

KEY:
 PPI – Patient and public involvement
 PCRC - Primary Care Research Centre
 PPM - Primary Care, Population Sciences and Medical Education
 Wessex PIN - Public Involvement Network, RO – Reaching Out
 PPIE – Patient and public involvement and engagement
 SPCR – NIHR School of Primary Care Research
 RDS – NIHR Research Design Service

Aim: To address barriers to inclusive research (UK Standard Inclusive Opportunities)

Objective: To offer public involvement opportunities that are accessible and that reach people and groups according to research needs

Activity	Achieved	Actions
<p>PCRC & PPM – Developing resources, sharing and disseminating.</p>	<p>With core public contributors we have developed several processes and resources including key documents: guidance for researchers, costing guidance, welcome pack for the public and researchers. We have shared resources with; public contributors on the PCRC database, members of the Wessex PIN and we have co-delivered a PPI seminar to PPM to disseminate and signpost staff to SharePoint/internal website material.</p>	<p>To further embed and promote fair and transparent processes for public involvement in PCRC and PPM.</p>
<p>PPM – Accessibility of resources.</p>	<p>With core public contributors, we have improved the SharePoint/internal website materials and made resources more accessible.</p>	<p>To embed greater awareness of best practice in accessible language within the school and to promote use of accessible language on public-facing document and websites amongst research teams.</p>
<p>SPCR – Diversity and Inclusion.</p>	<p>We have participated in a SPCR Diversity & Inclusion Themed session, presenting novel ways of diversity and inclusion.</p>	<p>To explore how other SPCR schools use accessible language on public-facing documents and websites and how they promote and record diversity in order to establish a process for assessing diversity in the Centre.</p>
<p>Wessex PIN, RO – Building long-term sustainable relationships with underserved communities.</p> <p>Wessex PIN, RO e.g. – accessible communication.</p>	<p>In collaboration with the Wessex PIN members, we are undertaking outreach work with families in Sure Start and the community in the Holyrood Estate.</p> <p>In collaboration with the Wessex PIN members, we are using media software to create short videos for use on Sure Start Facebook community to communicate health messages, engage with and listen to the underserved.</p>	<p>To further develop processes by which researchers can link with the public for involvement and engagement in a wide range of research studies.</p> <p>Gain further expertise in using diverse media for communicating with the public and raise further awareness of this in PPM.</p>

Aim: To work together in a way that values all contributions (UK Standard Working Together)

Objective: To work together in a way that values all contributions, and that builds and sustains mutually respectful and productive relationships

Activity	Achieved	Actions
SPCR & PCRC – PPI steering group.	£5k funds from the SPCR have enabled us to establish a PPI steering group within PCRC that includes core public contributors. Together we have developed practical arrangements for working together, including shared documents on Teams and developing shared strategy and goals.	Ensure that core public contributors continue to feel welcomed and valued within PCRC and its working groups.
PCRC – Induction process.	Together with public contributors, we have developed an induction process for public contributors and researchers that outlines the support structures, introduces the Project PPI Lead for each research study, identifies a point-of-general PPI contact (Centre PPI Officer) and clarifies mechanisms of remuneration.	To embed these processes in PCRC, to work towards a shared understanding of roles, responsibilities and expectations of public involvement.
Wessex PIN, RO – Community development.	We have formed a Diversity & Inclusion working group within the Wessex PIN - PPI leads and public contributors. We are developing a framework to enable the research community to benefit from outreach work, providing the relationships and means for them to engage with underserved communities.	To gain public involvement in developing a framework to enable research studies to benefit from engaging with diverse communities.
PCRC & PPM - Supporting researchers.	We are working with RDS to assist/advise researchers with PPI in the earliest stages of grant applications. To explore potential different ways of working together, and to develop these plans together with public contributors.	To promote, advertise and link to materials on SharePoint. To provide training for public contributors and researchers in the form of seminar or shared events with the Wessex PIN.
PCRC - Supporting PPI team.	Establishing a PPI steering group within PCRC, including core public contributors, has led to greater feedback, advice and support for the PPI officer and PPI academic lead, as well as greater coordination in linking with processes for remuneration, communications and research management.	To support and value the role of the PPI steering group in setting and meeting PPIE strategy. To ensure sustainability through review and management of workload for core PPI staff.

Aim: To promote support and learning opportunities (UK Standard Support and Learning)

Objective: To offer and promote support and learning that builds confidence and skills for public involvement in research

Activity	Achieved	Actions
Survey of PCRC public contributors and researchers.	We conducted a survey to gain public contributor and researcher feedback to identify experiences in PPI and potential training needs. We have developed an induction process for staff and the public, outlining support structures. We have developed resources to guide researchers in involving the public in research and to inform public contributors of the process of involvement in projects.	To conduct yearly surveys with public contributors and researchers to: gain feedback on whether information needs are being met by current communication methods; identify training needs; identify examples of projects where PPIE is working well or less well. To continue to promote and signpost to resources.
SPCR – Maintain links, collaboration, peer support.	School PPI leads meet monthly to share School updates of PPIE activities. Attend themed sessions for shared learning. Share resources and provide peer support. PPI Officer provides PCRC of relevant updates/news.	To continue circulating opportunities to public contributors and researchers to provide support and shared learning.
Wessex PIN – Maintain links, collaboration, peer support.	Members of local NIHR organisations, meet bi-monthly to share organisational updates of PPIE activities. Attend virtual coffee mornings, webinars and training events. Develop strategy and resources and provide peer support.	To continue to promote, with public contributors, virtual coffee mornings for peer support and shared learning.

Aim: Involve public in research management, regulation, leadership and decision making (UK Standard Governance)

Objective: Involve the public in research management, regulation, leadership and decision making

Activity	Achieved	Actions
PCRC – PPI Steering Group.	We have formed a PPI Steering Group, which includes public contributors and meets monthly to ensure that the Centre is growing, developing and promoting best PPI practice. We have involved core public contributors in the Research Strategy and in reviewing internal research bids. We have developed a PPI database following GDPR guidelines.	To allocate funding for PPI in Research and Strategy, including remunerating public involvement and PPI Officer time. To continue following GDPR guidelines as we add more public members to the PPI database.
SPCR & PCRC – strengthening PPI in the Centre.	With the SPCR £5k award, we recruited three core public contributors for a period of 6 months. Core public contributors provided insight and perspective in key aspects of the Centre, including redesigning resources and processes for public involvement, actively participating in the PPI Steering Group, Research Strategy Group and in the Wessex PIN.	To secure ongoing funding for core public contributors, for their continued involvement in strategy and governance and in other works of the Centre, such as all staff meetings, particularly once face-to-face working restarts. To support, grow and develop existing strategic core PPIE. To maximise use of SPCR funding to support and extend PPIE in strategy and governance of the Centre, as well as supporting research projects.
PCRC – Resources for Centre PPI Officer time.	Centre PPI Officer time is being increasingly resourced from external grant funding, in addition to SPCR and RCF funding.	Continue to seek funding to secure support for PPI officer time, including increasing FTE and employing a second PPIE officer, with shared responsibility for external communication.
Wessex PIN – Strategic aims.	Collaborative input into the Wessex PIN strategic aims and demonstrating impact to Annual Report for Directors. Collaborative input into the strategic aims for the Diversity & Inclusion working group and the Training & Resources working group.	To monitor the Centre’s PPI Officer involvement in delivering the Wessex PIN’s strategic aims, involvement in the Diversity & Inclusion working group and involvement in the Training & Resources working group.

Aim: To communicate with a wider audience about public involvement and research (UK Standard Communications)

Objective: Use plain language for well-timed and relevant communications, as part of involvement plans and activities

Activity	Achieved	Actions
<p>PCRC – PPI project opportunities, training, events, webinars, news.</p> <p>Wessex PIN – PPI opportunities, training events, webinars.</p> <p>Wessex PIN – Training & Resources</p>	<p>We regularly send public contributors' opportunities to get involved in projects. We inform them of training events and webinars (PCRC, SPCR and Wessex PIN) as they arise, and we have produced newsletters to communicate relevant PPI news. We have 50 PPI contributors on the PCRC database.</p> <p>We regularly share PPI opportunities with the Wessex PIN to circulate amongst their databases of public contributors. We inform them of training events and webinars as they arise.</p> <p>We have formed a Training & Resources working group within the Wessex PIN - PPI leads and public contributors. We are developing a programme of training courses which presents researchers with a pathway from beginner to advanced PPI approaches. We are developing new resources to support the public to influence research.</p>	<p>To continue to grow the PPI database, developing a process to monitor the diversity of patient and public contributors on the PCRC database.</p> <p>To continue working together with the Wessex PIN to keep all public contributors informed and supported as it is a route for sharing public learning and achievements.</p> <p>To gain public involvement in developing a programme of training courses and new resources that will benefit researchers and the public.</p>
<p>SPCR – Sharing learnings from PPI grant funded work.</p>	<p>The PPI Officer presented on the collaborative outreach work with Sure Start; 'Testing and Developing Models of Engagement with Underrepresented Family Groups in Primary Care Research' to SPCR PPI leads and the wider PPI community.</p>	<p>To look for further opportunities to communicate collaborative outreach work, such as Reaching Out, amongst PPI colleagues, researchers and public contributors.</p>
<p>SPCR – Sharing perspectives and learnings on PPI.</p>	<p>The PPI Officer has written Blogs: Testing and developing models of engagement with underserved families, The B side! Spaces for PPI Peer Support, Integrating patient and public involvement at the SAPC Southwest conference. These have been published on SPCR website and widely shared with collaborative PPI colleagues (Wessex PIN) and on Twitter.</p>	<p>To increase reach through developing communications strategy.</p>

Aim: To identify and share the difference that public involvement makes to research (UK Standard Impact)

Objective: Seek improvement by identifying and sharing the difference that public involvement makes to research

Activity	Achieved	Actions
PCRC – PPI seminar, Senior Management Team.	At the PPI Seminar, three public contributors shared their experiences of involvement in research projects. One of the Centre’s junior researchers shared the impact of PPI in their project and the value that this brought.	To explore new ways of demonstrating impact, such as ‘case studies’ and sharing with the Centre, public contributors and wider PPI colleagues.
SPCR – £5k governance award and £5k diversity and inclusivity award.	We were able to recruit 3 core public contributors to strengthen PPI in the PCRC, reporting on the impact of their perspective and involvement. We delivered a presentation on the outreach work ‘Testing and Developing Models of Engagement with Underrepresented Family Groups in Primary Care Research’, reporting of the impact this work has achieved so far.	To secure ongoing funding for core public contributors to strengthen PPI in the Centre. To continue collaborative outreach work involving public contributors in the planning and delivery.
PCRC – assessment of impact of PPI.	We have streamlined processes for recording time spent on different PPI activities by PPI Officer and are reviewing the needs of the Centre in assessing impact of public involvement and reflecting on changes, benefits and learning resulting from public involvement.	Develop a strategy for recording and assessing impact of public involvement in research, together with core public contributors, including adding columns for PPI in database of new grants and seeking examples of innovative or extensive PPIE to share via blogs or seminars.
Wessex PIN – Impact tool (Carmel McGrath, PhD student).	Within the Wessex PIN, we are developing a new planning and impact resource that will help researchers with, planning, funding, collaboration, reflection, impact.	To collect information from researchers who might be interested in piloting the planning and impact tool.