

# Complaint Handling Procedure

## Handling Your Enquiry or Complaint

A ScottishPower Charter



**SCOTTISHPOWER**

This charter explains all you need to know about making an enquiry and how we will respond to you. It also provides details of our complaints handling process.

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# 1 What You Can Expect From Us

- We always aim to respond promptly to your enquiry
- We will treat you with fairness and courtesy at all times
- We will treat in confidence any personal or financial details you give us
- We will try to resolve your enquiry the first time you contact us
- We will clearly explain any action we intend to take to resolve your enquiry
- If we need more time to look into your query, we will keep you informed about our progress, usually by telephone
- If you are making a complaint we aim to resolve it as quickly as possible. If we can't resolve your complaint immediately, we will give you a unique reference number and assign you a dedicated complaint handler
- If you are not satisfied with the way we handle your enquiry, we will tell you about other steps you can take

## 2 What You Can Do to Help

### **As a ScottishPower customer, you can help us to help you by:**

- Paying your energy bill on time, or ensuring that your prepayment meter remains in credit
- Letting us know if you are having difficulty paying an energy bill, so we can try to offer help and advice
- Agreeing to pay back any money you owe us through manageable instalments, or by having a prepayment meter fitted
- Contacting us immediately if you do not agree with your energy bill
- Allowing our meter readers or representatives access to your home, when required
- Providing your meter readings if you miss a reading or receive an estimated bill. You can do this online at [scottishpower.co.uk/entermeterreads](https://scottishpower.co.uk/entermeterreads), by phone or by post
- Calling us as soon as possible if you think your meter has developed a fault
- Calling us right away if you suspect your meter or other equipment has been damaged or tampered with
- Telling us if you are planning to move home. Just call us on **0345 270 0700**. Lines are open Monday to Friday 9am to 5pm
- Contacting us within seven days if you move into a new home where ScottishPower is the energy supplier, to set up an account with us at your new address, or to tell us about other arrangements you have made for your energy supply

### **Need additional support? Our Priority Services**

We want to give as much support as we can to those customers who need it. You may be eligible for our Priority Services Register for a number of reasons ranging from a chronic illness or disability to a change in your personal circumstances. If we become aware that you (or someone in your household) would benefit from any of our Priority Services, we will offer to add you to our Register – alternatively, please let us know if you think you're eligible. For further information, please visit [scottishpower.co.uk/psr](https://scottishpower.co.uk/psr) or call us on **0345 270 0700**.

## 3 Making an Enquiry or Complaint

We aim to deliver the best service to our customers. From time to time, where this has not happened, we are committed to investigating and doing our best to put the situation right for you.

We define a complaint as 'any expression of dissatisfaction by a customer in relation to our sales, service or products'. We aim to resolve all complaints fully and as quickly as possible.

**Here are our contact details for you to use at any point in the complaints process:**

**Complaints relating to sales**

Phone: **0800 400 200** (Monday to Friday: 9am - 5pm)

**Complaints relating to our service and products:**

Phone **0345 270 0700** (Monday to Friday 9am to 5pm)

**For Boiler Care Complaints**

Call: **0800 001 5214** (Monday to Friday: 8am-8pm, Saturday 8am-5pm)

**For all complaints you can also contact us**

E-mail: [contactus@scottishpower.co.uk](mailto:contactus@scottishpower.co.uk)

You can chat to us at:

[scottishpower.co.uk/complaints](https://www.scottishpower.co.uk/complaints)

Write to:

**ScottishPower Customer Services, 320 St Vincent Street, Glasgow G2 5AD**

**Some tips that may help you when you contact us:**

- Have your account number to hand when you call us and be sure to include this, as well as your full name, address and telephone number, when contacting us via email or letter
- Tell us the details of your issue when you contact us. We will explain clearly to you what we will do to put this right/fix this for you

## 4 Resolving Your Complaint

In order to resolve your complaint as quickly as possible, we follow a 3 stage process – which we've outlined below.



**Stage**  
**1**

**Contact us with your complaint**

We'll record your complaint, give you a unique complaint reference number and try to resolve your issue straight away.

**Stage**  
**2**

**We'll work to resolve your complaint**

If we have been unable to resolve your case straight away, we'll pass it to a member of our specialist Customer Care Team. We will signpost you to our complaints handling procedure on our website, and offer to send a copy via email or post.

Your dedicated complaint handler will aim to resolve your complaint as quickly as possible. They will keep you informed of progress until we can fully resolve your complaint.

When your complaint handler first gets in touch with you, they will provide contact details so you're able to get in touch via any of our contact channels while they are working to resolve your complaint. Rest assured, we will work hard to resolve your issue within 8 weeks.

**Stage**  
**3**

**Making sure you're happy with our proposed solution**

If our Customer Care Team is unable to resolve your complaint to your satisfaction, you can request an internal review to try to reach a resolution by speaking to one of our complaint handlers or you can do this online at [scottishpower.co.uk/complaints](https://scottishpower.co.uk/complaints).

If after 8 weeks a resolution hasn't been reached to your satisfaction, you have the right to contact the Ombudsman Service: Energy to review your case. Please note, you may also be able to refer your case to the Ombudsman Service: Energy if you do not accept our final offer of resolution.

**Potential outcomes to your complaint**

As part of the resolution of your complaint:

- We will apologise for the issue and the fact you have had to contact us to have your complaint resolved
- We will resolve your issue, and where possible, explain what went wrong
- We will consider if a goodwill payment is appropriate as part of the resolution to your complaint, ensuring you are not left out of pocket



## 5 Independent Review

We will always try to solve a problem to your satisfaction, so if you are not happy with our response to your complaint, please tell us.

If we can't reach an agreement with you to resolve your complaint, we will send you a "final offer" letter (known as "deadlock"). You can then seek independent advice from the Ombudsman Services: Energy.

If you decide to do this, you must contact the Ombudsman Services: Energy within 12 months of receiving our "final offer" letter. You can also contact the Ombudsman Services: Energy if you have not yet received a "final offer" letter from us, but 8 weeks have passed since you first complained.

The Ombudsman is there to help resolve disputes between energy suppliers and their customers. It is free to use their services, and they are totally independent – so they do not take sides, and make their decision based only on the information available. You do not have to accept their decision.

If you agree with their decision, we have to act on what they say. This may mean we have to apologise, explain what has gone wrong, correct the problem or where applicable offer a form of compensation or goodwill.

### **Ombudsman Services: Energy**

Telephone: **0330 440 1624**

Email: **[enquiry@ombudsman-services.org](mailto:enquiry@ombudsman-services.org)**

Website: **[ombudsman-services.org/complain-now](http://ombudsman-services.org/complain-now)**

Or write to: **Energy Ombudsman, PO Box 966, Warrington WA4 9DF**



## 6 Further Support

### Need support during the complaints procedure?

For free and independent help, advice, information or support during the complaints process, you may find the following contacts useful:

#### **Citizens Advice and Advice Direct Scotland**

You can get help with energy problems. This includes issues with your bills or meters, or if you're struggling to pay for the energy you use. Citizens Advice and Advice Direct Scotland are the official sources of free and independent energy advice and support.

#### **If you live in England or Wales:**

Go to: [citizensadvice.org.uk/energy](https://citizensadvice.org.uk/energy)

Or contact the Citizens Advice consumer service:

Call: **0808 223 1133**

Relay UK: **18001 followed by 0808 223 1133**

Lines open Monday to Friday 9am to 5pm, calls are free

#### **If you live in Scotland:**

Go to: [energyadvice.scot](https://energyadvice.scot)

Or contact Advice Direct Scotland:

Call: **0808 196 8660**

Relay UK: **18001 followed by 0808 196 8660**

Lines open Monday to Friday 9am to 5pm, calls are free

#### **Age UK**

Telephone: **0800 055 6112**

Website: [ageuk.org.uk](https://ageuk.org.uk)

Webform: [ageuk.org.uk/contact-us/information-and-advice](https://ageuk.org.uk/contact-us/information-and-advice)

Age UK's advice line is a free, confidential national phone service for older people, their families, friends, carers and professionals. Their team will give you information that is reliable and up to date and help you to access the advice you need.

Know your rights as an energy consumer, visit:

[scottishpower.co.uk/about-us/commitments/know-your-rights](https://scottishpower.co.uk/about-us/commitments/know-your-rights)

You can check our current complaint performance results at:

[scottishpower.co.uk/about-us/performance/complaintsperformance](https://scottishpower.co.uk/about-us/performance/complaintsperformance)

#### **Need additional support?**

If you need additional support via our community liaison service, call us on **0345 270 0700** and we'll be happy to arrange this for you.



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If you would like more information about this charter  
contact us at [scottishpower.co.uk/getintouch](https://scottishpower.co.uk/getintouch)

We understand the importance of keeping your personal details safe.  
To find out more, visit [getsafeonline.org](https://getsafeonline.org)

**Hearing or speech difficulties?**

Depending on your needs, Relay UK  
offer a range of tools and services that can help you contact us.  
Simply visit [relayuk.bt.com](https://relayuk.bt.com) for more information.

**ScottishPower Customer Services,**  
320 St. Vincent Street, Glasgow G2 5AD

[scottishpower.co.uk](https://scottishpower.co.uk)