

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: Hospitality, Gifts and Interests Policy and Procedure		
Directorate: Finance and Performance Management		
Date: 23/01/2024		
Designation(s) of author(s): Deputy Director of Finance		
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 type="checkbox"/> Is it an update <input checked="" 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 provide staff with guidance and procedures in relation to being offered gifts or hospitality.	To prevent corruption or bribery by staff / volunteers / suppliers.	
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 and Volunteers	Positive	Provides a clear process to ensure staff / volunteers are protected from potential issues relating to allegations of bribery / corruption / fraud. Highlights what interests require to be disclosed.

					Supports compliance with Bribery & Prevention of Corruption Acts, safeguarding staff / volunteers from taking illegal actions. Declining to accept a gift may impact on the therapeutic relationship.
2) Patients	Positive				Protects vulnerable patients by ensuring gifts are limited in terms of value. Restricts freedom of choice in respect of making gifts. Some patients may be unable to understand why staff cannot accept a 'token' e.g. confectionery, biscuits as part of what would be the social norm within the community when meeting in the Hospital café to engage in intervention / leisure activities.
3) Carers/ Named Persons	Positive				Protects the interests of Carers / Named Persons in terms of supporting the safeguarding of patients' money. Potential impact on the relationship between staff and carers.
4) Public	Positive				Ensures tax payers' money is protected from misuse.
5) Suppliers	Positive				Ensures fairness to all suppliers / tenderers.
6) TSH Board / Scottish Government	Positive				Ensures compliance with Standing Financial Instructions.
<p>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></p> <p>Relates only to TSH staff and visitors</p>					
<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			Protects the interests of older patients with short-term memory deficits.	

Disability	x	x		Protects the interests of patients with an Intellectual Disability / those who are vulnerable. May cause some distress for patients unable to understand the rationale relating to making gifts to staff.
Gender			x	
Gender Reassignment			x	
Marriage and Civil Partnership			x	
Pregnancy and Maternity			x	
Race/Ethnicity		x		The giving of gifts (for some ethnic minorities) to those providing health services is culturally expected. Use of interpretation services supports understanding of the rationale behind this policy.
Religion and or Belief			x	
Sexual Orientation			x	
<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>Consistent, fair and equitable approach to offers of gifts or hospitality.</p> <p>Safeguards the financial interests of all patients, via a process which is applied consistently.</p> <p>Fairness to all suppliers.</p> <p>Carers/Named Persons are reassured that the organisation is committed to safeguarding the interests of the patient they support.</p> <p>Protects staff from practice which may lead to dismissal by implementing a clear and common responsibility.</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: Finance and eHealth Director</p> <p>Date: 23/01/2024</p>

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.