

The State Hospital Equality Impact Assessment (EQIA)

The 'Guidance to Support Completion of the Equality Impact Assessment' should be read prior to completing this template.

Please note, the EQIA should be proportionate to the significance and coverage of the proposed policy, strategy, protocol, project, service or function and should take cognisance of the nature of the environment and patient group.

Screening questions to determine if the document requires a detailed EQIA.

Name of the proposal for assessment: Retention and Destruction Policy		
Directorate: Finance & eHealth Date: 07/09/2023 Designation(s) of author(s): Records Services Manager		
What is being assessed: Policy <input checked="" type="checkbox"/> Strategy <input type="checkbox"/> Protocol <input type="checkbox"/> Project <input type="checkbox"/> Other <input type="checkbox"/> (<i>please provide details</i>)		
Is it new <input checked="" type="checkbox"/> Is it an update <input type="checkbox"/> Is it a replacement <input type="checkbox"/> (<i>please advise what is being replaced</i>)		
1. What are the main aims and outcomes of what is being assessed 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 support good records management practices as is required by RM and DP legislation.	To assist staff to manage records more efficiently, underpinning quality patient care.	
2. Please identify the scope of what is being assessed: 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"/> (<i>please provide details</i>)		
3. Who are the key stakeholders potentially affected? Will the impact on these groups be positive and/or negative and/or neutral way? Why do you say this?		
Stakeholder(s)	Impact	Rationale
1) Staff	Updated working procedures	Makes records management for all staff more efficient and provides support
4. Is a collaborative assessment with external partners required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>(If No, please provide rationale)</i> Related to internal TSH staff – is based on national guidance.		

<p>5. Specifically, in relation to the protected characteristics, please identify whether the impact will be positive, negative and/or neutral 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 proposed policy, strategy, protocol, project, service or function contributing to any adverse impact or inequality.</p>				
Protected Characteristic	Positive (x)	Adverse / Negative (x)	Neutral (x)	Identified impact/inequality and rationale, including mitigating practice where appropriate
Age	X			Policy will ensure data is not retained longer than required.
Disability	X			Policy will ensure data is not retained longer than required.
Gender	X			Policy will ensure data is not retained longer than required.
Gender Reassignment	X			Policy will ensure data is not retained longer than required.
Marriage and Civil Partnership	X			Policy will ensure data is not retained longer than required.
Pregnancy and Maternity	X			Policy will ensure data is not retained longer than required.
Race/Ethnicity	X			Policy will ensure data is not retained longer than required.
Religion and or Belief	X			Policy will ensure data is not retained longer than required.
Sexual Orientation	X			Policy will ensure data is not retained longer than required.
<p>6. Thinking about the key stakeholders you have identified in no. 3, please explain how the proposal being assessed 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.</p> <p>The policy will encourage better records management meaning that data will be handled more securely and will not be held longer than necessary for the given purposes. All records should be managed in line with the policy.</p>				
<p>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.</p> <p>None identified</p>				

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

<p>Designation of Service Lead/Director: Director of Finance and eHealth</p> <p>Date: 07/09/2023</p>
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If a **detailed EQIA** is required please contact the Director of Nursing and Operations for information.

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