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.

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our policy reflects the definition within the Housing Ombudsman Code

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	A complaint can be made on customer of a customer with their permission and will be handled in line with our Complaints Policy. If the t feels a complaint has been misdiagnosed as a service request, they are given the opportunity to amend it to a complaint.
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 recorded, monitored and reviewed regularly.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	The definition of a service request and a complaint is set out in our Complaints Policy.

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	If a customer is unhappy with our response to their service request we will raise a complaint
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	Annual satisfaction survey completed February 2026 Satisfaction Survey Feb 2026.xlsx	Annual satisfaction survey completed February 2026. All residents were advised how to make a complaint as part of the survey.

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We will accept a complaint unless there is a valid reason not to do so or has cause for exclusion as set out in our Complaints Policy.

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. • Matters that have previously been considered under the complaints policy.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our Complaints Policy sets out the reasons in which we may not consider or escalate a complaint. Each case is reviewed and treated on its own merits to ensure fairness and consistency.

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We will accept a complaint referred within 12 months of the issue occurring or resident becoming aware of the issue.
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 fairly applied, the Ombudsman may tell the landlord to take on the complaint.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our Complaints Policy sets out the terms in which we may not decide to accept a complain

2.5	Landlords must not take a blanket approach to excluding complaints; they must consider the individual circumstances of each complaint.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Each contact is assessed and treated on merit using the guidance of our Complaints Policy. On the rare occasion we may exclude a complaint it would be in accordance with the Policy and reasons would be explained in writing

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	The Complaints Policy offers various channels for residents to make complaints. MIT will provide a large print version of policy. where required All staff and Trustees have been provided with EQIA training
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	The Complaints Policy offers various channels for residents to make complaints.

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	Tenant's policy folder available in each Court. Tenant's representatives present at committee meetings. TV presentation and newsletters include sections on how a complaint can be made	We offer a variety of publications and the tenants representatives are aware of policy
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our Policy is available publicly on our website and details how complaints are handled. We also support any resident should they require explanation or help in understanding our complaints policy, or if they require additional support to make a complaint.

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	https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7 The complaints policy details how the policy will be shared – TV displays, committee meetings and residents noticeboards.	The complaints policy S8 provides this detail.
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Section 3 of our Complaints policy explains that residents may have a representative deal with their complaint on their behalf
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Section 7 Of our Complaints Policy gives the Ombudsman contact details

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	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	The Trusts General Manager deals with stage 1 enquiries and the Trusts Chair and Trustees deal with Stage 2 complaints
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 General Manager has direct links with the Trustees and management responsibility for all staff	

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 are discussed at committee meetings and any policy changes are reviewed by trustees	All staff and Trustees have access to policies and committee meeting outcomes

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c	We have a single policy in place

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We have a two-stage Complaints process aligned to the Housing Ombudsman
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We have a two-stage complaint process. The resident is advised of their rights to contact the Ombudsman
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	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Any third party or independent adjudicator that may be required to provide information or assistance with regards to a complaint about a service provided on behalf of Mersea Island Trust is expected to comply with the requirements set out in the Code

5.5	Landlords are responsible for ensuring that any third parties handle complaints in line with the Code.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Any third party or independent adjudicator that may be required to provide information
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 are acknowledged and defined in the response to the complainant	
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 are acknowledged and defined in the response to the complainant	

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 d. consider all relevant information and evidence carefully.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Trustees and staff aware of policy
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	If an extension to timescale is agreed with the resident, we provide a new expected response date to the complainant

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	Annual assessments undertaken with residents to disclose any disabilities	
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Each contact is assessed and treated on merit using the guidance of our Complaints Policy.

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, correspondence with other parties, and any relevant supporting documentation such as reports or surveys.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We keep records of each complaint which are managed using a data base and other methods of recording and storing information in line with our data protection storage and retention policy.
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	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We aim to resolve issues at the earliest opportunity

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	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our Complaints Policy sets out how we will manage unreasonable or unacceptable behaviour. If MIT considers someone's behaviour to be unreasonable, we will explain why and ask them to change it. Action plan – staff training and specific policy in relation to unacceptable behaviour to be adopted
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	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our Complaints Policy sets out our approach to unacceptable behaviour

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Where possible find an early resolution to the customer satisfaction. If this is not possible, and further investigation is required, we will progress to a complaint.

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We acknowledge complaints within 5 working days.
6.3	Landlords must issue a full response to stage 1 complaints **within 10 working days** of the complaint being acknowledged.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We are committed to responding to stage 1 complaints within 10 working days of the complaint acknowledgement.
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 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.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We aim to respond to all complaints within the timescale given. If we cannot achieve this we will write to the complainant to advise them of the reason for any extension

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We also provide the Housing Ombudsman's details should the customer wishes to seek independent advice regarding a complaint
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We do respond to the customer once the answer to the complaint is known.
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	Complaint Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our response to the customer addresses the issues raised

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 investigated or it would unreasonably delay the response, the new issues must be logged as a new complaint.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Additional complaints raised during an investigation will be incorporated into the Stage 1 response if they are related and the response has not been issues. If an issue is unrelated or the stage 1 response has been issued, we will log a new stage 1 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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7 Complaint referral template Complaints response template	We have templates follow to ensure compliance with the policy and guidance.

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our Complaints Policy sets out how complaints are handled. If a resident is not satisfied with the stage 1 response, we will progress to stage 2 of our complaint procedure
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We will log requests for Stage 2 within five working days of the escalation
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We will make reasonable efforts to establish why a resident remains unhappy understand why a resident remains unhappy as part of its stage 2 response. and the outcome they are seeking. Our Complaints Policy sets out how complaints can be escalated to Stage 2

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our policy sets out our escalation policy – stage two complaints are managed by the Chair and two trustees
6.14	Landlords must issue a final response to the stage 2 **within 20 working days** of the complaint being acknowledged.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our Complaints Policy sets out that a final response must be issued within 20 working days of complaint acknowledgement.

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We will advise if a complaint needs an extension to timescale at an early stage.
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We provide contact details for the Ombudsman if an extension to timescale is required.

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	We do respond to complaints once the answer to the complaint is known
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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	Our response to the customer addresses the issues raised

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7 Response templates aid staff and Trustees through the policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:355ecd72-b634-4b77-b32e-6f71cdd786ff	Response templates

6.20	Stage 2 is the landlord's final response and must involve all suitable staff members needed to issue such a response.	Yes	Complaints Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	MIT will review all the complaints received as a learning process and review any policies relevant to the complaint. Complaints will be discussed with relevant staff to ensure best working practices are upheld

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 https://acrobat.adobe.com/id/urn:aaid:sc:EU:599cfe01-8f50-4bb1-b3b7-fbd58add32c7	MIT will review all the complaints received as a learning process and review any policies relevant to the complaint. Complaints will be discussed with relevant staff to ensure best working practices are upheld

7.2	Any remedy offered must reflect the impact on the resident as a result of any fault identified.	Yes	Remedies Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:24c5f472-b37b-4ceb-bb07-4c9b16bdd47a	MIT can offer a range of remedies, including but not limited to financial remedies.
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	Remedies Policy https://acrobat.adobe.com/id/urn:aaid:sc:EU:24c5f472-b37b-4ceb-bb07-4c9b16bdd47a	Policy S3.
7.4	Landlords must take account of the guidance issued by the Ombudsman when deciding on appropriate remedies.	Yes	Remedies Policy July 2025	Remedies policy in place

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	Response to MIT Complaints & Service Improvement Report 2025 to 2026 Mersea Island Trust annual complaints and service improvement report 2025-26	We provide an annual Complaints and Service Improvement report this is presented to the Trustees and tenants representatives at a committee meeting. The report will be published along with Trustees response on our website

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	Mersea Island Trust annual complaints and service improvement report 2025-26	The Complaints and Service Improvement Report was presented to Mersea Islands Trustees and tenants Representatives at 293rd meeting on 20th July 2026
8.3	Landlords must also carry out a self-assessment following a significant restructure, merger and/or change in procedures.	Yes		The self-assessment is on our website and will be reviewed annually or at more regular intervals if required. It would be reviewed should any significant restructure, merger or change in procedure take place.
8.4	Landlords may be asked to review and update the self-assessment following an Ombudsman investigation.	Yes		We will undertake to do this if required
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		We will undertake to do this if required

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	Committee reports	We will review complaint at Committee meetings and review any relevant policy . One Trustee has overall responsibility for Complaint Handling
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	Committee reports Staff meetings	We will review complaint at Committee meetings and review any relevant policy
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	News letters TV presentation	We share information on policy changes with residents via newsletters We invite tenant representatives to our committee and AGM meetings

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	General Manager	Complaints form part of committee meetings and trends discussed
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	Trustees	Complaints form part of committee meetings and trends discussed
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	General Manager	Complaints form part of committee meetings and trends discussed

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 d. annual complaints performance and service improvement report.	Yes	General Manager	Complaints form part of committee meetings and trends discussed

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	Staff training Team meetings Committee Meetings	Relevant employees have a standard objective to: Respond to complaints within set timescales. Action plan to ensure regular refresher training takes place