Appendix A: Self-assessment form

This self-assessment form should be completed by the complaints officer and it must be reviewed and approved by the landlord's governing body at least annually.

Once approved, landlords must publish the self-assessment as part of the annual complaints performance and service improvement report on their website. The governing body's response to the report must be published alongside this.

Landlords are required to complete the self-assessment in full and support all statements with evidence, with additional commentary as necessary.

We recognise that there may be a small number of circumstances where landlords are unable to meet the requirements, for example, if they do not have a website. In these circumstances, we expect landlords to deliver the intentions of the Code in an alternative way, for example by publishing information in a public area so that it is easily accessible.

Completed: by Riana Jones and David Hunter (Sparrow Shared Ownership) 01 July 2026

Section 1: Definition of a complaint

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
1.2	A complaint must be defined as: *'an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the landlord, its own staff, or those acting on its behalf, affecting a resident or group of residents.'*	Yes	Complaints Policy – September 2025 – Ref 3.1	Covered within Section 3.1 of Sparrow's Complaints Policy (September 2025), which sets out the definition of a complaint.
1.3	A resident does not have to use the word 'complaint' for it to be treated as such. Whenever a resident expresses dissatisfaction landlords must give them the choice to make complaint. A complaint that is submitted via a third party or representative must be handled in line with the landlord's complaints policy.	Yes	Complaints Policy – September 2025 – Ref 3.2	Covered within Sections 2.3 and 3.2 of Sparrow's Complaints Policy (September 2025), which set out the approach to third-party complaints and expressions of dissatisfaction.
1.4	Landlords must recognise the difference between a service request and a complaint. This must be set out in their complaints policy. A service request is a request from a resident to the landlord requiring action to be taken to put something right. Service requests are not complaints, but must be	Yes	Complaints Policy – September 2025 – Ref 3.3	Covered within Section 3.3 of Sparrow's Complaints Policy (September 2025), which distinguishes between a service request and a complaint.

	recorded, monitored and reviewed regularly.			
1.5	A complaint must be raised when the resident expresses dissatisfaction with the response to their service request, even if the handling of the service request remains ongoing. Landlords must not stop their efforts to address the service request if the resident complains.	Yes	Complaints Policy – September 2025 – Ref 5.2	Covered within Section 5.2 of Sparrow's Complaints Policy (September 2025), which confirms that complaints can be raised during an ongoing service request and do not prevent efforts to resolve the underlying issue.
1.6	An expression of dissatisfaction with services made through a survey is not defined as a complaint, though wherever possible, the person completing the survey should be made aware of how they can pursue a complaint if they wish to. Where landlords ask for wider feedback about their services, they also must provide details of how residents can complain.	Yes	Complaints Policy – September 2025 – Ref 6.1	Covered within Section 6.1 of Sparrow's Complaints Policy (September 2025), which sets out the approach to expressions of dissatisfaction received through surveys.

Section 2: Exclusions

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
2.1	Landlords must accept a complaint unless there is a valid reason not to do so. If landlords decide not to accept a complaint they must be able to evidence their reasoning. Each complaint must be considered on its own merits	Yes	Complaints Policy – September 2025 – Ref 4.1 and 6.2	Covered within Sections 4.1 and 6.1 of Sparrow's Complaints Policy (September 2025), which set out the circumstances where a complaint may not be considered or escalated.
2.2	A complaints policy must set out the circumstances in which a matter will not be considered as a complaint or escalated, and these circumstances must be fair and reasonable to residents. Acceptable exclusions include: • The issue giving rise to the complaint occurred over twelve months ago. • Legal proceedings have started. This is defined as details of the claim, such as the Claim Form and Particulars of Claim, having been filed at court.	Yes	Complaints Policy – September 2025 – Ref 4.1 and 6.1	Covered within Sections 4.1 and 6.1 of Sparrow's Complaints Policy (September 2025), which set out complaint exclusions and escalation criteria.

	• Matters that have previously been considered under the complaints policy.			
2.3	Landlords must accept complaints referred to them within 12 months of the issue occurring or the resident becoming aware of the issue, unless they are excluded on other grounds. Landlords must consider whether to apply discretion to accept complaints made outside this time limit where there are good reasons to do so.	Yes	Complaints Policy – September 2025 – Ref 4.1 and 4.2	Covered within Sections 4.1 and 4.2 of Sparrow's Complaints Policy (September 2025), which set out the timescales for accepting complaints and the application of discretion.
2.4	If a landlord decides not to accept a complaint, an 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. If the Ombudsman does not agree that the exclusion has been applied, the Ombudsman may tell the landlord to take on the complaint.	Yes	Complaints Policy – September 2025 – Ref 6.2	Covered within Section 6.2 of Sparrow's Complaints Policy (September 2025), which sets out the requirement to provide reasons for complaint exclusions and details of Ombudsman referral rights.
2.5	Landlords must not take a blanket approach to excluding complaints; they must consider the individual circumstances of each complaint.	Yes	Complaints Policy – September 2025 - Ref 4.2 and 6.1	Covered within Sections 4.2 and 6.1 of Sparrow's Complaints Policy (September 2025), which provides for case-by-case consideration and discretion.

Section 3: Accessibility and Awareness

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
3.1	Landlords must make it easy for residents to complain by providing different channels through which they can make a complaint. Landlords must consider their duties under the Equality Act 2010 and anticipate the needs and reasonable adjustments of residents who may need to access the complaints process.	Yes	Complaints Policy – September 2025 – Section 7	Covered within Section 7 of Sparrow's Complaints Policy (September 2025), which sets out complaint accessibility and reasonable adjustments. Our website has a clear, easy to use complaints section https://sparrowsharedownership.co.uk/get-in-touch/make-a-complaint/
3.2	Residents must be able to raise their complaints in any way and with any member of staff. All staff must be aware of the complaints process and be able to pass details of the complaint to the appropriate person within the landlord.	Yes	Complaints Policy – September 2025 – Section 1 Staff have been trained in how to raise a complaint and ensure it is actioned.	Covered within Section 1 of Sparrow's Complaints Policy (September 2025), which sets out complaint accessibility and staff responsibilities.
3.3	High volumes of complaints must not be seen as a negative, as they can be indicative of a well-publicised and accessible complaints process. Low complaint volumes are potentially a sign that residents are unable to complain.	Yes	Complaints Policy – September 2025 – Section 1 All communication we send to residents is transparent about where we wish to learn from customers and where we wish to	Covered within Section 1 of Sparrow's Complaints Policy (September 2025), which promotes an accessible and well-publicised complaints process.

			learn from when things go wrong. We also proactively contact all customers who have expressed dissatisfaction via our customer experience surveys to identify where we could improve	

3.4	Landlords must make their complaint policy available in a clear and accessible format for all residents. This will detail the two stage process, what will happen at each stage, and the timeframes for responding. The policy must also be published on the landlord's website.	Yes	• Complaints Policy – September 2025 - Section 5 (For complaints stages) • Complaints Policy – September 2025 – Ref 6.3 (Accessible formats)	Customer can access the 'Recite Me' accessibility tool on our website. available on website.
3.5	The policy must explain how the landlord will publicise details of the complaints policy, including information about the Ombudsman and this Code.	Yes	Complaints Policy – September 2025 – Ref 1.8 https://sparrowsharedownership.co.uk/get-in-touch/make-a-complaint/	Covered within Section 1.8 of Sparrow's Complaints Policy (September 2025), which sets out how the policy, Complaint Handling Code and Ombudsman information are publicised and featured on our website for easy access to customers.
3.6	Landlords must 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.	Yes	Complaints Policy – September 2025 – Ref 2.3	Covered within Section 2.3 of Sparrow's Complaints Policy (September 2025), which sets out arrangements for complaints raised by representatives.
3.7	Landlords must provide residents with information on their right to access the Ombudsman service and how the individual can engage with the Ombudsman about their complaint.	Yes	Complaints Policy – September 2025 – Ref 1.2 and Ref 5.24 All complaint responses letters that are sent make explicit reference to the Ombudsman service.	Covered within Sections 1.2 and 5.24 of Sparrow's Complaints Policy (September 2025), which set out residents' rights to access the Housing Ombudsman Service. This is also repeated on our website, and included at the bottom of complaint response letters.

Section 4: Complaint Handling Staff

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
4.1	Landlords must have a person or team assigned to take responsibility for complaint handling, including liaison with the Ombudsman and ensuring complaints are reported to the governing body (or equivalent). This Code will refer to that person or team as the 'complaints officer'. This role may be in addition to other duties.	Yes	The Homeownership team is the front facing customer team that also manages complaint responses on behalf o the business.	The formal "Complaints Officer" is the Head of Customer Service. Sparrow has a dedicated administrator role who logs, acknowledges, investigates and responds to complaints at Stage 1. Stage 2 responses are sent out by the Head of Customer Services once investigation into escalation is complete
4.2	The complaints officer must have access to staff at all levels to facilitate the prompt resolution of complaints. They must also have the authority and autonomy to act to resolve disputes promptly and fairly.	Yes	The leadership structure of Sparrow includes the Head of Customer Service on the leadership team.	The Head of Customer Service ("Complaints Officer") sits on the leadership team at Sparrow and has access to all staff in the business. All staff are aware that they must present information in a timely and transparent manner to ensure complaints are resolved promptly and fairly.

4.3	Landlords are expected to prioritise complaint handling and a culture of learning from complaints. All relevant staff must be suitably trained in the importance of complaint handling. It is important that complaints are seen as a core service and must be resourced to handle complaints effectively	Yes	Complaints Policy – September 2025 – Ref 1.9 Service charge letters for 2026/27 have been improved in response to customer feedback.	Sparrow has a dedicated Complaints Administrator who investigates Stage 1 complaints and oversees the monitoring and management of all complaints. Sparrow takes the learnings from complaints, and uses this to make changes or adjust to customer facing processes which have contributed to complaints.

Section 5: The Complaint Handling Process

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
5.1	Landlords must have a single policy in place for dealing with complaints covered by this Code. Residents must not be treated differently if they complain.	Yes	Complaints Policy – September 2025 – Ref 1.4	Covered within Section 1.4 of Sparrow's Complaints Policy (September 2025), which confirms a single complaints policy and approach applies to all complaints.
5.2	The early and local resolution of issues between landlords and residents is key to effective complaint handling. It is not appropriate to have extra named stages (such as 'stage 0' or 'informal complaint') as this causes unnecessary confusion.	Yes	Complaints Policy – September 2025 – Section 5	Covered within Section 5 of Sparrow's Complaints Policy (September 2025), which sets out a two-stage complaints process.
5.3	A process with more than two stages is not acceptable under any circumstances as this will make the complaint process unduly long and delay access to the Ombudsman.	Yes	Complaints Policy – September 2025 – Section 5	Covered within Section 5 of Sparrow's Complaints Policy (September 2025), which sets out a two-stage complaints process.
5.4	Where a landlord's complaint response is handled by a third party (e.g. a contractor or independent adjudicator) at any stage, it must form part of the two stage complaints process set out in this Code. Residents must not be expected to go through two complaints processes.	Yes	N/A	Covered within Section 5 of Sparrow's Complaints Policy (September 2025), which sets out a two-stage complaints process.

5.5	Landlords are responsible for ensuring that any third parties handle complaints in line with the Code.	Yes	N/A	Sparrow handles all its complaints internally and arrange for responses to come directly from us. There is no third party Sparrow expects to reply to our customer complaint, unless the complaint is about a service Sparrow do not manage or have responsibility to deliver.
5.6	When a complaint is logged at Stage 1 or escalated to Stage 2, landlords must set out their understanding of the complaint and the outcomes the resident is seeking. The Code will refer to this as “the complaint definition”. If any aspect of the complaint is unclear, the resident must be asked for clarification.	Yes	Complaints Policy – September 2025 – Ref 5.13 and 5.21	Covered within Sections 5.13 and 5.21 of Sparrow's Complaints Policy (September 2025), which set out complaint definitions and desired outcomes at Stages 1 and 2.
5.7	When a complaint is acknowledged at either stage, landlords must be clear which aspects of the complaint they are, and are not, responsible for and clarify any areas where this is not clear.	Yes	Complaints Policy – September 2025 – Ref 5.13 and 5.21	Covered within Sections 5.13 and 5.21 of Sparrow's Complaints Policy (September 2025), which set out complaint definitions and desired outcomes at Stages 1 and 2. All complaint letters state this

5.8	At each stage of the complaints process, complaint handlers must: a. deal with complaints on their merits, act independently, and have an open mind; b. give the resident a fair chance to set out their position; c. take measures to address any actual or perceived conflict of interest; and	Yes	Complaints Policy – September 2025 – Ref 5.8	Covered within Section 5.8 of Sparrow's Complaints Policy (September 2025), which sets out the principles for complaint handling and investigation.

	d. consider all relevant information and evidence carefully.			
5.9	Where a response to a complaint will fall outside the timescales set out in this Code, the landlord must agree with the resident suitable intervals for keeping them informed about their complaint.	Yes	Complaints Policy – September 2025 – Ref 5.4	Covered within Section 5.4 of Sparrow's Complaints Policy (September 2025), which sets out communication requirements where complaint timescales cannot be met.
5.10	Landlords must make reasonable adjustments for residents where appropriate under the Equality Act 2010. Landlords must keep a record of any reasonable adjustments agreed, as well as a record of any disabilities a resident has disclosed. Any agreed reasonable adjustments must be kept under active review.	Yes	Complaints Policy – September 2025 – Ref 7.2	Covered within Section 7.2 of Sparrow's Complaints Policy (September 2025), which sets out reasonable adjustments and accessibility requirements.
5.11	Landlords must not refuse to escalate a complaint through all stages of the complaints procedure unless it has valid reasons to do so. Landlords must clearly set out these reasons, and they must comply with the provisions set out in section 2 of this Code.	Yes	Complaints Policy – September 2025 – Ref 5.15 and Ref 5.19	Covered within Sections 5.15 and 5.19 of Sparrow's Complaints Policy (September 2025), which set out escalation arrangements and refusal criteria.
5.12	A full record must be kept of the complaint, and the outcomes at each stage. This must include the original complaint and the date received, all correspondence with the resident,	Yes	Internal complaints tracking document.	All complaints are recorded on a complaints tracker, with associated documentation retained to support monitoring, investigation, and record keeping.

	correspondence with other parties, and any relevant supporting documentation such as reports or surveys.			
5.13	Landlords must have processes in place to ensure a complaint can be remedied at any stage of its complaints process. Landlords must ensure appropriate remedies can be provided at any stage of the complaints process without the need for escalation.	Yes	Managed by the Complaints Administrator, the Head of Customer Service and Head of Property who have the authority to resolve complaints at all stages.	Sparrow's Complaints Administrator investigates Stage 1 complaints and has delegated authority to resolve complaints and determine appropriate outcomes without the need for escalation.
5.14	Landlords must have policies and procedures in place for managing unacceptable behaviour from residents and/or their representatives. Landlords must be able to evidence reasons for putting any restrictions in place and must keep restrictions under regular review.	Yes	Sparrow's Unacceptable Behavior Policy.	Covered within Sparrow's Unacceptable Behavior Policy, which sets out the management of unacceptable behavior, the application of restrictions, and review arrangements.
5.15	Any restrictions placed on contact due to unacceptable behaviour must be proportionate and demonstrate regard for the provisions of the Equality Act 2010.	Yes	Sparrow's Unacceptable Behavior Policy.	Covered within Sparrow's Unacceptable Behavior Policy, which ensures any contact restrictions are proportionate and take account of Equality Act 2010 requirements.

Section 6: Complaints Stages

Stage 1

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.1	Landlords must have processes in place to consider which complaints can be responded to as early as possible, and which require further investigation. Landlords must consider factors such as the complexity of the complaint and whether the resident is vulnerable or at risk. Most stage 1 complaints can be resolved promptly, and an explanation, apology or resolution provided to the resident.	Yes	Complaints Policy – September 2025 – Section 5.7	Covered within Section 5.7 of Sparrow's Complaints Policy (September 2025), which sets out the assessment and handling of Stage 1 complaints.
6.2	Complaints must be acknowledged, defined and logged at stage 1 of the complaints procedure **within five working days of the complaint being received**.	Yes	Complaints Policy – September 2025 – Section 5.12	Covered within Section 5.12 of Sparrow's Complaints Policy (September 2025), which sets out the requirements for acknowledging, defining and logging Stage 1 complaints.
6.3	Landlords must issue a full response to stage 1 complaints **within 10 working days** of the complaint being acknowledged.	Yes	Complaints Policy – September 2025 – Section 5.15	Covered within Section 5.15 of Sparrow's Complaints Policy (September 2025), which sets out the Stage 1 response timescale.
6.4	Landlords must decide whether an extension to this timescale is needed when considering the complexity of the complaint and then inform the resident	Yes	Complaints Policy – September 2025 – Ref 5.3	Covered within Section 5.3 of Sparrow's Complaints Policy (September 2025), which sets out extension arrangements where additional time is required.

	of the expected timescale for response. Any extension must be no more than 10 working days without good reason, and the reason(s) must be clearly explained to the resident.			
6.5	When an organisation informs a resident about an extension to these timescales, they must be provided with the contact details of the Ombudsman.	Yes	Complaints Policy – September 2025 – Ref 5.15	Covered within Section 5.15 of Sparrow's Complaints Policy (September 2025), which sets out extension arrangements and the provision of Ombudsman information where timescales cannot be met.
6.6	A complaint response must be provided 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 promptly with appropriate updates provided to the resident.	Yes	Complaints Policy – September 2025 – Ref 5.5	Covered within Section 5.5 of Sparrow's Complaints Policy (September 2025), which sets out the requirement to issue complaint responses while continuing to monitor and progress any outstanding actions.
6.7	Landlords must address all points raised in the complaint definition and provide clear reasons for any decisions, referencing the relevant policy, law and good practice where appropriate.	Yes	Complaints Policy – September 2025 – Ref 5.8	Covered within Sections 5.8 of Sparrow's Complaints Policy (September 2025), which set out requirements for complaint investigations, decision-making, and complaint responses.

6.8	Where residents raise additional complaints during the investigation, these must be incorporated into the stage 1 response if they are related and the stage 1 response has not been issued. Where the stage 1 response has been issued, the new issues are unrelated to the issues already being	Yes	Complaints Policy – September 2025 – Ref 5.9	Covered within Section 5.9 of Sparrow's Complaints Policy (September 2025), which sets out the handling of additional complaint issues raised during an ongoing complaint investigation.

	investigated or it would unreasonably delay the response, the new issues must be logged as a new complaint.			
6.9	Landlords must confirm the following in writing to the resident at the completion of stage 1 in clear, plain language: a. the complaint stage; b. the complaint definition; c. the decision on the complaint; d. the reasons for any decisions made; e. the details of any remedy offered to put things right; f. details of any outstanding actions; and g. details of how to escalate the matter to stage 2 if the individual is not satisfied with the response.	Yes	Complaints Policy – September 2025 – Ref 5.15	Covered within Section 5.15 of Sparrow's Complaints Policy (September 2025), which sets out the content requirements for Stage 1 complaint responses.

Stage 2

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
6.10	If all or part of the complaint is not resolved to the resident's satisfaction at stage 1, it must be progressed to stage 2 of the landlord's procedure. Stage 2 is the landlord's final response.	Yes	Complaints Policy – September 2025 – Ref 5.15	Covered within Section 5.15 of Sparrow's Complaints Policy (September 2025), which sets out Stage 2 escalation rights and confirms Stage 2 as the final stage of the complaints process.
6.11	Requests for stage 2 must be acknowledged, defined and logged at stage 2 of the complaints procedure within five working days of the escalation request being received.	Yes	Complaints Policy – September 2025 – Ref 5.18	Covered within Section 5.18 of Sparrow's Complaints Policy (September 2025), which sets out the requirements for

				acknowledging, defining and logging Stage 2 complaints.

6.12	Residents must not be required to explain their reasons for requesting a stage 2 consideration. Landlords are expected to make reasonable efforts to understand why a resident remains unhappy as part of its stage 2 response.	Yes	Complaints Policy – September 2025 – Ref 5.19	Covered within Section 5.19 of Sparrow's Complaints Policy (September 2025), which confirms residents are not required to provide reasons for requesting Stage 2 escalation.
6.13	The person considering the complaint at stage 2 must not be the same person that considered the complaint at stage 1.	Yes	Complaints Policy – September 2025 – Ref 5.22	Covered within Section 5.22 of Sparrow's Complaints Policy (September 2025), which confirms that a different decision-maker reviews Stage 2 complaints.
6.14	Landlords must issue a final response to the stage 2 **within 20 working days** of the complaint being acknowledged.	Yes	Complaints Policy – September 2025 – Ref 5.23	Covered within Section 5.23 of Sparrow's Complaints Policy (September 2025), which sets out the Stage 2 response timescale.
6.15	Landlords must decide whether an extension to this timescale is needed when considering the complexity of the complaint and then inform the resident of the expected timescale for response. Any extension must be no more than 20 working days without good reason, and the reason(s) must be clearly explained to the resident.	Yes	Complaints Policy – September 2025 – Ref 5.23	Covered within Section 5.23 of Sparrow's Complaints Policy (September 2025), which sets out Stage 2 extension arrangements.
6.16	When an organisation informs a resident about an extension to these timescales, they must be provided with the contact details of the Ombudsman.	Yes	Complaints Policy – September 2025 – Ref 5.23 and Ref 5.24	Covered within Sections 5.23 and 5.24 of Sparrow's Complaints Policy (September 2025), which set out extension arrangements and the provision of Ombudsman contact details.

6.17	A complaint response must be provided 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 promptly with appropriate updates provided to the resident.	Yes	Complaints Policy – September 2025 – Ref 5.5 and Ref 5.6	Covered within Section 5.5 and 5.6 of Sparrow's Complaints Policy (September 2025), which requires complaint responses to be issued before all actions are completed and outstanding actions must still be tracked.

6.18	Landlords must address all points raised in the complaint definition and provide clear reasons for any decisions, referencing the relevant policy, law and good practice where appropriate.	Yes	Complaints Policy – September 2025 – Ref 5.24	Covered within Section 5.24 of Sparrow's Complaints Policy (September 2025), which sets out the requirements for Stage 2 complaint responses.
6.19	Landlords must confirm the following in writing to the resident at the completion of stage 2 in clear, plain language: a. the complaint stage; b. the complaint definition; c. the decision on the complaint; d. the reasons for any decisions made; e. the details of any remedy offered to put things right; f. details of any outstanding actions; and g. details of how to escalate the matter to the Ombudsman Service if the individual remains dissatisfied.	Yes	Complaints Policy – September 2025 – Ref 5.23	Covered within Section 5.23 of Sparrow's Complaints Policy (September 2025), which sets out the content requirements for Stage 2 complaint responses.
6.20	Stage 2 is the landlord's final response and must involve all suitable staff members needed to issue such a response.	Yes	There is no stage beyond stage 2 of complaints and we confirm this in writing to customers at every stage of their complaint.	Stage 2 responses are investigated by the Head of Customer Service, who has oversight of and access to the appropriate staff required to provide Sparrow's final complaint response.

Section 7: Putting things right

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
7.1	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. These can include: • Apologising; • Acknowledging where things have gone wrong; • Providing an explanation, assistance or reasons; • Taking action if there has been delay; • Reconsidering or changing a decision; • Amending a record or adding a correction or addendum; • Providing a financial remedy; • Changing policies, procedures or practices.	Yes	Complaints Policy – September 2025 – Ref 5.11	Covered within Section 5.11 of Sparrow's Complaints Policy (September 2025), which sets out the remedies available where service failures are found.
7.2	Any remedy offered must reflect the impact on the resident as a result of any fault identified.	Yes	Complaints Policy – September 2025 – Ref 5.11	Covered within Section 5.11 of Sparrow's Complaints Policy (September 2025), which sets out that remedies should be proportionate to the identified service failure and its impact.
7.3	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	Complaints Policy – September 2025 – Ref 5.15 & 5.24	Covered within Sections 5.15 and 5.24 of Sparrow's Complaints Policy (September 2025), which set out the requirements for remedies and outstanding actions.

7.4	Landlords must take account of the guidance issued by the Ombudsman when deciding on appropriate remedies.	Yes	Sparrows Remedies Policy	Sparrow's Remedies Policy has been developed in line with Housing Ombudsman guidance and used to inform remedy and compensation decisions.

Section 8: Self-assessment, reporting and compliance

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
8.1	Landlords must produce an annual complaints performance and service improvement report for scrutiny and challenge, which must include: a. the annual self-assessment against this Code to ensure their complaint handling policy remains in line with its requirements. b. a qualitative and quantitative analysis of the landlord's complaint handling performance. This must also include a summary of the types of complaints the landlord has refused to accept; c. any findings of non-compliance with this Code by the Ombudsman; d. the service improvements made as a result of the learning from complaints; e. any annual report about the landlord's performance from the Ombudsman; and f. any other relevant reports or publications produced by the Ombudsman in relation to the work of the landlord.	Yes	Our Annual Complaints Performance Report is provided to the Customer Scrutiny Panel meeting and Group Board meeting in July, with a final report submitted to the Housing Ombudsman in September. These are also published on our website.	Complaint lessons learned and service improvements are reported to Sparrow's Leadership Team by the Head of Customer Service. Complaint handling performance is reported regularly to Sparrow's Board to provide oversight and assurance. Complaints performance, outcomes and service improvements are published annually within Sparrow's Complaints Performance and Service Improvement Report.

8.2	The annual complaints performance and service improvement report must be reported to the landlord's governing body (or equivalent) and published on the on the section of its website relating to complaints. The governing body's response to the report must be published alongside this.	Yes	https://sparrowsharedownership.co.uk/customer-nest/customer-policies/sparrow-complaints-annual-report/	The annual Complaints Performance and Service Improvement Report is approved by Sparrow's Board and includes a foreword from the Member Responsible for Complaints (MRC) and submitted to the Ombudsman every September for review.
8.3	Landlords must also carry out a self-assessment following a significant restructure, merger and/or change in procedures.	Yes	This self-assessment has been completed by Sparrow Housing to ensure compliance with the code.	The previous self-assessment was completed by Sage Homes on behalf of Sparrow prior to the transfer of management responsibilities to Sparrow Housing.
8.4	Landlords may be asked to review and update the self-assessment following an Ombudsman investigation.	Yes	This self assessment would be updated if we were asked to do so by the Ombudsman.	Although no specific requests have been made under the Complaint Handling Code, Sparrow understands and remains committed to meeting its obligations under the Code.
8.5	If a landlord is unable to comply with the Code due to exceptional circumstances, such as a cyber incident, they must inform the Ombudsman, provide information to residents who may be affected, and publish this on their website Landlords must provide a timescale for returning to compliance with the Code.	Yes	N/A	Whilst no relevant incidents have arisen to date, Sparrow has appropriate procedures in place and remains committed to meeting its obligations under the Housing Ombudsman's Complaint Handling Code.

Section 9: Scrutiny & oversight: continuous learning and improvement

Code provision	Code requirement	Comply: Yes / No	Evidence	Commentary / explanation
9.1	Landlords must look beyond the circumstances of the individual complaint and consider whether service improvements can be made as a result of any learning from the complaint.	Yes	N/A	Complaint lessons learned and service improvements are reported to the Board through the Customer Board Update Report.
9.2	A positive complaint handling culture is integral to the effectiveness with which landlords resolve disputes. Landlords must use complaints as a source of intelligence to identify issues and introduce positive changes in service delivery.	Yes	We have operational meetings to review complaints feedback, and our complaint administrator uses these learning as part of their recommended improvements to service provision undertaken periodically.	Complaint trends, lessons learned and resulting service improvements are reported to the Board to support service improvement and organizational learning.
9.3	Accountability and transparency are also integral to a positive complaint handling culture. Landlords must report back on wider learning and improvements from complaints to stakeholders, such as residents' panels, staff and relevant committees.	Yes	This is regularly discussed in our Customer Scrutiny Panel meetings and we have used this to form the basis of Board discussion on service improvements as a result of customer feedback.	A Board member serves as both the Member Responsible for Complaints (MRC) and Chair of the Customer Scrutiny Panel, helping to ensure complaint outcomes, lessons learned and service improvements are shared with residents and governing bodies.

9.4	Landlords must appoint a suitably senior lead person as accountable for their complaint handling. This person must assess any themes or trends to identify potential systemic issues, serious risks, or policies and procedures that require revision.	Yes	The Head of Customer Service is Sparrow's designated Complaint Handling Lead. As a member of the Leadership Team reporting directly to the Managing Director, they are responsible for overseeing complaint handling, performance, learning and service improvement.	

9.5	In addition to this a member of the governing body (or equivalent) must be appointed to have lead responsibility for complaints to support a positive complaint handling culture. This person is referred to as the Member Responsible for Complaints ('the MRC').	Yes	A Board Member has been appointed as Sparrow's Member Responsible for Complaints (MRC) and also serves as Chair of the Customer Scrutiny Panel.	
9.6	The MRC will be responsible for ensuring the governing body receives regular information on complaints that provides insight on the landlord's complaint handling performance. This person must have access to suitable information and staff to perform this role and report on their findings.	Yes	The MRC is provided with a summary report of all complaints which precedes a periodic meeting with Sparrow's operational leads. The MRC is then responsible for reporting this back to Board.	
9.7	As a minimum, the MRC and the governing body (or equivalent) must receive: a. regular updates on the volume, categories and outcomes of complaints, alongside complaint handling performance; b. regular reviews of issues and trends arising from complaint handling; c. regular updates on the outcomes of the Ombudsman's investigations and progress made in complying with orders related to severe maladministration findings; and	Yes	The MRC is provided with a summary report of all complaints which precedes a periodic meeting with Sparrow's operational leads	Updates on complaints, complaint performance and Housing Ombudsman cases are included within Board reports. The Member Responsible for Complaints (MRC) undertakes additional scrutiny and reports their findings back to the Board.

	d. annual complaints performance and service improvement report.			
9.8	Landlords must have a standard objective in relation to complaint handling for all relevant employees or third parties that reflects the need to: a. have a collaborative and co-operative approach towards resolving complaints, working with colleagues across teams and departments; b. take collective responsibility for any shortfalls identified through complaints, rather than blaming others; and c. act within the professional standards for engaging with complaints as set by any relevant professional body.	Yes	Objectives will be set around complaint handling and quality of response.	The Sparrow Complaints Policy, Customer Charter and Sparrow Values set out the standards and expectations for all staff when handling complaints, promoting a collaborative, customer-focused approach and a culture of learning and accountability.