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

Name of the policy: External Website Maintenance & Development Policy

Directorate: Chief Executive **Date:** 10/03/22

Designation(s) of author(s): Head of Communications

Strategy ☐ **Policy** ☒ **Protocol** ☐ **Project** ☐ ***Other** ☐

(*please provide details)

New ☐ **update to existing policy** ☒ ***replacement** ☐

(*please advise what this policy is replacing)

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?

Aim(s) / Outcome(s)	Wider Aim(s)
Main Purpose To provide guidance on the creation, maintenance and publication of content on The State Hospital's external website: http://www.tsh.scot.nhs.uk/ **Intended Outcomes** To ensure consistency in respect of the above.	Supports local and national strategic objectives, values and behaviours, best practice and legal obligations. There is a duty to keep external stakeholders informed of activity and decisions not only through the Annual Review process but through regular communications that are clear and understandable. The State Hospital's Website enables the Hospital to report on performance surrounding strategic aims and targets, and to ensure legislative requirements in terms of the Freedom of Information (Scotland) Act 2002, the Public Services Reform (Scotland) Act 2010, and the Equalities Act 2010 are met.

2. Please identify the scope of the policy

Forensic Network wide ☐ **Hospital wide** ☐ **Service specific** ☒

Discipline specific ☐ ***Other** ☐

(*please provide details)

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?

Stakeholder(s)	Impact	Rationale
This policy and procedure applies to anyone involved with developing or maintaining web pages for The State Hospital's Website.	This policy has a positive impact on all staff, volunteers, patient visitors / carers and service led agreement providers e.g. the Patients' Advocacy Service (PAS), Social Work, Pharmacy, external partner organisations, regulatory bodies, other interested bodies such as activists and politicians, the public and the media, providing 24-hour electronic access to up-to-date, accurate, clear and easy to understand State Hospital information.	Ensures an accessible Website that is easy to access and navigate around regardless of the user's level of ability / disability or the technology they are using. Fosters good relations between patients and other stakeholders / general public. Promotes a positive image of the Hospital, which in turn impacts on public perception of mental illness and helps tackle associated stigma.

4. Have external partners / other relevant stakeholders contributed to this assessment?   *No

* If not, please provide rationale

It is an internal procedure only, undertaken by Communications (in the main) to update the external website. There has been no requirement, since the launch of the website in 2009, to change the process. The Head of eHealth is a co-author of the policy and is supportive of this EQIA.

The procedure is well established and works effectively, thus ensuring a continued positive impact only on stakeholders.

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.

Protected Characteristic	Positive X	Adverse/ Negative X	Neutral X	Identified impact / inequality and rationale, including mitigating practice where appropriate
Age			X	
Disability	X			Takes into account the need for specific website accessibility features.
Gender			X	
Gender Reassignment			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity			X	
Race/Ethnicity	X			Acknowledges potential challenges for non-English speaking readers. Signposts to facility to provide language specific content.
Religion and or Belief			X	
Sexual Orientation			X	

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.

Promotes equality of opportunity through a consistent approach to website updates, informed by robust governance and operated by a small number of staff who are skilled and have the expertise to share information taking account of the principles of a Human Rights approach.

Demonstrates a commitment to respecting the needs of protected characteristic groups, and supports the organisation to eliminate potential discriminatory communication practices through its approach to governance.

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.

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

Service Lead / Director Designation: Chief Executive
Date: 14/03/22

Then forward this screening document and your policy document to the Person Centred Improvement Lead for approval.

Approved by Person Centred Improvement Lead   **Date:** 31/3/2022
Comments No requirement for detailed EQIA
Detailed EQIA required. Please contact Person Centred Improvement Lead for advice / support   **Date:**   /   /

Following consultation, this EQIA should be attached to the policy document and included within the paperwork for consideration by the Policy Approval Group (PAG) 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.

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