

Equality action plan – 2024 – 2027 (Year 2)

The Housing Services Manager will provide Committee with a report on the progress of the Action Plan on a quarterly basis, commencing August 2024. The RAG system will be adopted when providing updates. The following text will be entered into the Progress column:

If the deadline or timescale has passed the text should be **Achieved**, **Partially Achieved**, **Not Achieved** and narrative added to the Completed/Comments column

If is showing as an “ongoing” task the text should **Being Achieved**, **Not Being Achieved** and narrative added to the Completed/Comments column.

If it is a task with a future deadline/timescale the text should be **On track**, **Not on Track** and narrative added to the Completed/Comments column.

Aim	Activity	Timescale	Lead officer	Progress (RAG)	Completed/ comments
a) To ensure no one is discriminated against on the basis of any of the nine protected characteristics or any other key groups Rosehill identifies	i. To ensure Rosehill Housing Co-operative’s (Rosehill) commitment to Equalities and Human Rights is clearly displayed in the office reception, on its website, and other publicity materials and information.	Ongoing	HSM / CS & HRM	Being Achieved	
	The information should underline Rosehill’s zero tolerance to discrimination (and any other forms of unacceptable behaviour) and ensure anyone experiencing discrimination, harassment, etc. is aware they can contact Rosehill who will investigate their issue.	Ongoing	HSM / CS & HRM	Being Achieved	
	The information produced should reflect Rosehill’s commitment (see Rosehill’s Equality Strategy) to pay due	Ongoing	HSM / CS	Being Achieved	This is included in current

	<p>regard to the General Equality Duty set out in the Equality Act 2010. This requires organisations to:</p> <ul style="list-style-type: none"> • eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 • advance equality of opportunity between people who share a protected characteristic and those who do not • foster good relations between people who share a protected characteristic and those who do not <p>Rosehill’s expectations relating to Equality and Human Rights will be emphasised in staff and committee codes of conduct*. In addition, Rosehill’s equalities expectations should be included in the tenant’s handbook and the sign-up process for new tenants.</p> <p>ii.To update Rosehill’s policy and action plan to reflect changes to relevant legislation or regulation as, and when, required.</p> <p>iii.To periodically report to the committee on the delivery of - the action plans aims. This should include discussion of any slippage in meeting timescales and / or any additional resources needed to deliver any aims / activities.</p> <p>iv.To publicise that Rosehill</p> <ul style="list-style-type: none"> • will make its documents available in alternative formats on request (i.e. large font, in Braille, etc. on request. • will provide a signer or translation support when requested to do so, within a reasonable timescale. 	<p>Ongoing</p> <p>April 25 and ongoing</p> <p>June 2025 onwards</p> <p>April 2025 and on-going</p>	<p>& HRM</p> <p>HSM / CS & HRM</p> <p>HSM</p> <p>HSM</p> <p>HSM</p>	<p>Being Achieved</p> <p>Being Achieved</p> <p>Being Achieved</p> <p>Being Achieved</p>	<p>relevant HR policies and staff training</p> <p>Action Plan reviewed with assistance of SET.</p> <p>Committee receive updates quarterly.</p>
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	<p>New Tenant data collected annually</p> <p>Current Tenant data collected every 3 years</p> <p>Staff and committee information to be collected every 3 years</p> <p>Rosehill will ensure data is collected, stored and used in accordance with data protection legislation, and its policies and procedures. Rosehill will seek to ensure collection methods ensure nobody is identifiable (i.e. separating monitoring forms from applications forms).</p> <p>The data collected shall be used to monitor:</p> <ol style="list-style-type: none"> 1- Staff composition 2- Committee composition 3- Tenant composition 4- Housing applicant composition 5- Composition of applicants wishing to join the Co-op's staff or committee <p>ii. Rosehill will seek to ensure any imbalances in committee and / or staff composition are identified and inform succession / recruitment plans.</p>	<p>February 2026</p> <p>February 2026</p> <p>Ongoing</p> <p>On-going</p> <p>April 2025 and on-going</p> <p>On-going</p>	<p>HSM</p> <p>HSM</p> <p>HSM (assisted by SMT)</p> <p>HSM (assisted by SMT)</p> <p>HSM (assisted by SMT)</p>	<p>On track</p> <p>On track</p> <p>Being Achieved</p> <p>Being Achieved</p> <p>Being Achieved</p>	<p>Data collected in 2024 – not due again until 2027</p> <p>Succession Plan and Recruitment & Selection Policies in place</p>
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	iii. Rosehill will use data from tenants and housing applicants to inform future services and communication.	March 2026	HSM (assisted by SMT)	Being Achieved	Rosehill are now members of HTT. Documents can be provided in alternative format if requested
	iv. Rosehill will continue to identify tenants, households, etc., who would benefit from tailored communications and / or services (i.e. providing documents in alternative formats (braille, large font)), making adaptations to properties, providing access to translation services, etc.	March 2026	HSM	On track	
	v. To review the process used to inform future data collection methods. The review should discuss: <ul style="list-style-type: none"> • future data collection methods and identify potential improvements (i.e. linking data collection to tenant satisfaction surveys.) • any additional equalities data which might be valuable to collect in the future (i.e. literacy, poverty, household needs, caring responsibilities, etc.) • how to ensure tenants are aware of why the data is collected, what Rosehill will do with it and how Rosehill will protect this information • how to encourage tenants to provide specific information which can help Rosehill tailor services to their specific and those of their families (i.e. info. regarding progressive illnesses, needs of household members, preferred gender pro-nouns, etc.) • how to reassure tenants that Rosehill will not share any personal information unnecessarily, and it will be stored according to Rosehill's procedures and data protection legislation and regulations 	March 2026	HSM	On track	

Aim	Activity	Timescale	Lead officer	Progress (RAG)	Completed/ comments
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<p>c) Review Rosehill's Equality Impact Assessment (EIA) tool*.</p> <p><i>* This tool ensures when policies are developed / reviewed they promote equality of opportunity and avoid disadvantaging anyone from protected characteristics</i></p>	<p>i. To regularly review, and revise, Rosehill's EIA tool to reflect good practice, and ensure the tool is as straightforward to use as possible.</p>	Ongoing	HSM	Being Achieved	Regular review of EIA carried out with assistance from SET
	<p>ii. Continue to discuss if the EIA tool should reflect on how policies ensure Human Rights informs the services Rosehill provides.</p>	Ongoing	HSM	Being Achieved	As above
	<p>iii. To train all staff in policy development and review in the use of the revised EIA.</p>	As and when required	HSM	Being Achieved	Training with SMT was carried out late 2024 – Refresher will be carried out when required/new member of SMT

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<p>d) Ensure equality of opportunity and treatment for all people in relation to the employment</p>	<p>i. To use EVH guidelines consistent with those of the Equality and Human Rights Commission) when recruiting staff. This includes using objective scoring criteria when selecting for interview and identifying preferred candidates.</p>	On-going	CS & HRM	Being Achieved	All applicants are scored against the essential criteria of the position as per person spec.
	<p>ii. To compile an equality monitoring report for all filled vacancies providing a breakdown of applicants, interviewees and the successful candidate. Ensure that all job adverts highlight that Co-op is an equal opportunities employer.</p>	On-going	CS & HRM	Being Achieved	Interviews are scored independently and a recruitment decision made following a collective average score.

	iii. Rosehill will seek to guarantee an interview to all those who have a disability if they meet the minimum criteria for a position.	On-going	CS & HRM	Being Achieved	Stats are currently gathered from recruitment campaigns – is not currently submitted as a report, will be presented at next staffing sub Being done currently, this is in line with our Disability Confident “Committed” Status
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e) Ensure all staff and committee members are aware of Rosehill’s commitment to, and obligations in relation to, equality and human rights	i. To ensure all staff and committee receive specific equalities training.	September 2024 and on-going	HSM	On track	Refresher training due 2026
	ii. To raise awareness of Rosehill’s equality and human rights commitments in the staff and committee induction processes	On-going	CS, HRM & Director	Being Achieved	
	iii. To ensure teams / individual staff are aware of relevant equality aims / activities, and	On-going	HSM (assisted by SMT)	Being Achieved	

	<p>discuss them during training / team meetings, etc.</p> <p>iv. To ensure the committee receive quarterly reports on the delivery of the Equality Action Plan's aims and activities</p>	Quarterly	HSM	Being Achieved	Report presented to committee every Qtr.
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Aim	Activity	Timescale	Lead officer	Progress (RAG)	Completed/ comments
f) Sexual Harassment Policy/Legislation	v. Publicise Sexual Harassment Policy	On-going	CS & HRM	Being Achieved	Article placed in Summer newsletter.
	vi. Incorporate Statement into Scottish Secure Tenancy Agreement	June 2025	HSM	Completed	Updated SST received June 25.
	vii. Devise Risk Assessment in relation to Sexual Harassment at Work	November 2025	CS & HRM	On track	

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<p>g) To ensure Rosehill communicates effectively with tenants, including those who are traditionally excluded</p>	<p>i. To develop strategies to address digital exclusion within its community through providing relevant support, signposting to IT resources (i.e. local libraries/colleges).</p>	<p>March 2026</p>	<p>HSM (assisted by CEO)</p>	<p>On track</p>	
	<p>ii. To develop links with groups / support organisations who work with under-represented or traditionally excluded groups to identify how best to engage these groups and / or improve its services / support.</p>	<p>Ongoing</p>	<p>HSM (assisted by CEO)</p>	<p>Being Achieved</p>	<p>Networking via Community Environmental & Safety meetings.</p>
	<p>iii. To use the equality data Rosehill collects and other data to identify the most commonly used community languages within the community and use translation services and IT technologies (i.e. AI) to engage effectively in those languages.</p>	<p>Ongoing</p>	<p>HSM (assisted by CEO)</p>	<p>Being Achieved</p>	<p>Rosehill is a member of HTT. Regularly utilise tools available.</p>
	<p>iv. To develop Rosehill's digital presence to ensure it communicates / engages with tenants in their preferred medium. This should include developing plans to better use social media platforms (i.e. facebook, youtube, WhatsApp, X (formerly twitter), etc.).</p>	<p>Ongoing</p>	<p>HSM (assisted by CS & HRM)</p>	<p>Being Achieved</p>	<p>Facebook page set up. Looking to develop website.</p>
	<p>v. To investigate how Artificial Intelligence (AI) can be used to tailor letters, publicity, newsletters articles, etc. to best engage with different groups / demographics. This should aim to increase engagement levels and ensure effective communications.</p>	<p>Ongoing</p>	<p>CS & HRM</p>	<p>On Track</p>	<p>Currently looking to standardise all letters and external correspondence. Will consider AI as part of this.</p>

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<p><i>h)</i> Be mindful of Rosehill's equality and human rights commitments during the procurement of contractors / consultants and when working with partner organisations</p>	<p>i. To ensure contractor application forms include specific questions regarding equality and human rights compliance.</p> <p>ii. To refuse to use any contractor or consultant who is unable to satisfy Rosehill of their commitment to equal opportunities.</p> <p>iii. To investigate and if necessary, take appropriate action if a consultant or contractor</p>	<p>On-going</p> <p>As and when required</p>	<p>TSM</p> <p>TSM</p> <p>TSM</p>	<p>Being Achieved</p> <p>Being Achieved</p> <p>Being Achieved</p>	<p>Application forms contain questions re equalities.</p>

	<p>breaches Rosehill's Equality and Human Rights' policy.</p> <p>iv. To ensure all organisations who work with, or for, Rosehill observe the commitments outlined in Rosehill's Equality and Human Rights policy, strategy and action plan.</p> <p>v. To ensure tenants, and others, are aware contractors, consultants, etc. are required to observe Rosehill's equality commitments.</p>	<p>As and when required</p> <p>On-going</p> <p>On-going</p>	<p>TSM & SMT</p> <p>TSM & SMT</p>	<p>Being Achieved</p> <p>Being Achieved</p>	<p>TS applications rejected if not able to satisfy</p> <p>Any potential breaches investigated by TSM for TS contractors / consultants</p> <p>TS contractors / consultants completed application that states requirements and conditions.</p>
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