

Questionnaire for Configurational Comparative Analysis: Information and guidance



August 2024

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# 1. Overview: Assessing System Maturity for Configurational Comparative Analysis

The CCA survey incorporates the System Maturity Matrix (SMM) in an online format that enables systematic data collection, helping to consistently capture an understanding of the configurations of conditions within Places as well as information about resources in the Place-based work. For the purposes of the Configurational Comparative Analysis evaluation, a 'Place' refers to an individual local authority area in which a Place-based systemic approach to physical activity is being implemented. While NELP recognises that some Place-based approaches focus on a more local level, the maturity of system conditions at a Local Authority level will be important to the success of more locally focused work, and this also enables us to compare Places on a similar scale.

## **Engaging and capturing different perspectives**

To capture data representative of the local area, we recommend involving a range of people with different roles and perspectives when considering the maturity of the conditions in Place. By engaging a diverse range of perspectives, such as partners, communities and those directly involved in the Place-based approach, Places will be able to provide a balanced maturity rating for the Local Authority area. Appendix 2 of this guidance provides some guidelines on hosting a workshop to encourage different people to share their perspectives and to collectively assess the Place in relation to the SSM.

Work to collect data for the CCA survey response may align or become embedded into existing evaluation and learning practices, capturing stakeholder and community perspectives through other engagement processes. This data captured via different perspectives can then support the completion of the CCA survey when appropriate.

## **Assessing Maturity**

It is important, to encourage honest, open and reflective responses from those involved, to emphasise that neither the SMM nor the CCA survey is intended to measure or assess performance of the programme or partner organisations. Our recommendation is to gather and consider all evidence available before deciding on the maturity rating. Therefore, it may be best to collate all the information provided and a smaller group or people with good understanding of Place-based systemic working to decide on the maturity rating following the workshop.

## 2. Taking part in the CCA evaluation

This guidance should be read in conjunction with the NELP [System Maturity Matrix guidance](#).. By participating in the NELP CCA work, you are contributing to an analysis of how system maturity conditions relate to each other, and local contexts, identifying patterns, or configurations, which lead to more effective Place-based working and ultimately to longer-term outcomes. (see [CCA explainer](#)).

### What are we evaluating?

A key purpose of the CCA survey is to help to develop our understandings of:

- the contexts in which whole-system Place-based programmes are operating;
- how the work undertaken as part of the programme influences and changes those contexts.

In summary, the focus of our evaluation is on the complex interacting attributes of the Place (which may impact levels of physical activity), including, but not only, the changes resulting from the programme and its activities. It is important to recognise that the organisational, socio-economic and cultural contexts in which programmes are working are unique to their Places.

The SMM enables systematic data collection, helping us to consistently capture an understanding of the configurations of conditions within Places. This enables us to categorise Places on the basis of the maturity of these conditions, so we can identify patterns, and investigate, with Place partners, how these relate to progress – identifying pathways to outcomes.

A 'Place' for the purposes of this guidance, refers to an individual local authority area in which a Place-based systemic approach to physical activity is being implemented. While specific areas may be targeted within a borough or city, we are looking at the maturity of system conditions across the area as a whole. This enables us to compare Places at a similar scale, in order to identify patterns associated with intermediate outcomes, those shorter-term changes which may be important in achieving longer-term sustained changes in physical activity levels at population level.

By participating in the CCA work, you are contributing to an analysis of how these system maturity conditions relate to each other, and local contexts, identifying patterns, or configurations, which lead to more effective Place-based working and ultimately to longer-term outcomes.

### What do we mean by contexts?

'Contexts' refers to the circumstances that surround and influence the work being done. These contexts can either help or hinder how partners and communities live and work together.

Note: NELP also draws on national data, including measures of deprivation, diversity etc., to build our understanding of the contexts in participating places.

## **Purpose of the survey**

The purpose of the survey is to help to develop our understandings of the contexts in which whole-system Place-based programmes are operating, and the work undertaken as part of the programme. In other words, the focus of our evaluation is on the complex interacting attributes of the Place (which may impact levels of physical activity), including, but not only, the changes resulting from the programme and its activities. It is important to recognise that the organisational, socio-economic and cultural contexts in which programmes are working are unique to their Places.

The system matrix enables systematic data collection, so we can consistently capture an understanding of the configurations of conditions within Places. This enables us to categorise Places on multiple dimensions, so we can identify patterns, and investigate, with Place partners, how these relate to progress – identifying pathways to outcomes.

A 'Place' for the purposes of this guidance, refers to an individual local authority area in which a Place-based systemic approach to physical activity is being implemented. While specific areas may be targeted within a borough or city, we are looking at the development or maturity of system conditions across the area as a whole. This enables us to compare Places at a similar scale.

## **Who should respond to the survey?**

We ask for a nominated lead (such as programme manager) in each Place to submit a single response to the survey, to represent a consensus view of where the Place currently stands. This should represent the views of a range of people engaged with as part of the process, as far as possible, but in some cases a final judgement call may be required where there are differing opinions. Where there is a significant divide between people's assessments of system maturity within the Place, this should be noted in the text response, with a brief explanation. It may be appropriate to delegate the response to particular part one questions or system maturity conditions to colleagues within the partnership in order to effectively complete the overall response.

## **Overview of the structure of the survey**

### *Part One: Inputs*

The section of the survey asks about the 'inputs' or resources that are invested in your Place-based systemic approach, including financial and human resources, which partners are engaged and how resources are deployed. The draft Part One questions are attached at appendix 1.

### *Part two: System maturity matrix assessment*

This provides a format in which you can record the assessment of the maturity levels in relation to each sub-condition, considering both actions and contexts (see above), explaining your reasoning for this assessment, and examples which demonstrate this. Sub-conditions may relate to the different approaches: sector integration of physical activity, strengthening community and individual capacity, or tackling structural inequalities as indicated. For each sub-condition, you are asked to enter a figure from 1-7 to represent the maturity level as

described in the matrix, and to explain why you have reached that conclusion, including brief reference to any examples to demonstrate the work and challenges described.

We recognise that within a Place, there will be variation maturity levels, such as between parts of the borough/city and between organisations in which case a balanced judgement is required. For each level from Emerging to Embedded you can indicate by the number (e.g. 2 or 3) whether you assess the maturity as being relatively low or high within that level. For example, most of the borough is at this level but there are a few instances of progress to the next level you would use the higher figure.

## Responding to the survey

The process you adopt for completing the survey will be determined by the time available, readiness of partners to engage with it and the degree of trust and openness in working relationships within the Place. We encourage partnership representatives to gather information from a range of sources, including partners, communities and other interested people, as well as those directly working on the Place-based approach. This does not mean that the full matrix or questionnaire should necessarily be shared, as different people may contribute to your assessment of different conditions. The workshop guidance at appendix 2 provides some suggestions on how you might go about this, including the participant information and consent forms you will need to use (appendices 3&4). We also encourage Place representatives to draw on existing sources such as evaluation and other reports, as well as stakeholder and community perspectives captured through other engagement processes as part of the partnership's work. This may be started before the survey arrives and may align with existing evaluation and learning practices.

It may be possible to reach consensus on the appropriate score for system maturity conditions in one or more workshops, but this can take a lot of time, and you may find it more useful to use workshops or meetings to capture stories and practice examples that are relevant to understanding the maturity levels. A smaller group of people with good understanding of the work and the conditions may then come together to review the evidence captured and compare with the SMM descriptors to arrive at the final assessments to be submitted.

Some Places have found it helpful to discuss their initial assessments with representatives of other places in a small meeting or workshop. This enables Place leads to compare their interpretations in a mutually supportive setting, with peers involved in the same process.

### *How to complete the survey*

Our data collection software will generate a unique link which will be sent to the lead contact for each Place, enabling them to complete the online survey on behalf of the partnership. Responses are recorded as you progress through the survey, so if you are not completing it in one session, you can use the original unique survey link provided to return to the partially completed survey, from any machine. The Place lead may choose to share the link to enable others to contribute to completion, but it is **important to note** that **anyone with the link will be able to see and edit all responses**. Links must not be forwarded to other place partnerships. Once a response has been submitted to the final question, further changes will not be possible using the original link. The NELP team can provide a new link to enable changes if needed, up

until the deadline. If you have any problems or questions, please contact the team by email: [NELP@shu.ac.uk](mailto:NELP@shu.ac.uk). **The deadline for submitting your responses is 15th October 2024.**

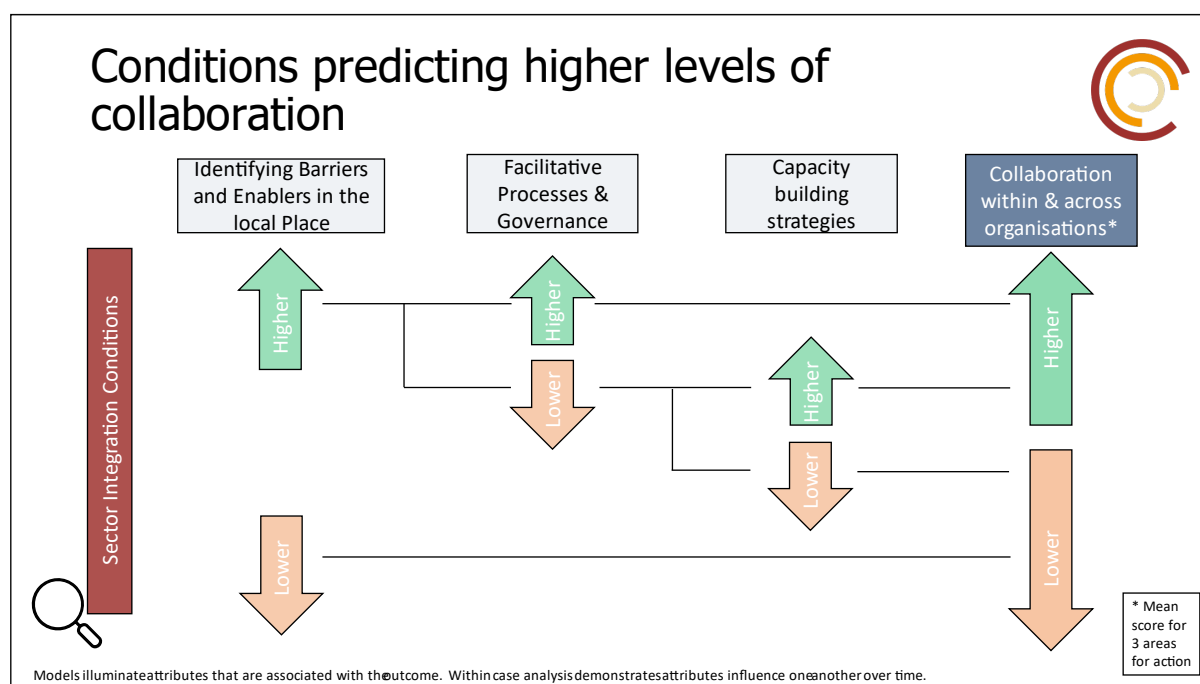
## What happens to our data?

In submitting the survey response, you will be asked to confirm your consent for this data to be shared with the organisations which comprise the NELP. Individual survey responses and scores will not be shared with Sport England, but we will share with them information as to which partnerships are participating, and how many organisations, community representatives and other people with lived experience have been engaged in the process. Places are free to share the information submitted as they see appropriate, in keeping with requirements for data protection and confidentiality.

The NELP team will undertake a moderation process in the months following submission, to ensure consistency in the interpretation of maturity levels between different Places, as far as possible. This may involve contacting and/or meeting with Place representatives or their nominated deputy to ask for clarification or further information to demonstrate the maturity level in the Place. We will share our finalised assessments individually with each Place so you are aware of any changes made, and the reasons for these changes.

Following this, the data will be used in our CCA process, in which Places will be provisionally allocated a 'higher or lower' level in relation to each sub-condition, to enable the configurational analysis to identify patterns across multiple Places (see [CCA explainer](#)). An example of the presentation of the configurational analysis is shown in figure 2.

Figure 1: Configurational analysis output



Configurations identified which seem important will be shared with participating Places and representatives of SE, at regional sense-making workshops, including identifying which Places

fall into which configuration. In other words, we may share whether each Place was assessed as 'higher' or lower' on each condition, but not individual scores. As stated earlier, this is **not an assessment of the performance of the programme**, but a description of conditions in the Place at a point in time, and these are shaped by many factors beyond the control of the programme. The sense making workshops provide the means to explore with Place representatives how and why we might be seeing these patterns, drawing on experiences in practice. The presentation of initial CCA findings, based on the 2023 data collection, is available online [here](#). (Note: We only shared information on which Places fell into which configuration at regional in-person workshops which were attended by the participating Places.)

The findings of the analysis, including the sense-making workshops will be made publicly available in summary report form and in academic research papers.

### **How you might use the data locally**

You can retain a copy of the data submitted, and this may be used within your Place Partnership to inform your plans for further development and priorities. We believe that the SSM is a valuable tool to prompt reflection and learning within the Place, so engaging with it will be valuable regardless of whether you are participating in the CCA survey. The process of engaging with partners and other interested people to complete the assessment of maturity levels will help develop insight, understanding and relationships within the Place.

### 3. CCA Timeline

Date/ timeframe	Responsible	Activity
8/08/24	NELP team	Draft System Maturity circulated, with draft guidance and timeline
August	Place leads	Preparing to respond, including: <ul style="list-style-type: none"> <li>Briefing partners and colleagues</li> <li>Scheduling time, including meetings and workshops</li> <li>Assembling existing data – reports etc.</li> </ul>
August	NELP team	<ul style="list-style-type: none"> <li>Share part one survey questions and part one draft guidance</li> <li>Finalise and format SMM and guidance</li> <li>Update online resources</li> <li>Develop ‘anchored’ matrix including examples of conditions in practice</li> </ul>
w/c 2/9/24	NELP/SE	CCA survey circulated, along with finalised guidance and SSM
2/9/24 to 15/10/24	Place leads	<ul style="list-style-type: none"> <li>Engagement with partners and interested organisations and people within the Place, including workshops, meetings</li> </ul>
September	NELP team	Support for Places to participate <ul style="list-style-type: none"> <li>Respond to individual enquiries, requests for clarification</li> <li>Host three online drop-in sessions for information and advice on the SMM and CCA survey (dates 2<sup>nd</sup> &amp; 25<sup>th</sup> Sept, 10<sup>th</sup> Oct)</li> </ul>
4/10/24	Place leads	Confirm intention to participate in CCA survey
15/10/24	Place leads	Deadline for submission of survey responses
16/10/24 – 13/12/24	NELP team / Place leads	Moderation process – including follow-up calls/meetings with Place representatives where needed
20/12/24	NELP team	Share moderated scores with participating Places
December – January	NELP team	Configurational analysis of data
February 2025	NELP team & Place leads	Sense-making workshops delivered
March 2025	NELP team	Summary report of findings published



## 4. Appendices

### Appendix 1: Survey Part One: Inputs

This part of the survey is best completed by someone with access to information about funding, resources and governance of the Place Partnership and the Place-based working. It covers the level of resources being invested in the place-based systemic approach in the Local Authority area, and how this is used, in broad terms. The questions will ask for the following information (Note: there may be some changes to the wording and formatting of the questions in the online questionnaire)

- 1) For how long has a place-based systemic approach been adopted to address physical activity in your borough? (the year in which such an approach was first adopted)
- 2) Please provide *approximate* figures for the substantial funding streams available to the partnership that are dedicated to your place-based transformation work to address physical activity, including estimated value of in-kind support. **Please do not include** ongoing revenue costs for traditional PA delivery, investment in facilities or commissioned evaluation costs.
  - a) In current year 2024-25
  - b) Average over the five years to March 2024.

This will be broken down by source including

- from Sport England (including active partnership or other regional support)
  - from 'internal' partnership agencies within the local authority boundary - e.g. Local Authority, leisure trust, local hospital trust, CCG
  - from other charities, research councils, government departments and external agencies
  - From other funders, e.g., charities, research councils, government departments or external agencies
- 3) Financial decision-making: How are decisions usually made on the distribution of Sport England and other funding (referenced above) that is available for place-based systemic working?
    - a) Are funding decisions made by the accountable/lead organisation or in a delegated or collaborative process? [tick one box]
      - One accountable organisation alone (including where partners may be consulted)– please name [text box]
      - More than one accountable organisation, each responsible for different funding streams
      - Delegated: Lead accountable organisation delegates a substantial portion of the funding to another organisation or partnership to make decisions

- Collaborative decision-making processes, involving two or more organisations
- b) If partner organisations and/or people with lived experience are involved in decision-making, please list below

- Organisation/community represented [text box]

Role:

- Joint/collaborative decision maker
- delegated decision maker
- consulted

(Note: delegated decision make would be where some of the budget available is delegated to an organisation to distribute, while the overall control remains with the lead organisation. Collaborative decision making means overall control of the budget is decided by a consensus or majority, including pooled budgets. Consulted would include where organisations may advise, e.g. in assessing funding bids, but the final decision remains with the budget holder(s).)

- 4) Please provide an estimate, in % terms, of how the Sport England and any additional funding (referenced earlier) has been invested, since the beginning of the place-based systems work, **not including evaluation costs**.
- Projects delivering activities in the local area (including staff costs dedicated to these projects)
  - Capacity (This means strategic investment, which could include policy and strategy development, communications, overall programme management)
  - Other (please specify)
- 5) How many full-time equivalent roles (employees or volunteers) are currently working specifically on place based systemic approaches to tackle physical activity inequalities and in which organisations are they based? This relates to the investment described in q2 b and may include existing staff allocated to the PBA. Please provide an estimate if precise time contributions are not readily available.

Organisation	Number of fte
Local Authority	
University/Research Centre	
Active Partnership	
Community Leisure Trust, or equivalent	
VCFSE organisations	
NHS	
Other (please specify) [text box]	
Total	

## Appendix 2 Workshop guidance.

### Preparation and pre-work

- Collaboratively list relevant groups, organisations and individuals who might have a perspective on the Place context and work of the Place Based Systemic Approach.
- Share a brief overview of the workshop plan
- Share a short version of the [conceptual model](#)
- Gather local data/reports/insights about the conditions / Place context that might be relevant to refer to in the workshop.

### **Enabling informed participation:**

If you are responding to the CCA survey, please ensure that everyone attending the workshop or providing information in other ways understands that they are participating in this evaluation and how the information they provide will be used. Please share the attached participant information sheet and record participants' consent on the attached consent form. Note the names of participants do not need to be shared with the NELP team.

### **Introduction**

Explain the purpose of the workshop: To collectively assess and understand how the 'Place' enables or inhibits physical activity and to consider the conditions that may be needed for change.

Stress the importance of different people's perspectives and encourage people to share their experiences and viewpoints with rich detailed examples. Remind people that different perspectives are normal and may spark interesting conversations. Consensus amongst the group is not essential.

### **Explaining the Conceptual Model and Conditions for Change.**

You may use our videos, or where relevant, translate the conceptual model and conditions for change into words and phrases that are familiar to you and local people.

### **Engaging activities to gather information**

Consider working in small groups/tables rather than one large group.

Using large sheets or paper/white boards/post-it notes, encourage people just to share their perspective of each condition. 'Story-telling' techniques are great for people to share based on their own experiences.

You can divide this by thinking about the context (what it is generally like in your Place) and the effort (what is happening to influence change – whether or not it is successful yet).

Here are some facilitation questions that you might consider.

- Generally, what is [insert condition] like in our Place? What makes you say that (give examples)? What do you believe affects this?
- What, if anything, is happening (by you, or others in the Place) to change [insert condition]? Is this contributing to change? How do you know?
- Is change happening in some circumstances and not others? For some people/groups and not others? In some settings and not others?

### **‘Assessing maturity’**

The next stage is to use the evidence gathered to make an assessment of maturity. Use the descriptions in the system maturity matrix and, if needed, the concept tree to aid interpretation.

! It is important that the assessment of maturity considers all the examples and evidence and that all the stakeholders recognise that it is not a performance metric. If you don’t feel confident that this can be achieved in the workshop, then we recommend that you take the evidence and make judgements of maturity on the basis of the evidence you have gathered at a later date!

If making the assessment in the workshop consider just using the descriptive scale ‘not embedded in Place’, ‘emerging’, ‘establishing’ ‘embedded’, rather than the numeric scale 1-7.

Making a collective assessment can inform priorities for change but is not essential for the success of the workshop.

### **Scenario Planning**

If you have time, the workshop might trigger some ideas about what people would like to do next to create change, deepen or expand the Place based systemic work.

Group work to imagine future scenarios – “what would it look like, here, if we had achieved X” - could help to turn what has been learnt into actions.

Ask participants what changes they would see, that they would value. What would need to happen for this to be a reality? What can they do, to help contribute to that happening?

Try to keep the overall goal in mind – for Sport England this is to create the conditions for more people to be active, fewer people to be inactive, to narrow inequalities in activity levels and to ensure positive experiences for children and young people. You may have your own local purpose/vision.

**Facilitation tips**

**Inclusivity:** Ensure diverse representation and make adjustments, where needed, so that people can contribute

**Active listening:** Encourage open dialogue and reflection on each other's points.

**Capture detailed notes:** Recording might not always be possible or feasible to consider how to capture the rich detail that is shared. Allocating a scribe per table may help.

**Visual Aids:** Diagrams, videos, mind maps, charts, pictures all may help people to connect to the topic and think differently. Walking while talking may also help people think about more abstract ideas (although it can be difficult to capture notes on the move!).

**Time Management:** Talking about the conditions can lead to rich discussions and lots of examples. It can be tiring for people to talk about them all in one sitting. Consider a structure which allows some people to talk in depth about some conditions. Later in the workshop, other people can check in to see if they agree or have anything else to add.

## Appendix 3: Participant Information

### **Participant Information for Place-based System Maturity Assessment Meetings (Configurational Comparative Analysis Evaluation of Sport England Physical Activity Programmes)**

**August 2024**

*You are invited to take part in an activity as part of the Configurational Comparative Analysis Evaluation of Sport England Physical Activity Programmes. This includes a number of programmes supporting local areas which are adopting a Place-Based Systemic Approach to increase population levels of physical activity and reduce inequalities in physical activity.*

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

The Principal Investigator is Dr Katie Shearn from Sheffield Hallam University (SHU). The team also consists of Dr Simon Armour, Dr Harriet Wingfield, Ryan Storey, Amy Murray-Evans, and Louis Ryan within Sheffield Hallam University, and Dr Rick Davies, Independent Monitoring and Evaluation Consultant, Dr Rob Vincent, Robin Vincent Learning and Evaluation Ltd and Dr Kev Harris, Hartpury University. 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)**

**Simon Armour, telephone 0114 225 2489 Email: [s.armour@shu.ac.uk](mailto:s.armour@shu.ac.uk)**

#### **What is the study about?**

Sport England (SE) encourages agencies and organisations to reduce inequalities in physical activity, by addressing barriers and opportunities at a range of different levels – from the individual to the structural. This is referred to as a ‘whole-systems’ (WSA) approach. When such an approach is rooted in the distinctive mix of local characteristics and insights of the people who live and work there, it is referred to as a Place-based approach (PBA).

Sport England have invested in a number of programmes to support local areas which are attempting to implement WSAs/PBAs. Sport England’s ten-year strategy, Uniting the Movement, commits to deepening the approach in Places with established WSAs/PBAs and to expanding the Place-based approach with further investment into new Places. They also want to provide tools and resources for others who may be interested in such approaches but are not directly invested in. SHU is leading a National Evaluation and Learning Partnership (NELP) to understand not only the impacts of these programmes but also the underlying causal pathways to the desired outcomes.

The information provided by participants in this workshop will be used by local Place leads to inform their responses to the CCA data collection questionnaire. The intention of the workshops at local Place level is to capture a range of views and experiences of place-based working to address physical activity inequalities. Place leads will draw on this in responding to the questionnaire, and this may include information and examples that you have shared, or quote(s) of one or more of your written or spoken contributions to the workshop.

**Why have I been invited to take part?** You have been invited as a partner in this work with experience and insights that you may like to contribute. You are under no obligation to take part.

**What will happen if I agree take part?** We will ask you to take part in a workshop or meeting, either in-person or online, where local Place Partnership representatives will ask you to share your perceptions, insights and experiences in relation to the 'Place' or area in which you work. This will contribute to development of a shared understanding of where your 'Place' currently stands in relation to the system conditions described used in the survey, which will be explained in the workshop. Your responses may be captured in a range of formats which may include audio/video recording of the workshop (with your consent), field notes taken during and after the workshops and written formats such as sticky notes and flipcharts.

**Where will this take Place?** Local Place leads will identify a suitable venue in the local area, or, in some cases, the workshop may be held online using MS Teams, Zoom or similar technology.

**How much of your time will it take?** Workshops may last between 1.5 and 3 hours, and you will be notified in advance of the time planned for your workshop.

**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 and those normally associated with any form of travel that may be involved.

**What are the possible benefits of taking part?** The outputs of the workshops which are used in the CCA survey response will be analysed by the NELP team and will feed into the learning processes and may improve ways of working. The main benefit is that you can inform the ongoing SE work in relation to Place-based systemic working and be part of the learning process. Engaging in the workshop may provide opportunities for learning from other people working in the localities and 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 in the local workshop it will not be possible to keep your involvement confidential. However, all participants in the workshop will be asked to respect each other's confidentiality and the records of the views and experiences which you choose to share in the 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 work. 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 in your area. We will seek your permission to use any specific quotes where relevant.

**What will happen to the information when this study is over?** The workshop data collected will be held by the local Place lead organising the workshop, in accordance with their organisation's data protection standards. Please ask the workshop organiser if you would like more information about this. The survey response information submitted to Sheffield Hallam University will be stored securely on 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 workshop?** 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. At intervals, findings will be shared with individuals working on the project, including the funder and sponsor. We also aim to share the learning with partners. 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 2025.

**Who is organising and funding the research?** The study has been organised by Sheffield Hallam University, as part of the National Evaluation and Learning Partnership. 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.

**What do I have to do?** If you are willing to take part in the study, please sign the consent form or respond by email as appropriate, so that we can record your participation.

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

<p><b>You should contact the Data Protection Officer if:</b></p> <ul style="list-style-type: none"> <li>• you have a query about how your data is used by the University</li> <li>• you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately)</li> <li>• you would like to complain about how the University has used your personal data</li> </ul> <p><a href="mailto:DPO@shu.ac.uk">DPO@shu.ac.uk</a></p>	<p><b>You should contact the Head of Research Ethics (Dr Mayur Ranchordas) if</b></p> <ul style="list-style-type: none"> <li>• you have concerns with how the research was undertaken or how you were treated</li> </ul> <p><a href="mailto:m.ranchordas@shu.ac.uk">m.ranchordas@shu.ac.uk</a></p>
<p>Address: Sheffield Hallam University, Howard Street, Sheffield S1 1WB Telephone: 0114 225 5555</p>	

*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: ER57104164) information at <https://www.shu.ac.uk/research/excellence/ethics-and-integrity>*

The university's privacy notice for research participants is available at: <https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research>

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



## Appendix 4: Workshop participation consent form

### System Maturity Workshop Attendance & Consent Form:

#### Configurational Comparative Analysis Evaluation of Sport England Physical Activity Programmes

<b>Place</b>		<b>Date</b>	
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1) I confirm that I have read and understand the information sheet dated August 2024 for the above study. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.
2) I understand that my involvement in this study is voluntary and that I can leave the workshop or refuse to answer a question whenever I wish, without providing a reason.
3) I understand that my involvement in the survey, interview or workshop cannot be entirely confidential, due to the small number of possible participants for this research.
4) I understand that my name will not be used in any discussion or report arising from the research.
5) I understand that, because of the small number of possible participants for this research, it may be possible to identify me by virtue of the role I have in the Place-based systemic work.
6) I give permission for the researchers to quote my words anonymously in publications.
7) I give permission for the interview (if applicable) to be audio recorded, transcribed, and analysed.
8) I agree to take part in the above study

Name	Organisation	Signature

Name	Organisation	Signature

\_\_\_\_\_

Name of  
workshop  
facilitator

\_\_\_\_\_

Signature

\_\_\_\_\_

Date