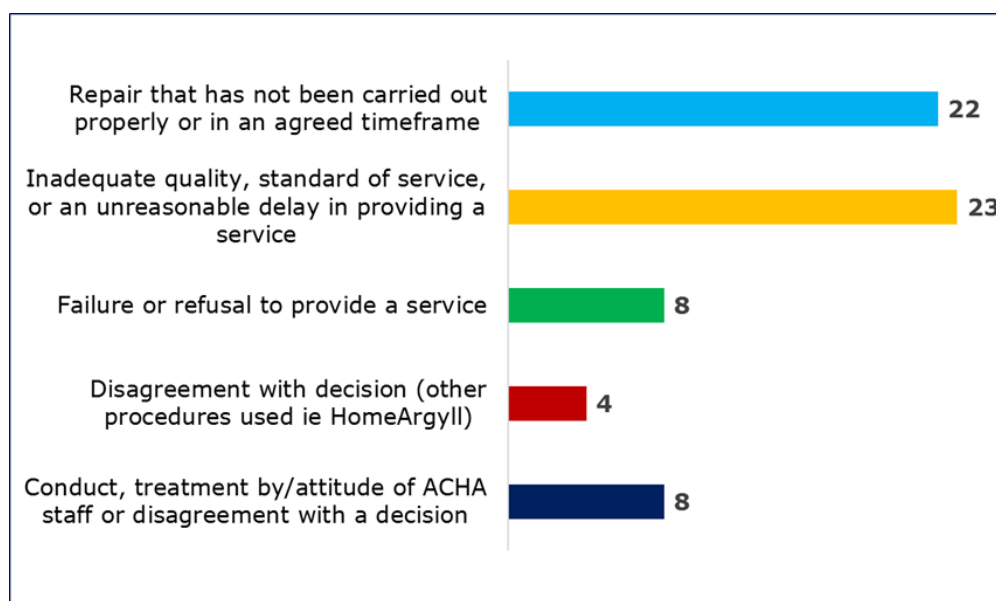
Our customers are able to get in touch with us to raise their complaint in a variety of ways.



We have many customers who are not our tenants.

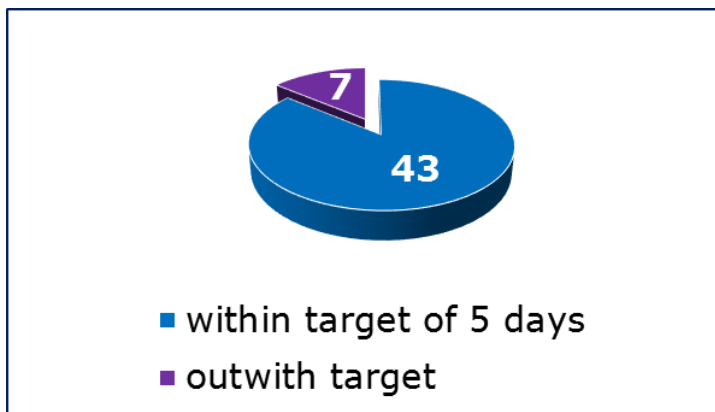


We currently have 16 categories that the complaints we receive are logged under. Up to the end of December, **84%** of the complaints received, were logged under the following **5** categories.

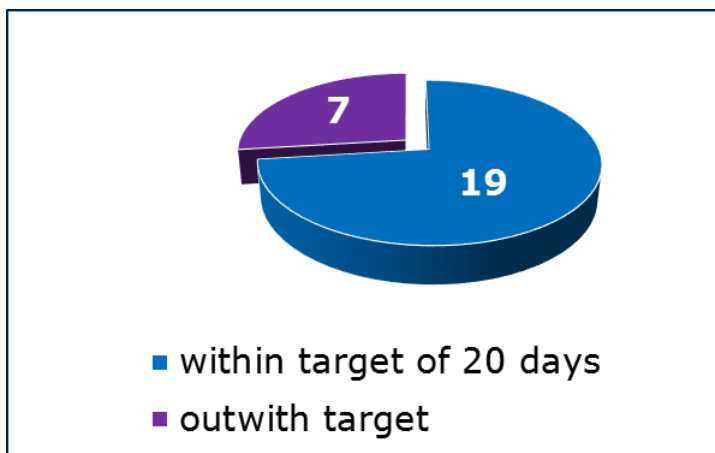


We aim to respond to all the complaints we receive within the Scottish Public Services Ombudsman's targets.

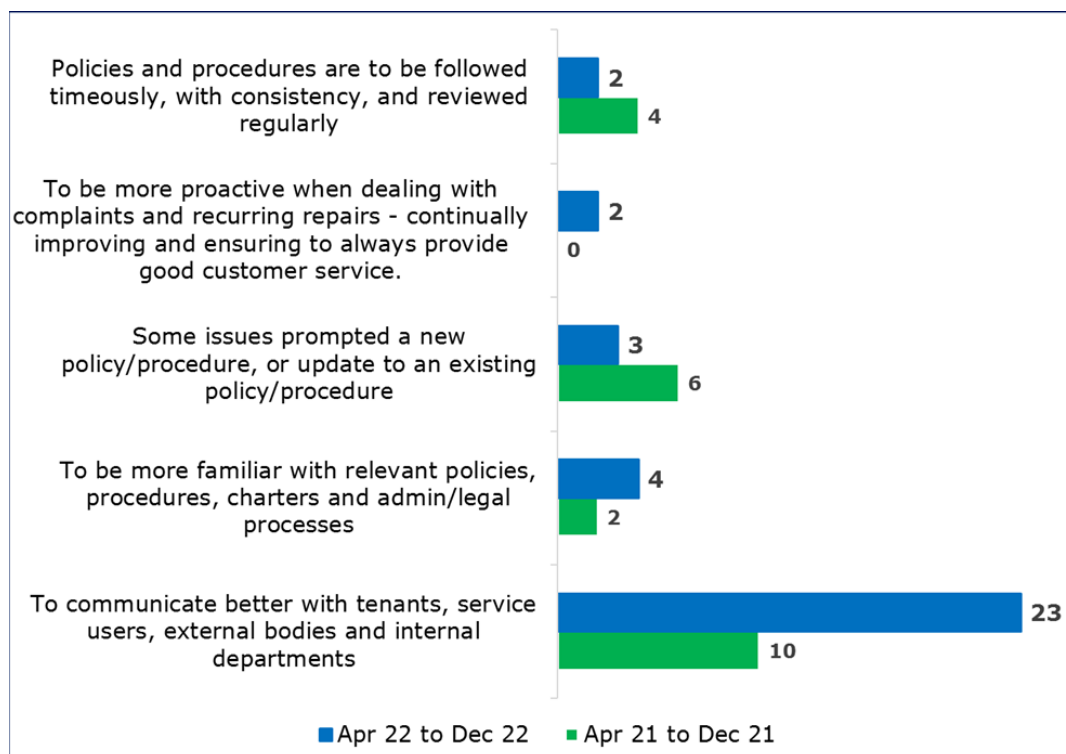
◆ **86%** of the stage 1 complaints that staff dealt with by the end of December were responded to within 5 days.



◆ **73%** of the stage 2 complaints that staff dealt with by the end of December were responded to within 20 days.



What we have learnt:-



How happy were you with how we handled your complaint?

Finding out how satisfied complainants are with how we handled their complaint is a very important part of our complaint handling process:

- It gives them the opportunity to tell us if they think we handled it properly and if not, why;
- It also gives us the opportunity to learn from their comments on how it was handled and if we could have been better.

We issued 61 surveys between the beginning of April and the end of December 2022, **8%** or 5 were returned. We ask complainants a variety of questions: -

- How easy was it to make your complaint?
- How satisfied or dissatisfied were you with the information and advice provided by staff?
- How satisfied or dissatisfied were you with the speed with which your complaint was dealt with?
- Overall, how satisfied or dissatisfied are you with the way your complaint was handled by ACHA?
- How comfortable would you be to make a complaint to ACHA in the future, should the need arise?

All complainants who responded felt it was very easy or fairly easy to make their complaint.

They were also very satisfied or fairly satisfied with the information and advice provided by staff.

80% were very satisfied or fairly satisfied with the speed their complaint was dealt with.

80% of respondents were very satisfied with the way their complaint was handled by staff and would be very comfortable making a complaint to us in the future.



If you have not received a Complaint Handling Satisfaction survey form within 4 weeks of receiving your Stage 1 or Stage 2 Outcome letter, please contact the Corporate Services team on 01546 605855, or email us via corporateservices@acha.co.uk. We will arrange to post you out a survey or if you prefer we can email a form, or a link to survey monkey to you.

If you have not received a Complaint Handling Satisfaction survey form within 4 weeks of receiving your Stage 1 or Stage 2 Outcome letter, please contact the Corporate Services team on 01546 605855, or via corporateservices@acha.co.uk. We will arrange to post you out a survey or if you prefer we can email it to you.