# Involvement report guidance

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## Introduction

After carrying out your public involvement it is important to write up your findings and next steps in a report. This tool will help you write an accessible and meaningful involvement report.

You can find other useful tools and links to related documents on our Leeds Health and Care Partnership Website here: <https://www.healthandcareleeds.org/have-your-say/get-involved/involvement-support/>

## What to include in an involvement report

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| **1** | **Title page** | Include:* Organisational logo
* Title of involvement
* Dates of involvement (when it started and ended)
* Author
* Date of publication
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| **2** | **Executive Summary**Include an executive summary which outlines the whole document on a page | This section should be brief and high-level. It should not be longer than one page.* Give a background to involvement. Include basic information about the service and people who use it.
* Briefly explain why you are involving people. Include what is changing, why and how it might impact on people.
* Briefly explain the purpose of the involvement. Include who you targeted, what you wanted to know and what you will do with the findings.
* Explain how you involved people (methods). Include how you worked with partners to promote and carry out the involvement.
* Outline who responded to the survey (numbers) and what people told you (themes).
* Explain what happens next. Include how you feedback to people to demonstrate how their comments have shaped your plans.
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| **3** | **Background**Detail about the background to the involvement | Provide background to the project, including:* Information about your service. Consider including details about what services you provide, who uses them and information about the people you serve (in particular, communities you work with who experience the greatest health inequalities).
* A description of what you are proposing to change. Explain why this is happening, the risks and benefits and what differences people will see.
* An explanation of why you are involving people.
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| **4** | **Involvement Planning**Outline how you planned the involvement | This section should describe your approach to planning the involvement, including:* Details of any impact or equality analysis (how you identified who you needed to involve – esp. seldom heard groups)
* How you involved public representatives in the planning process such as a Patient Participation Group (PPG) members or volunteers. (This is called patient assurance)
* Involvement of any third sector partners
* Methods you used to promote the involvement such as social media, letters to patients etc.
* Methods you used to involve people such as surveys or interviews and why you chose these.
* Methods you used to involve communities who experience the greatest health inequalities (such as easy read or translators).
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| **5** | **Who replied?**Outline who responded to the involvement | Outline how many people responded to the involvement, including a breakdown of the of people who replied.List equality groups and provide any specific themes from each group. Describe any gaps in responses from equality groups that were identified in the equality analysis.  |
| **6** | **What did people tell you?**Outline the feedback you received | Explain how people responded to the questions you asked. Use quotes to demonstrate what people said.If you identified key equality groups that you wanted to hear from, describe what those groups told you about the proposal. |
| **7** | **Key themes** | Identify the key themes from your feedback. A list of useful themes can be found on our [website](https://www.healthandcareleeds.org/have-your-say/get-involved/involvement-support/). |
| **8** | **Learning** | Consider outlining any other learning you have from the engagement such as methods that worked well or feedback that might be useful for other work you are doing. |
| **9** | **What next** | Outline what happens next such as how you will share the report with people and how you will outline what you have done as a result of the engagement. |
| **10** | **Appendices** | Consider including any appendices such as:* Equality monitoring information.
* Letters sent to patients.
* Detail of the responses, including graphs
* The survey you used
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| **11** | **Contact information** | Outline how people can contact you about the engagement.Share a link to where people can read the report and other information about the involvement online.Consider outlining how people can access the information in alternative formats such as easy read |