

Faculty of Biology, Medicine and Health's (FBMH) Social Responsibility Public Engagement Forum¹

Action Plan: 2018-2019

1. Background

The University of Manchester is **unique** in having **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 social responsibility is that we will **empower** people to **transform** their ideas in **biology, medicine and health** for the **benefit** of society in **Manchester**, the **UK** and across the **globe**. The Faculty's [SR strategy](#)² consists of seven key areas: communications, engaging our communities (public engagement), research with impact, socially responsible graduates, equality, diversity and inclusion, environmental sustainability and succession planning. Excellent public engagement (including patient and public involvement: PPI) is **critical** to achieving our goal to **embed** social responsibility in our research and teaching, providing **multiple gains** for all. This document sets out the **action plan** for the **Social Responsibility Public Engagement forum** for 2018/19 to support the Faculty SR strategy², the University Public Engagement plan³ and the Inspiring our Communities strategy⁴. Progress will be reviewed and reported through the forum and additions/amendments made as required.

2. 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

3. Action plan 'who' key

All – Faculty staff

HR partners & Directorate of Legal Affairs – Fiona Coll, Faculty HR partner and Sara Sawicki

HW – Hawys Williams, Social Responsibility and Public Engagement Manager

NL – Natalie Liddle, Senior Engagement Officer

SF – Samantha Franklin, Social Responsibility Project Officer

SG – Sally Giles, Research Fellow, PPI lead for the Greater Manchester PSTRC and PPI Research Lead for PRIMER

SRPE – Faculty Social Responsibility and Public Engagement Forum

SRPE Team – Faculty Social Responsibility and Public Engagement Team

SS – Stephanie Snow, Academic Lead for Community Engagement and Involvement

SRSMT – Social Responsibility Senior Management Team

MMH Steering Group – Museum of Medicine and Health Steering Group

¹ Formerly the Centre for Engagement and Involvement (CEI) Forum

² Available at: <http://documents.manchester.ac.uk/display.aspx?DocID=35221>

³ Share, Inspire, Involve: Public Engagement strategy 2017-2020

<http://www.engagement.manchester.ac.uk/about/Public%20Engagement%20Strategy%20FINAL.pdf>

⁴ Inspiring Communities: Local community social engagement plan 2016-2019

(<http://documents.manchester.ac.uk/display.aspx?DocID=30998>)

Action Plan: 2018-2019

	Objective	Action	Who	When	Status (Red, Amber or Green)
Communications					
1	Develop a Social Responsibility Communications plan	<ul style="list-style-type: none"> Review current FBMH Social Responsibility communications and develop a draft communications plan 	NL	<ul style="list-style-type: none"> March 2019 	<ul style="list-style-type: none"> Amber
2	Establish a high public engagement profile for research and learning	<ul style="list-style-type: none"> Publish 8 high impact articles (both peer reviewed academic journals and/or popular science/general media) 	All	<ul style="list-style-type: none"> By 2022, with 4 in 2018/2019 	<ul style="list-style-type: none"> Amber
3	Showcase public engagement achievements internally/externally	<ul style="list-style-type: none"> Hold annual Public Contributor Celebratory event Host Faculty awards for outstanding contribution to PPIE Making a Difference Awards nominations Achieve >1 shortlisted entry for external award (e.g. NCCPE⁵) Showcase projects funded by the 'Engaging our Communities' fund Coverage of public engagement-related stories picked up by regional, national and international media 	SRPE SRPE SRPE UoM SRPE SRPE	<ul style="list-style-type: none"> July 2019 July 2019 Jan 2019 Dec 2019 Dec 2018 Dec 2019 	<ul style="list-style-type: none"> Amber Amber Amber Green – Institutional Gold NCCPE Engage watermark awarded Nov 2018 Amber Amber
4	Communicate the positive impact of our public engagement activities	<ul style="list-style-type: none"> Magazine – distribute new editions of the Social Responsibility magazine (2/3 editions a year) Webpage – promote revised webpages through PPIE channels and continue to add resources and promote content to researchers and public contributors Engagement@manchester network 	NL NL	<ul style="list-style-type: none"> Sept 2018 and 2019 Sept 2018-Feb 2019 Dec 2019 	<ul style="list-style-type: none"> Green Amber – ongoing Amber - ongoing

⁵NCCPE: National Co-ordinating Centre for Public Engagement <https://www.publicengagement.ac.uk/work-with-us/engage-competition-2016>

	Objective	Action	Who	When	Status (Red, Amber or Green)
		<ul style="list-style-type: none"> Journal articles/conferences (e.g. INVOLVE and NCCPE) 		<ul style="list-style-type: none"> Dec 2019 	
5	Establish and embed effective communication channels for public engagement successes	<ul style="list-style-type: none"> Revise public engagement communications network and establish 200 members by end of 2018 and 250 by July 2019 (target 450 by 2022) 15% of staff registered to receive key social responsibility communications increasing to 25% by 2022 (3200 staff = 480) Ensure active promotion and signposting of support and resources within the Faculty and University 	<p>SF</p> <p>SF & NL</p> <p>SF</p>	<ul style="list-style-type: none"> Dec 2018 July 2019 July 2019 Dec 2019 	<ul style="list-style-type: none"> Green Amber Amber
Engaging our Communities					
6	Lead the Faculty's activities in relation to Institutional 'Inspiring Communities' social engagement ⁶ and Public Engagement Plans ⁷	<ul style="list-style-type: none"> Contribute to the Community Festival with all schools and Divisions represented Pump-prime projects through 'Engaging our Communities funding' Submit Public Engagement bid to Wellcome Trust Support our history and heritage, through Museum Medicine and Health, holding >5 engagements events and embedding the 'Instruments of change' exhibition in our research and teaching - tours and open days Lead on Faculty International Men's day and International Women's Day events 	<p>NL</p> <p>SRSMT</p> <p>SS & SRPE</p> <p>MMH Steering Group</p> <p>NL</p>	<ul style="list-style-type: none"> June 2019 Dec 2018 2019 2018/2019 Nov 2018 and March 2019 	<ul style="list-style-type: none"> Amber Green Amber Green Green

⁶ Inspiring Communities: Local community social engagement plan 2016-2019 (<http://documents.manchester.ac.uk/display.aspx?DocID=30998>)

⁷ Share, Inspire, Involve: Public Engagement strategy 2017-2020 <http://www.engagement.manchester.ac.uk/about/Public%20Engagement%20Strategy%20FINAL.pdf>

⁸ Widening Participation annual report 2017 <http://documents.manchester.ac.uk/display.aspx?DocID=4294>

	Objective	Action	Who	When	Status (Red, Amber or Green)
7	Partnership working with patients and the public and HInM	<ul style="list-style-type: none"> Evolve a common PPIE strategy across the entire Health Innovation Manchester (HInM) footprint 	SS/HW	<ul style="list-style-type: none"> Initial discussions to be held 2019 	<ul style="list-style-type: none"> Amber
8	Embed PPIE within core teaching and learning (SR in the curriculum funding)	<ul style="list-style-type: none"> SR in the curriculum work programme, enabling 250 students annually, with key focus on Widening Participation⁸ (WP) activity 	SRPE	<ul style="list-style-type: none"> Dec 2018 	<ul style="list-style-type: none"> Amber
9	100% of eligible grant applications related to Social Responsibility to include PPI as integral component to the proposed project by 2021	<ul style="list-style-type: none"> Establish PPIE grant support network Create criteria for an eligible grant application in relation to PPIE 	SRPE	<ul style="list-style-type: none"> 2019/20 2019/20 	<ul style="list-style-type: none"> Amber Amber
10	Lead on at least one policy@manchester event annually, focusing on major health challenges, increasing to three by 2022	<ul style="list-style-type: none"> Identify themes and contributors for events (e.g. NHS reform, devoHealth, SR in curriculum and changing landscape Higher Education etc.) Impact on more than 2000 members of our local community by 2022. 	SRPE	<ul style="list-style-type: none"> 2019 	<ul style="list-style-type: none"> Amber
11	Establish Faculty PPIE group as a resource for Faculty researchers and teachers	<ul style="list-style-type: none"> Call-out for public contributors who are interested in becoming a member of the PPIE group Establish terms of reference and chair for group Promote PPIE group to researchers and teachers within the Faculty. 	SF SF SF	<ul style="list-style-type: none"> Oct-Dec 2018 Jan 2019 Jan-March 2019 	<ul style="list-style-type: none"> Green Green Amber
Training, Support and Resources					
13	Ensure Public Contributors are welcomed and introduced to the Faculty	<ul style="list-style-type: none"> Host two induction sessions per year Distribute and promote the Public Contributor Induction Packs to public contributors and researchers within the Faculty (Vice-Dean message, website, announcements etc) and external stakeholders (e.g. NHS Trusts, charities) to enable diversification and increase in Public Contribution 	SF/SRPE SF/SRPE	<ul style="list-style-type: none"> Sept 2018 & Feb 2019 Sept 2018-Jan 2019 	<ul style="list-style-type: none"> Green Green - ongoing

	Objective	Action	Who	When	Status (Red, Amber or Green)
14	All PE staff/public contributors are supported and trained/mentored	<ul style="list-style-type: none"> Develop/Host a series of PPIE training for public contributors: Induction Session, social media, equality and diversity, IT skills Develop/Host a series of training for staff: setting up PPI group, comms skills, evaluating public engagement, introduction to PPIE Train 30 staff /students/public contributors >10 Faculty staff/students to join the University Public Engagement Champion network Evaluate training Create researcher checklist (what to include when conducting PPIE, what is the best PPIE to use) 	SRPE SRPE SRPE SF SF & SG	<ul style="list-style-type: none"> Feb 2019 July 2019 July 2019 July 2019 July 2019 July 2019 	<ul style="list-style-type: none"> Green – ongoing Amber Amber Amber Amber Amber
15	Streamline Faculty systems and processes for public contributors (Volunteer lifecycle)	<ul style="list-style-type: none"> Liaise with Faculty HR partner regarding systems and processes for public contributors Establish a University status for public contributors and associated processes with a nominated contact/facilitator Establish public contributor database with HR Develop Joint PPIE initiatives with other Faculties 	SRPE, HR partners & Directorate of Legal Affairs	<ul style="list-style-type: none"> Sept-July 2019 July 2019 Ongoing July 2019 	<ul style="list-style-type: none"> Amber Amber Amber Amber
	Measuring the Impact: Evaluation				
16	All public engagement is adequately evaluated	<ul style="list-style-type: none"> Develop a Faculty evaluation framework 	SRPE	<ul style="list-style-type: none"> 2019 	<ul style="list-style-type: none"> Amber

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 Primary Care Research in Manchester Engagement Resource. The group is part of the Centre for Primary Care, and works with researchers at the University of Manchester and across the NIHR School for Primary Care Research (NIHR SPCR), to help promote the involvement of the public in shaping research.

PSTRC is the acronym for the Patient Safety Translational Research Centre which is a partnership between The University of Manchester and Salford Royal NHS Foundation Trust.

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.

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.

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 from areas of low participation in higher education and from lower socio-economic backgrounds combined.