| **Action** | **Tasks** | **Intentions and Objectives** | **Outcomes** | **Time scale** | **Lead** | **Resources** |
| --- | --- | --- | --- | --- | --- | --- |
| Review current practice | Map the organisations in Wessex that undertake public involvement and engagement work linked to health and care research.  Identify opportunities for collaborative work to support the BRC and CRF work streams. | PPIEP a. | Collate and report information gained across stakeholder groups (e.g. public partners, academics, clinicians, VCSEs) to inform the development of the PPIE(P) Academy | By Summer 23 | PPIE lead | PPIE(P) staff portfolio |
| Meet with BRC and CRF stakeholder groups to:   * Record best practices and identify need * Maintain ongoing activity, e.g. CRF PRES and local participant experience surveys | PPIEP a. | Ongoing | PPIE lead | PPIE(P) staff portfolio |
| Co-create case studies and/or communications to illustrate the work taking place | PPIEP c. | Podcast  Newsletter  In line with BRC and CRF comms strategies | From Apr 23 | PPIE lead  Community Panel representatives | PPIE public contributor  budget |
| Enhance networks | Ensure PPIE(P) officer and public contributor representation at key networks | PPIEP a, e | Wessex PIN  Named BRC public contributor representative  Named CRF public contributor representative  PPIE leads across Wessex  Community engagement Dorset  Research Collaborative H&IoW ICS | Ongoing | PPIE lead  Community Panel representatives | PPIE public contributor  budget |
| Collaborate on joint bids and initiatives with current NIHR organisation partners | PPIEP a, e | Host the Wessex PIN coordinator  Arts based PPIE activity with RDS  Patients from BRC PCC theme recruited to support this work | Current to Sep 23  Summer 23  Report to funder Sep 23 | PPIE lead  Community Panel representatives | PPIE public contributor  budget |
| Collaborate on joint bids and initiatives with current non-NIHR organisation partners | PPIEP a, e | Partnership working with Bournemouth University on duty of care and co-production | Ongoing | PPIE lead  Community Panel representatives | PPIE public contributor  budget |
| Develop new partnerships | Collaborate with partners in strategically relevant organisations, e.g. ICSs, AHSN, WHP | PPIEP c, e  EDI 8b,c Dec 22 – Apr 24 | ICS REND Raising Voices in Research initiative  Adoption of Pledge for the PPIE(P) Academy  Involve seldom heard VCsEs that directly inform the work of the BRC themes  and individual CRF, vaccination hub trails  Leading on making data and AI more accessible with AHSN, researchers and public partners  Arts based initiatives WHP and engaged medicine University of Southampton (UoS) | Jan - Mar 23  Mar 23  Jun 23  Summer 23 | PPIE lead  Community Panel representatives  Community Engagement Manager | PPIE public contributor  Budget  Successful bid from UoS |
| Creation of the Patient and Public Involvement, Engagement and Participation (PPIE(P)) Academy | Run initial workshops on co-production and building the PPIE(P) Academy | PPIEP a, c | Online workshops with community panel  In person co-production workshop and round table discussion  Planning with public partners | Spring 23  Apr 23  Apr 23 - ongoing | PPIE lead,  Community Panel representatives,  Community Engagement Manager and research community partners | PPIE public contributor  budget |
| Take workshops on co-production and building the PPIE(P) Academy into under-served communities and groups | PPIEP a,d  EDI 8b, c Dec 22 – Apr 24 | Planning with VCSEs and public partners | Apr 23 - ongoing |
| Bringing multi stakeholder groups together to co-produce the vision and work programme for the PPIE(P) Academy through the appreciative inquiry process. | PPIEP e, h EDI 3ci & ii  (Apr 2023 – Apr 2025) | Vision agreed  Work programme for first year agreed | Summer 23  Winter 23 |
| Democratically create PPIE(P) Academy governance structure and working groups | PPIEP e | Governance structure in place  Agreed working groups in place  Determine the representation of BRC  Determine the representation of CRF | Winter 23 |
| Soft launch of PPIE(P) Academy | PPIEP c  EDI 8b, c Dec22 – April 24 | Initial activities that are co-designed and co-delivered  Focus on audiences in underserved communities | March 2024 |
| Community Panel | Co-produce a recruitment strategy with current panel members which takes account of the demographic needs of the research undertaken by the BRC and CRF | PPIEP a, d EDI 1 b iii  (Jan 2023 - Mar 2025) | Set up a PPIE(P) Academy working group  Build activity into work programme for first year agreed  Plan and implement specific recruitment activities within the CRF | Summer 23 | PPIE Lead. Community Engaement Manager and Community Panel representatives | PPIE public contributor  budget |
| Have open discussions to agree what types of, and how, we collect diversity data about panel members | PPIEP d  EDI 1 b iii  (Jan 2023 - Mar 2025) | PPIE public contributor  budget |
| PPIE(P) Advisory Board | The Community Panel will collectively nominate public partnership representatives of the BRC and CRF to attend and contribute strategically | PPIEP e, f  EDI 8b,c Dec 22 – Apr 24 | Agree process with public partners  The Advisory Board is:   * Operational * Has agreed processes * Includes contributors from diverse backgrounds * Strategic and operational groups report benefit   The panel has public/patient representatives from BRC themes and CRF trials | Jul 23  From Sep 23 | PPIE Lead and Community Panel Representatives | PPIE public contributor  budget |
| Build a high-quality PPIE(P) team | Select, interview and recruit to new posts with public partners | PPIEP c | Public partners on interview panels  Public Partners take part in interactive interview activity | Ongoing  From Sep 23 | Head of SCREI  PPIE Lead | PPIE public contributor  budget |
| Create innovative models for delivering activity through PPIE(P) officer roles | PPIEP d, f  EDI 8 b, c Dec 22 – Apr 24 | Split a 1.0FTE into short-term, part-time posts to diversify workforce within available resource  Recruitment of ECR from BRC  Recruitment of public members from specific  Trails activity  Theme study activity  Public contributors to co-design and co-deliver at stakeholder days | Ongoing from Jun 23  09.10.23 | Head of SCREI  PPIE Lead | PPIE(P) staff portfolio |
| Provide PPIEP officers with high quality CPD opportunities that promote and exemplify:   * Public partnership   co-production   * A duty of care * Inclusivity and accessibility * Equity and diversity * Evidencing impact | PPIEP a, e | As resource allows substantive staff undertake:   * Oxford University Introduction to Qualitive Research * Bournemouth University CPD unit * All new staff to undertake CRF induction programme | 4 staff – Apr 23  1 staff – May 23  1 staff – Oct 23 | Head of SCREI  PPIE Lead | Non-pay PPIE(P) staff portfolio |