

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 – Preparation		
1.	Title of Policy - what are you equality impact assessing?	Patients' Property
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	The aim of the policy is to provide clear advice to UHB staff about their responsibilities with regard to patient property, cash and valuables
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Executive Director of Finance , Cardiff and Vale University Health Board
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	Alun Williams , Financial services Manager and Lynda Jenkins, Senior Nurse Standards and Professional Regulation UHB staff following recent consultation period

Step 1 – Preparation

5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	<ul style="list-style-type: none">• Health Finance Management Assessment (2011) Patients Monies and Belongings• Fundamentals of Care• Management of Patients/ Visitors in Possession of Alcohol or Illegal Substances Policy (draft)• “Search of Patients Person and Belongings Policy and Procedure” (draft)• Mental Capacity Act 2005 Code of Practice• Equality and Diversity Policy 2011• Procedure on Working with Lasting Power of Attorney, Enduring Power or Attorney and Court Appointed Deputy UHB 2012• UHB Standing Financial Instructions (May 2011)
6.	Stakeholders - Who is involved with or affected by this Policy?	<p>This policy applies to employees who handle and receive patients’ property, working at all locations across the UHB.</p> <p>This policy also applies to patients and carers of patients who bring in property to the UHB</p>
7.	What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes? These could be internal or external factors.	<p>The policy will be available on the UHB intranet site.</p> <p>Staff at the UHB will be made aware of the policy, their role and responsibilities at local induction. Once the policy is approved, a flow chart will be developed to assist with the implementation of the policy.</p> <p>Awareness of patients and carers will be raised through Property Disclaimer notices and Property advice posters displayed across the UHB. Full copies will be made available on request, and made available in different languages and format.</p> <p>Giving the patients the option to handover property for safekeeping is not a new option, but raising awareness may impact on the number of requests</p>

Step 1 – Preparation

made to hand over property, cash or valuables for safe keeping . this may however see a reduction in claims , thus reducing expenditure for the UHB

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.									
Race	<p>An internet search conducted on the 20th October 2011 at 1540hrs found the following evidence that there is no impact :</p> <ul style="list-style-type: none"> Tameside Hospital NHS Foundation Trust http://www.tamesidehospital.nhs.uk/Documents/PatientPropertyPolicyVersion1.pdf Medway NHS Trust www.medway.nhs.uk/EasysiteWeb/getresource.axd?AssetID=144352 <p>The search also found that there may be a positive impact for those patients who may not be fluent in English.</p> <ul style="list-style-type: none"> Royal Free Hampstead NHS Trust http://www.royalfree.nhs.uk/documents/Equality/Patients%20Property%20Policy%202010%20(2).pdf Ashford and St Peter's trust http://www.ashfordstpeters.org.uk/attachments/1438_EIA%20Patients%20Property%20Policy.pdf <p>Cardiff and Vale UHB can make provision for the policy to be available in different formats. Patients may also require the support of an interpreter, and this is provided at the UHB through Language line</p>	Eliminating Discrimination and Eliminating Harassment	Y	Promoting Equality of Opportunity	Y	Promoting Good Relations and Positive Attitudes	Y	Encouraging participation in Public Life	Y	Take account of difference even if it involves treating some individuals more favourably*	
Disability	<p>An internet search conducted on the 20th October 2011 at 1540hrs found the following evidence that there is no impact :</p> <ul style="list-style-type: none"> Tameside Hospital NHS Foundation Trust http://www.tamesidehospital.nhs.uk/Documents/PatientP 		Y		Y		y		Y		Y

	<p>ropertyPolicyVersion1.pdf</p> <ul style="list-style-type: none"> Medway NHS Trust www.medway.nhs.uk/EasysiteWeb/getresource.axd?AssetID=144352 <p>The search also found that there may be a positive impact for those patients who may have difficulty understanding the purpose of the policy resulting from, for example, illness, dementia, Mental Health or learning difficulties :</p> <ul style="list-style-type: none"> Royal Free Hampstead NHS Trust http://www.royalfree.nhs.uk/documents/Equality/Patients%20Property%20Policy%202010%20(2).pdf Ashford and St Peter's trust http://www.ashfordstpeters.org.uk/attachments/1438_EIA%20Patients%20Property%20Policy.pdf <p>The UHB policy advises the use of relatives or patient advocates, or in the absence of both, for the qualified nurse to act in the best interest of the patient in deciding on how best to manage any property</p>										
<p>Gender</p>	<p>An internet search conducted on the 20th October 2011 found that the policy does not impact on one gender more or less than the other</p> <ul style="list-style-type: none"> Tameside Hospital NHS Foundation Trust http://www.tamesidehospital.nhs.uk/Documents/PatientPropertyPolicyVersion1.pdf Medway NHS Trust www.medway.nhs.uk/EasysiteWeb/getresource.axd?AssetID=144352 Royal Free Hampstead NHS Trust http://www.royalfree.nhs.uk/documents/Equality/Patients 		<p>Y</p>		<p>Y</p>		<p>Y</p>		<p>Y</p>		

	<p>%20Property%20Policy%202010%20(2).pdf</p> <ul style="list-style-type: none"> Ashford and St Peter's trust http://www.ashfordstpeters.org.uk/attachments/1438_EIA%20Patients%20Property%20Policy.pdf 										
<p>Sexual Orientation</p>	<p>An internet search conducted on the 20th October 2011 found that the policy does not impact</p> <ul style="list-style-type: none"> Tameside Hospital NHS Foundation Trust http://www.tamesidehospital.nhs.uk/Documents/PatientPropertyPolicyVersion1.pdf Medway NHS Trust www.medway.nhs.uk/EasysiteWeb/getresource.axd?AssetID=144352 Royal Free Hampstead NHS Trust http://www.royalfree.nhs.uk/documents/Equality/Patients%20Property%20Policy%202010%20(2).pdf Ashford and St Peter's trust http://www.ashfordstpeters.org.uk/attachments/1438_EIA%20Patients%20Property%20Policy.pdf 	Y		Y		Y		Y			
<p>Age</p>	<p>An internet search conducted on the 20th October 2011 found that the policy has no impact</p> <p>Tameside Hospital NHS Foundation Trust http://www.tamesidehospital.nhs.uk/Documents/PatientPropertyPolicyVersion1.pdf</p> <ul style="list-style-type: none"> Medway NHS Trust www.medway.nhs.uk/EasysiteWeb/getresource.axd?AssetID=144352 Royal Free Hampstead NHS Trust http://www.royalfree.nhs.uk/documents/Equality/Patients%20Property%20Policy%202010%20(2).pdf 	Y		Y		Y		Y			

	<ul style="list-style-type: none"> Ashford and St Peter's trust http://www.ashfordstpeters.org.uk/attachments/1438_EIA%20Patients%20Property%20Policy.pdf 										
Religion or Belief	<p>An internet search conducted on the 20th October 2011 found that the policy has no impact</p> <p>Tameside Hospital NHS Foundation Trust http://www.tamesidehospital.nhs.uk/Documents/PatientPropertyPolicyVersion1.pdf</p> <ul style="list-style-type: none"> Medway NHS Trust www.medway.nhs.uk/EasysiteWeb/getresource.axd?AssetID=144352 Royal Free Hampstead NHS Trust http://www.royalfree.nhs.uk/documents/Equality/Patients%20Property%20Policy%202010%20(2).pdf Ashford and St Peter's trust http://www.ashfordstpeters.org.uk/attachments/1438_EIA%20Patients%20Property%20Policy.pdf 	Y		Y		Y		Y			
Welsh Language	<p>An internet search conducted on the 20th October 2011 found that the policy has no impact</p> <p>Tameside Hospital NHS Foundation Trust http://www.tamesidehospital.nhs.uk/Documents/PatientPropertyPolicyVersion1.pdf</p> <ul style="list-style-type: none"> Medway NHS Trust www.medway.nhs.uk/EasysiteWeb/getresource.axd?AssetID=144352 Royal Free Hampstead NHS Trust http://www.royalfree.nhs.uk/documents/Equality/Patients%20Property%20Policy%202010%20(2).pdf Ashford and St Peter's trust 	Y		y		Y		Y			

	http://www.ashfordstpeters.org.uk/attachments/1438_EIA%20Patients%20Property%20Policy.pdf The UHB policy may have a low positive impact in terms of the ability to provide the policy in a Welsh.													
People have a human right to: life; not to be tortured or treated in a degrading way; to be free from slavery or forced labour; to liberty; to a fair trial; not to be punished without legal authority; to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion; to freedom of expression and of assembly; to marry and found a family and to not be discriminated against in relation to any of the rights contained in the European Convention.														
Human Rights	the right to respect for private and family life, home and correspondence, and freedom of expression The policy takes account of the Human Rights Act with particular regard to the right not to be treated in a degrading way the right to respect for private and family life, home and correspondence, and freedom of expression, and not to be discriminated against in relation to any of the rights contained in the European convention.													

*** This column relates only to Disability due to the specific requirement in the DDA 2005 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.**

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	3	+1	P
Disability	3	+1	P
Gender	0	0	N
Sexual Orientation	0	0	N
Age	0	0	N
Religion or Belief	0	0	N
Welsh Language	0	+1	P
Human Rights	3	+1	P

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

Scoring Chart C: Impact Decision

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Patients' Property
Organisation:	Cardiff and Vale University Health Board
Name: Title: Department:	Lynda Jenkins Senior Nurse Standards and Professional Regulation Corporate Nursing
Summary of Assessment:	<p>This policy has been designed to provide information to patients and staff across the UHB and to minimise the risk of reputational damage to the UHB. The policy has a low positive or neutral effect on all health care providers and patients in regard to the protected characteristics of race, disability, gender, age, religion or belief, welsh language, sexual orientation. It specifies that and human rights must be taken into account at all times.</p>
Decision to Proceed to Part B Equality Impact Assessment:	<p>No</p> <p>The decision has been based on the assessment that there is a low positive or neutral positive impact in regards to the protected characteristics of race, disability, gender, age, religion or belief, welsh language, sexual orientation and human rights.</p>

Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqIA?	NA				
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?	The policy identifies that arrangements may be required to provide the policy in a different language and that some patients will require the assistance of a relative, advocate or staff member to support with decisions	To meet the patients language requirements and to provide support for those patients who are unable to understand the policy	Patients, carers and UHB staff who handle patients property and valuables	UHB staff	Dependent on individual request or when it arises.

<p>3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.</p>	<p>NA</p>				
<p>4. Describe any mitigating actions taken?</p>	<p>NA</p>				
<p>5. Provide details of any actions planned or taken to promote equality.</p>	<p>All patients have the right to be offered or request/decline for their property or valuables to be stored securely, thus promoting equality</p>	<p>The policy demonstrates the UHBs commitment to the equality agenda.</p>	<p>Patients, carers and UHB staff who handle property and valuables</p>	<p>Line managers are responsible for ensuring that healthcare providers are aware of the policy. Ward and Department leads are responsible for displaying posters and disclaimer notices to raise awareness for patients and carers.</p>	<p>Dependent on individual request or when it arises.</p>

Date:	20 October 2011
Monitoring Arrangements:	<p>Adherence to the policy will be appropriately audited by the Directorates and Divisions, and may include the number reports of lost or damaged items patient's property.</p> <p>Any concerns raised and reported breaches of the policy will be formally investigated.</p>
Review Date:	To be confirmed 3 years from the date the policy is approved
Signature of all Parties:	<p><i>Alun Williams</i></p> <p>Alun Williams Financial services Manager</p> <p><i>Lynda Jenkins</i></p> <p>Lynda Jenkins Senior Nurse Standards and Professional Regulation</p>