

# Involving Dorset – public engagement guidance

NHS Dorset Clinical Commissioning Group (CCG) is committed to working with local people and communities and involving them in the design and development of local services.

## National guidance and statutory duty to involve

The CCG works in accordance with the NHS England national guidance: “Patient and public participation in commissioning health and care: Statutory guidance for clinical commissioning groups”, 2017:

[www.bit.ly/participationguidance](http://www.bit.ly/participationguidance)

## Involvement Hub

NHS England and Improvement (E&I)’s Involvement Hub supports those who want to find out more about participation: how to do it and how to get involved.

It’s a source of information and resources to help people develop their knowledge, skills and confidence to get involved in the design and delivery of health services. The site also includes examples of good practice, case studies and links to learning and involvement opportunities:

[www.england.nhs.uk/participation/about/](http://www.england.nhs.uk/participation/about/)

## Our engagement process

When reviewing, designing and planning services, all directorates should follow a number of steps to ensure that meaningful engagement and communications take place and the views of local people inform change. →

Other useful resources can be found here: [www.england.nhs.uk/participation/resources/docs/](http://www.england.nhs.uk/participation/resources/docs/)

For further information, guidance or support contact: [communications@dorsetccg.nhs.uk](mailto:communications@dorsetccg.nhs.uk)

### 1 Planning

Assess your engagement needs and how best to meet them:

[www.bit.ly/engagementandplanning](http://www.bit.ly/engagementandplanning)

Ask for advice and support from the communications and engagement teams:

[www.bit.ly/engagementsupport](http://www.bit.ly/engagementsupport)

### 2 Complete an Equality Impact Assessment

Fill out an EIA: [www.bit.ly/eiaform](http://www.bit.ly/eiaform)

Contact [communications@dorsetccg.nhs.uk](mailto:communications@dorsetccg.nhs.uk) if you would like this reviewed by the CCG’s public representative EIA specialist.

### 3 Audience analysis

Who to inform and involve. Complete an audience or stakeholder analysis template: [www.bit.ly/audience-analysis](http://www.bit.ly/audience-analysis)

### 4 Gathering insight and view seeking

Consider what we already know from local and national feedback. Seek current views – what is good/could be better?

### 5 Using views to inform plans

Use existing insight and current views to inform plans. Designing plans by working in partnership with local people and communities.

### 6 The need for further engagement

Further engagement and/or formal public consultation with local people will depend on the proposals for service change, so will vary.

**Ongoing:** Provide feedback to let people know how their views have informed change. Revisit the EIA. Keep the Health Overview Scrutiny Committee (HOSC) and NHSE&I informed.