

INITIAL EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of policy / process / service / other	Gift & Donation Acceptance Policy	Date applicable	March 2021
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Responsible Staff Member: Rob Aldous – Director, Kingston Hospital Charity
 EIA Assessor/s (responsible staff member + additional staff member): Sally Brittain – Director of Nursing & Quality
 Directorate: Corporate

1. FIELD / SUBJECT

Function Policy Procedure / practice Service Strategy Document (if joint, state with whom)

Describe the main aim, objectives and intended outcomes of the above:

This policy seeks to help ensure consistent and objective decisions are made regarding the acceptance or refusal of gifts and donations to Kingston Hospital Charity. All charities should have such a policy, which has been formally agreed, as it:

- Ensures compliance with legal regulation (where appropriate)
- Clarifies the trustees' legal obligations with regard to accepting / refusing donations
- Provides clarity as to who has the authority to take decisions in differing circumstances
- Helps to ensure decisions are not made on an ad hoc basis but are grounded in the mission and values of the charity
- Provides a clear objective standard against which external regulatory bodies can judge the actions of the charity in cases of potential or actual dispute
- Provides a clear, unambiguous policy statement making decisions intelligible, easier to justify and credible to the public at large.

An initial screening should be undertaken first. This helps to identify whether there is a possibility that people might have different experiences of the function/ policy / process/ strategy compared to others.

This initial EIA simply assesses whether different groups of people who use a service are affected by the intended function / policy/ practice / strategy more, less or in a different way than other groups of people. A differential impact occurs when a particular group has been affected differently by this in either a positive or negative/adverse way.

An assessment of whether there is a differential impact will be based on two factors – quantitative monitoring data and qualitative information, including the expert opinion from the EIA assessor who is normally the manager responsible for the delivery as well as someone with a different perspective. This would ideally be one or more service users or someone related to the service. There will be times when involving someone for their technical expertise or someone with specialist knowledge will be appropriate and EIA assessors should consider this. You must assess **each** of the 9 areas separately and consider how your document in section 1 may affect people's human rights.

2. ASSESSMENT OF POSSIBLE ADVERSE IMPACT AGAINST ANY MINORITY GROUP

	Could the policy / service / function / other in section 1 have a significant negative impact on equality in relation to each area below?	Response		If YES, please state why and the evidence used in your assessment
		Yes	No	
1	Age		NO	
2	Sex (Male and Female)		NO	
3	Disability (Learning Difficulties / Physical or Sensory Disability)		NO	
4	Race or Ethnicity		NO	
5	Religion and Belief		NO	
6	Sexual Orientation (gay, lesbian or heterosexual)		NO	
7	Pregnancy and Maternity		NO	
8	Gender Reassignment (the process of transitioning from one gender to another)		NO	
9	Marriage and Civil Partnership		NO	

You need to ask yourself:

- Will the policy / practice / service create any **problems** or **barriers** to any community or group? **No**
- Will any group be **excluded** because of this? **No**
- Will there be a negative impact on **community relations**? **No**

If the answer to any of these questions is YES, you must complete a **FULL** Equality Impact Assessment. Contact the Corporate Governance Administrator and refer to the EIA Policy on the intranet.

3. POSITIVE IMPACT

	Could the policy / practice / service / other have a significant positive impact on equality by reducing inequalities that already exist? Explain how will it meet our duty to:	Response		If YES, please state why and the evidence used in your assessment
		Yes	No	
1	Promote equal opportunities		NO	
2	Get rid of discrimination		NO	
3	Get rid of harassment		NO	
4	Promote good community relations		NO	
5	Promote positive attitudes towards disabled people		NO	
6	Encourage participation by disabled people		NO	
7	Consider more favourable treatment of disabled people		NO	
8	Promote and protect human rights		NO	

4. SUMMARY

On the basis of the information/evidence/consideration so far, do you believe that the policy / practice / service / other will have a positive or negative adverse impact on equality?

POSITIVE			NO IMPACT EITHER WAY	NEGATIVE			
High	Medium	Low		Nil	Low	Medium	High

Date Assessment completed:
20 November 2018

Is a **full** Equality Impact Assessment required? **NO**

COMPLETED BY

Name	Rob Aldous		
Job Title	Director – Kingston Hospital Charity		
Date	March 2021	Contact number/s x 5042	
Head of Service	Rob Aldous		

THIS EIA HAS BEEN APPROVED BY THE MANAGER / HEAD OF SERVICE (different name to person 'completing' the form)

Name	Sally Brittain		
Job Title	Director of Nursing & Quality		
Date	March 2021	Contact number/s x 2450	