



## Engagement and Equalities Plan

The purpose of planning patient and public engagement activities is to ensure we meet our legal duties in this area, and also to ensure that the views of patients, carers and the public inform the work from the beginning. If we understand people’s experiences, needs and views, it results in responsive services or initiatives.

Completing an equalities impact assessment (EIA) at an early stage means that the needs of particular groups are highlighted, and this can direct further engagement, or flag up the need for mitigating actions.

Not all projects/workstreams will require patient and public engagement, but it is important to complete a template for the audit trail.

<b>Clinical Programme name/ASC or PH area</b>	
<b>Work stream or project name:</b>	
<b>Lead(s) or manager (s) of the work stream / project:</b>	
<b>Key partners in this work:</b>	
<b>What is the proposal and what is the aim?</b> Review service, re-specify / re-procure, re-design etc.	
<b>About the Equality Impact Assessment (EIA)</b> EIA’s need to be completed at the start of the process. Consideration must be given to the potential impact that the service or initiative will have, on all people. This applies to both existing and new services / initiatives. A link to the form and guidance is here: <a href="http://www.staff.brightonandhoveccg.nhs.uk/equality-and-diversity-information-ccg-colleagues">http://www.staff.brightonandhoveccg.nhs.uk/equality-and-diversity-information-ccg-colleagues</a>	
<b>Have you completed an Equality Impact Assessment? (EIA)</b>  <b>How does this inform your engagement?</b>  (i.e. are there clear gaps in feedback from particular groups who would/may use	

the service)?	
<b>What is the scale of the changes planned or resulting from the work stream?</b>	
<b>Note: these levels are indicative only; the need for engagement will depend on a number of factors/issues</b>	
<b>Significant:</b> Service change resulting in change of nature or structure of the service, change of location, or affects over 5,000 service users per year, or where there may be other reasons for engagement (eg political sensitivity)	Please add detail
<b>Intermediate:</b> Service change results in some change of nature or structure of the service, possible change of venue within same building or immediate locality, affects 1,000-5,000 service users per year , or where there might be other reasons for engagement (e.g. political sensitivity)	Please add detail
<b>Less significant:</b> Managerial change only, little impact on service users, and there are no other reasons to do a full engagement exercise	Please add detail
<b>Timescale for engagement activity</b>	
Patients, carers and the public generally need to be engaged throughout the process in various ways. Considering your milestones for the work, when do you need to have collected views and experiences in order to inform your plans and/or specifications?	
<b>Do you have patient/public or community/voluntary sector representation or involvement, in your strategic planning?</b> (e.g. patient representatives with service experience or Community and Voluntary sector representation, in your project group.)	
<b>Are you drawing on any previous or known engagement / feedback?</b> (this can be local or national - for example, from existing provider, national surveys, engagement work carried out by the CCG)	
<b>What patient and public engagement activities are you planning locally for this work and when will they be carried out?</b>	

Describe the methods and activities you will use. For example an online survey, focus groups, having a stand in a clinic or public location, talking to local support groups or community groups. Please add rough timescales (e.g. 'end of September 2019' - to fit with your milestones above)

**How will you reach and engage with any groups indicated through your EIA?**

**Which groups in the community and voluntary sector will / have you involved and how? (please include Healthwatch)**

**Procurement (where relevant) - have you got patient or carer representation in your procurement?** Please detail here (e.g. representatives on the evaluation panel; patient group to take part in provider presentation, etc)

<b>This section is to be completed once engagement activities have taken place:</b>	
<b>Summary of engagement</b> <ul style="list-style-type: none"> <li>• Numbers of people</li> <li>• Methods used</li> <li>• Any issues/barriers to engagement</li> </ul>	
<b>Impact:</b> Please indicate how the input of patients and carers has informed commissioning decisions (to be filled in at key points of commissioning cycle)	
<b>Completed by:</b>  <b>Date:</b>	