

Exploring policy professionals' experiences of successfully developing a wellbeing approach in local government

Participant Information sheet

You are invited to take part in a research study exploring the experiences of policy professionals who have implemented a wellbeing approach in local government. The following will help to explain the nature of the research and what it would involve for you. My contact details are on the last page, if you would like more information regarding any aspect of the study.

What is the purpose of the study?

The purpose of this study is to explore the experiences of policy professionals who have implemented a wellbeing approach in local government. Learning from people's experiences will help deepen our understanding of what works well and identify the processes that make it possible.

Why have I been invited?

You have received this information as you potentially fit the inclusion criteria for the study.

Study participants will be working in a policy role in local government in the UK and will have experience of working to implement one, or more, of the policy areas described below:

- developing and introducing a wellbeing performance framework for all or part of a council;
- developing and securing adoption of a policy/strategy to promote wellbeing for all or part of a council;
- measuring the wellbeing of individuals and/or communities;
- generating evidence of what work works to improve wellbeing;
- using evidence of what works to improve wellbeing to shape council policy;
- carrying out wellbeing needs and/or wellbeing impact assessments;
- assessing wellbeing cost benefit and/or cost-effectiveness.

What will I have to do?

Policy makers with experience of implementing a wellbeing approach in local government in the UK are invited to have an hour long discussion online via an enhanced encrypted version of Zoom, or a telephone conversation, with a researcher to share their experience. It is your choice – you can choose telephone or online. If you choose a telephone interview, you will be asked to provide a preferred telephone contact number. The researcher will telephone you on this

number at an agreed date and time. The researcher will have their telephone on loudspeaker, and an audio recording will be made of the conversation using a digital voice recorder. If you choose an online interview, this could be via smart phone, tablet, laptop or desktop computer. You will need access to a wifi network or a data package. You will receive an e-mail from the researcher, with a link to join an online meeting, via Zoom at a pre-arranged date and time. When you click on the link, you will be required to download the Zoom app, if you do not already have this on your device. When you click the link to join the meeting, you will be able to see the researcher and the interview will be conducted in real time and include visual contact – you will be able to see and hear the researcher, and the researcher will be able to see and hear you.

If you do choose to take part in the research study, a date and time will be arranged for the interview. The interview itself should last for approximately 60 minutes, though we would ask you to reserve 90 minutes to allow for any questions before and after the interview. The interview can be paused at any time for a break. With your consent, interviews will be recorded, using a digital voice recorder to capture what is said, to aid in the analysis of data and ensure no key information is missed. If the interview is conducted online via Zoom, no video recording will be made.

Participation

Taking part is on a purely voluntary basis. There is no obligation for participation. Should you initially decide to participate and then later change your mind then you are free to leave the study at any stage up to the end of your interview.

Expenses and payments

You will not be paid to take part within the study.

What are the possible disadvantages and risks of taking part?

Due to the nature of the work you are involved in it is possible that the interviews may evoke upsetting experiences and/or events. Should this situation arise the interview will be stopped. All participants will be anonymised, and any person, place, or organisation mentioned in the interviews will also be anonymised. If you have any queries about the study, you can also contact the Chief Investigator, [Peter Raby](#), Senior Lecturer Research Methods, School of Health and Life Sciences, Teesside University P.Raby@tees.ac.uk.

What are the possible benefits of taking part?

Although there may be no direct benefits to you personally, the information acquired through the research will add to the body of knowledge of 'what works' to implement a wellbeing approach in local government. The information will also be used to shape learning and collaboration events and activities for policy professionals through the [What Works Centre for Wellbeing](#), the UK's national body for wellbeing evidence, policy & practice.

What if there is a problem?

If you have a concern about any aspect of this study, I will do my best to answer your questions. If you wish to make a formal complaint please contact: Dr. Darren Flynn, Teesside University, School of Health & Life Sciences, Centuria Building, Middlesbrough. TS1 3BX D.Flynn@tees.ac.uk

Will my taking part in the study be kept confidential?

Yes. All personal/identifying information you provide will be kept strictly confidential. The University, as a public institution, uses personally-identifiable information obtained from research participants to conduct research. As a publicly-funded organisation, the University has to ensure that it is in the public interest when personally-identifiable information from people who have agreed to take part in research is used. This means that when participants are recruited and agree to take part in a research study, the University will use such data in the ways needed to conduct and analyse the research study.

To safeguard your rights, the researcher will use the minimum personally-identifiable information possible, for example if you describe working with your town's FE college, it will be anonymised to [local area] FE College. Short quotes will be used in the study findings, but this will be anonymous without any identifiable information. For example a quote may be attributed to Policy Professional 1, working in a London Borough, or Policy Professional 2 working in a unitary council in the North East of England. Your data will be processed in accordance with the General Data Protection Regulation 2016.

If during the course of the interview you disclose anything which may highlight harm to you or to others, the researcher has a duty of care to report this to the relevant authorities, but otherwise, your confidentiality will be maintained throughout.

Any correspondence will be deleted at the end of the study, and no personal details will be presented in any format or at any stage of the project. Data will be stored on a password protected Teesside University server. No other person/s will make contact with you regarding your involvement in this research should you decide to take part.

What will happen to the results of the research study?

The findings from the study will contribute towards a Master's in Public Health dissertation, and be used by the What Works Centre for Wellbeing. Furthermore, elements of this may be used in the creation of academic and/or profession specific journal articles.

Who is organising or sponsoring the research?

Teesside University is the sponsoring organisation. The research is being carried out by Joanne Smithson, as part of her Master's in Public Health qualification. The project is also supported by the What Works Centre for Wellbeing, who employ the researcher in the post of Local Government and Health Sector Lead. The post of Local Government and Health Sector Lead is supported by the Health Foundation, an independent charity committed to bringing about better health and health care for people in the UK.

If you would like to take part in this research, would like further information or to discuss the research, please contact me using the details below:

Email: Joanne [Smithson](#)

Work mobile: 07773 030948

Thank you for taking the time to read this Participant Information Leaflet