Our Connecting People Involvement Flowchart

South West Yorkshire Partnership
NHS Foundation Trust

Once our connectors have completed our Connecting People training, we will ask them to complete our Connecting People proforma. This allows us to capture:

- Who our connectors think they can reach
- Any reasonable adjustments
- Communication preferences
- How they would like to be involved.

Our team will receive correspondence regarding an involvement opportunity within the Trust, this will include:

- What the opportunity consists of
- The locality that the opportunity covers
- The demographic that the opportunity hopes to reach
- The suggested involvement methods (what would work best to gather feedback)
- The budget.

We will then review our connector database to identify and map out which connectors would be a good fit for this opportunity.

Here we will consider:

- The demographic of the people they have said they can reach
- The locality that they can reach
- The involvement methods that are interested in.

Information regarding this opportunity will then be sent to our connectors, this will include:

- A full brief of the engagement opportunity including context, a detailed overview of the ask, the budget, and the timescale.
- An expression of interest form, which we will ask any connectors who are interested to complete.

As a team, we will review the returned expression of interest forms and decide which connectors would be best suited to taking part. We will base this on:

- Their locality
- The demographic of people that they can reach
- The level of reach that they have for this demographic
- The budget for the opportunity.

Once our connectors have returned the insight that they have gathered, we will:

- Quality check and arrange payment
- Share the insight back with the service/team
- Add the insight into the internal composite report
- Add information to our webpage under the 'you said, we listened' section.

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With all of us in mind.