



Horton Housing Association Group

Single Equality Scheme Action Plan (SESAP) 2020/21

Targets	Outcome Indicator	Data Collection Method	Time Frame	Responsibility	End of Year Evaluation	RAG
1. Our employees at all levels reflect the local communities and clients that we work with	Annual report produced detailing E&D profile of employees by job level	Cascade Talent management and succession plan	31/03/21	Head of HR		
2. Recognise areas e.g. Manager and HoS, where we are underrepresented and develop a cohort of aspiring / potential Managers and HoS from a diverse background	Development programme in place	Succession planning framework Academy	31/03/21	Head of HR		
3. Monitor and report on client complaints and employee grievances of discrimination	Data is gathered Produce a report annually and act on the findings	Reports on: <ul style="list-style-type: none">• Complaints• Grievances	31/03/21	Service Director (SA) Head of HR		
4. Report on Equal Pay	Produce a report annually and act on the findings	Report	31/12/20	Head of HR		
5. Report on the Gender Pay Gap	Produce a report annually and act on the findings	Report	31/07/20	Head of HR		

6. We have full participation in Equality Monitoring	We have a full set of monitoring data from clients, volunteers and employees	Cascade Volunteer records Residata	31/03/21	Head of HR Volunteer Service Manager Software Manager		
7. All employees and board members will participate in Equality and Diversity training and refreshers	Training report on percentage of people completing training	Academy	31/03/21	Head of Learning & Development		
8. Carry out impact assessments on new and revised policies as prioritised by the E&D Group	Equality Impact Assessment Reports completed and posted on intranet	Equality Impact Assessment Forms	31/03/21	Chair of E&D Group		
9. Provide Employee assistance programmes and monitor use	Employees can access: <ul style="list-style-type: none"> • Mindful Employer • Mindful Employer Plus • Counselling Services • Occupational Health Referrals • Mediation 	Programmes are in place Reports	31/03/21	Head of HR		
10. Achieve Investors in Diversity Level 2 at reassessment	liD Level 2 is retained	liD report liD certificate	31/07/20	Chair of E&D Group		

11. Improve the E&D information that is available on the website and intranet	E&D information on the website and intranet is up to date and useful e.g. links to replace hardcopy versions of disability handbooks	E&D area of Horton Intranet	31/03/21	Chair of E&D Group Communications Manager		
12. Increase the number of level access properties by 10% of additional freehold units	Level access properties are available	Castleton Board minutes	31/03/21	SMT		
13. Improve how we communicate the changes we are making and what we are doing (IID Report)	Increased awareness of what is happening in Horton Articles in newsletters and on Staff Briefing	Horton Intranet Staff Briefing One Horton	31/03/21	Chair of E&D Group Communications Manager		
14. Ensure people know what action they can take and whom they can speak to if they feel they are treated unfairly (IID Report)	Increased awareness of policies and procedures	Training Staff Briefing One Horton	31/03/21	Chair of E&D Group Head of HR		
15. Ensure that people are confident and able to speak up if they experience or witness behaviour that is not in line with our values and policies (IID Report)	Increased awareness of policies and procedures	Training Staff Briefing One Horton	31/03/21	Chair of E&D Group Head of HR		