

GET READY TO CO-PRO

Staff Proforma

This is a downloadable version of the 'Get Ready to Co-Pro staff proforma' which staff working in Adults' Health and Care are asked to complete before beginning a new project or initiative. This version might help you work through the questions with colleagues, but please also consider completing the [online Form](#).

In this form, you are asked to consider and identify how you plan to co-produce, or otherwise engage, with key stakeholders throughout your project. It should be completed with reference to [Let's Go with Co-production](#) resource, which provides practical information, advice and tools to support co-production.

Co-production means professionals and people sharing power to plan, design and deliver support together. It is about recognising that everyone has an important contribution to make to improve quality of life for people and communities. It is built on the principle that those who use a service are best placed to help design it.

Coproduction is different to other types of engagement, such as consultation or providing information. Its defining feature is that service users and professionals seek to work together as equals as much as possible throughout a project or initiative – and respect the unique contribution that each can bring. People co-producing should feel that they

have shared responsibility. It's about doing things with people – not doing things for or to others.

Staff working in Adults' Health and Care are expected, principally, to work with people through co-production. Sometimes, there are genuine reasons why it is not possible to co-produce and other forms of engagement should be pursued.

This form is intended to help you to do more co-production successfully, to recognise when co-production may not be possible, and to plan other forms of engagement to improve the outcomes of your project or initiative.

PROJECT DETAILS

Name of the project: _____

Service area: _____

(for example all AHC, Public Health, Care Governance and Quality Assurance, HCC Care, Older Adults, Transformation, Digital and HQ, Younger Adults LD, Younger Adults MH, Younger Adults PD)

Please provide a brief description of the project, including key aims:

Co-production Lead: _____

WHO NEEDS TO BE INVOLVED IN CO-PRODUCTION?

Before completing this form, you need to have completed a stakeholder analysis to identify who may be impacted, and therefore who may need to be involved in co-production. Guidance on how to complete stakeholder mapping and analysis is available [here](#). This information will also support your [Equality Impact Assessment](#).

Drawing on your stakeholder analysis, select which cohorts are likely to be impacted by your project or initiative and as a result may need to be involved, providing further detail where possible. You can refer to the Let's Go for Co-production resource for information on established forums representing particular cohorts of service users and carers, the Department's Officer Leads for these groups, and how they can be contacted.

Potential service users (please describe)

Current service users (please describe)

Families of service users (please describe)

Carers of service users (please describe)

Hampshire residents (please describe)

Adults' Health and Care staff (please describe)

Professionals from outside of Adults' Health and Care (please describe)

Providers of adult health and care services (please describe)

Other organisations, e.g., Voluntary and Community Sector organisations (please describe)

FEASIBILITY

Think about if the project can realistically be co-produced within the project timeframe. The time needed for projects will vary depending on the nature and scale of the project, but anything less than 6-12 months may not be enough. You may need to request more time or agree with the project sponsor that this initiative won't be a fully co-produced piece of work, but please don't let this put you off from involving people as much as you can in the timeframe you have available.

Can all aspects of the project be co-produced or just some?

All Some None

If some:

Please explain which aspects should be co-produced to bring most value to the project and people involved?

Where elements cannot be co-produced, what else could you do to engage?

If none:

Please explain why it is not possible to co-produce and how you plan to engage the people and partners who will be impacted:

Are there any secondary sources of co-production that could inform your work – for example, information sources that have previously been co-produced?

Depending on what you want to achieve, and the barriers you are facing to co-production, you may wish to engage the **County Council's Corporate Insight and Engagement Team** for support and advice or consider commissioning an external provider (particularly where specialist support may be needed to involve particular cohorts, such as children or young people, or particular faith or ethnic communities).

PRACTICAL BARRIERS AND ENABLERS

Has a budget been identified for paying people's fees and expenses in line with **AHC's Resident Involvement Expenses and Allowances Policy?** (An Easy Read version of the policy is available [here](#)). Yes No

If no, what is the anticipated cost of the planned co-production?

(E.g., based on the type and volume of activity planned and people involved).

If you are unsure how this project will be resourced, you should discuss this with the Project Sponsor.

Are there any other projects (current or coming up) that are likely to impact on this one, and seek to involve the same cohorts of people? Yes No

If Yes, please provide a brief description:

Are any legal issues that may affect co-production, e.g., pre-election period or formal consultation? Yes No

If Yes, please provide a brief description:

Are there any potential conflicts of interest? Yes No

If Yes, please explain how these will be managed:

Have you received research governance approval? Yes No

Research Management (Research Governance) is the departmental procedure you need to follow if you want to undertake research, consultation or service evaluation in Hampshire. For more information, please contact cg&qabusinesssupport@hants.gov.uk as Research Governance approval may be needed.

Have you considered, and if appropriate completed, a **Data Protection Impact Assessment (DPIA)**? Yes No

For information, guidance and key contacts to support you with completed Data Protection Impact Assessment visit our **Information Governance** pages.

NEXT STEPS

Take a moment to reflect on your thinking and planning and to reference the Let's Go with Co-production resource. You may want to reconsider aspects of your approach or speak to someone who has experience in co-production to support you. If that's the case, please use the space below to indicate what additional support you need and send this form to **cg&qabusinesssupport@hants.gov.uk**