

## **Public Partnership Forum Development Strategy: Updated Action Plan**

### **Introduction**

This action plan is intended as the first stage of the support needed to strengthen Public Partnership Forums and to fulfil the commitments made in *Better Health, Better Care, an Action Plan*, published by the Scottish Government in November 2007. It complements the continuous development available locally from the Scottish Health Council. There will also be further ongoing exploration of the support that can be provided by a range of national organisations such as NHS Health Scotland, NHS Quality Improvement Scotland and others.

A stakeholder meeting was held in Edinburgh on 5 November 2008 to discuss how best to take forward a development strategy that will support and strengthen Public Partnership Forums in Scotland. The themes discussed were based on previous research and feedback. The action plan below sets out what was to be achieved between January and June 2009. This update reports on progress made in the six months since.

**The Scottish Health Council welcomes comments on the action plan and expressions of interest from individuals or organisations who wish to contribute to the work on any of the actions.**

## **Public Partnership Forum Outcomes**

The purpose of the action plan is to achieve the following outcomes:

### Public and other stakeholders:

1. Have a common understanding of the purpose of Public Partnership Forums and how they can influence the design and delivery of services

### Public Partnership Forums:

2. Are routinely engaged in planning and decision-making processes and policy development at a local and national level
3. Work together and learn from each other to maximise effective engagement
4. Work in partnership with the Community Health Partnership and NHS Board for the benefit of local communities
5. Have developed effective links with other community planning networks
6. Are aware of best practice approaches to develop their Public Partnership Forum to maximise effective engagement
7. Can access knowledge and expertise in public involvement and Public Partnership Forum development through the Scottish Health Council
8. Have a membership which represents the diversity of the local population and considers the needs of individuals from minority communities
9. Have a membership which respects and values individual views and treats others with dignity and respect
10. Have members who are confident and competent in contributing to decision-making processes

Aim	Actions and targets - <b>Update in blue</b>	Lead	Potential Stakeholders
<p>1. <u>A Development Strategy</u></p> <p>Support the delivery of the agreed objectives for Public Partnership Forum development as outlined in this plan.</p>	<p>1.1 Aims 2-11 set out what will be achieved based on feedback from stakeholders.</p>	<p>Scottish Health Council and Scottish Government</p>	<p>Scottish Health Council NHS Boards Public Partnership Forum members and Community Health Partnership staff Volunteer Development Scotland Community Health Exchange (CHEX) Voluntary Health Scotland Others</p>
<p>2. <u>A National Network or Association</u></p> <p>Enable members of Forums to meet with others from across Scotland, exchange information and experiences, and build a common understanding of best practice and a common identity. This network could, potentially, provide a national voice for NHS service users and offer a link into the Forums for national voluntary organisations.</p>	<p>2.1 Establish a group to consider existing/emerging proposals and agree a way forward. <b>A small group of staff and members met to discuss the format and structure of the networking event.</b></p> <p>2.2 Scottish Health Council to update and share contact details for Public Partnership Forums to support communications. <b>Contact details are now available on the Scottish Health Council website.</b></p> <p>2.3 Scottish Health Council to host networking event for Public Partnership Forum Chairs / Vice Chairs / Representatives on Community Health Partnerships. <b>The network met in March 2009 and September 2009 and will meet again on 10 and 11 March 2010. Reports on these events are circulated to all stakeholders.</b></p>	<p>Scottish Health Council</p> <p>Scottish Health Council</p> <p>Scottish Health Council</p>	<p>Scottish Government Scottish Health Council Public Partnership Forum members and staff NHS 24 Voluntary Health Scotland Special Health Boards Consumer Focus National Voluntary organisations others</p>

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<p>3. <u>Scottish Health Council Support</u></p> <p>Enable Community Health Partnerships and Public Partnership Forums to access knowledge, expertise and support in public involvement and Public Partnership Forum development</p>	<p>3.1 Map progress of Public Partnership Forums across Scotland.</p> <p>Part of the preparation for the first networking event in March, 2009 included collating information from Public Partnership Forums across Scotland. This information has been shared and updated in 2009. Local Officers have facilitated the piloting of a development tool in Falkirk, West Lothian and Western Isles Public Partnership Forums to gather evidence about what Public Partnership Forum participants have identified as key areas for development. This has been done in partnership with respective NHS boards and Community Health Partnership Managers and will lead to an action plan for improvement agreed between Community Health Partnerships, Public Partnership Forum and Scottish Health Council. Information on the tool was shared with the network at the September 2009 meeting and there will be an update on the pilots at the March 2010 network. Reports on these events are circulated to all stakeholders.</p>	<p>Scottish Health Council</p>	<p>Scottish Health Council  NHS Boards  Public Partnership Forum members and  Community Health Partnership staff  Other relevant stakeholders</p>

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	<p>3.2 Develop a good practice statement based on Public Partnership Forums' experiences and include examples relating to the 2004 Advice Notes  <b>A group has met to consider any updates required. This now needs input from CHPs/PFPI managers and the key issues from the Advice Note will help structure the discussion at the networking meeting on 10 and 11 March 2010.</b></p> <p>3.3 Collate information from across Scotland on how the Scottish Health Council is supporting Public Partnership Forums at local level  <b>Information is available from each Local Office of the Scottish Health Council.</b></p>	<p>Scottish Health Council</p> <p>Scottish Health Council</p>	
<p>4. <u>Support for Community Health Partnerships</u></p>	<p>See Aims 3, 5, 6, 7,8 ,9, 10, 11</p>		
<p>5. <u>Renew vision and focus</u></p> <p>The role and purpose of Public Partnership Forums is understood across Scottish Government</p>	<p>5.1 Include Public Partnership Forums in Scottish Government Health Department news</p> <p>5.2 Good practice statement (see 3.2 above)</p> <p>5.3 Issue short paper setting out how and where Public Partnership Forums sit in the changing community empowerment landscape</p>	<p>Scottish Government</p> <p>Scottish Health Council</p> <p>Scottish Government</p>	<p>Scottish Government Health Department  Scottish Health Council  Public Partnership Forum members and  Community Health Partnership staff</p>

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<p>6. <u>Reach out to seldom heard groups</u></p> <p>Ensure their voices influence service development and delivery at local and national level</p>	<p>6.1 Equality and Health Reference Group to discuss progressing national engagement of equality groups in national health policy and planning  <b>The Directorate has explored this option and decided not to progress it. The Scottish Health Council will consider how to take this forward in 2011-12.</b></p> <p>6.2 Liaise with 3<sup>rd</sup> sector organisations to consider approaches to making Public Partnership Forums more accessible (see 8 below)  <b>Voluntary Health Scotland is producing a briefing paper on Public Partnership Forums to encourage the involvement on local voluntary organisations</b></p> <p>6.3 Review current practice and support effective models across Scotland</p>	<p>Directorate of Equalities and Planning, NHS Health Scotland</p> <p>Scottish Health Council</p> <p>Scottish Health Council</p>	<p>Equalities and Planning Directorate, Local Authority and other statutory agencies  NHS Health Scotland  Voluntary Sector  Scottish Health Council  Community Organisations  Community Health Partnership staff and Public Partnership Forum members  Others</p>

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<p>7. <u>Resources</u></p> <p>Work in partnership with the Community Health Partnership and NHS Board for the benefit of local communities to ensure that resources are allocated to Public Partnership Forum commensurate with their importance in the public value agenda</p>	<p>7.1 Send letter to Community Health Partnerships emphasising the value of dedicated resources</p> <p>7.2 Raise awareness of importance through NHS Board Chief Executives' meeting and national initiatives such as the Participation Standard</p> <p>7.3 Collate examples that demonstrate public value of Public Partnership Forums and experiences of what works well (see 3.2 above)  <b>Some of the examples shared at the networking event on 16 March demonstrate the broad range of initiatives undertaken by Public Partnership Forums (see separate report on this event).</b></p>	<p>Scottish Government</p> <p>Scottish Government</p> <p>Scottish Health Council</p>	<p>Scottish Government Scottish Health Council</p>

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<p>8. <u>Publicity and Communications</u></p> <p>Public and other stakeholders have a common understanding of the purpose of Public Partnership Forums and how they can influence the design and delivery of services. Diversity and membership of Public Partnership Forums is increased</p>	<p>8.1 Promote examples that demonstrate impact through Scottish Health Council's Evolving Practice Website (see also 3.2 above) and support Community Health Partnership in publicising their Forums  <b>This resource has been available for more than a year and Scottish Health Council staff actively promote its use</b></p> <p>8.2 Establish publicity group to review current practice and produce a Publicity &amp; Communications Plan.  <b>The publicity group has met and drafted a generic leaflet. Once all members have had the opportunity to comment on the content of the leaflet it will be printed and made available for use by Forums as required.</b></p> <p>8.3 Networking opportunities (see 2.3 above)</p>	<p>Scottish Health Council</p> <p>Scottish Health Council</p> <p>Scottish Health Council</p>	<p>Community Health Exchange (CHEX)  Voluntary Health Scotland  Public Partnership Forum Members and staff  Scottish Government  Scottish Health Council  NHS24  NHS Health Scotland  Managed Clinical Networks  Scottish Community Development Centre  Volunteer Development Scotland  Others</p>

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<p>9. <u>Training and Capacity Building</u></p> <p>Public Partnership Forum members are confident and competent in contributing to decision making processes and raising awareness of the work of the Community Health Partnership</p>	<p>9.1 Establish short life working group to scope out existing resources and agree a training plan that maximises and builds on effective models</p> <p>9.2 Scottish Health Council to develop capacity to identify, manage and share information on training, information and other resources</p>	<p>Scottish Health Council</p> <p>Scottish Health Council</p>	<p>NHS Health Scotland Community Health Exchange (CHEX) Volunteer Development Scotland Public Partnership Forum Members and Community Health Partnership staff Scottish Health Council NHS Boards</p>
<p>10. <u>Working Together</u></p> <p>All Stakeholders work together and learn from each other to maximise effective engagement. Sharing of good practice and resources results in effective operation and evidence of impact.</p>	<p>All the actions within this plan will support joint working and the sharing of resources especially 2.2, 2.3, 3.1, 3.2, 3.3, 6.6, 9.1, 9.2, 11.1 and 11.2.</p>		

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<p>11. <u>Explore the development of liaison arrangements with Special Health Boards</u></p> <p>Develop a shared understanding of roles and areas of potential public involvement so that Public Partnership Forums have the opportunity to influence the development and delivery of national services and influence national strategies</p>	<p>11.1 Establish short life working group that will lead on enabling the exploration of options that could allow Special Health Boards to liaise with Public Partnership Forums across Scotland <b>The structure and format of the event was agreed with input from members staff and the voluntary sector.</b></p> <p>11.2 Support Special Health Boards and Public Partnership Forums (if agreed) to develop working relationships and links with all Special Health Boards to allow Public Partnership Forums to contribute to, for example, the 2009-2010 Patient Focus and Public Involvement assessment process and agreeing priority actions for the Board for the coming year</p> <p>11.3 Host event in partnership with NHS QIS and other Special Boards and Public Partnership Forums <b>A 'Meet the Specials event' was held on 26 March 2009 and an event report will be circulated to all stakeholders.</b></p>	<p>Scottish Health Council NHS Quality Improvement Scotland Scottish Government</p>	<p>Public Partnership Forum Members Community Health Partnership staff Special Health Boards Scottish Health Council NHS Quality Improvement Scotland Scottish Government</p>