

# INVOLVE

## OPERATIONAL PLAN 2004/2005

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### 1. STRATEGIC OBJECTIVES

We have three strategic objectives to enable us to achieve our terms of reference. These are:

- to develop strategic alliances among key groups in order to maximise effective public involvement in NHS, public health and social care research
- to empower people to play an active role in research
- to monitor the advancement and assess the effects of, public involvement in NHS, social care and public health research.

To take forward these strategic objectives and to further the principles and direction of INVOLVE outlined in the Strategic Plan (2003), there are five strands of work that are undertaken by INVOLVE.

- Raising awareness about the work of INVOLVE and the value of public involvement in research through:
  - disseminating information that is produced about public involvement in research
- Developing and taking forward strategies for influencing policy and practice
- Providing advice and support for the public, researchers and research funders through:
  - providing links to share knowledge and experiences
  - producing guidance to facilitate greater understanding about public involvement in research
- Assisting in the development of an evidence base to monitor the advancement, and assess the effects of, public involvement in research
- Capacity development of INVOLVE – internal and external learning of INVOLVE.

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## **2. PLANS FOR 2004 / 2005**

### **2.1 Raising awareness about the work of INVOLVE and the value of public involvement in research through:**

**- disseminating information that is produced about public involvement in research**

We will:

- Improve the accessibility of materials produced by INVOLVE
- Develop the INVOLVE website
- Widely promote and disseminate existing INVOLVE publications (e.g. Guide to paying consumers actively involved in research)
- Publish a regular Current Awareness Bulletin
- Make up to 25 presentations at conferences and workshops

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### **2.2 Developing and taking forward strategies for influencing policy and practice**

We will:

- Develop a public health strategy
- Respond to consultation documents eg. Choosing Health?
- Be represented on various committees
- Meet and further develop partnerships with other organisations and identify and make approaches to champions
- Identify issues on which to take a public stand

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### **2.3 Providing advice and support for the public, researchers and research funders.**

**i) Providing links to share knowledge and experiences**

We will:

- Organise the INVOLVE National Conference
- Organise the Training for Involvement seminar and produce a report of the event
- Publish our quarterly Newsletter
- Develop our database of research projects involving the public

- Initiate discussions to develop a forum for researchers and user researchers with an interest in researching public involvement in research
- Develop training capacity to follow on from completion of the TRUE project and the subsequent Training for Involvement seminar.

## **ii) Providing guidance to facilitate greater understanding about public involvement in research**

### We will:

- Develop and publish guidance on public involvement in commissioning
- Develop and publish guidance on involving young people in research
- Respond to enquiries to the Support Unit
- Present at conferences and workshops (see 2.1)
- Commission service users to develop a guide for social care ethics review bodies on involving service users.

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## **2.4 Assisting in the development of an evidence base to monitor the advancement, and assess the effects of, public involvement in research:**

- **through undertaking or commissioning research**
- **encouraging others to undertake or commission research and**
- **monitoring public involvement in research**

### We will:

- Monitor the work of the NHS R&D Programmes
- Monitor public involvement in NHS Trusts
- Oversee the London Primary Care Evaluation
- Commission and oversee the evaluation of Folk.us
- Oversee the support provided by Values into Action to those evaluating the learning difficulties projects funded by the Policy Research Programme
- Develop our database of research projects involving the public

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## **2.5 Capacity development of INVOLVE – through internal and external learning**

### We will:

- Recruit at least 9 new members to the Group
- Develop and publish definitions of User controlled research
- Explore ways to increase public involvement in INVOLVE
- Monitor the work of the Support Unit

- Support Group members in engaging with the work of INVOLVE
  - Meet and develop partnerships with other organisations.
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### **3. POTENTIAL ADDITIONAL ACTIVITIES FOR 2004 / 2005**

The following plans have been identified as being of high priority, however, resources are limited to undertake these activities in 2004 / 2005. If resources become available, one or more of these will be delivered:

- Produce leaflets summarising the results of the four seminars in the series organised by the Toronto Group.
- Commission a scoping study to explore and review the publication of articles in relation to public involvement in research.
- Investigate options for developing electronic discussion forums. INVOLVE is interested in hosting discussion groups that encourage people to develop or maintain their interest in public involvement in research.
- Commission a scoping exercise to explore the feasibility and implications of different ways of supporting commissioners, researchers and members of the public to make contact with one another.
- Develop a leaflet to be used by researchers to give to members of the public who may be interested in getting involved in research.
- Develop the brief for a qualitative evaluation looking at the role of public involvement in research committees.

**APPENDIX: OPERATIONAL PLAN BUDGET FOR 2004 / 2005****EMPOWERMENT**

<b>ACTIVITY</b>	<b>Areas of work</b>	<b>NHS Social Care Public Health</b>	<b>Estimated Group Budget</b>
Improve accessibility of information	2.1	All	£8,000
Training for involvement workshop	2.3	All	£5,000
Publish guidance on involving young people in research	2.3	All	£2,000
<i>Develop training capacity</i>	2.3	<i>All</i>	<i>£3,000</i>
<b>TOTAL</b>			<b>£18,000</b>

**MONITORING AND EVALUATION**

<b>ACTIVITY</b>	<b>Areas of work</b>	<b>NHS Social Care Public Health</b>	<b>Estimated Group Budget</b>
Develop and publish definitions of user controlled work	2.5	Social care NHS	£7,500
Commission and oversee evaluation of Folk.us	2.4	Social care and NHS	£20,000
Monitor public involvement in NHS R&D Programmes	2.4	NHS	£0
Monitor public involvement in NHS Trusts	2.4	NHS	£0
Monitor the work of the Support Unit	2.5	-	£0
London Primary Care Evaluation / EQUIP	2.4	NHS	(separate budget)
Values into Action – learning difficulties evaluation	2.4	Social Care	(separate budget)
<i>Initiate a forum for researchers and user researchers</i>	2.3	<i>All</i>	<i>£3,000</i>
<b>TOTAL</b>			<b>£30,500</b>

**STRATEGIC ALLIANCES**

<b>ACTIVITY</b>	<b>Areas of work</b>	<b>NHS Social Care Public Health</b>	<b>Estimated Group Budget</b>
Increasing public involvement in INVOLVE (initial plans)	2.5	All	£2,000
Develop a public Health strategy (initial plans)	2.2	Public Health	£1,000
Organise INVOLVE National Conference	2.3	All	£35,000
Develop guidance for public involvement in commissioning research	2.3	All	£6,000
<i>Develop guide for social care ethics review bodies</i>	2.3	<i>Social Care</i>	<i>£8,000</i>
<b>TOTAL</b>			<b>£52,000</b>

**MAIN BUDGET**

<b>ACTIVITY</b>	<b>Areas of work</b>	<b>NHS Social Care Public Health</b>	<b>Estimated Group Budget</b>
Publish, promote, and disseminate INVOLVE documents	2.1	All	£3,000
Recruit new members	2.5	All	£6,000
Support Group members / Group meetings	2.5	All	£25,000
<b>TOTAL</b>			<b>£34,000</b>

**TOTAL OVERALL COST****£134,500**

**(excluding separate budgets for London Primary Care Evaluation and Values into Action – learning difficulties project)**

**SUPPORT UNIT**

<b>ACTIVITY</b>	<b>Areas of work</b>	<b>NHS Social Care Public Health</b>	<b>Estimated Group Budget</b>
Develop INVOLVE website	2.1	All	-
Publish current awareness bulletin	2.1	All	-
Presentations at conferences & workshops	2.1	All	-
Respond to consultation documents	2.2	All	-
Representation on committees	2.2	All	-
Publish INVOLVE Newsletter	2.3	All	-
Develop database of research projects	2.3 2.4	All	-
Respond to enquiries to Support Unit	2.3	All	-
Developing partnerships	2.2	All	-