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: Losses and Special Payments Policy						
Directorate: Finance and eHealth Date: 15 /12/ 21						
Designation(s) of author(s): Deputy Director of Finance,						
Senior Financial Accountant and Patients Funds & Finance Officer						
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)					
This policy addresses losses and special payments which may be incurred by The State Hospitals Board (the Board) in operating services at The State Hospital (TSH). This policy relates to staff, visitors and volunteers within the context of TSH business within TSH environment.	Any individual entering TSH is responsible for the safe keeping of their personal possessions and valuables and these are brought on to the site at the owner's own risk. Lockers are provided in the reception area for the safe storage of valuables therefore no liability will be accepted by the Hospital for loss of these items. Prevention of loss is a requirement of sound financial control, and control systems should be designed to					
	achieve this. Losses do nevertheless occur. Internal					
	checks, regular supervision and internal audit will be used to ensure these are minimised.					
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
1. Staff / Volunteers / Visitors / Carers	Positive	Provides a clear process to ensure staff, volunteers, visitors and carers are aware they should not bring valuable items into the Hospital and where these items are required, the policy explains how these can be safeguarded. Provides a clear process to support reimbursement, where appropriate, in the event of belongings being lost or damaged in the normal course of business.
	Negative	Monetary limit set for reimbursement may be less than the value of the item lost / damaged. Having to provide three quotes may delay process of reimbursement.
2. Public	Positive	Ensures tax payers' money is protected from misuse.
3. The State Hospital Board	Positive	Compliance with Scottish Government and Standing Financial Instructions guidelines.

4. Is a collaborative assessment with external partners required? No

If No, please provide rationale

Legal requirement.

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			Х	
Disability		X		The policy acknowledges challenges which claimants who experience barriers to communication (e.g. sensory impairment, intellectual disability) may experience and adopts a tailored approach to support engagement in the process.
				Having to provide three quotes for e.g. spectacles for those with a visual impairment, hearing aid for those with a hearing impairment, may delay process of reimbursement.
Gender			X	
Gender Reassignment			X	
Marriage and Civil Partnership			Х	
Pregnancy and Maternity			Х	
Race/Ethnicity		X		The policy acknowledges challenges which non- English speaking claimants may experience and adopts a tailored approach to support engagement in the process.
Religion and or Belief			Х	
Sexual Orientation			Х	

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.

The process is applied equally to any stakeholder who may require to make a claim for lost or damaged property.

The Chief Executive has discretion, in exceptional circumstances, to amend the reimbursement value, which may require this tailored approach for items required to support those with a visual / hearing impairment to continue to contribute to the work of the Hospital.

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.

Losses relating to items which are essential to enable stakeholders to continue with daily activities (e.g. accessing transport, shopping, self-care) are likely to impact more significantly for those on a low income who may be unable to fund interim measures.

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

Service Lead / Director Designation: Finance and eHealth Director

Date: 15/12/21

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

Approved by Person Centred Improvement Lead Date: 27/01/22

Comments

Feedback incorporated. 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.