**Faculty of Biology, Medicine and Health’s (FBMH)**

**Patient and Public Involvement and Engagement (PPIE) Forum[[1]](#footnote-1) Action Plan: 2024-2025**

**Summary**

This document sets out the PPIE Forum’s action plan for the 2024/25 academic year. The actions are based on key University strategies and frameworks and are grouped within into five key themes:

* Strategy
* Policy and best practice
* Engagement and Involvement
* Communication
* Evaluation

1. **Background**

The University of Manchester is **unique** in having [**Social Responsibility**](https://www.bmh.manchester.ac.uk/connect/social-responsibility/) (SR) as one of its three core goals; no other UK University affords it this level of **strategic priority**.

The Faculty’s vision for SR is that we will **encourage** and **empower** the transformation of ideas in Biology, Medicine, and Health into **beneficial** **and sustainable impact** on our **local, national, and international communities**. **Fairness, transparency, and inclusion** will drive all frontline activities of the Faculty, enabling our staff, students, and communities to achieve excellence and effect positive change for the benefit of society.

The [Faculty’s SR 5-year plan](https://documents.manchester.ac.uk/protected/display.aspx?DocID=67303) (2022/23-2025) consists of five priority areas:

* Equality, Diversity, and Inclusion (EDI)
* Community and Civic Engagement or PPIE
* Global health challenges
* Service Learning
* Environmental Sustainability (ES)

Excellent Patient and Public Involvement and Engagement (PPIE) is **critical** to achieving our goal to **embed** SR as our ethos, with SR principals flowing through our research, teaching and outreach and being integral to all we do.

This document sets out the **action plan** **for the PPIE Forum for 2024/25** to support [the Faculty’s SR plan](https://documents.manchester.ac.uk/protected/display.aspx?DocID=67303), the [University’s ‘Our Future’ strategic plan](https://www.manchester.ac.uk/discover/vision/), and the [University’s Public Engagement Framework](https://documents.manchester.ac.uk/display.aspx?DocID=66939).

It will be a **living document,** and progress will be reviewed and reported at each Forum meeting. We will be flexible and adaptable, ensuring that this action plan is relevant and responsive to the needs of our communities.

**How this action plan links in with the University’s Public Engagement framework**

The University’s approach to public engagement is supported by three enabling priorities (people, practice and progress) detailed in the [Public Engagement Framework](https://documents.manchester.ac.uk/display.aspx?DocID=66939).



Image from UoM Public Engagement Framework

**• People:** Fostering diversity, equity, and inclusivity in the involvement of staff, students and community partners in public engagement activity.

• **Practice:** Providing an enabling, inclusive and supportive environment for our staff, students and community partners to undertake purposeful public engagement activity through research and teaching that is valued.

• **Progress:** Adapting our systems and processes to further enhance the ways in which we develop a culture of continual improvement

**Note: The three enabling priorities will be referenced in the actions below in column six. The actions from this framework have also been included in our action plan where appropriate.**

**Key Documents:**

* FBMH PPIE standards and governance document ([web version](https://www.staffnet.manchester.ac.uk/bmh/social-responsibility/ppie/ppie-standards/), [word version](http://documents.manchester.ac.uk/display.aspx?DocID=42644))
* PPIE Forum Terms of Reference

Further information:

For further information regarding SR and PPIE within the Faculty please visit our webpages:

* [External](http://www.bmh.manchester.ac.uk/connect/social-responsibility/public-patients/) (public contributors)
* [Internal](https://www.staffnet.manchester.ac.uk/bmh/social-responsibility/ppie/) (staff and students)

Our PPIE Toolkit provides information, templates and resources to support staff, students and public contributors. Access the toolkit on our [website](http://www.staffnet.manchester.ac.uk/bmh/social-responsibility/ppie)

Action plan ‘status’ key (**RAG** status – against priority as a whole)

**RED** = less than satisfactory result / needs correcting / not on track

**AMBER** = satisfactory result / in progress / monitor

**GREEN** = good result on track / complete

Action plan ‘who’ key

All – Forum members, Faculty staff, students and public contributors

HW – Hawys Williams, Social Responsibility and Public Engagement Manager

SF – Samantha Franklin, Social Responsibility Project Officer

PPIE Forum – Faculty Patient and Public Involvement and Engagement Forum

SRPE Team – Faculty Social Responsibility and Public Engagement Team

Engagement and Involvement

SRSMT – Faculty Social Responsibility Senior Management Team

PPIE Forum Action Plan: 2024-2025

| **No.** | **Objective** | **Action** | **Who** | **When** | **PE enabling priorities (people, progress, practice)** | | **Status (Red, Amber Green)** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strategy** | | | | | | | | |
| 1 | Ensure that this action plan supports external and internal (i.e. University) key strategies | Contribute to and add key actions relevant to PPIE to this action plan from external/internal publications ([Public Engagement framework](https://documents.manchester.ac.uk/display.aspx?DocID=66939), [Social Responsibility and Public Engagement Plan](https://documents.manchester.ac.uk/display.aspx?DocID=62112), [UoM strategy](https://www.manchester.ac.uk/discover/vision/), [FBMH strategic framework](http://documents.manchester.ac.uk/display.aspx?DocID=48162), Health Innovation Manchester (HInM) etc) and outputs from the UoM 2035 strategy consultation **Measure:** evidence included in key publications and actions added to this action plan. | All | Sept - July | Practice,  Better Health, Engagement and Our Community | |  | |
| 2 | Align actions to Public Engagement enabling priorities andSustainable Development Goals (SDG) | Align PPIE Forum actions to the University’s Public Engagement (PE) framework enabling priorities (people, progress, practice and the [United Nations Sustainable Development Goals.](https://www.un.org/sustainabledevelopment/sustainable-development-goals/) **Measure:** actions added, see column 6. | SF | Sept - July | Practice, SR, UoM Strategy and FBMH SR | |  | |
| 3. | Embed PPIE across our University | Ensure that PPIE is further embedded across our institutional strategic goals and annual performance review processes to learn from and enhance operational processes to support PPIE as a core activity of the university  **Measure:** Better Health part of SR plan, infrastructure (Forum and SRPE team), Embed PPIE within core teaching and learning (SR in the curriculum funding) (Dr Jo Pennock – key stakeholder) **Measure:** extend to 3 more programmes and evaluate. Open Research Fellowship outputs | All | Sept - July | Practice | |  | |
| 4. | Nurture PPIE leadership | Nurture leadership for PPIE at all levels  Contribute to UoM and Faculty training and development. **Measure:** minimum of 3 programmes e.g. engagement@manchester | All | Sept - July | People | |  | |
| 5. | Establish and embed effective communication channels for PPIE successes | Review current communication channels (University, Faculty and externally) and develop a strategic comms plan for the academic year. Ensure that our work and communication is accessible. Include what can be communicated locally, nationally and globally. **Measure:** 10% increase in digest followers | SF | Dec | Practice | |  | |
| 6. | Create PPIE identity | Create PPIE identity e.g. why we do PPIE, what do we want to be known for internally and externally and what do public contributors want to know? **Measure:** identity is created | SF | Dec | Process | |  | |
|  | **Policy and best practice** | | | | | | | | |
| 7. | Review our policies and best practice | Review policies, best practices and templates stored on the PPIE toolkit. **Measure:** review three existing policies, best practices, templates | SF and PPIE Forum | Sept– July | Practice | |  | |
| 8. | Utilise EDI tools (e.g. [Equality Impact Assessment](https://www.staffnet.manchester.ac.uk/media/corporate/staffnet/services/equality-and-diversity/content/files/EIA-Guidance-FINAL-23.05.2022.pdf#:~:text=An%20Equality%20Impact%20Assessment%20%28EIA%29%20is%20mandatory%20within,and%20is%20an%20ongoing%20document%20throughout%20the%20project.) (EIA); on Forum developed policies, practice and template to ensure that the University meets its published values and vision, to be an accessible and ethical organisation. **Measure:** EIA to be applied to all updated and new policies/practices. Conduct EIA for Forum meetings and current processes, aim for three. | SF and PPIE Forum | Sept– July | People, Practice, Process | |  | |
| 9. | SR 5-year plan priority actions | Deliver high-quality infrastructure to enable our Faculty community to conduct relevant and high quality community and civic engagement and involvement. **Measure:** Review existing infrastructure (action 7) and continue liaising with University departments to make improvements. Promote across the Faculty with regular communications. Focus on PR20 and vouchers/cash system review | SF and PPIE Forum | Sept– July | Practice, Process  Progress | |  | |
| 10. | Support our PPIE community | Provide coordinated opportunities, resources, training and networks that develop confidence, capability and capacity to maximise our impact and remove barriers to engagement. **Measure:** support thedelivery of two sessions e.g. engagement@manchester | All | Sept– July | Practice  Process | |  | |
| 11. | Encourage creative and innovative approaches | Encourage and enable experimentation, creative and diverse approaches to PPIE. **Measure:** fund PPIE projects through SR funding scheme | All | Sept– July | Practice  Progress | |  | |
| 12. | Strengthen reward and recognition | Strengthen the value and recognition of PPIE practice in institutional reward and recognition policy and processes. **Measure:** Quality Mark, PPIE awards, Making a Difference Awards | All | Sept– July | Practice  Progress | |  | |
| 13. | Partnership working with patients, the public and external organisations | Reflect on, share and communicate our learning and practice across the University and beyond e.g. training, resources, events created by the Faculty. See [FBMH PPIE Standards and Governance.](http://documents.manchester.ac.uk/display.aspx?DocID=42644) Best practices are based on [NCCPE Platinum watermark](https://www.publicengagement.ac.uk/learn-others/watermark-winner/2023-engage-watermark-winners-announced) and NIHR Centre for Engagement and Dissemination. **Measure:** promote training, best practice etc. via the digest and Forum members | All | Sept– July | Practice | |  | |
| 14. | Enhance local, national and international collaborations and partnerships. **Measure:** develop symbiotic partnership projects with the community through service learning – support 2 projects | All | Sept– July | People | |  | |
| 15. | Ensure that our staff, students and public contributors are confident with conducting PPIE | Continue to create and update our good practice guidelines/resources, including digital technology guidelines, accessibility etc. **Measure:** create two new resources and review three existing resources on the PPIE Toolkit. Base new resources on Quality Mark feedback  **Measure:** create online induction for public contributors | SF/All | Sept– July | Practice, Progress | |  | |
| 16. | Streamline Faculty PPIE systems and processes | Continue to liaise with Faculty and University staff, public contributors and external colleagues/organisations regarding systems and processes for PPIE. **Measure:** Forum projects e.g. fees and payments, ethics etc. | SRPE | Sept– July | Practice, Progress | |  | |
|  | **Engagement and Involvement** | | | | |  | |  |
| 17. | Develop Faculty PPIE Quality Mark | Progress Quality Mark to the next phase e.g. how to embed within our research and teaching. **Measure:** create digital tool and promote across Faculty | SF/HW/KG | Sept– July | Progress, | |  | |
| 18. | Lead the Faculty’s activities in relation to Institutional plans | Contribute to the University’s Community Festival. **Measure:** staff, students and public to support Community Festival | All | June | People | |  | |
| 19. | Pump-prime involvement and engagement projects through funding (subject to availability). **Measure:** 5 projects to be funded | SRSMT | Sept– July | People, Practice | |  | |
| 20. | Lead/support a range of events for public contributors, staff and students. Events in 2024 to be featured as part of the University’s Bicentennial where possible (includes; Museum of Medicine and Health, policy@manchester events, informal networking opportunities, focus groups, seminars, PPIE ideas lab) Pick topics arising within local communities and hosts events based on this. **Measure:** engage with over 6000 people (HEBCIS data) | SRPE | Sept– July | People, Practice | |  | |
| 21. | All staff/public contributors are supported and trained/mentored in their PPIE | Continue to develop/deliver and evaluate a training programme for staff, students and public contributors (includes Public Engagement champions) e.g. Induction Session, how to sessions. **Measure:** train 150 people and review/update training programme annually.  **Measure:** create online induction | SRPE | Sept– July | People, Practice, Process | |  | |
| 22. | Support Service Learning (SL) within the Faculty. **Measure:** support SL projects e.g. conference, toolkit and website | All | Sept– July | People, Practice | |  | |
| 23. | Ensure that we are inclusive in our practice, and our public contributor community reflects the general public. | Ensure that people from “lesser heard” backgrounds are involved and engaged. **Measure:** liaise/engage with these groups to ensure accurate representation. | All | Sept– July | People | |  | |
| 24. | Ensure our work with staff, students and communities listens to and champions a diversity of people and perspectives. **Measure:** involve/engage diverse groups in our research/teaching | All | Sept– July | People  Progress | |  | |
|  | **Communication** | | | | | | | | |
| 25. | Showcase and celebrate PPIE achievements internally/externally | Hold annual PPIE Celebratory event for public contributors, staff and students within the Faculty. Includes ‘Outstanding Contribution to PPIE’ awards. **Measure:** host event and awards | PPIE Forum | July | People, Practice | |  | |
| 26. | Submit Making a Difference Awards nominations for the Faculty, specifically the ‘outstanding public and community engagement initiative’ category. **Measure:** support and submit nominations | All | Jan | People, Practice | | **Green** | |
| 27. | Communicate the positive impact of our PPIE activities internally and externally and raise the profile of PPIE and the Forum | Promote PPIE related stories (events, training, activities and resources) both internally (announcements, FBMH news Twitter, digest, blog, SR magazine, engagement@manchester network) and externally (conferences, journals (peer reviewed and academic), articles etc.). **Measure:** publish 1x blog per month, 1 tweet per week and contribute to other communications channels e.g. SR blog, Faculty news etc. | All | Sept-July | Process, Practice | |  | |
|  | **Evaluation** | | | | | | | | |
| 28. | All PPIE is adequately evaluated | Develop a Faculty evaluation framework for PPIE activities and events. Liaise with engagement@manchester. **Measure:** liaise with engagement@manchester | SRPE | Sept – July | Process | |  | |
| 29. | Ensure adequate evaluation of the Forum | Review Forum meetings, actions etc. at the end of the academic year and create a highlight report. **Measure:** SF to create highlight report and feedback at the first meeting of the academic year | PPIE Forum | Sept – July | Process | |  | |
| 30. | Improve internal processes for monitoring | Improve our internal processes for monitoring, aligning to existing metrics, evaluating and evidencing public engagement impact. **Measure:** create metrics template for reporting | PPIE Forum | Sept – July | Process | |  | |
| 31. | Ensure our PPIE is recognised nationally and internationally as outstanding - activities are included in internal and external metrics | Take part in a range of external metrics, measures and benchmarking assessments **Measure:** contribute to key internal and external awards e.g. NCCPE watermark, Knowledge Exchange Framework (KEF), Teaching Excellence Framework (TEF), Research Excellence Framework (REF) etc.). | PPIE Forum | Sept – July | Process | |  | |

**Glossary**

**Environmental sustainability** describes the way we use our knowledge and influence to ensure that our research, staff and graduates lead the way to a sustainable world.

**Equality, diversity and inclusion,** describes the way the University is committed to providing an environment free from discrimination, bullying, harassment or victimisation, where all members of its community are treated with respect and dignity. It aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution and individuality.

**NCCPE** is the National Co-ordinating Centre for Public Engagement which was founded in 2008 and has since gained an international reputation for encouraging and supporting universities to engage with the public. The NCCPE is funded by UKRI, the devolved Higher Education funding bodies, and Wellcome, all of which aim to support a culture change in the UK higher education sector.

**Public and Patient Engagement (PPE)** describes the ways in which higher education and research can be shared with the public,

**Public and Patient Involvement (PPI)** is an active partnership between research or teaching staff and patients or members of the public.

**Public contributor** commonly describes members of the public involved and engaged in our teaching and research.

**PPIE** is the acronym for Patient and Public Involvement and Engagement.

**PRIMER** is the acronym for the patient and public involvement and engagement group at the Centre for Primary Care and Health Services Research. The group works with researchers at the University and provides a PPIE resource for researchers.

**NIHR GM PSRC** is the acronym for the National Institute for Health Research Greater Manchester Patient Safety Research Collaboration. The GM PSRC is one of six collaborations located across England and is hosted by Northern Care Alliance (NCA) NHS Foundation Trust. The research is led by patient safety experts based at the universities of Manchester, Nottingham and Leicester.

**Research with impact** describes the way our research has the potential to have a positive difference to society by addressing the major challenges we face in the 21st Century.

**Service Learning** is an equal exchange of services and learning and is a teaching and learning approach where students help address genuine community needs.It is when students work with community groups, organisations and schools to learn as part of their degree while providing necessary services to local people. This means that students and the communities are expected to benefit equally by combining community involvement, academic study and practical experience. Through service learning, we aim to connect with the local area, strengthening the bond between members of the University and local people. It combines two of our core goals at Manchester – teaching excellence and social responsibility.

**Socially responsible graduates** describes the way our graduates learn to exercise ethical, social and environmental responsibility. Our students are supported by the Faculty by encouraging them to get involved and start their own projects.

**Social Responsibility (SR)** describes the way we are making a difference to the social and economic well-being of our communities through our teaching, research, and public events and activities.

[**Sustainable Development Goal**](https://sdgs.un.org/goals) **(SDG)** are an urgent call for action by all countries (developed and developing) in a global partnership. They recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.

**Widening participation** enables fairer access to a Manchester education for talented students regardless of their background. The University is proud to lead the Russell Group in having the highest number of students form areas of low participation in higher education and from lower socio-economic backgrounds combined.

1. Formerly the Centre for Engagement and Involvement (CEI) Forum and Social Responsibility Public Engagement Forum [↑](#footnote-ref-1)