

MINSTER HOUSING CO-OPERATIVE

24/25 ANNUAL COMPLAINTS PERFORMANCE AND SERVICE IMPROVEMENT REPORT

Minster Housing Co-operative (HC) owns 36 homes, all of which are social housing. Minster HC outsources service delivery to a managing agent Co-op Homes (South) Limited (CHS).

Any member of the co-op or other stakeholder who has a consumer complaint about the landlord service can make a complaint to CHS at homes@coophomes.coop or through alternative channels. CHS will investigate and respond to complaints about their service, and Minster HC's complaints officer will receive recommendations from Co-op Homes and respond to complaints about Management Committee (MC) actions.

This is the second annual complaints report in accordance with the Housing Ombudsman's complaint handling code, which became mandatory for all social landlords from 1 April 2024

Minster did not receive any complaints during its 2024/2025 financial year. As a small housing co-operative, this is not unexpected.

MANAGEMENT COMMITTEE RESPONSE TO 25/24 ANNUAL COMPLAINTS PERFORMANCE AND SERVICE IMPROVEMENT REPORT

In September 2024 Minster HC updated its complaints policy, for consumer complaints from residents living in homes owned by Minster HC and managed by Co-op Homes, to meet the requirements of the Housing Ombudsman Complaint Handling Code 2024

In September 2025 the Management Committee has received:

- the 24/25 annual complaints performance and service improvement report for residents living in homes owned by Minster HC and managed by CHS.
- A self-assessment against the new Housing Ombudsman Complaint Handling Code

The Management Committee has a Member Responsible for Complaints (MRC), the Secretary or other nominated member, who provides assurance to the Committee on the effectiveness of complaints handling. The MRC and the Committee have considered and approved the self-assessment that Minster complies with all aspects of the Housing Ombudsman's Complaint Handling Code 2024.

Given our size, Minster HC will not receive enough complaints to learn from trends, but the Management Committee would consider any complaint received to learn lessons from it.