

# 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> Procurement Policy for Tendering and Contracting		
<b>Directorate:</b> Finance & E-Health		<b>Date:</b> 14/12/21
<b>Designation(s) of Lead Author:</b> Head of Procurement		
<b>Strategy</b> <input type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Protocol</b> <input type="checkbox"/> <b>Project</b> <input type="checkbox"/> <b>*Other</b> <input type="checkbox"/>		
(*please provide details)		
<b>New</b> <input checked="" type="checkbox"/> <b>update to existing policy</b> <input type="checkbox"/> <b>*replacement</b> <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 align Procurement processes with the rest of the public sector in Scotland and to comply with the Procurement Reform (Scotland) Act 2014.	To support a fair and consistent process to procuring services / products for TSH.  To ensure value for money for the public purse.	
<b>2. Please identify the scope of the policy</b>		
<b>Forensic Network wide</b> <input type="checkbox"/> <b>Hospital wide</b> <input checked="" type="checkbox"/> <b>Service specific</b> <input type="checkbox"/>		
<b>Discipline specific</b> <input type="checkbox"/> <b>*Other</b> <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. All internal budget holders who spend TSH money with external 3 <sup>rd</sup> party providers.	Neutral	Processes currently in place as per Scheme of Delegation however this policy makes clear formally the requirements with updated spend thresholds.

<p><b>2.</b> All those seeking to provide services / sell goods to TSH.</p>	<p>Positive</p>	<p>Supports a fair process enabling all those for whom it is appropriate to do so to benefit from a formal arrangement with TSH.</p>
<p><b>4. Have external partners / other relevant stakeholders contributed to this assessment?</b> <span style="float: right;">No</span></p> <p><b>* If not, please provide rationale</b></p> <p>Tender processes currently in place, this policy ensures TSH complies with the Procurement Reform Act thresholds.</p>		
<p><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></p>		

<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>		Potential impact – Visually impaired providers unable to access documents. Mitigation – Providing documents in larger text or using a transcription service for accessible formats.
<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>		Potential impact - Provider who is a non-English speaker. Mitigation – Tender documents can be provided in relevant language 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.**

The policy supports a fair process to ensure that there is no discrimination of those tendering for the provision of services / goods to TSH.

**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:** Director of Finance and eHealth

**Date:** 14/12/21

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

**Approved by Person Centred Improvement Lead** **Date:** 18/01/22

**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.**