# 

# Title

Subtitle

[Change the logo in the top to be your own logo]

# About this resource

This resource is a template for you to edit and use for your research and engagement projects. It includes the main structure you should follow with guidance. It is designed to be used alongside our fuller guidance on report writing that you can find here:

Don’t forget to:

* Delete the inbuilt guidance text
* Update the title of the document and logo on the front page
* Update the header of the document (double click on the top of the page and edit the title, and the logo being used
* Update the table of contents when you’re finished

# About us

Introduction to your local Healthwatch

* Who are you?
* What is the role of Healthwatch?

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# Summary

This should be around 500 words

* The context for the research, or in other words, why was the report written?
* How many people took part?
* What did you do, when and what did you find?
* What should happen next?
* Are there any key issues that should be looked at or any next steps/recommendations?

# Introduction

* What is the main issue your report addresses?
* Why did you choose to undertake this project?
* Is there any important background information the reader should know? Any key terms that should be defined? Have other organisations conducted similar research – what did they find, and what didn’t they find?
* Are there any findings that are especially relevant to your local area?

# Method

* What method did you use – a survey? Interviews? Mixed methods?
* When did this research take place?
* How many people took part in this project?

## Demographics

* Were any specific groups targeted in this project?
* Include a short breakdown of any demographics you collected, and those that are specifically relevant to your report. This should only be a paragraph or so long – it is enough to say “50% of our sample were male, 40% were female, and 10% were non-binary” and then move onto the next demographic.

*Note: if you did not have anyone of a particular demographic in your sample, it is fine to not report this. I.e. if you have a sample that is 60% White British, 20% Black African, and 20% Chinese, you do not need to include that there were no participants of Black Caribbean descent.*

# Findings

* What findings are most important to your local area?
* What story are you telling with this research? Are there key themes that you should pull out?
* Are any particular demographic groups that are affected by this problem?

This is where quotes, case-studies, and graphs will sit.

Example paragraph structure:

1. What theme did you find in your research?

*Long waiting times to book GP appointments was a significant issue for the people that we heard from in this survey.*

1. What specific findings back this up?

*70% of the 100 people who had used their GP service in the past month reported waiting longer than 15 minutes to book an appointment when they rang their GP.*

1. What does this mean for the people who took part?

*Long waiting times meant that some people were discouraged from booking appointments, resulting in them not accessing the care they needed. Some people said that the long waiting times took time from their workday, and others reported having large charges on their phone bill due to being on hold for long periods of time.*

* This is where you could use an emotive quote to support this finding

1. What could be done to overcome this?

*Having an automated booking system could overcome these issues and lead more people to access the care they need.*

# Conclusions

* Bring everything together into a paragraph that summarises all the most important findings.
* This should sum up the findings and set the stage for your recommendations.

# Recommendations and/or next steps

Recommendations need to be:

* Clearly stated,
* Primarily related to the purpose of your research,
* Self-evident from your findings (a reader should be able to see the finding that led to that recommendation),
* Proportionate,
* Achievable,
* Small in number for maximum impact and focus.

# Responses

* It is good practice to share your report with any organisation mentioned before you publish and to include their responses in your report.

# Acknowledgments

Who helped make this report possible?

# Appendix

* Full breakdown of demographics if not already mentioned
* Relevant materials from your project such as survey questions or scripts
* If appropriate, include any responses from your key stakeholders, such as your CCG, or practitioners.

# References

* If you referenced any other research, make sure to acknowledge it here.