

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 <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?					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Aim(s) / Outcome(s)</th> <th style="text-align: center; padding: 5px;">Wider Aim(s)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> 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. </td> <td style="padding: 5px;"> 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. </td> </tr> </tbody> </table>	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.	
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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)					

Protected Characteristic	Positive X	Adverse/Negative X	Neutral X	Identified impact / inequality and rationale, including mitigating practice where appropriate
Age			X	
Disability		X		<p>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.</p> <p>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.</p>
Gender			X	
Gender Reassignment			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity			X	
Race/Ethnicity		X		<p>The policy acknowledges challenges which non- English speaking claimants may experience and adopts a tailored approach to support engagement in the process.</p>
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.

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.