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Compensation Policy

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Documentation Master Sheet

Amendments to this Document are Detailed Below

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07	02.03.2020	Leaseholder & general public inclusion from section 5.2	02.03.20	FH	N/A
08	04.03.2020	Clarity over Tenant choice for financial redress when being offered compensation payments	12.03.20	FH	Tenant Panel
09	14.06.2020	Minor amendments regarding complaint stages	14.06.20	EB	N/A
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1. INTRODUCTION

Gloucester City Homes (GCH) is committed to delivering quality services which safeguards high levels of customer satisfaction. This document sets out GCH's Compensation Policy. Its purpose is to ensure that legitimate claims by customers are managed speedily and equitably without dispute or litigation. It sets out the circumstances when **discretionary** compensation including gestures of goodwill will be considered by GCH as part of a formal complaint and it also highlights any statutory obligations which may arise under:

- **Right to Repair** (Right to Repair Regulations 1994 in force from 1st April 1994)
- **Right to Compensation for Improvements** (Compensation for Improvements Regulations 1994 in force from 1st April 1994)
- **Homes Loss and Disturbance Payments** (Under the terms of the Land Compensation Act 1973 as amended)

This policy does not cover claims for personal injury, damage or other loss that requires referral to GCH's insurance company and/or the Tenants Home Contents Insurance Policy.

2. SCOPE

This policy applies in full to Gloucester City Homes' Tenants. The policy also applies to Leaseholders or members of the public from Section 5.2 onwards.

3. LEGAL AND REGULATORY EXPECTATIONS

GCH must comply with statutory requirements regarding compensation for customers in certain situations related to home loss or home improvements as outlined in section 1.

4. STATUTORY COMPENSATION

4.1 RIGHT TO REPAIR

Some tenants have a statutory 'Right to Repair' which covers specific repairs, known as 'qualifying repairs' as listed in the Right to Repair Regulations 1994 Schedule. A qualifying repair must meet the following criteria;

- The repair must have a prescribed response timescale of either 1, 3, or 7 days unless the customer has requested otherwise
- The repair must not cost more than £250 to complete; and
- The response time must be taken into account the special needs of the tenant including their health, safety or security.

This statutory Right to Repair scheme gives GCH a second chance to complete the work within the prescribed timescales. If, at the second attempt, it is not carried out within the timescales and the Tenant has informed GCH that the repair has not been done, compensation is payable as follows;

1. A flat-rate payment of £10.00 and
2. £2.00 per day for each day the repair is not completed starting after the second target time has expired and ending on the day on which the qualifying repair is completed.

3. The total compensation payable will not exceed £50.00

Right to Repair compensation will not be payable if exemptions are identified including missed appointments by the Tenant or if the repair value exceeds £250.

Compensation will only be payable where work is not completed within the target time provided the Tenant has advised us that the original work is late; and any delay is not the Tenant's fault.

If the Tenant owes rent or other liabilities to GCH, the compensation may be used to extinguish or reduce the same with any excess paid to the tenant.

Not all tenants have a 'Right to Repair' compensation – the tenancy agreement will set out whether this right applies.

4.2 RIGHT TO COMPENSATION FOR IMPROVEMENTS

Some Tenants have a statutory right to compensation for their own improvements to their home carried out during the course of the tenancy. Under the 'Right to Compensation', when a Tenant ends their tenancy, they may claim compensation from their landlord if they have carried out authorised improvements to their home when their secure tenancy ends (e.g. if they transfer to another property owned by GCH, move into accommodation owned by another landlord or purchase their own home).

Tenants may carry out small improvements to their home at their own cost. However, the Tenant must receive written permissions from GCH prior to making any substantial improvements that affects the structure of the home or any of its fixtures and fittings.

To be eligible for the Right to Compensation scheme the improvements must be on the list of qualifying items as follows;

Qualifying Improvements	Notional Life
Bath, shower, wash-hand basin or toilet	12 years
Kitchen sink, work surfaces for food preparation, storage cupboards in kitchen or bathroom	10 years
Space or water central heating	12 years
Thermostatic radiator valves	7 years
Insulation of pipes, water tank or cylinder	10 years
Loft or cavity wall insulation	20 years
Draft proofing of external doors and windows	8 years
Double glazing or other external window replacement or secondary glazing	20 years
Rewiring or the provision of power and lighting or other electrical fittings (including smoke detectors)	15 years

Any object which improves security of the dwelling house, but excluding burglar alarms	10 years

To qualify for Right to Compensation for Improvements Tenants must:

- Be a secure tenant, an assured tenant or hold any other tenancy which states they are entitled to a such compensation
- Have received written consent from GCH for the improvement to be carried out. Consent should be obtained prior to carrying out the improvement, although in certain circumstances the Association may grant consent retrospectively. If retrospective consent is not granted the improvement is ineligible for compensation
- Provide three estimates for the work by reputable contractors and have an estimate agreed in writing by GCH
- Request compensation from GCH no longer than 14 days after the Tenancy end date and provide sufficient information for GCH to determine the claim.

For those tenancies where improvements by tenants are permissible with consent, GCH can impose reasonable conditions when granting consent although it cannot refuse consent without good reason. Reasonable conditions for the improvement could relate to matters such as the following:

- design
- materials (e.g. complying with British Standards or equivalent)
- standard of workmanship
- use of contractors with particular qualifications
- the Association being given at least three working days' written notice of the commencement of work
- the Association being given written notice within three working days of completion of the work in order that post inspection can be arranged
- the Association being allowed access at reasonable times to inspect the property before, during and after completion of the work
- the 'improving' tenant providing the Association with invoices for the improvement work, distinguishing between the cost of materials and labour.

The Tenant must be in good financial standing with GCH and will be responsible for obtaining any necessary consent, such as Building Regulation approvals. It is also a requirement for the Tenant to notify GCH in writing when the improvement has been completed so that the date of improvement work can be agreed and that the work can be inspected.

Tenants can claim compensation for the cost of the materials and employed labour but not appliances and their own labour. The amount payable can be up to £3,000 for any one improvement but claims cannot be submitted for improvements that are £50 or less in value.

The amount of compensation payable is calculated taking into account depreciation of the improvement. Depreciation is calculated by the cost of the improvement times the number of complete years it has been installed divided by the notional life. For example; a new kitchen costing £5,000 fitted 5.6 years ago (rounded up to 6 years):

The notional life for a kitchen is 10 years, so there would be 4 years notional life left. We would work out the compensation a Tenant should be paid like this:

£5,000 (cost) x 4 (notional life left) divided by 10 (notional life for a kitchen) = £2,000

There is an upper limit of £3,000 compensation for any one improvement. We won't pay any compensation if the amount we owe you is less than £50.

Compensation may be reduced if, in the opinion of GCH:

- the original cost of the improvement was excessive;
- the improvement is of a higher quality and cost than if it had been effected by the landlord; and/or
- the improvement has deteriorated at a greater rate than provided for in the notional life for that improvement.

Compensation for improvements will not be considered where:

- The tenancy is terminated through possession proceedings based on the Tenant's breach of tenancy conditions
- GCH has issued an Abandonment Notice or a Notice of Seeking Possession
- The tenancy is ending because the tenant is purchasing the property under the 'Right to Buy', as the tenant has the continuing use/enjoyment of the improvement after purchase
- If a Tenant exchanges their home by way of a mutual assignment, as the tenancy is not ended
- The improvement work was not authorised by GCH or was carried out before 1st April 1994
- The type of improvement work does not qualify for compensation

When GCH receives notice of a secure Tenant's intention to vacate it will remind the Tenant that they may be entitled to Compensation for Improvements and that any claim must be lodged during the period of the last 28 days of the tenancy to 14 days after the tenancy ends.

4.2 HOME LOSS AND DISTURBANCES PAYMENTS

HOME LOSS COMPENSATION

This is paid to some Tenants who have been permanently displaced from their homes as a result of any improvement or redevelopment by GCH, as stipulated in the Home Loss Payment (prescribed amount) Regulations 2014. Home loss payments may be made to Tenants or owner-occupiers who have lived in their property for a minimum of 12 months and are required to move home permanently as a result of redevelopment or demolition of their home. This compensation is paid as a flat rate as set by the Government from time-to-time. Any outstanding payments due by the tenant or owner to GCH e.g. arrears and recharges will be offset against any Home Loss Payment offered.

A statutory Home Loss payment is only payable where displacement occurs as a result of the compulsory purchase of the home or a possession order is granted to facilitate redevelopment of the land. Where tenants agree to move voluntarily GCH will consider whether to offer a voluntary home loss payment. A voluntary payment will not be paid where a tenant chooses to be permanently rehoused rather than returning to a property once works are complete.

DISTURBANCE PAYMENTS

If we are carrying out major repairs, alterations or improvements to residents' homes and we require the Tenant to move out temporarily or permanently in order to carry out the works, we will pay disturbance allowances. Such allowances are intended to reimburse the resident for actual and reasonable expenses incurred, or allow a notional sum in appropriate circumstances. The effect of the payments will be that the resident will be in no worse or not better a position than they would have if had they not needed to move. The payments will normally include:

a) Permanent moves:

1. Removal contractors' expenses. Up to three quotations may be requested.
2. Disconnection and reconnection of television aerials, telephone, cooker, plumbed-in appliances.
3. A contribution to meet the cost of altering carpets and curtains or providing new ones where it is not reasonable to expect existing ones to be altered.
4. Redirection of post, up to a 3 month period.

b) Temporary moves:

- c) Removal contractors' expenses. Up to three quotations may be requested and will cover both moving out of the Tenants' home and moving back.
- d) Disconnection and reconnection of television aerials, telephone, cooker, plumbed-in appliances both to the temporary accommodation (if applicable) and back to the permanent home.
- e) Storage costs, where it is unreasonable to expect some or all the Tenant's possessions either to remain in the permanent home while works are being carried out or to be taken by the resident to their temporary accommodation. Up to three estimates may be requested.
- f) Redirection of post; both to the temporary accommodation and back to the permanent home.
- g) Kennel or Cattery fees.
- h) Other reasonable costs with prior approval
- i) Subject to reasonable limits, we will meet the cost of temporary accommodation as follows:
 1. The full cost of alternative local authority or housing association accommodation; or
 2. Bed and breakfast costs, based upon local rates and meal allowances (apart from breakfast); or
 3. Where someone chooses to stay with friends or family, a payment to help meet the extra cost incurred by the host household in providing the temporary accommodation; or
 4. In extreme circumstance, the cost of hotel accommodation

If a Tenant has been notified that they will have to move in order that GCH can undertake major repairs/improvements to their home and then is evicted for some other reason (e.g. rent arrears) in advance of the work commencing, no statutory Home Loss Payment or other disturbance allowances will be paid.

If a Tenant has to move in order that GCH can undertake major repairs/improvements to their home, then they will be entitled to disturbance allowance payments as above if the purpose of them moving is in order that the works can commence.

Under the Land and Compensation Act 1973, Tenants will be eligible for Disturbance Payment for the reasonable costs of moving from the land. Where the Tenant is carrying on a trade or business (as authorised by GCH), the reasonable cost will include the reasonable loss suffered due to the disturbance caused to that business. GCH will pay disturbance allowance for the following;

- Disconnection and reconnection of appliance and utilities
- Where applicable, removals (including returning to the property)
- Installation of disability aids and adaptations where GCH has failed to find a pre-fitting adapted house for the Tenant

Tenants who wish to claim Disturbance Payments should provide receipts for the claimed items (estimates cannot be accepted).

GCH will offer discretionary Disturbance Payments to cover those moving on temporary basis for both the move to a decanted property and the move back to their substantive property. GCH may also consider the use of Discretionary payments where Tenants have been residing at their property for less than one year and do not qualify for Home Loss Compensation.

5. DISCRETIONARY COMPENSATION

5.1 COMPENSATION FOR ALTERNATIVE HEATING AND/OR DE-HUMIDIFIER

Where GCH or the resident has provided an alternative form of heating following a heating breakdown we will pay the Tenant recompense of £2 per portable heater per day, until normal heating sources are restored.

Where GCH provides a de-humidifier to aid the drying out of a property following a leak or flood, we will pay compensation of £2 per de-humidifier per day to help cover the additional costs to the occupier.

In these circumstances GCH will not offset compensation against any arrears or sub-account debts owed.

5.2 COMPENSATION ARISING FROM A COMPLAINT

We recognise that occasionally the level of service provided may fail to achieve the agreed standards that this may result in inconvenience to our customers and in some circumstances, redress has to go beyond an apology or an acknowledgement of procedural fault. When this happens a clear two stage complaints procedure is in place to handle formal complaints so that they may be addressed consistently and in accordance with best practice.

We will offer compensation to someone who has made a complaint to us: and where we feel that financial compensation is justified, given the circumstances. We will also recompense any out of pocket expenses which are a direct result of GCH's actions or inaction where evidence such as receipts can be provided.

We may also offer compensation to someone who has suffered distress, annoyance or inconvenience arising from events or circumstances not covered elsewhere in this policy.

Before financial awards are approved consideration will be given to a range of remedies. If financial compensation is considered appropriate it will be applied in the following order:

1. Adjustment applied to rent account (if in arrears)
2. Vouchers
3. Cheque/Bank Transfer

5.3 GOODWILL GESTURES

A small payment (usually up to £50) made to maintain good relations between GCH and a Tenant where inconvenience has been caused by GCH actions or failure to act which have a low impact.

Other work to a Tenant's home may also be agreed as part of a Goodwill Gesture.

5.4 COMPENSATION PAYMENTS

Where it is considered that financial redress is the only viable option the following ceiling guidance will be used to support the decision of the Complaint Investigating Manager and/or Complaint Panel upon the suitable level of compensation.

Degree of GCH Responsibility	No Impact	Low Impact	Medium Impact	Major Impact
None	£0	£0	£0	£0
Partial	£0	£50	£100	£250
Full	£0	£100	£500	£1000

Low Impact: Where the complainant has just cause but has suffered minimal or no inconvenience or distress. The circumstances are such that although the manager accepts the service has not achieved the expected standard, the impact is no greater than a reasonably tolerant person could be expected to accept and the compensation constitutes a token acknowledgement of the failure to perform.

Medium Impact: Where the service has markedly failed to meet the required standards and there is evidence of a moderate degree of inconvenience or distress, or a repeated failure of the organisation to address a shortcoming, even of a low impact event.

Major Impact: These relate to a serious failure in service standards. It could either be the severity of the event to a persistent failure over a protracted time or an unacceptable number of attempts to resolve and address fully the complaint. The complainant will have suffered a considerable degree of inconvenience or distress as a result. Major impact could also apply where, actions (or inactions) of the company, the complainant has reasonably incurred expenses that are directly related to the compensation.

In some circumstances it might be appropriate to offer a combination of recompense which includes work to a tenants home as outlined in section 5.3 under Goodwill Gestures and an additional Compensation Payment, but only if this is acceptable and agreed by the Tenant in advance as part of their complaint resolution. Compensation payments are to provide financial redress and therefore Tenants who are eligible for a compensation payment can expect this to be a financial payment only.

Final payments of compensation will be "in full and final settlement" and possibly also "ex-gratia" (without admitting legal liability). Generally, offers will not be made, as this implies a negotiation; payments will be determined and made. If a complainant does not accept the payment, then this is their choice.

Payments will be made within 14 working days of the award being made.

6. CONSULTATION

The GCH Tenant Panel has been consulted as part of the development of this policy.

7. APPEALS

If a Tenant is dissatisfied with the compensation awarded and the relevant officer is satisfied the amount awarded is appropriate, then the complainant can utilise the 2 stage GCH complaints process to appeal the award.

8. MONITORING AND REVIEW

GCH will monitor all compensation payments that are made as part of good financial management (with internal verification checks for all payments that are authorised).

This policy will normally be reviewed triennially to ensure that it remains fit for purpose, unless an earlier review is required due to regulatory or statutory changes, or other requirements. In addition, the rates of compensation other than those set by the government will be reviewed annually and any changes will be effective from 1st April each year.

Gloucester City Homes Limited

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