

# HEALTH AND SAFETY GUIDE

## LOW-RISE FLATS



LAST REVIEWED  
AUGUST  
2025

**TENANT  
APPROVED**



**Staffordshire**  
Fire and Rescue Service  
preventing • protecting • responding



**Tamworth**  
Borough Council

# 1 Fire Action

## If a fire breaks out in your flat:

- Leave the room where the fire is straight away.
- Then close the door.
- Tell everyone in your flat and get them to leave.
- Close the flat entrance door behind you.
- Do not stay behind to put the fire out.
- If there is a lift - Do not use it.
- Wait outside. Away from the building.
- Call the fire service - dial 999.

## If you see or hear of a fire in another part of the building:

- The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat if the fire is elsewhere.
- You must leave immediately if smoke or heat affects your home or if you are told to leave by the fire service.
- If there is a lift - Do not use it.
- If you are in doubt - get out.
- Call the fire service - dial 999.

## To call the fire service:

- Dial 999.
- When the operator answers give your telephone number and ask for fire.
- When the fire service reply give the address where the fire is.
- Do not end the call until the fire service has repeated the address correctly.

## 2 Please do not...



### DO NOT:

Store gas cylinders, paraffin or other highly flammable liquids in your flat.



### DO NOT:

Park or block access to the flats. Access roads and gates are designed to allow fire engines to get as close as possible to fight fires.



### DO NOT:

Attach anything to the front door frame or communal door frame that would stop the door from fully closing and affect the smoke seal.



### DO NOT:

**Block your exit route.** This includes leaving rubbish or personal items outside your door, by the bin chute, on the stairs or on the landing.



### DO NOT:

Smoke in communal areas including the landing and lift. It is against the law to do so.



### DO NOT:

Place candles or tea lights on, or near to flammable materials e.g. curtains.



### DO NOT:

Bring bikes, scooters or any items with petrol or diesel engines into the building



### DO NOT:

Leave bicycles, buggies, mobility scooters or similar in communal areas even if its right outside your own front door.



# 3 Fire doors

**Everyone living, working or visiting the block you live in must comply with the fire regulations in relation to fire doors within individual homes or the communal parts of the building, this includes:**

- all fire doors must be kept closed when not in use,
- residents or their guests should not tamper with any self-closing devices, and
- residents should immediately report any fault or damages to the fire doors to the Council's repairs freephone number 0800 183 0044 (available 24 hours a day)

All communal doors and flat front doors are certified 30 minute fire doors. This means it will take around 30 minutes for a fire to burn through the door, which will dramatically reduce the speed of a significant fire spreading through the building.

Residents must not add any items to the fire doors that might stop it working as well to keep you safe in a fire. Residents should also be wary when manoeuvring large items through doorways such as mobility scooters or furniture that might damage the fire doors if knocked. Damage to the fire doors could mean a fire could breach the door in less than 30 minutes and put lives at risk.

It is also important nothing is placed around the edge of the door frame that would stop the door from fully closing, and the door is not wedged open. Each fire door has a seal around the edge which delays the spread of smoke in the event of a fire. This would be compromised if the door was prevented from closing allowing smoke to spread and putting lives at risk.

These doors help keep you and others safe throughout the building and it is important they are well looked after and maintained. Tamworth Borough Council will conduct regular checks to ensure these doors remain within fire and safety regulation and standards.

**If you notice damage to a fire door or the seal around the edge please call our repairs freephone number 0800 183 0044 (available 24 hours a day).**

If your fire door needs replacing due to mis-use or damage caused by a resident or their visitors the responsible resident will have to pay for the replacement door.

# 4 The safe disposal of rubbish and unwanted goods

Please do not leave items of furniture or rubbish outside your door, by the main exit doors, on the stairs, in the landings by the doors or in any communal area. We will not be responsible for any items left by yourself in shared/communal areas.

Do not throw rubbish and food waste on the floor or out of your windows. This will attract rats and other vermin as well creating hazards for all residents.

Your black wheelie bin is for general waste and your blue/ purple bins are for recycling and they are collected fortnightly.

## Bin Collection dates:

<https://www.lichfielddc.gov.uk/bincalendar>  
You can order bins for a new property our website [www.tamworth.gov.uk](http://www.tamworth.gov.uk) or call us on 01827 709 709.

If there are no individual black/blue/purple bins allocated to the flat, there will be a communal general and recycling bins to use.



## Do Not Flush!

It is important not to flush items down the toilet that may cause blockages in the pipe that connects your toilet to the main sewerage system. These blockages could cause sewage to back up the pipe into your home and other residents' homes. Below are some examples of what not to flush down your toilet, please note this list is not exhaustive.

- Nappies
- Wet wipes (even if packaging says flushable)
- Sanitary pads and tampons
- Incontinence pads
- Paper towels
- Condoms
- Plasters/ medical dressings
- Cotton wool/ cotton pads

These should be bagged and disposed of safely.

## Bulky waste collections

### What other ways can I get rid of bulky items?

You can dispose of bulky items such as unwanted furniture, a sofa or a fridge by contacting us on 0345 002 0022.

#### Donate to charity

Some charities will come and collect items you wish to donate from your home.

#### Ask a neighbour

If they can help you break down your rubbish to fit in the bin chute or to take it to the tip for you.

#### Retail recycling schemes

When purchasing new items of furniture enquire if the delivery company will take the old one away for you.

#### Visit a local household recycling centre (tip)

Visit [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk) to find your nearest household recycling centre.

### Fly-tipping

**Report it** - To report fly-tipping telephone: 01827 709709. You may be asked to make a written statement about what you saw. You can also report the details using our online portal form at: [www.tamworth.gov.uk/do-it-online](http://www.tamworth.gov.uk/do-it-online)

**Safe disposal of sharps** - If you find a needle or a syringe in a public place, please report it to us as soon as possible by calling 01827 709709.



# 5

## What is antisocial behaviour? (ASB)

Antisocial behaviour is a very broad term and depends on the perception of the complainant. Some examples are listed below:

### Serious ASB includes:

Violence • Arson •  
Hate Crime • Harassment



### General ASB includes:

Noise • Vandalism • Graffiti •  
Vehicles • Animals • Fly-tipping



If you make a report of antisocial behaviour, we will meet with you to assess your report.

To report a crime you can do so online at: [www.staffordshire.police.uk](http://www.staffordshire.police.uk) or ring Staffordshire Police on 101. In the case of an emergency dial 999.

Report It Online via: <https://mytamworth.tamworth.gov.uk/do-it-online/report-it/anti-social-behaviour-incident>

Telephone the Neighbourhood Impact Team. Tel: 01827 709514

Email: [estatemanagementteam@tamworth.gov.uk](mailto:estatemanagementteam@tamworth.gov.uk)

You can also email: [neighbourhoodimpactteam@tamworth.gov.uk](mailto:neighbourhoodimpactteam@tamworth.gov.uk)

Write to us at: Tamworth Borough Council,  
Marmion House, Lichfield Street, Tamworth, Staffordshire B79 7BZ

For criminal offences, please ring Staffordshire Police on 101  
or in the case of emergency, 999.

# 6 Security at flats

**To help protect the safety and security of all residents living in your block, please do not allow anyone you don't know into the building.**

Everyone can help protect the safety and security of their homes by following a few simple security steps:

- Make sure the main entrance door to your block is kept closed at all times.
- If possible try to prevent unknown persons following you into the block.
- Do not release the main entrance door for anyone you don't know who have called your intercom saying that they need access to the block, even if they claim to be a contractor from Tamworth Borough Council.
- If workers or visitors have an appointment with a resident and they need to gain access to the block, they must call the tenant/resident concerned, using the entrance intercom system.
- If you believe that someone is loitering or acting suspiciously in communal landings or staircases then contact the police.

If you have any queries or concerns about safety in your block please do not hesitate to contact us on 01827 709514.

When ending your tenancy please make sure your door entry fob and any extras purchased for relatives or carers are returned to the council.

**These precautions are in the interests of your safety.**

If you need replace or buy an additional fob for your home please contact us on:

**Phone: 01872 709514**

**Email: [TSA@tamworth.gov.uk](mailto:TSA@tamworth.gov.uk)**



# 7

## Estate cleaning services



### The standard of communal cleaning at your block

Our cleaning team is responsible for keeping clean the inside communal areas.

We aim to keep your communal areas clean and as pleasant as possible and have a routine programme for cleaning.

Please note, it is every residents responsibility to keep the area directly outside each flat front door clean and tidy and is not managed by our estate cleaners.

### Accidents happen

Sometimes fouling, such as toileting or vomiting occurs in corridors and communal areas. We understand that accidents happen. Please clean up any accidents immediately. It is unacceptable to leave this for the estate cleaners to clear away. It presents serious health hazards for other residents. Please clean up any accidents immediately.

### Tenant inspectors

Tenant inspectors are volunteer tenants who play an active role in making sure that communal areas (like halls, stairwells, and shared spaces) are being cleaned properly and that estates are well-maintained. From checking cleaning standards to identifying issues such as overgrown gardens, graffiti, or flytipping, tenant inspectors serve as our eyes and ears on the ground. You will help identify problems that might be overlooked.

If you would like to become a Tenant Inspector please contact our Tenant Participation team by calling 01827 709709 or email [tenantparticipation@tamworth.gov.uk](mailto:tenantparticipation@tamworth.gov.uk)

### How to report a problem with the cleaning in your block?

If you think an area of cleaning has fallen below the standard of cleanliness you expect or you wish to report any issues regarding the cleanliness of your block including graffiti, please let us know by contacting us on:

**Estate Cleaning Services**  
**Monday to Thursday – 8.45am to 5.10pm**  
**Friday – 8.45am to 5.05pm**  
**Telephone number: 01827 709709**



# 8 Communal areas

It is important for residents that the lobbies between flats, along with all other communal access, are kept clear at all times of any items that may block a person's exit in an emergency or that may speed the burn or ignition of a fire.

In an emergency, such as a fire, items left in communal areas could create a real hazard for yourself and other residents by blocking your exit or rescue from the property or by fueling the fire putting more lives at risk.

All communal areas must remain, as the fire service refer to, a sterile environment. Below are some examples of the things that should not be left in communal areas or outside your front door: *(Please note this list is not exhaustive)*

Rubbish (*this includes by the bin chute if its blocked or bulky rubbish waiting for collection. Bulky waste must go outside on the day of collection*).

Scooters and bikes  
(including electric and petrol)

Furniture - boxes - packaging

Bikes • Prams • Mobility Scooters

Walking Aides • Wheelchairs

Seasonal decorations

Door Mats • Umbrella Stands

The block is regularly inspected by the council. If items like those listed above are found by staff or reported by residents, the council's officers will be notified and make any necessary investigations.

## Smoking in shared areas

Smoking in communal areas is prohibited and against the law. You must not smoke in any areas of the building such as hallways, stairs, corridors, landings or lifts.

## Noxious and offensive odours

You should refrain from smoking any substances, this includes the unlawful use of cannabis and applies to any person living at or visiting the premises.

# 9 Balconies



**If your flat has a balcony please make sure any items you have on your balcony or balcony walls are securely attached. They could blow off very easily on a windy day and be a real hazard to people below.**

For your own safety and the safety of others in the building you must not store any flammable items on the balcony. This includes but is not limited to:

Paraffin Lamps • Heaters

Gas Cylinders

BBQs • BBQ Fuel

Tins of paint • Aerosol cans

Please do not throw any items over your balcony. This is extremely dangerous and could cause harm to people on balconies below or pedestrians on the ground.

If you witness anyone throwing items over the balconies please report it as soon as possible so it can be investigated.

Telephone the Tenancy Sustainment Team on 01827 709514.

Email: [estatemanagementteam@tamworth.gov.uk](mailto:estatemanagementteam@tamworth.gov.uk).

# Mobility Scooter and E-Scooter Safety Advice

Mobility scooter and E-scooter safety is usually mentioned when talking about road use or riding on pavements around pedestrians BUT there is an equal and potentially more dangerous risk associated with scooter safety and the risk of fires.

The main risk occurs around the storing and charging of scooters.

Here is some advice on what can be done to increase safety and to reduce the risk of fire.

- Don't leave your scooter battery on charge overnight.
- When charging, don't block your escape route and always make sure the area is properly ventilated.
- Make sure you have a smoke alarm fitted. Remember to check the batteries and test the alarm regularly.
- Make sure you have your mobility scooter or E-scooter properly serviced regularly which should include portable appliance testing to ensure electrical safety.

## Can I leave my scooter on the landing outside my flat?

No - any mobility scooter, E-scooters or wheelchair left on the landing is a serious fire hazard, as highlighted by the fire service. Scooters parked outside flats will be reported to the Housing Officer and a Community Protection Notice could be served.

## Leaving and entering your property with your scooter

Mobility Scooters and E-scooters are incredibly useful aides to enable tenants with limited mobility continue to be able to get out and about independently. However when the flats where first built they were not designed with mobility and E-scooters in mind and turning circles in and out of the lifts and through flat front doors can be tight.

When purchasing a scooter please give consideration to the size of the scooter and the space available to manoeuvre it to make sure you do not damage your scooter, the lifts or your front door.

You must make sure that your scooter is able to safely enter and exit the lift without any contact with the landing doors or internal panels.

The force of a scooter impact with the lift causes significant issues with the door configuration and consequently results in mechanical failure and breakdown.

If damage is caused to a door, lift or your property by a scooter you may be charged for the cost of the repair.

Some residents opt to hire a garage to store their scooter in. If you would like more information on renting a garage please call 01827 709514.



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## Keep escape routes clear



Ensure all fire safety requirements (by law) are visible and in place!

Ensure all communal areas and exits are clear at all times

In the event of an emergency all occupants must be able to escape quickly and safely. Your landlord/managing agent has a legal duty to ensure that escape routes are safe. As a tenant you also share in this responsibility as a resident in this block. Failure to comply with these instructions could cost lives.



- Do not leave rubbish or obstacles outside your flat
- Do not wedge fire doors open
- Do not smoke in communal areas (this includes landings, lifts, foyers, stairwells, walkways, community areas and storage areas)



- Keep communal areas free of obstruction at all times
- Dispose of all rubbish accordingly



Items left obstructing these areas could:

- Slow people down during emergency evacuations
- Catch fire and emit smoke which could be toxic
- Prevent firefighters from moving around safely and efficiently during an emergency



# 10 Useful contact information



**Repairs Call Centre: 0800 183 0044**  
[www.tamworth.gov.uk/council-tenants-hub/repairs/council-housing-repairs](http://www.tamworth.gov.uk/council-tenants-hub/repairs/council-housing-repairs)

## Council:

- Repairs : 0800 183 0044  
<https://mytamworth.tamworth.gov.uk/do-it-online/report-it/>
- Bulky waste collection: 0345 002 0022
- General council enquiries: 01827 709 709
- Tenancy Sustainment Team: 01827 709 514
- Benefits Team: 01827 709540 or email [benefits@tamworth.gov.uk](mailto:benefits@tamworth.gov.uk)
- MyHousing: Google search my housing Tamworth
- Council website: [www.tamworth.gov.uk](http://www.tamworth.gov.uk)
- Income Team: 01827 709514 or email [incometeam@tamworth.gov.uk](mailto:incometeam@tamworth.gov.uk)
- Neighbourhood Impact Team: 01827 709514  
or email [neighbourhoodimpactteam@tamworth.gov.uk](mailto:neighbourhoodimpactteam@tamworth.gov.uk)
- Tenant involvement and engagement team:  
email [tenantparticipation@tamworth.gov.uk](mailto:tenantparticipation@tamworth.gov.uk)

## Non council:

- For non-emergency fire information: 0800 0241 999
- Non emergency police: 101
- Non-emergency medical: 111
- Mental health helpline NHS: 111 (option 2)
- Samaritans: 116123
- Shout: text SHOUT to 85258
- Childline: 0800 1111
- Mind: 0300 102 1234 (only available 9am – 6pm Monday – Friday)
- Papyrus: 0800 0684141 (under 35's. Available 9am – midnight)
- Young minds: text YM to 85258 (under 25's)
- Campaign Against Living Miserably: 0800 585 858  
(for men. Available 5pm- midnight)
- Community Together CIC: 01827 59646 email [ctcinfo@gmail.com](mailto:ctcinfo@gmail.com)






# 11 Preparing for a power cut



## Examples of what won't work during a power cut.

In a power cut there are a lot of things in your home that won't work until power is back on.

	<b>Lights</b>		<b>Electric shower</b>		<b>Mains appliances</b> eg. TV, cooker, fridge, freezer
	<b>Lifts &amp; stair lifts</b>		<b>Toilets in the town centre high rise flats</b> (once toilet system emptied)		<b>Communal lighting</b> (however, some lights have a battery backup)
	<b>Mains water in the town centre high rise flats</b> (the pumps that supply water to the high rise blocks are powered by electricity)		<b>Landline phones</b> Most landline phones won't work without power		<b>Hot water boiler</b> You'll have whatever is in your tank
	<b>Heating</b>		<b>Wifi</b> (unless battery powered)		<b>Door entry system</b>

Take a moment to look around your home and consider what will not work without electricity. If you have items such as medical equipment that needs mains power, you may want to consider arranging battery back-up options for essential equipment. You may need to contact your medical provider to discuss this further. It may also be beneficial to contact your energy provider and notify them that you have essential medical equipment in your home, so they are aware who their most vulnerable customers are in the event of a power cut.

## What can I do to prepare for a power cut?

### **Prepare - Make a plan: know what to do if you have a power cut**

- Keep a torch handy with spare batteries available so you can avoid using candles.
- Have warm clothes and blankets somewhere easily accessible.
- Have food which doesn't need heating accessible. Reminder, if you are in a flat or sheltered housing, paraffin heaters and other heaters with open flames or gas supply are prohibited.
- Keep a charged mobile phone to hand, as many modern telephones, especially digital or cordless ones, won't work without power.
- Write down important phone numbers and contact information. If your numbers are saved to a landline phone or mobile phone that runs out of charge you will not be able to access essential contact information until the power returns.
- If you have electrical appliances with battery back-ups, make sure they have fresh batteries and/or are charged.
- Make sure any medical equipment you have at home has a battery back-up and are kept charged.
- Follow your network operator on social media so you can find local updates. Find them at [www.energynetworks.org/be-winter-ready](http://www.energynetworks.org/be-winter-ready).
- Save 105, the free national power cut emergency number, to your phone.
- Talk to your family/friends or neighbours about a plan in the event of a power cut of how you can help them or let them know you may need help.
- If you are given advanced notice of a planned power cut consider preparing the following:
  - Hot water bottles
  - Thermos flasks for hot water
  - Bottle some cold water
  - Plan your journeys and appointments around a power outage
  - Check you have sufficient medication etc. if you can't go out during the power cut
  - Notify visitors/carers/deliveries as there will be no lift service



## What to do during a power cut?

- Stay Calm.
- Take care when moving around your home as if its dark there will be an increased risk of trips and falls.
- Switch off and unplug heated appliances like fires, ovens, grills, hobs, the clothes iron or any heated hair straighteners or curlers, in case you forget they were on when the power comes back on.
- Use items like torches and battery powered devices to provide extra light but please do not use candles as this presents a fire hazard.
- If you can, try and stay in one room as this will reduce heat loss while the power is off and reduce the risks of tripping over items you can't see in the dark.
- If possible, avoid opening your fridge and freezer to keep the contents cool and preserve your food for longer. If your frozen food defrosts, you'll have to eat it that day or throw it away.
- Leave a light switched on so you know straight away when the power returns.
- If you have a battery powered radio to hand, tune it in to your local radio station for updates on the power cuts and when the power may return.
- Follow your network operator on social media so you can find local updates. Find them at [www.energynetworks.org/](http://www.energynetworks.org/) be-winter-ready.

## Are you ready?

Thinking ahead and being prepared for a power cut can help to make sure you stay safe, so remember to:

- Make a plan for you and/or your family
- Be prepared
- Make sure important information and documents are together in a known place
- Take necessary measures so you can stay informed for example a fully charged mobile phone/charged laptop/battery radio.

## The priority services register

The priority services register is a free service to help people who have additional needs.

The type of help available will vary, depending on your circumstances and the support from your local network operator.

All network operators can offer:

- Advance notice of planned power cuts.  
If you rely on your energy supply for medical reasons your network operator can tell you about planned power cuts. For example, when there are planned engineering works.
- Priority support in an emergency. Network operators can provide heating and cooking facilities or accommodation and direct contact and updates, such as by phone.
- An identification and password scheme. This could include arranging a password or pictures only you and your local network operator will know. The network operator will use these forms of identification so you can feel confident they are who they say they are if they need to visit or contact you.

Being registered for priority services does not guarantee a continuous supply of energy. As supply interruptions can happen all year round, it's important you are prepared and know what to do if they happen.

Further information about who is eligible, how to sign up and how to find out your network operator see [www.energynetworks.org/customers/extra-help-for-customers](http://www.energynetworks.org/customers/extra-help-for-customers).



# 12 Comments, compliments and complaints



**How to report a problem and who to contact with comments, compliments or complaints about council services.**

The council provides a wide range of services for people who live and work in Tamworth and for visitors to the town. Your feedback is very important to us, it helps us to improve the services we provide to better meet the needs of our residents. As part of this, we encourage feedback when we have done something well, or when you think we have done something wrong.

## Comments

We listen and learn from comments and suggestions as well as compliments and complaints. Comments about how we can alter or improve can lead to a change in process, policy, actions, activity, or literature and material. We think we're doing things right, so unless you tell us we may carry on doing the same. What you tell us can really make a difference, we can't change everything, but what we can – we will. Please see our website for details on how to make a comment or suggestion: <https://www.tamworth.gov.uk/comments-compliments-complaints>.

## Compliments

We aim to provide you with an excellent service. If you have any compliments you wish to make, please use our compliment e-form available on our website via [www.tamworth.gov.uk/comments-compliments-complaints](http://www.tamworth.gov.uk/comments-compliments-complaints). For example your compliment could be about our services, about customer care, about recent events organised by the council, about the Tamworth environment or about our staff.

If you can not access the e-form you can pass your compliment on via:

- Telephone: 01827 709709.
- Email: [information-governance@tamworth.gov.uk](mailto:information-governance@tamworth.gov.uk)
- Write to us at: Marmion House, Lichfield Street, Tamworth, Staffordshire, B79 7BZ.
- Ask any member of staff to assist.

## Complaints

Many queries can be dealt with without going through the complaints procedure such as general service requests like reporting a street issue. Before making a complaint, have you contacted the service in question to resolve your issue? By using the correct form to contact us, your enquiry will go to the right people, and we'll be able to deal with your concern more efficiently.

### What is a complaint?

A complaint is defined as an expression of dissatisfaction, however made, about the standard of service, actions, or lack of action by the organisation, and/or the landlord, its own staff, or those acting on its behalf, affecting a resident or group of residents.

### How can you make a complaint?

To make a **complaint** you can:

- Complete an e-form via the My Tamworth customer portal: [mytamworth.tamworth.gov.uk](https://mytamworth.tamworth.gov.uk)
- Telephone: 01827 709709.
- Email: [complaints@tamworth.gov.uk](mailto:complaints@tamworth.gov.uk)
- Write to us at: Marmion House, Lichfield Street, Tamworth, Staffordshire, B79 7BZ.
- Visit our reception at Marmion House (10am – 2pm Monday, Tuesday, Wednesday, and Friday. 2pm – 6pm Thursday)
- Ask any member of staff to assist.

We accept complaints from third parties who have the customers permission to act on their behalf in making the complaint. (This can be from any person, for example a relative, friend, councillor, MP).





## What happens when I make a complaint?

**Stage 1** - We try to resolve issues quickly and will try to resolve things informally whenever possible. When we receive your complaint we will review, acknowledge, define, and log the complaint within five working days.

If the communication received is considered a service request, we will:

- record the details,
- advise the customer that their communication is considered a service request and,
- pass it to the relevant service area for action through their normal processes,
- monitor the request through to completion.

If the communication received is considered a complaint, we will:

Pass to the designated officer where all the issues raised in the complaint will be addressed and, where considered possible, the designated officer may resolve the complaint by phone or in person promptly in line with policy and the complaint handling codes, which will be followed up in writing. We aim to provide a full response to your complaint within 10 working days.

If they need more information from you, they will contact you to get a clearer understanding of your concerns. We will provide a full response and explain any changes which may result from your complaint. We will also tell you how to take the matter further if you're not happy with our response.

**Stage 2** - If you're unhappy after you've received the full response at stage one, please tell us straight away or within one month.

We'll acknowledge this within five working days and the complaint will be directed to someone senior to the officer who responded at stage one. We aim to provide a full response to your complaint within 20 working days.

If you still remain dissatisfied with our response, you can then complain to the Local Government and Social Care Ombudsman or the Housing Ombudsman or may require joint consideration by both. We will inform you which ombudsman to contact when you receive our final Stage 2 response.

Summaries of the complaints each ombudsman deal with are found on their websites:  
[www.lgo.org.uk](http://www.lgo.org.uk)  
[www.housing-ombudsman.org.uk](http://www.housing-ombudsman.org.uk).

## Housing complaints ONLY

You can contact the Housing Ombudsman Service via [www.housing-ombudsman.org.uk](http://www.housing-ombudsman.org.uk) at any point during the complaint process. It cannot investigate your complaint whilst your complaint is going through our internal complaints procedure however they may be able to help you and your landlord reach a resolution.

Further detailed information is available in our corporate complaints policy. This policy can be accessed via [www.tamworth.gov.uk/comments-compliments-complaints](http://www.tamworth.gov.uk/comments-compliments-complaints)

The housing ombudsman complaints handling code outlines how we, as a social housing landlord, should address complaints from our tenants and leaseholders.

This code, periodically reviewed by the Housing Ombudsman, ensures that we handle complaints in a fair, efficient, and effective manner.

### **What does that mean for Tamworth Borough Council?**

As part of the code, the council is required to produce and publish an annual complaints performance and service improvement report, which included a self-assessment form against the code.

### **What does this mean for you?**

We have reviewed our complaints policy and procedures and where areas of improvement have been recognised, or where current areas can be strengthened, these are being acted upon. The guidance includes an annual self-assessment against the code to ensure complaint handling remains in line with its requirements and the results are published.

The council's response to the annual complaints performance and service improvement report and self-assessment can be found in the annual complaints performance and service improvement report.

### **Equality and diversity**

We are committed to ensuring that people are not disadvantaged in accessing our services. We will make reasonable adjustments for those people that need further assistance, depending on the individual's needs, further guidance can be found in our reasonable adjustments guidance at [www.tamworth.gov.uk/equality-and-diversity](http://www.tamworth.gov.uk/equality-and-diversity)



**If you require this information in another format or language,  
please call 01827 709709 or email: [enquiries@tamworth.gov.uk](mailto:enquiries@tamworth.gov.uk)**



**[www.tamworth.gov.uk](http://www.tamworth.gov.uk)**

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