

# The State Hospital Equality Impact Assessment (EQIA)

You should read the guidance document prior to completing this template.

Please note, the EQIA should be proportionate to the significance and coverage of the policy and should take cognisance of the nature of the environment and patient group.

## Step 1: Screening to determine if the policy requires a detailed EQIA

<b>Name of the policy:</b> Adults with Incapacity Policy and Procedures		
<b>Directorate:</b> Finance and Performance Management		<b>Date:</b> 07/02/20
<b>Designation(s) of author(s):</b> Acting Head of Financial Accounts		
Strategy <input type="checkbox"/>	Policy <input checked="" type="checkbox"/>	Protocol <input type="checkbox"/> Project <input type="checkbox"/> Other <input type="checkbox"/>
New <input type="checkbox"/>	update to existing policy <input checked="" type="checkbox"/>	*replacement <input type="checkbox"/>
(*please advise what this policy is replacing)		
<b>1. What are the main aims and outcomes of the policy and how do these fit in with the wider aims of the organisation, legislation and national drivers?</b>		
<b>Aim(s) / Outcome(s)</b>	<b>Wider Aim(s)</b>	
To ensure the Hospital complies with the requirements of the Adults with Incapacity (Scotland) Act 2000.	To prevent unauthorised use of patients' cash and financial or personal documents by complying with procedures and processes laid down in the policy.	
<b>2. Please identify the scope of the policy</b>		
Forensic Network wide <input type="checkbox"/>	Hospital wide <input checked="" type="checkbox"/>	Service specific <input type="checkbox"/>
Discipline specific <input type="checkbox"/>	*Other <input type="checkbox"/>	
(*please provide details)		
<b>3. Who are the key stakeholders potentially affected by the policy? Will the policy impact on these groups in a positive and/or negative and/or neutral way? Why do you say this?</b>		
<b>Stakeholder(s)</b>	<b>Impact</b>	<b>Rationale</b>
1. Patients	Positive	Ensures compliance with Adults with Incapacity (Scotland) Act 2000 therefore safeguarding funds and possessions.  Supports patients who are incapable of managing their own finances.

	Negative	Ensures compliance with limits as prescribed in the AWI Act.  Limits and controls access to funds and possessions, spending of money .
2. Staff	Positive	Provides a clear process / audit trail to ensure staff are protected from potential issues relating to non compliance with the AWI Act.
	Negative	Requires staff to make decisions relating to patient finances, including the purchasing of goods, as part of high secure roles. Managing this element of care and treatment can impact on therapeutic relationships.
3. Patient Advocacy Service	Positive	Acknowledges valued role of Advocacy and signposts staff to liaise with this service in recognition of the specialist support available to patients.
4. Carers / Named Persons	Positive	Provides reassurance that patient funds and possessions are safeguarded in accordance with the AWI Act.
	Negative	Acknowledges the role of the carer / Appointed / Named Person in dealing with patient financial affairs.  Restricts freedom of action around the care & treatment and financial arrangements, governed by the restrictions necessary when supporting patients who are incapable of managing their own financial affairs.
6. Internal/External Auditors	Positive	Supports robust auditing processes
8. Scottish Government	Positive	Complies with legislation.
<b>4. Is a collaborative assessment with external partners required?</b> No		
<b>5. Specifically, in relation to the protected characteristics, please identify whether the policy impacts positively, negatively and / or neutrally on these groups, providing rationale in support of your decision. Please also describe any identified inequality and indicate practice in place which mitigates aspects of the policy contributing to any adverse impact or inequality.</b>		

<b>Protected Characteristic</b>	<b>Positive X</b>	<b>Adverse/Negative X</b>	<b>Neutral X</b>	<b>Identified impact / inequality and rationale, including mitigating practice where appropriate</b>
<b>Age</b>			<b>X</b>	
<b>Disability</b>		<b>X</b>		<p>Patients who are incapable of managing their own affairs may have barriers to communication including difficulty understanding why they cannot spend their money on what they want.</p> <p>Sensory impairment may create some additional barriers to communication. The Hospital offers all written information in accessible format including Braille.</p> <p>The Pre-admission Specific Needs Assessment process identifies any barriers to communication, alerting relevant staff who are responsible for ensuring support mechanisms are in place to enable all patients to understand processes relating to their finances.</p>
<b>Gender</b>			<b>X</b>	
<b>Gender Reassignment</b>			<b>X</b>	
<b>Marriage and Civil Partnership</b>			<b>X</b>	
<b>Pregnancy and Maternity</b>			<b>X</b>	

<b>Race/Ethnicity</b>		<b>X</b>		There may be a communication barrier in terms of understanding the processes of medical examinations and managing the patients finances due to English not being the first language. The Hospital supports access to interpretation / translation services as required.
<b>Religion and or Belief</b>			<b>X</b>	
<b>Sexual Orientation</b>			<b>X</b>	

**6. Thinking about the key stakeholders you have identified in no. 3, please explain how the policy supports the organisation to eliminate any potential unlawful discrimination, harassment and victimisation of these groups, promoting equality of opportunity and fostering good relationships between all stakeholders.**

Clearly describes legal requirements, empowering staff to provide robust and fair rationale on evidence based decisions.  
The Clinical Team make an initial assessment and are involved in ongoing review of decisions in this respect.  
Named Persons / carers, where appropriate are informed of decisions and review of same.  
Supports consistency in terms of decisions relating to management of funds and possessions.

**7. Thinking about the key stakeholders you have identified in no. 3, please identify potential inequalities of outcome which may arise in relation to socio-economic disadvantage (low income), including material deprivation.**

None identified. The Senior Charge Nurse ensures that all patients have access to funds to support quality of life expenditure including clothing, toiletries and recreation pursuits. The Hospital provides all food, heating etc alleviating potential concerns relating to patients having inadequate funds to be comfortable.

Please discuss with the Service Lead / Director and complete below to indicate this person is in agreement with your findings.

<b>Service Lead / Director Designation:</b>
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Finance & Performance Management Director
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<b>Date:</b> 19 February 2020
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Then forward this screening document and your policy document to the Person Centred Improvement Lead for approval.

<b>Approved by Person Centred Improvement Lead</b>
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<b>Date:</b> 19/02/2020
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<b>Comments</b>
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Feedback incorporated. No requirement for detailed EQIA.
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<b>Detailed EQIA required. Please contact Person Centred Improvement Lead for advice / support</b>
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<b>Date:</b> /     /
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Following consultation, this EQIA should be attached to the policy document and included within the paperwork for consideration by SMT prior to implementation. If any changes to the EQIA are required as a result of feedback from the consultation, please contact the Person Centred Improvement Lead.

You should ensure the EQIA section of the SBAR Monitoring Form is completed appropriately in order to reflect completion of this assessment.

**Please note, as policy and EQIA documents are within the public domain, via the Hospital's website (unless identified by SMT as sensitive information), content should not include the names of any stakeholders and/or include any information which would identify individuals**