

## Annex 5 - Information Sheet- Workshop

### *The core internal evaluation of CLAHRC NWC's efforts to build partners' understanding and capacity for Co-production, public engagement and action to reduce health inequalities*

Workshop [version 09/11/2017]

#### **What is the purpose of our research?**

The objectives of the core evaluation are to assess the National Institute for Health Research Collaboration for Leadership in Applied Health Research and Care North-West Coast's (NIHR CLAHRC NWC) efforts to build understanding and capacity for co-production, public engagement and health inequalities; and to analyse whether enhanced capacity has had an impact on different structural levels: on individuals' practice, on their teams and on their organisations.

#### **Why have I been asked to take part?**

You are being invited because you have been involved with CLAHRC NWC in various capacities. We would like to hear about your experience and if relevant, how you think this experience could be improved as we are committed to improve the way we work with the public, practitioners and researchers.

The core evaluation seeks to answer the following questions:

1. Has the CLAHRC NWC improved its governance processes by widening accountability and inclusion and representation of the public and partners?
2. To what extent has CLAHRC NWC succeeded in embedding the public and partners into its structures and processes and with what impact?
3. To what extent and in what ways has CLAHRC NWC succeeded in building capacity for research and action on reducing health inequalities in staff, partners' organisations and members of the public?
4. To what extent has CLAHRC NWC succeeded in building sustainable infrastructure and continuity of collaborative work with a focus on reducing health inequalities?

#### **Do I have to take part?**

No. It is up to you to decide whether or not to take part. If you decide to take part you will be given this information sheet to keep and asked to sign a consent form. You would not be expected to do anything you did not want to do and even if you say that you would like to be involved now, you can change your mind at any time.

### **What would taking part in the research involve?**

Once you let us know that you would like to take part:

- You will be contacted by a researcher working in the core evaluation of CLAHRC NWC to invite you to take part in a workshop to discuss your experiences being involved in CLAHRC NWC.
- The workshop should last no longer than three hours.
- Even if you have agreed to take part, you can decide that you don't want to carry on at any stage (even during the workshop) without having to give an explanation
- You can also ask to have any information that you have provided withdrawn up to three weeks after the workshop has taken place.

### **Will my data be identifiable?**

The information you provide is confidential. Ideally we would like to audio record the workshop. The data collected will be stored securely and only the researchers conducting this study will have access to this data:

- The audio recordings will be stored securely at the University and destroyed after 10 years.
- The files on the computer will be encrypted (so only the research team can access them).
- Your comments will be made anonymous by removing any personal information or any information that can identify you.
- All your personal data will be confidential and will be kept separately from any other research materials.
- Anonymous quotations from the transcriptions of the audio recordings may be used in reports or in publications from the study. Your name will not be attached to them.

There are some limits to confidentiality: if what is said in the interview makes me think that you, or someone else, is at significant risk of harm, I will have to break confidentiality and speak to a member of staff about this. If possible, I will tell you if I have to do this.

### **What would happen to the results?**

The results of this study will be used to inform CLAHRC NWC's partners about the impact of our work in building understanding and capacity for co-production, public engagement and health inequalities. This in turn will inform the development of applications for further funding for the CLAHRC as well as helping us to demonstrate to NIHR the impact of our work over the past 5 years. Additionally findings of the research will be written up for publication in academic and practice journals and will be presented at appropriate conferences and events.

### **Are there any risks?**

It is highly unlikely that participating in this study poses any risks. However, the specific nature of your role in CLAHRC might mean that it is difficult to make your contribution totally anonymous. The team will check to ensure that direct quotations are anonymised prior to publication but there is a small risk you should be aware of. If you experience any issues as a result of talking about your experience with CLAHRC please contact the researcher Ana (contact details below) you will talk to you about any issues that you raise.

### **Are there any benefits to taking part?**

We do not expect the research to have direct benefits to you. However, findings from this project will inform the development of a funding proposal for a second round of CLAHRC NWC. We also hope that the publication of a public report contributes to inform good practice in collaborative research.

### **Will I be paid for taking part?**

Participants from partner organisations such as NHS, LA and universities will not receive any incentives. Public advisors will be paid for their time and travel expenses according to the INVOLVE payment guidelines. These guidelines are the same used to reimburse public advisers for their time and expenses incurred as public advisers in the CLAHRC. If you are a public advisers and do not wish to be paid a fee you will be offered a voucher.

### **Who has reviewed the project?**

This research has been reviewed and approved by the Faculty of Health and Medicine Research Ethics Committee at Lancaster University.

### **What do I do if I would like further information?**

If you have any questions about either CLAHRC NWC or this research, please contact the evaluation lead:

Dr. Ana Porroche-Escudero  
Division of Health Research, Lancaster University  
[a.porroche-escudero@lancaster.ac.uk](mailto:a.porroche-escudero@lancaster.ac.uk)  
44 1524 593313

Collaboration for Leadership in  
Applied Health Research and Care  
North West Coast



### **Complaints**

If you wish to make a complaint or raise concerns about any aspect of this study and do not want to speak to the researcher, you can contact:

Professor Roger Pickup Tel: +44 (0)1524 593746 Associate Dean for Research Email: [r.pickup@lancaster.ac.uk](mailto:r.pickup@lancaster.ac.uk), Faculty of Health and Medicine, Division of Biomedical and Life Sciences, Lancaster University, Lancaster, LA1 4YG.

Thank you for taking the time to read this information.