

## **Sport England Place Partnerships CCA Moderation Meetings Participation Information Sheet**

*You are invited to take part in an activity as part of the process evaluation of Sport England Place Partnership Investment*

### **Researcher/ Research Team Details:**

The Principal Investigator is Dr Katie Shearn from Sheffield Hallam University. The researchers undertaking this data collection are Dr Kevin Harris (Hartpury University) Dr Simon Armour, Dr Harriet Wingfield, and Louis Ryan (Sheffield Hallam University), supported by other members of the NELP team. Specific attendees for your meeting will be shown in the invitation.

You can contact the research team using any of the following methods:

Katie Shearn, telephone 0114 225 2862. Email: [k.shearn@shu.ac.uk](mailto:k.shearn@shu.ac.uk) or [NELP@shu.ac.uk](mailto:NELP@shu.ac.uk)

**What is the study about?** Sport England have invested in Place Partnerships to build healthier, happier communities and tackle physical activity inequalities. The aim of this work is to take coordinated action across sectors, disciplines and stakeholders, aimed to be transformative and operating across all levels of governance and across the life course, considering the many (often connected) causes of inactivity.

We are working with collectives to explore and make sense of the work they are doing and the influence this is having on system change. This aims to capture 'what is working, for whom and under what circumstances, why and how?'

**Why have I been invited to take part?** You have been invited as a representative of your Place Partnership in this work. You are under no obligation to take part.

**What will happen if I agree take part?** You will be invited to a workshop at a convenient time and location (or delivered remotely as detailed below) along with representatives of two or three other Place Partnerships. In the workshop, we will review Place self-assessments of System Maturity submitted by the Places represented in the workshop, in response to the System Maturity survey circulated in September. We will be talking about what is working (and how) why and any changes you have observed and how things could be improved. The session may be audio recorded to help with writing up our notes. We may also make observations in meetings and capture these in field notes and ask you to share us relevant documentation, such as reports, which help to demonstrate current conditions in the Place.

### **Where will this take place?**

The meeting will take place either, via an online platform such as Teams, or in person at a venue in your region.

**How much of your time will it take?** Meetings will last around two hours

**What are the possible risks of taking part?** We do not anticipate any risks to you in taking part in this study other than the time taken away from completing other tasks.

**What are the possible benefits of taking part?** The data from the meeting will feed into the learning processes of Place Partnerships may improve ways of working. The main benefit is that you can inform the ongoing work of your Place Partnership and be part of the wider learning process about Place based systemic approaches to Physical Activity inequalities. This may help you to reflect on your own approaches and work.

**Will my taking part in this project be kept confidential?** Given the small number of stakeholders involved at this stage it will not be possible to keep your involvement confidential. However, the information you give to the researchers in the meeting or workshop will be kept securely. You will not be identified personally by name in any reports or publications; however, we may refer to the specific locality in which you work in order to provide a useful account of the conditions. As a result, it may be possible to identify you due to the role you have, and the limited number of people involved in the programme. We will seek your permission to use specific quotes where relevant.

**What will happen to the information when this study is over?** The data collected by the NELP team will be stored on Sheffield Hallam University's protected servers and databases for ten years. Personal data will only be shared for the purpose of carrying out analysis. With your consent the researchers may quote your words anonymously in publications. Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible.

**What will happen to the results of the meeting?** The data will be combined with other data sources to support us to explain what is working, for whom, and under what circumstances to enable active lives. Summaries of the project learnings are regularly shared with Sport England. We are also working with Place Partnerships to develop outputs to share the learning with Ambassadors and partners of Sport England. We may use the data to inform reports and publications in academic journals and conferences.

**How long is the whole study likely to last?** The evaluation has an end date of March 2029.

**Who is organising and funding the research?** The study has been organised by Sheffield Hallam University, in partnership with Coventry and Hartpury Universities, Collaborate CIC, Substance Ltd. and Rob Vincent and Rick Davies, as independent consultants. The evaluation is funded by Sport England.

**Are there any expenses or payment involved?** There are no expenses or payment involved in taking part in this study. We cannot offer cost of travel to venues for example.

**What do I have to do?** If you are willing to take part in the study, please respond to this email or meeting invitation so that we can record your participation.

**Details of who to contact if you have any concerns about/after the study are given below.**

**You should contact the Data Protection Officer if:**

- you have a query about how your data is used by the University
- you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately)
- you would like to complain about how the University has used your personal data

[DPO@shu.ac.uk](mailto:DPO@shu.ac.uk)

**You should contact the Head of Research Ethics (Dr Mayur Ranchordas) if**

- you have concerns with how the research was undertaken or how you were treated

[m.ranchordas@shu.ac.uk](mailto:m.ranchordas@shu.ac.uk)

Address: Sheffield Hallam University, Howard Street, Sheffield S1 1WBT Telephone: 0114 225 5555

*The University undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for research with appropriate safeguards in place under the legal basis of **public tasks that are in the public interest**. However, all University research is reviewed to ensure that participants are treated appropriately and their rights respected. This study was approved by Sheffield Hallam University Ethics Committee (Ethic Review ID: ER81231510) information at <https://www.shu.ac.uk/research/ethics-integrity-and-practice>*

***This information is for you to keep. Thank you for your time and help.***