

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: QP08 Patient Funds Policy		
Directorate: Finance and Performance Management		Date: 01/06/21
Designation(s) of author(s): Deputy Director of Finance		
Strategy <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Protocol <input type="checkbox"/> Project <input type="checkbox"/> *Other <input type="checkbox"/> (*please provide details)		
New <input type="checkbox"/> update to existing policy <input checked="" type="checkbox"/> *replacement <input type="checkbox"/> (*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)	
To ensure safe custody of patient monies and financial / personal documents.	To prevent unauthorised use of patients' cash and financial or personal documents by complying with procedures and processes laid down in the policy.	
2. Please identify the scope of the policy		
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)		
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
1. Patients	Positive	Ensures compliance with Standing Financial Instructions therefore safeguarding funds and possessions Ensures funds are available prior to outcome of DWP claims.

	Negative	<p>Supports patients to transfer funds securely to carers.</p> <p>Ensures compliance with limits for savings in relation to receipt of DWP benefits</p> <p>Limits and controls access to funds and possessions, spending of money and choice of external banking facilities as part of security controls necessary for a high secure environment</p>
2. Staff	<p>Positive</p> <p>Negative</p>	<p>Provides a clear process / audit trail to ensure staff are protected from potential issues relating to financial discrepancies/missing possessions.</p> <p>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.</p>
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	<p>Positive</p> <p>Negative</p>	<p>Provides reassurance that patient funds and possessions are safeguarded in accordance with the Mental Health Act.</p> <p>Acknowledges the role of the carer / Appointed / Named Person in dealing with patient financial affairs.</p> <p>Safeguards jewellery which may be of sentimental value to the family.</p> <p>Facilitates transfer of funds between carers and patients.</p> <p>Offers a variety of methods through which carers may deposit funds for patient use.</p> <p>Restricts freedom of action around giving and receiving of cash, governed by the restrictions necessary when supporting patient's resident within a high secure environment.</p>

5. Children	Positive	Supports Child Protection practices by safeguarding children from potential harm.		
6. Internal/External Auditors	Positive	Supports robust auditing processes		
7. General Public	Positive	Supports correct use of taxpayers' money via compliance with DWP legislation.		
8. Scottish Government	Positive	Complies with legislation.		
4. Is a collaborative assessment with external partners required? Yes / No				
NO				
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			Supports higher rates of benefits payable to some patients due to Pension Credits/Retirement Pension.
Disability		X		<p>Patients with an Intellectual Disability may have difficulty understanding why their benefits may be different from other patients.</p> <p>Sensory impairment may create some barriers to communication. The hospital offers all written information in Accessible format including Braille and staff across all areas of the Hospital have been trained in British Sign Language.</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 funds and possessions.</p>
Gender			X	
Gender Reassignment			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity			X	

Race/Ethnicity		X		There may be a communication barrier in terms of understanding the processes managing patient funds and possessions due to English not being the first language. The Hospital supports access to interpretation / translation services as required.
Religion and or Belief			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.

All patients provided with access to funds on admission regardless of financial status. Clearly allocates responsibility for decision making and acknowledges the rights and responsibilities of each group within the process. 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.

Patients admitted via the Criminal Justice system will have less funds available when compared to peers who are admitted through the Mental Health system.

This inequality is driven by legislation and therefore out with the control of TSH Board.

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

Service Lead / Director Designation: Director of Finance and eHealth

Date: 01/06/2021

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

Approved by Person Centred Improvement Lead	Date: 2/6/21
Comments: No requirement for detailed EQIA.	
Detailed EQIA required. Please contact Person Centred Improvement Lead for advice / support	
Date: / /	

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.