

## Public Involvement and Engagement Advisory Committee

<b>Date of meeting</b>	25 April 2023
<b>Title of paper</b>	Engagement proposal to support ICB procurement engagement and involvement checklist
<b>Presented by</b>	Neil Greaves, director of communications and engagement
<b>Author</b>	Neil Greaves
<b>Agenda item</b>	2.4
<b>Confidential</b>	No

### **Purpose of the paper**

This paper provides a proposal to coproduce, with members of the public and patient groups, a procurement engagement and involvement framework and checklist which sets out good practice for how local people will be involved at different stages of a procurement exercise to be used to support commissioning teams for the ICB.

### **Executive summary**

Lancashire and South Cumbria Integrated Care Board (ICB) is the statutory body responsible for commissioning (planning and buying) NHS services for the 1.8 million people living in Lancashire and South Cumbria. The ICB must work in partnership with local authorities and wider organisations and integrate services wherever possible to deliver the greatest possible improvement in health and wellbeing.

The public involvement legal duties require arrangements to secure that people are 'involved', and this can be in a variety of ways. ICBs, trusts and NHS England need to be able to demonstrate that they assess whether that the duties apply to decisions about services and, where they do, that they are properly followed. The public involvement legal duties and the arrangements which need to be in place are often subjective and it is evident that different arrangements are required for different scenarios and different audiences.

To support ICB procurement of services, it is proposed that a framework and checklist is developed to set out what reasonable arrangements are put in place to inform and involve local people at different stages of a procurement exercise. This framework and checklist is intended to be developed with local people before testing with wider public audiences to establish a baseline of good practice to follow for future programmes of work.

This proposal sets out a plan for the engagement, involvement and coproduction activity during May to June and proposed next steps before a Procurement

Engagement framework and checklist is approved by the Public Involvement and Engagement Advisory Committee.

**Recommendations**

The PIEAC is requested to:

- Note the contents of the report and the proposal to develop a framework with local people
- Approve the proposed phases for coproduction, involvement and engagement set out in the paper

**Governance and reporting** (list other forums that have discussed this paper)

Meeting	Date	Outcomes

**Conflicts of interest identified**

None

**Implications**

(If yes, please provide a brief risk description and reference number)	Yes	No	N/A	Comments
Quality impact assessment completed			✓	
Equality impact assessment completed			✓	
Privacy impact assessment completed			✓	
Financial impact assessment completed			✓	
Associated risks			✓	
Are associated risks detailed on the ICS Risk Register?			✓	

<b>Report authorised by:</b>	Neil Greaves, Director of Communications and Engagement
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# Public Involvement and Engagement Advisory Committee – 25 April 2023

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## Engagement proposal to support ICB procurement engagement and involvement checklist

### 1. Introduction

- 1.1 Lancashire and South Cumbria Integrated Care Board (ICB) is the statutory body responsible for commissioning (planning and buying) NHS services for the 1.8 million people living in Lancashire and South Cumbria. The ICB must work in partnership with local authorities and wider organisations and integrate services wherever possible to deliver the greatest possible improvement in health and wellbeing.
- 1.2 The public involvement legal duties require arrangements to secure that people are ‘involved’, and this can be in a variety of ways. ICBs, trusts and NHS England need to be able to demonstrate that they assess whether that the duties apply to decisions about services and, where they do, that they are properly followed. The public involvement legal duties and the arrangements which need to be in place are often subjective and it is evident that different arrangements are required for different scenarios and different audiences.
- 1.3 To support ICB procurement of services, it is proposed that a framework and checklist is developed to set out what reasonable arrangements are put in place to inform and involve local people at different stages of a procurement exercise. This framework and checklist is intended to be developed with local people before testing with wider public audiences to establish a baseline of good practice to follow for future programmes of work.
- 1.4 Members of the primary care and communications and engagement teams have developed a draft Procurement and engagement framework developed using existing practice and learning from previous procurement initiatives as a starting point to support conversations with local people. This has been shared as Appendix A of the report. It is evident that this will need to be simplified to support coproduction workshops.
- 1.5 This proposal sets out a plan for the engagement, involvement and coproduction activity to support the development of a procurement engagement and involvement checklist which meets reasonable expectations of the public.

### 2 Coproduction, engagement and involvement

- 2.1 It is proposed that the ICB works with a group of patients and members of the public from Withnell Health Centre, which was recently involved in a procurement exercise where the arrangements for involvement and engagement were not effectively put in place by the CCGs or the ICB.

2.2 Working with a patient group for this practice will mean there is an increased awareness about the processes for procurement and provides an opportunity to develop partnership working and establish approaches which may support a future procurement exercise which the ICB has stated will take place within the next 17 months. The ICB communications and engagement team is already working with a patient group from the practice and this would be a useful outcome to agree with the group and genuinely coproduce which would provide a set of standards for the ICB to test with the wider public and partners before adopting for all service procurement exercises which demonstrates effective deployment of involvement arrangements.

2.3 It is proposed there are a number of phases to support this work:

- **From 27 April to May – at least two co-production workshops with a patient steering group in Withnell:**

These will be focused on agreeing the approach with the group and to explore different phases of the procurement process and to recommend what reasonable approaches to involvement and engagement during those stages would be. This is to be undertaken based on true coproduction approaches and therefore views of how this process is undertaken may influence how this is approached.

- **From May to June - testing the recommendations from the group:**

Using the ICB listening events and the Readers' Panel, qualitative sessions will be put in place to test and capture feedback on the outcomes of the co-production workshops. From this testing a recommended Procurement Engagement Framework and Checklist will be developed for wider sharing.

- **Early June - wider engagement with citizen's panel and public:**

The recommended Procurement Engagement Framework and Checklist will be shared for comments and feedback with the Citizen Panel and on public channels to test if people feel the recommended levels of engagement are sufficient.

- **28 June – approval from PIEAC:**

The final document with summary of the engagement process and outcomes from the engagement will be presented to the PIEAC for approval.

2.4 The phases described above will be supported and managed by the ICB communications and engagement team and a detailed report of the activities and insight at each of the stages of the process will be reported to the PIEAC, along with a final Procurement Engagement Framework and Checklist, for approval in June.

#### 4. Conclusion

4.1 It is important that the ICB establishes a baseline of what good engagement and involvement to support procurement exercises looks like which has been developed and tested with communities. It is expected this will be a useful document for the PIEAC going forwards as to how engagement processes are

assessed and a framework for commissioning teams to follow to ensure appropriate arrangements for public involvement and engagement are put in place.

## 5. **Recommendations**

5.1 The Public Involvement and Engagement Advisory Committee is requested to:

- Note the contents of the report and the proposal to develop a framework with local people
- Approve the proposed phases for coproduction, involvement and engagement set out in the paper

Neil Greaves

18 April 2023