

Bite-size guides to patient and public participation

Guide 4: Budgeting for participation

Publications Gateway Reference: 00990

February 2014



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NHS England's series of '**Bite-size guides**' aims to help colleagues plan and deliver the best possible patient and public participation, in line with **Transforming participation in health and care**.


For further information, please contact england.nhs.participation@nhs.net

Produced by the Patient and Public Voice team at NHS England.



Why budget for participation?

The NHS must be more responsive to the needs and wishes of the public, all of whom will use its services at some point in their lives. We need to ensure that public, patient and carer voices are at the centre of our health-care services, from planning to delivery. Every level of our commissioning system will be informed by listening to those who use and care about our services. These guides aim to support clinical commissioning groups and others to plan and deliver good patient and public participation. We should work jointly with communities to improve our NHS together.

This 'Bite-size guide' should be read in conjunction with **Bite-size guide 3: Planning for participation**.  It sets out why it is important to ensure realistic resourcing for participation, in routine business as well as specific engagement or consultation activity, and suggests some practical steps you can take.

Core principles

Patient and public voice (PPV) needs to be integral and not an 'add-on' part of the programme, and planned and budgeted for accordingly.

1

Public and patient participation should be present across the governance frameworks for work programmes. Supporting people to be a part of the framework needs to be resourced.

2

Resources should be included for specific events and engagement activities, and communications that include feedback to those involved.

3

Accessibility needs for events and meetings should be met, as well as 'out of pocket' expenses for volunteer representatives. Particular resources and bespoke engagement activities should be planned to encourage participation from marginalised groups.

4



Practical steps you can take

1/

Map your governance framework and programme working groups, to identify where patient and public voice (PPV) members need to be recruited and supported.

2/

Include resources for recruitment, travel expenses, and meeting any access support needs, for example, hearing loops or childcare costs.

3/

Include resource for the agreed recruitment model. Think about how this will be supported and any induction, training or on-going support people might need.



Practical steps you can take

4/

Include resources for each specific participation activity that can be identified e.g. anticipated consultation, events, conferences, focus groups or workshops. Use programme delivery milestones and commissioning cycles as reference points to help plan this.

5/

Don't forget to build in resources to support feedback after events, consultations or other engagement activity.

6/

Include resources for working with communities who are experiencing health inequalities. Work in partnership with organisations who are already working with these communities, and build on their existing participation and engagement routes.



Practical steps you can take

7/

Identify partnership working opportunities with other stakeholders e.g. is a jointly funded event with a local authority an option to deliver local participation activity?

8/

Budget for administrative support for patient and public voice (PPV) participation e.g. processing expenses, and the printing and postage of meeting documents.



9/

Consider a delivery partner arrangement with other organisations. A partnership or grant agreement can enable patient or VCS organisations to undertake recruitment, training and support for PPV members.





Want to learn more?

- i** [Transforming participation in health and care](#) (NHS England, 2013) is the statutory guidance for commissioners on this subject. It includes a range of resources and case studies demonstrating good practice.
 - i** The government's consultation principles and guidance can be found [here](#). 
 - i** NHS Networks' [Smart guides to engagement](#) series provides straightforward advice on all aspects of patient and public engagement, in an easily digested format. Their [Commissioning zone: working with patients and public](#) offers links to resources and good practice.
 - i** The Equality and Human Rights Commission website includes a range of useful [advice and guidance](#).
 - i** The [Engagement cycle](#) is an online resource to help commissioners undertake meaningful patient and public engagement, for maximum impact, hosted by *InHealth* and the Centre for Patient Leadership.
 - i** The Equality Delivery System for the NHS – EDS2, is a facilitative tool that helps NHS organisations to improve their equality performance, in full collaboration with their patients, communities and staff. More information about the Equality Delivery System can be found [here](#). 
 - i** [Compact Voice](#) offers a range of useful resources and voluntary sector information.
 - i** [Voluntary sector health and care: strategic partners portal](#) is a source of news, events and resources, for and about the sector.
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Download our other 'Bite-size guides'

Click on the links below to download each of our 'Bite-size guides' to participation. Additional guides are in development.

 **1** | **Principles for participation in commissioning**

 **2** | **Governance for Participation**

 **3** | **Planning for Participation**

 **4** | **Budgeting for Participation**
