



# Making a complaint

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A guide for residents and  
their representatives

## Making a complaint

Abbeyfield Living Society aims to provide high quality services across all of our properties; however, sometimes things can go wrong and we don't do as well as we should.

If this happens, please tell us so that we can try to put things right. Abbeyfield Living Society is committed to dealing with complaints quickly, fairly and effectively.

We welcome complaints and aim to use any complaint received as an opportunity to learn and improve our services. We will not treat you any differently if you make a complaint.

### We aim to:

- ▶ encourage residents to give us feedback to help us to improve our services
- ▶ handle all complaints received in a consistent, fair and timely way
- ▶ keep you up-to-date with how we are dealing with your complaint
- ▶ make sure that our staff know how to resolve complaints
- ▶ treat complaints confidentially
- ▶ record, monitor and report on the complaints we receive
- ▶ ensure that the learning from complaints and other forms of feedback is used to drive service improvements.

## What is a complaint?

A complaint can be defined as: "an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the organisation, its own staff, or those acting on its behalf, affecting an individual resident or group of residents."

## Who can make a complaint?

In line with the above definition, our complaints process is intended for residents, or prospective residents, of houses and homes that we directly manage and their representatives.

### Reasonable adjustments

This leaflet is available in large print, braille, audio and in translated versions on request. If you have any difficulty in raising a complaint, please let us know and we will make all reasonable adjustments necessary to enable you to make your complaint and to support you to get it resolved.

## Issues we can help with

You can make a complaint if you are dissatisfied with any aspect of our service. Your dissatisfaction may be as a result of when Abbeyfield Living Society, or someone working on our behalf:

- ▶ did something wrong
- ▶ did something that should not have been done
- ▶ failed to do something that should have been done
- ▶ treated someone unfairly; or
- ▶ failed to deliver what was promised.

Complainants will be informed if their complaint is about something which Abbeyfield Living Society is not responsible for, such as a complaint related to another organisation. We also have specific procedures for reporting neighbour nuisance or anti-social behaviour, which sit outside of this process for managing complaints about Abbeyfield Living Society services.

In rare circumstances, we reserve the right to deal with a complaint differently from the procedure outlined here. However, you will be informed of the reasons why the complaint needs to be addressed differently – the most likely reason is where the subject of the complaint is something which must be handled by our insurers.

## How to make a complaint

In the event that you are dissatisfied with any aspect of the service provided by Abbeyfield Living Society, please raise the issue directly with the relevant manager or staff member concerned. In many cases, the issue will be resolved at the time and no further action will be required.

Where the issue cannot be raised or resolved locally, or you are dissatisfied with the initial response, please make a complaint using the procedure below. Our complaints process has two stages and we will aim to resolve your complaint as early as possible.

### Stage 1

You can make a complaint in many ways – and you don't have to put it in writing if you don't want to. The simplest way to raise a complaint is to contact our Complaints Officer.

### Post:

Complaints Officer  
Abbeyfield Living Society  
Hampton House  
17-19 Hampton Lane  
Solihull  
West Midlands  
B91 2QT

Tel: 01727 857536

Email: [complaints@abbeyfield.com](mailto:complaints@abbeyfield.com)

We will accept a complaint from a representative on your behalf, who may use any of the channels outlined above, provided that you tell us that they have permission to act for you.

You can also make a complaint directly to any staff member, who will support you to pass the complaint onto the Complaints Officer using one of the above options.

When making a complaint, please tell us what went wrong, how you would like the matter to be resolved and your contact details so we can keep you up-to-date as we investigate and provide you with our response.

All complaints are treated confidentially and in accordance with the requirements of data protection legislation. Information will only be shared with staff as necessary for the investigation.

### Time limits

Complaints should be made as soon as possible after the date on which the event occurred or came to the complainant's notice, and ideally no more than 12 months after that date. Requests to escalate to Stage 2 of the complaints procedure should be made within three months of the date of the previous response, whenever possible.

While Abbeyfield Living Society welcomes feedback in various formats, our social media channels, such as Facebook, are not recommended as a means of making a complaint, as it is not possible to provide investigation details and our response via social media.

Similarly, anonymous complaints will be investigated fully; however, it is better if contact details are provided so that we can inform you of the outcome of our investigation.

### What happens next?

We will acknowledge your complaint in writing as soon as possible, which will normally be within two working days. Our acknowledgement will set out our understanding of the complaint and the outcomes you are seeking to ensure we have understood the issues raised. If our understanding is incorrect, please let us know.

We will let you know the name of the manager who will be investigating the complaint (known as the Investigating Officer).

The Investigating Officer will investigate your complaint and provide a full written response to you within 10 working days. If it is not possible to meet this timescale, the Investigation Officer will contact you to confirm a revised date by when the response will be provided, which will not exceed a further 10 working days without your agreement.

If you do not feel we have fully addressed your complaint or you remain dissatisfied after receiving the Stage 1 response, you can ask for your complaint to be reviewed by letting the Complaints Officer know and providing the reasons for your outstanding dissatisfaction. You do not need to put this request in writing. Requests to escalate should be made within three months of receipt of the Stage 1 response letter.

### Additional Issues

Where any additional issues arise during the investigation either to the Complaints team or directly to the Investigating Officer (or other staff member), these will be incorporated into the Stage 1 response whenever possible. Where the Stage 1 response has been issued, or it would unreasonably delay the response, the new issues will be logged as a new complaint under this process.

### Stage 2

If escalated, the complaint and its Stage 1 investigation will be subject to a full review by a Director (Stage 2).

You will be asked to clarify which aspects of the complaint have not yet been resolved and what outcome you would like to achieve from a further review.

The Director will provide a full written response to you within 15 working days. If it is not possible to conclude their review within this timescale, the Director will contact you to confirm a revised date when the response will be provided, which will not exceed a further 10 working days without your agreement.

The Stage 2 response letter concludes Abbeyfield Living Society's internal complaints procedure.

## How long will it take to resolve my complaint?

All complaints are managed within the following timescales:

- ▶ **Stage 1 decision - a full written response will be provided within 10 working days from acknowledgement of your complaint.**
- ▶ **Stage 2 decision – a full written response will be provided within 15 working days from acknowledgment of the request to escalate your complaint.**

If we are unable to meet the above timescales at any point, we will contact you and agree a revised deadline, which will never exceed a further 10 days without your agreement.

## Putting things right

If a complaint identifies that Abbeyfield Living Society has failed to deliver a service to the expected standard, we will seek to resolve the complaint and to 'put things right'. When something has gone wrong, we will apologise and take corrective action.

## Feedback from complainants

Following the conclusion of our internal complaints procedure, you will be contacted by the Complaints Officer and asked to complete a satisfaction survey about your experience of raising a complaint under this procedure to help us learn and improve our service.

## If your complaint remains unresolved

If you remain dissatisfied following the conclusion of our internal complaints process, you may refer the complaint to the relevant Ombudsman for a free independent review. You may contact the Ombudsman at any point but they will not normally investigate a complaint until our internal complaints procedure has concluded.

Abbeyfield Living Society will co-operate fully with the relevant Ombudsman during any investigation and comply with the final decision, which will be binding on us.

## Housing and Independent Living

Tenants, leaseholders, housing applicants or their representatives can ask the Housing Ombudsman to review the complaint.

Housing Ombudsman Service,  
PO Box 1484,  
Unit D,  
Preston,  
PR2 0ET

**Tel:** 0300 111 3000  
[www.housing-ombudsman.org.uk](http://www.housing-ombudsman.org.uk)

## Care Homes

Complaints relating to a care service may be referred to the Local Government and Social Care Ombudsman.

LGSCO  
PO Box 4771  
Coventry  
CU4 0EH

**Tel:** 0300 061 0614  
[www.lgo.org.uk](http://www.lgo.org.uk)

## NHS and local authority-funded care

Where care is funded by the NHS or local authority, the resident also has a right to take the complaint to the funder for them to investigate. There is a duty on the funder to deal with complaints about a service they have purchased.

## Care Quality Commission

Our care services are regulated by the Care Quality Commission (CQC). While the CQC cannot get involved in individual complaints about care providers, they welcome information about services from residents or their representatives and use this information to inform their inspections.

CQC National Customer Service Centre  
Citygate  
Gallowgate  
Newcastle upon Tyne  
NE1 4PA

**Tel:** 03000 616161  
[www.cqc.org.uk/give-feedback-on-care](http://www.cqc.org.uk/give-feedback-on-care)

In developing our complaints process, Abbeyfield Living Society has adopted the principles outlined in the Housing Ombudsman's Complaint Handling Code and guidance from the Local Government and Social Care Ombudsman.

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[www.abbeyfieldliving.org.uk](http://www.abbeyfieldliving.org.uk)

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Registered charity in England and Wales (no 200719)

October 2025