

Personal and Public Involvement (PPI)



Key steps for involvement

Purpose of involvement – the programme of change

- Why you are involving people?

What is the aim of the involvement?

- What issues are open for discussion?
- What influence can be made?
- What resources are available?

Stakeholder analysis

Who needs to be involved, how might they be affected? Consider:

- Service users
- Carers
- Public – specific communities
- Staff
- Section 75 equality groups

Identify methods to involve

- Select/develop methods that are suitable/appropriate for stakeholders

Identify evidence

- What existing evidence is available to inform thinking, plans and decisions?

Undertake the involvement

- Develop an involvement plan - engage stakeholders and utilise existing structures
- Support people to get involved, provide training, reimburse out of pocket expenses etc.
- Listen to ensure open and transparent engagement
- Raise awareness

Take the decision

- Utilise evidence base
- Have clear rationale

Review involvement

- Provide feedback to all involved
- Identify the impact of involvement for service area and for service users and carers

Key

Planning

Doing

Reviewing

<http://engage.hscni.net>

