



Paper No. SET/26/18	
	Tick One ✓
For discussion	
For approval	
For information/noting	✓

Date of Trust Board Meeting: 30 May 2018

Confidential or Public Agenda: Public

Agenda item: Personal and Public Involvement (PPI) Annual Report

1.0 Introduction

Personal and Public Involvement (PPI) is a core part of the work of the Trust. The Trust is keen to meet its statutory obligations to involve those who are affected by health and social care. The Annual Report is a way of monitoring progress and sharing how the Trust is performing.

2.0 Background information

The Trust is required to produce a PPI Annual Report to ensure compliance with the PPI Standards endorsed by the Department of Health.

The PPI Annual Report illustrates how the Trust has met its statutory obligations under Personal and Public Involvement in the decision-making, planning, delivery and implementation of services. The Annual Report also includes a range of good practice examples of PPI activity across the Trust.

3.0 Summary of key points contained in the Annual report

Overview of the PPI Annual Report :

PPI in the Trust

Outlines the five key aims set out in the Trust's PPI Strategy, Involving You, published in October 2016.

- 1) Involve people in making decisions.
- 2) Ensure that people have accessible information, confidence and skills they need to contribute to decisions.
- 3) Increase feedback from people adopting a range of relevant formats, use this feedback to shape and improve services, and make sure people know how they have shaped outcomes.
- 4) Ensure our staff and others have the skills and qualities they need to carry out personal and public involvement.
- 5) Evaluate, with service users and other stakeholders, how effective personal and public involvement activity is on the planning and delivering of services.

PPI Governance

Outlines governance and accountability arrangements. Accountability for PPI is a function of the PPI Sub-committee, which reports directly to the Safe and Effective Care Committee, which in turn reports to the Governance Committee of the Trust. The Governance Committee reports to the Trust Board. Every Directorate is represented on both the PPI Sub-Committee and the PPI Leads Group.

The Annual Report also outlines how the Trust contributes to the PPI Regional Forum.

PPI Standards

Outlines the five standards developed to help embed PPI into culture and practice. The Trust is continuing to implement the five standards endorsed by the Department of Health in March 2015.

Standards include:

- 1) Leadership
- 2) Governance
- 3) Opportunities and support for involvement
- 4) Knowledge and skills
- 5) Measuring outcomes

PPI Action Plan 2017/2018

Sets out the key actions the Trust committed to achieving in 2017/18 in order to advance PPI along with a progress update:

ACTION	PROGRESS
Continue to promote e-learning opportunities for staff	E-learning now available for all staff with internet access. PPI service user training package launched by PHA November 2017.
Incorporate PPI fully into Trust Corporate Plan 2017-21	Trust Corporate Plan launched October 2017. PPI key objective within the Plan.
Strengthening linkages with other Trusts, PPI leads, sharing working practice, examples and methods of PPI	PPI leadership session held 10 May 2017 for operational leads across Trusts. Trust participated in Co-production guidance working group.

PPI in Action

Outlines a range of good practice case studies which illustrates how involvement has made a difference across Trust services. It illustrates how particular activities have been undertaken and what the impact and learning has been.

Examples have been included across a wide range of Trust services.

PPI Priorities for 2018/19

The Trust will continue to implement the PPI Standards and to measure the impact of PPI through the following priorities:

- Continue to promote e-learning opportunities for staff and service users.
- Develop and measure indicators of PPI objectives with Trust Corporate Plan (2017-21) 'Engage with You'.
- Consider implications and develop action plan for implementation of Regional Co-production guide once released (pending – late spring 2018).

4.0 Recommendation/s for the Trust Board (please state if the paper/s is for information/noting or for approval by Board members)

For information by Trust Board members

Lead Director: Roisin Coulter

Designation: Director of Planning, Performance and Informatics

Date: 30 May 2018