Public Involvement and Engagement Advisory Committee

Date of meeting	26 January 2023
Title of paper	ICB Insight, Co-production and Engagement Guide and Patient and Public Engagement Toolkit
Presented by	Jeremy Scholey
Author	Guide: Jeremy Scholey, David Rogers, Nathan Skelton and others Toolkit: Jeremy Scholey and Kate Hurry
Agenda item	2.5
Confidential	No

Purpose of the paper
For information and discussion

Executive summary
This paper provides members of the ICB Public Involvement and Engagement Advisory Committee (PIEAC) with two documents. The first is the Insight, Co-production and Engagement guide, produced by members of the Communication and Engagement team as a means of supporting commissioners, PCNs and others, in understanding and undertaking engagement activity that helps to deliver the working with people and communities strategy. The second document is the Engagement Toolkit developed to support the Provider Collaborative with a hands-on, practical implementation guide for conducting patient and public engagement activity. The former provides a deeper exploration of the statutory and organisational reasons for engaging and involving stakeholders in the planning, delivery and implementation of health and care services. It considers the pitfalls of not doing it well, or at all, and the benefits and general methodologies and approaches of doing it well. The latter provides a step-by-step guide to engaging and involving patients and members of the public, identifying when this should be done, and the timescales required. Both are dynamic documents, subject to change and development, in line with the involvement and engagement process itself.

Recommendations
The Public Involvement and Engagement Advisory Committee is asked to: • Note the content of these guides/toolkits • Consider whether they provide the level of guidance and support required to make engagement and involvement understandable and deliverable

Governance and reporting (list other forums that have discussed this paper)		
Meeting	**Date**	**Outcomes**

Conflicts of interest identified

Implications				
If yes, please provide a brief risk description and reference number	**Yes**	**No**	**N/A**	**Comments**
Quality impact assessment completed			N/A	
Equality impact assessment completed			N/A	
Data privacy impact assessment completed			N/A	
Financial impact assessment completed			N/A	
Associated risks			N/A	
Are associated risks detailed on the ICB Risk Register?			N/A	
Report authorised by				