

Patient & public engagement assessment and planning form

The CCG has a legal duty to ‘make arrangements’ to involve the public in commissioning. We also have a duty to promote equality under the Equality Act 2010 and seek to reduce health inequalities under the NHS Act 2006.

This form is a tool to help you identify whether there is a need for patient and public engagement (PPE) in your commissioning activity and if there is to help you plan for a level of engagement which is ‘fair and proportionate’ to the circumstances.

The form should be completed at the start of your planning process and before operational commissioning decisions are taken which may impact on the commissioned services and/or the way in which they are provided.

PPE forms will be regularly reviewed to ensure that patients and the public are appropriately involved in commissioning. The forms will be a source of evidence for NHSE’s CCG improvement and assessment framework.

Section 1

Title of the plan/proposal/project/commissioning activity and a brief description (including key objectives where appropriate).

Examples of activity – procurement of a new service, proposals for service change, policy development or an operational commissioning decision which affects services e.g. closure of a GP practice.

Title and brief description of proposed activity:

Key objectives of the proposed activity:

Location (if appropriate):

Section 2

Is your commissioning activity likely to have 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 analysis (short form) and then, if necessary, a full equality and health inequalities analysis.

If the plans, proposals or decisions are implemented, do you think there will be:

a. An impact on how services are delivered?

Yes No

Please explain your answer and provide further details:

b. An impact on the range of health services available?

Yes No

Please explain your answer and provide further details:

c. Any other impact you can think of at this time? Please describe.

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

Does the legal duty apply to the activity? Yes No

Please explain briefly why you have decided that the legal duty does or does not apply.

Please note that if you have decided that the legal duty does not apply to this activity you are still required to retain a copy of this 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 section 3, 4 and 5 of the form.

Section 3

Describe what arrangements are already in place to involve patients and the public which are relevant to this activity and/or relevant sources of patient and public insight.

Examples could include patient & public views and insight from other CCG engagement activities; relevant national or regional PPE insight and PPE insight from local health and care partners including Richmond Council, Achieving for Children (AfC), Healthwatch and voluntary and community organisations.

Please briefly complete each question below:

a. What arrangements are already in place or PPE insight available which are relevant to this activity?

b. How will you use the insight available to you to inform your plans/decision?

Please note that consideration of existing PPE arrangements and insight will help inform any additional arrangements required under section 4.

Section 4

Are additional arrangements for patient and public engagement required for this activity? You should consider , how will you ensure that 'seldom heard' groups, those with 'protected characteristics' under the Equality Act, and those experiencing health inequalities are involved?

Yes No

If you are unsure you should discuss with your PPE colleagues.

a. If **yes**, provide a brief outline of your plan for undertaking additional patient and public engagement, including consideration of 'seldom heard' groups, the nine protected characteristics and health inequalities.

It may be appropriate to work with communications and PPE colleagues to develop a full communications and engagement plan to support this work.

b. Briefly describe how your proposed engagement will be 'fair and proportionate' in relation to your commissioning activity.

Section 5

Planning for impact and feedback

a. Provide a brief outline of how the information collected through PPE will be used to influence the plan/activity.

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b. How will the outcomes of engagement be reported back to those who took part (refer to your communications and engagement plan, if appropriate)?

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c. How will you assess the ongoing impact of the change on patients and the public after it has been completed?

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Name of person completing the form:	
Job title:	Email address:
Date:	
Name of Senior Responsible Officer signing off the form:	
Job title:	Email address:
Date:	
Name of PPE Lead signing off the form:	
Job title:	Email address:
Date:	