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| **Tracking reference** | For admin use – please leave blank | **Status** | For admin use – please leave blank |

Please complete this form and return it to [england.publishingapproval@nhs.net](mailto:england.publishingapproval@nhs.net).

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| **Overview** | | |
| **1.** | Senior named contact responsible for the document, email and telephone number and name of your team and directorate |  |
| **2.** | Title and type of publication/digital product/package of items |  |
| **3.** | Is it part of our response to COVID-19/winter/recovery/EU transition? State which and briefly explain how. |  |
| **4.** | Name of COVID-19 content cell if applicable. |  |
| **5.** | Which National director/head of profession has signed the concept off? |  |
| **6.** | Why is it essential we publish this? What do you aim to achieve? Is it a legal obligation or mandatory requirement? |  |
| **7.** | Briefly describe your publication/product (and any contractual implications on the NHS) – include number of items and approx. length |  |
| **8.** | Does it replace existing guidance? Provide publication reference if so. |  |
| **9.** | Are there any costs, including for accessible versions like easy read? |  |
| **Other sign offs secured (please include their names on your form) and statutory duties** | | |
| **10.** | Comms lead for your area of work |  |
| **11.** | Subject matter expert/policy lead |  |
| **12.** | Finance (and detail on the form any funded/unfunded implications) |  |
| **13.** | Workforce (if there are workforce implications) |  |
| **14.** | Legal (if there’s a legal implication) |  |
| **15.** | Information governance (if there are IG implications) |  |
| **16.** | Is there a data collection as part of this publication? If so email [dataalliance.partnership@nhsx.nhs.uk](mailto:dataalliance.partnership@nhsx.nhs.uk) |  |
| **17.** | Has an Equalities Health Impact Assessment (EHIA) been completed, reviewed and/or revised, to assess the potential impact on groups with a protected characteristic? Have any resulting changes been made to your proposal to comply with the Public Sector Equality Duty and/or the health inequalities duties? If not, will an EHIA be developed?  *We have statutory responsibilities to properly consider how to advance equalities and reduce health inequalities.* [*See The hub*](https://nhsengland.sharepoint.com/:w:/r/teams/OCPDTeam/_layouts/15/Doc.aspx?sourcedoc=%7BFC5FB10E-2A5A-4B89-81F0-A89970E13785%7D&file=EIA%20B%20-%20Equality%20Impact%20Pre-Activity%20Checklist.docx&action=default&mobileredirect=true&DefaultItemOpen=1) *and* [*contact*](mailto:england.eandhi@nhs.net) *the Equality and Health Inequalities Unit. It’s important to consider the relevant statutory duties as early as possible.* |  |
| **18.** | We have statutory responsibilities to involve patients and the public:   * how will you involve people and communities? * how have people identified in the EHIA or those least likely to have a voice been involved? * has a public involvement [assessment form](https://nhsengland.sharepoint.com/TeamCentre/Nursing/PPPI/Pages/publicparticipation.aspx) been completed, where appropriate, and action taken?   *You’ll need a record of engagement and how this has shaped content. If your publication/product is for patients/the public, please ensure it meets their needs in terms of style and format, including accessibility. See* [*The hub*](https://nhsengland.sharepoint.com/TeamCentre/Nursing/PPPI/Pages/publicparticipation.aspx) *or email* [*england.engagement@nhs.net*](mailto:england.engagement@nhs.net) *for advice.* |  |
| **Audience/distribution/production** | | |
| **19.** | Target audience – be specific re roles and which parts of the system (primary care, acute, independent sector, etc) |  |
| **20.** | Will this be co-branded? If yes, please:   1. provide the rationale 2. list the organisations involved, and the lead organisation. |  |
| **21.** | Should it be published on the website? If so, where (please provide the link or details of the relevant section)? |  |
| **22.** | Proposed publication timing and rationale (final dates will need to be agreed and, for the majority of items, added to the grid: [comms.planning@nhs.net](mailto:comms.planning@nhs.net)) |  |
| **23.** | When do you envisage submitting your final draft to the publishing approval process? |  |

**See** [**The hub**](https://nhsengland.sharepoint.com/sites/thehub/SitePages/Editorial-and-publications.aspx) **for more information about the editorial and publications approvals process, templates, style guide, etc.**

It is essential that all documents uploaded to the website are regularly reviewed to ensure that they are up to date – at a minimum we’d expect this to take place every 3 months. It’s the author’s responsibility to ensure this happens. Anything that is no longer up to date must be replaced with an up to date version or removed. To do this, please email [england.publishingapproval@nhs.net](mailto:england.publishingapproval@nhs.net)