

Patient and public engagement form

(Adapted from NHSE's guidance 2017)

<https://www.england.nhs.uk/publication/patient-and-public-participation-in-commissioning-health-and-care-statutory-guidance-for-ccgs-and-nhs-england/>

CCGs must assess the benefits of, and the legal requirement for, public involvement and plan and carry out involvement activity. Decision making and the rationale for decisions should be clearly documented at all stages

As a CCGs we should ensure adequate records are kept and complete this form below.

<p>Step 1 – Title of the plan/proposal/project/commissioning activity and a brief description (including key objectives where appropriate). Possible examples - procurement of a new service, proposals for service change, national policy development or an operational commissioning decision which affects services, e.g. closure of a GP practice.</p>	
<p>Location: e.g. town, CCG, area</p>	
<p>Title and brief description of proposed activity:</p>	
<p>Key objectives of the proposed activity:</p>	
<p>Step 2 – Is there likely to be an impact on patients and the public? To assess impact you should consider the overall population and groups/individuals within that population who are likely to be affected. This can be done by completing the equality and health inequalities analysis screening tool and then, if necessary, a full equality and health inequalities analysis.</p>	
<p>If the plans, proposals or decisions are implemented, do you think there will be:</p> <p>(a) An impact on how services are delivered? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain your answer and provide further details:</p>	

(b) An impact on the range of health services available?

Yes No

Please explain your answer and provide further details:

(c) Any other impact that you can envisage at this point in time? Please describe.

If you have answered yes to (a), (b) or (c), it is highly likely that the legal duty to involve the public applies. Note: the duty always applies to planning of commissioning arrangements (regardless of impact).

Does the legal duty apply to the activity in your opinion? Yes No

Please explain briefly why you have answered yes or no to the above:

Please note that if you have determined that the legal duty does not apply to this particular activity you are still required to retain a copy of the form as a record of your decision making. You must also consider even if the legal duty does not apply, whether participation would be beneficial in the circumstances and complete steps 3, 4 and 5 of this form.

Step 3 – Describe any existing arrangements to involve patients and the public which are relevant to this plan/activity and/or provide relevant sources of patient and public insight Examples could include patient and public views by patient and public voice (PPV) partners; surveys; intelligence on patient and public views from partners including CCGs, Healthwatch and voluntary and community organisations.

Please briefly complete each question below:

(a) What arrangements/mechanisms are already in place to involve the public which are relevant to this activity (these may be national/regional or local)?

(b) How will the insight available to you help to inform your decision?

Please note that consideration of existing arrangements and sources of patient and public insight will help inform any additional arrangements required under step 4.

Step 4 – Are additional arrangements for patient and public involvement required for this activity? In particular how will you ensure that ‘seldom-heard’ groups, those with ‘protected characteristics’ under the Equality Act, and those experiencing health inequalities are involved?

- a) If yes, provide a brief outline of your approach and objectives for any additional patient and public participation, including consideration of ‘seldom heard’ groups, the nine protected characteristics and health inequalities.
In due course, it may be appropriate to develop a full communications and engagement plan (see appendix C).
- b) Briefly describe how your proposed participation will be ‘fair and proportionate’, in relation to your commissioning activity?

Step 5 - Planning for impact and feedback

- (a) Provide a brief outline of how the information collected through patient and public participation will be used to influence the plan/activity.
- (b) How will the outcomes of participation be reported back to those involved (refer to your communications and engagement plan, if appropriate)?
- (c) How will you assess the ongoing impact of the change on patients and the public after it has been completed?

Name of person completing the form:

Job title:

Email address:

Team:

Date:

Where senior sign off arrangements apply, name of person signing off the form:

Job title:

Email address:

Team:

Date: