

Appendix 1: Letter confirming ethical approval from the School of Applied and Health Sciences' Research Ethics Committee, University of Chester



Katrina Stredder
Social and Health Evaluation Unit

28th February 2006

Centre for Public Health Research

Direct Line 01244 512021
cphr@chester.ac.uk

Dear Katrina,

Application title: 'Community Involvement' in the Design and Delivery of Sure Start Local Programmes

SREC reference: 04/06/KS/CPHR

Version number: 2/3

Thank you for your letter of 13th February 2006, responding to the School of Health and Applied Sciences Research Ethics Committee's request for further information on the above research and submitting revised documents. Thank you also for your email response to the additional points raised by the reviewers.

The further information has been considered on behalf of the Committee by the reviewers (Stephen Fallows and Rob Emmett) and the Chair (Miranda Thurston).

On behalf of the Committee, I am pleased to confirm a favourable ethical opinion for the above research on the basis described in the application form and supporting documentation as revised.


The favourable opinion is given provided that you comply with the conditions set out in the attached document. You are advised to study the conditions carefully.

The final list of documents reviewed and approved by the Committee is as follows:

Document	Version	Date
Application Form	1	11.01.06
Further information regarding the make up of the groups and an explanation of the management of the hierarchies within them	1	04.02.06
Appendix Nine: Letter of Invitation to Participants (Staff Member)	3	04.02.06
Appendix Eight: Letter of Invitation to Participants (Community Members)	3	04.02.06
Appendix Seven: Participant Consent Form (Staff Members)	2	04.02.06
Appendix Six: Participant Consent Form (Community Members)	2	04.02.06
Appendix Five: Participant Information Sheet (Staff Member)	2	04.02.06
Appendix Four: Participants Information Sheet (Community Members)	3	04.02.06
Clarification of the two hour interviewing period	1	04.02.06

With the Committee's best wishes for the success of this project.

Yours sincerely,

 Miranda N. Thurston
Chair
School Research Ethics Committee

E-mail: e.wilkinson@chester.ac.uk

Enclosures Standard conditions of approval.

c.c.: Supervisor
SREC Representative

Appendix 2: Letter confirming Local Research Ethics Committee approval was not required



Cheshire Research Ethics Committees

Cheshire West PCT
1829 Building
Countess of Chester Health Park
Liverpool Road
Chester
CH2 1HJ

Telephone: 01244 650 334
Facsimile: 01244 650 333

Email: rob.emmett@cwpcct.nhs.uk

19 February 2006

Ms Katrina Stredder
Social and Health Evaluation Unit
School of Health and Social Care
Module 4
University of Chester
Parkgate Road
Chester CH1 4BJ

Dear Ms Stredder

Full title of project: Community involvement in the design and delivery of a Sure Start local programme in Birkenhead.

REC reference: 01/03/06

Thank you for seeking the Committee's advice about the above project. You provided the following documents for consideration:

- Outline of proposed study

These documents have been considered by the Chairman who has advised that the project is not one that is required to be ethically reviewed under the terms of the Governance Arrangements for Research Ethics Committees in the UK.

Although review by a Research Ethics Committee is not required, you should check with the relevant R&D Department, if applicable, whether management approval is required before the project starts.

Yours sincerely,

**R G Emmett
Committee Coordinator**

Appendix 3: Emails confirming that approval from the relevant NHS Research and Development Departments was not required

Date: Wed, 08 Mar 2006 13:01:31 +0000

From: ~~XXXXXXXXXXXX@XXXXXXXXXX~~

To: Katrina Stredder <~~XXXXXXXXXXXX@XXXXXXXXXX~~>

Subject: Re: R & D approval

Dear Katrina,

I am writing to confirm that the project discussed does no need trust R&D approval.

Pat

~~XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX~~

Appendix 4: Letter distributed to staff members

Monday 13th March 2006

Dear

As you may be aware, I am completing some research about involving the community in the design and delivery of (SSLP). I would like to invite you to take part in a group interview about this issue. I have enclosed some information for you to read through to help you to decide whether or not you would like to take part.

Within the next few weeks, I will telephone you/your colleagues to organise a suitable time for the group interview. I will then write to you to inform you of when and where the interview will take place. It is up to you whether, or not, you would like to attend.

In the meantime, if you would like to ask me any questions, please feel free to contact me.

Many thanks for taking the time to read this.

Katrina Stredder

Appendix 5: Letters distributed to service users

Please note that
this letter was
printed on the
SSLP's headed
paper

Monday 9th May 2006

Dear

As you may be aware, I am doing some research about involving the community in the design and delivery of (SSLP). I would like to invite you to take part in a group interview about this issue. I have enclosed some information for you to read through to help you to decide whether or not you would like to take part.

The group interview will take place on ? at ? at ?. It is up to you whether or not, you would like to attend. If you would like to come along please phone me on 01244 511123 so that I can organise a crèche facilities for your children.

If you would like to ask me any questions, please feel free to contact me. Many thanks for taking the time to read this.

Katrina Stredder

Appendix 6: Information sheets distributed to staff members

Participant Information Sheet (Staff Members)

'Community Involvement' in the Design and Delivery of Sure Start Local Programmes

You are being invited to take part in a research project. Before you decide whether to take part, it is important for you to understand why the research is being done and what it will involve.

Please take time to read the following information carefully and talk about it with others if you wish. Please feel free to contact Katrina Stredder if there is anything that is not clear. Thank you for reading this.

Why is the research taking place?

As you are aware, Sure Start Local Programmes are required to involve the community in the design and delivery of services. The aim of the research is to find out the views of the community and staff members about involving the community.

Why have I been chosen?

You have been chosen because you are a member of staff at (SSLP).

Do I have to take part?

It is up to you to decide whether to take part. You are free to withdraw without giving a reason. A decision to withdraw at anytime will not affect your role at (SSLP).

What will happen to me if I take part?

If you decide to take part, you will be given this information sheet to keep and asked to complete a consent form. This will give your consent for the researcher to interview you in a group. Your group interview would take place alongside other staff members within similar roles at (SSLP). During this interview, you and other staff members will have the chance to talk about involving the community. There will be between 3 and 5 other staff members being interviewed at the same time. With the group's permission the interview will be tape recorded

What are the possible disadvantages and risks to taking part?

There are no foreseen disadvantages or risks of taking part in the research.

What are the possible benefits of taking part?

You may welcome the chance to share your views with other staff members. By taking part, you may help to inform (SSLP), and perhaps other Sure Start Local Programmes, about involving the community in the design and delivery.

What if something goes wrong?

If you wish to complain or have any concerns please contact Kapa Artaraz (research supervisor) on 01244 512082.

Will my taking part be confidential?

All of your views will be kept strictly confidential, only the researcher will have access to the recordings of your views. The written documents will not include anything about specific individuals. None of the participants' names will be on the report.

What will happen to the results of the research study?

The results will be written up and copies will be made available for you to read. A 'newsletter style' report will also be made available to staff and community members. It is also hoped the results of the study will be published in an academic journal.

Who is organising the research?

The research is being organised by Katrina Stredder as part of her Masters qualification that she is completing at University of Chester.

Who may I contact for further information?

If you would like more information about the research please feel free to contact:

Katrina Stredder

Social and Health Evaluation Unit

School of Health and Social Care

University of Chester

Parkgate Road

Chester

CH1 4BJ

01244 511123 (direct line)
k.stredder@chester.ac.uk

Appendix 7: Information sheets distributed to service users

Monday 27th March 2006

Participant Information Sheet (Community Members)

'Community Involvement' in the Design and Delivery of Sure Start Local Programmes

You are being invited to take part in a research project. Before you decide whether to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and talk about it with others if you wish. Please feel free to contact Katrina Stredder if there is anything that is not clear. Thank you for reading this.

Why is the research taking place?

Sure Start Local Programmes aim to improve the health and wellbeing of families and their children aged 0-5. The programmes are required to involve the community in designing and delivering services. The aim of the research is to find out the views of the community and staff members about involving the community.

Why have I been chosen?

You have been chosen because you have been involved in designing, delivering or taking part in services at (SSLP).

Do I have to take part?

It is up to you to decide whether to take part or not. You are free to withdraw from the research without giving a reason. If you decide to withdraw at any time, you will still be able to take part in (SSLP) as you did before.

What will happen to me if I take part?

If you decide to take part, you will be given this information sheet to keep and asked to complete a consent form. This will give your consent for the researcher to interview you in a group.

Your group interview would take place alongside other community members who have been involved in designing, delivering or taking part in the services at (SSLP). During this interview you will

have the chance to talk about the ways in which you have been involved. There will be between 3 and 5 other community members being interviewed at the same time. With the group's permission, the interview will be tape recorded.

If you feel that the venue for the interview is not within easy walking distance, you will be able to claim back the cost of your transport. The mode of transport will need to be agreed with the programme manager before the interview takes place. A crèche will also be provided for your children.

What are the possible disadvantages and risks to taking part?

There are no foreseen disadvantages or risks of taking part in the research project.

What are the possible benefits of taking part?

You may welcome the chance to talk about your views with other community members. By taking part, you may help to inform (SSLP), and perhaps other Sure Start Local Programmes, about how to best involve the community in designing and delivering services.

What if something goes wrong?

If you wish to complain please contact ?, the Programme Manager for (SSLP).

Will my taking part be confidential?

All information given will be kept strictly confidential. Only the researcher will have access to recordings of the group interviews. The written document will not include anything about specific individuals. None of the participants' names will be included.

What will happen to the results of the research study?

The results will be written up and copies will be made available for you to read. A 'newsletter style' report will also be made available for you. It is hoped that the results of the study will also be published in an academic journal.

Who is organising the research?

The research is being organised by Katrina Stredder as part of her degree qualification that she is completing at the University of Chester.

Who may I contact for further information?

If you would like more information about the research please feel free to contact:

Katrina Stredder
Social and Health Evaluation Unit
School of Health and Social Care
University of Chester
Parkgate Road
Chester
CH1 4BJ
01244 511123 (direct line) k.stredder@chester.ac.uk

Appendix 8: Consent forms for staff members

**Participant Consent Form
(Staff members)**

Project Title: 'Community Involvement' in the Design and Delivery of Sure Start Local Programmes

Name of Researcher: Katrina Stredder

Please
initial box

1. I confirm that I have read and understand the information sheet dated Monday 13th March 2006 about the project stated above.
2. I understand that I do not have to take part in this research if I do not want to.
3. I understand that I can pull out of the research at any time, without giving a reason, and that this will not affect my role in Sure Start.
4. I give my permission for the interview to be tape recorded.
5. I agree to take part in the project.

_____	_____	_____
Name of participant	Date	Signature
_____	_____	_____
Name of researcher	Date	Signature

Appendix 9: Consent forms for service users

**Participant Consent Form
(Community Members)**

Project Title: 'Community Involvement' in the Design and Delivery of Sure Start Local Programmes

Name of Researcher: Katrina Stredder

Please
initial box

- 6. I confirm that I have read and understand the information sheet dated Monday 27th March 2006 about the project stated above.
- 7. I understand that I do not have to take part in this research if I do not want to.
- 8. I understand that I can pull out of the research at any time, without giving a reason, and that I will still be able to use Sure Start's services as I did before.
- 9. I give my permission for the interview to be tape recorded.
- 10. I agree to take part in the project.

_____	_____	_____
Name of participant	Date	Signature
_____	_____	_____
Name of researcher	Date	Signature

Appendix 10: Focus group guide for staff members

- Introduce research
- Obtain written informed consent

Opening Question

- Ask each individual present to briefly state their role within Sure Start **?

Introductory Question

- What are your thoughts overall about the way in which Sure Start Local Programmes are required to involve the community in their design and delivery?

Transition Question

- What do you think about the way Sure Start ** involves the community?

Key Topic Areas

Design

- initial community consultation (process/benefits/challenges/inclusion)
- ongoing consultations (process/benefits/challenges/inclusion)
- evaluations (process/benefits/challenges/inclusion)
- informal consultations (process/benefits/challenges/inclusion)
- other methods (process/benefits/challenges/inclusion)

Delivery

- employing community members (process/benefits/challenges/inclusion)
- volunteer placements (process/benefits/challenges/inclusion)
- 'community led' groups (process/benefits/challenges/inclusion)
- other methods (process/benefits/challenges/inclusion)

Ending Questions

- So you seem to be saying that.....is this correct?
- With Sure Start ** being moved to a Children's Centre, what things out of all the things we have talked about today

- need to remain the same?
 - need to be changed?
- Is there anything else you would like to say about the way in which Sure Start **involved the community?

Thank participants

Appendix 11: Focus group guide for service users

- Introduce research
- Obtain written informed consent

Opening Question

- Ask each individual present to briefly state their name and how they have been involved in Sure Start **

Introductory Question

- What are your thoughts overall about Sure Start ** ?

Transition Question

- What do you think about the way Sure Start ** involves the community?

Key Topic Areas

Design

- initial community consultation (how involved/benefits/challenges/inclusion)
- ongoing consultations (how involved/benefits/challenges/inclusion)
- evaluations (how involved/benefits/challenges/inclusion)
- informal consultations (how involved/benefits/challenges/inclusion)
- other methods (how involved/benefits/challenges/inclusion)

Delivery

- employing community members (how involved/benefits/challenges/inclusion)
- volunteer placements (how involved/benefits/challenges/inclusion)
- 'community led' groups (how involved/benefits/challenges/inclusion)
- other methods (how involved/benefits/challenges/inclusion)

Ending Questions

So you seem to be saying that.....is this correct?

- With Sure Start ** being moved to a Children's Centre, what things out of all the things we have talked about today

- need to remain the same?
 - need to be changed?
- Is there anything else you would like to say about the way in which Sure Start ** has involved the community?

- Thank participants

Appendix 12: Project management time table for research project

	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06	Apr 06	May 06	Jun 06	Jul 06	Aug 06	Sept 06
Draft research proposal												
Hand in research proposal to supervisor												
Redraft research proposal												
Complete ethical approval application (including consent forms, information sheets, letters to potential participants)												
Hand in ethical approval application to supervisor												
Redraft ethical approval application												
Hand in ethical approval application to committee												
Redraft ethical approval application												
Hand in ethical approval application to committee												
Draft Literature Review												
Hand in literature review to supervisor												
Redraft literature review												
Draft design and method												
Hand in design and method to supervisor												
Redraft design and method												
Organise interviews												
Conduct interviews												
Transcribe interviews												
Analyse interviews												
draft findings & analysis												
Hand in findings and analysis to supervisor												

Redraft findings and analysis																								
Draft discussion																								
Hand in discussion																								
Redraft discussion																								
Draft conclusions																								
Hand in conclusions to supervisor																								
Redraft conclusions																								
Compile dissertation																								
Hand dissertation to supervisor																								
Redraft dissertation																								
Complete all formatting																								
Proof read dissertation																								
Redraft dissertation																								
Print dissertation																								
Bind dissertation																								

Appendix 13: Cost breakdown for research project

Costs	
Tuition fees for dissertation (includes the use of learning resources, supervisor's time and overheads and support sessions, this was part funded by researcher and part funded by researcher's employer)	£1500
Travel (15 return trips (estimated) from University of Chester to the SSLP@ 21 miles each way, this was funded by researcher)	£227
Room hire for interviews (£15 an hour for 7 hours (estimated), this was funded by the SSLP)	£105
Paper for hard copies of dissertation (funded by researcher)	£20
Printing & binding of dissertation (funded by researcher)	£60
The use of office space and computer will be provided by researcher	£0
Total	£1912

Appendix 14: Outline of search strategy adopted for the literature review

Search strategy

The following search strategy was adopted. This search was conducted at the beginning of the research period and then repeated at the end, in order to ensure the literature was up to date. In addition, an intelligent watch was maintained on key resources such as news websites, the National Evaluation of Sure Start website and the Sure Start website itself. This enabled the researcher to remain up to date with the relevant issues. This was particularly important considering the climate of change at the time of writing, with the transition from SSLPs to Children's Centres. With regard to exclusion criteria, literature concerning all geographical areas was examined. Literature written before 1990 was not included in the review. The two tables below describe the terms utilised and the resources searched.

Terms utilised	
Stand alone terms	
'Sure Start'	
'Children's Centres'	
'Head Start'	
'High Scope'	
'Perry Pre-School'	
Each of the terms in the left hand column below, were searched with each of the terms on the right hand column below. The word 'and' was placed in between them.	
communit*	involv*
service user*	participat*
parent*	develop*
carer	engag*
public	driv*
patient*	democrac*
client*	consultat*
	needs assess*
	empower*
	led
	inclusion
	consultat*
	capacity building
	asset building

Resources searched
Library catalogues
University of Chester
University of Liverpool
Manchester Metropolitan University
Websites
www.amazon.co.uk
www.surestart.gov.uk
www.ness.bbk.ac.uk
www.google.co.uk
www.news.bbc.co.uk
www.guardianunlimited.co.uk
www.everychildmatters.gov.uk
www.neighbourhood.gov.uk
www.jrf.org.uk (Joseph Rountree Foundation)
www.bl.uk/ (British Library)
www.direct.gov.uk
www.nhs.uk
www.dh.gov.uk
Databases
Blackwell Synergy
Ingenta
Assia
CINAHL

Please note the researcher also had access to literature distributed from the Sure Start Unit and the National Evaluation of Sure Start directly to SSLPs. In addition, the researcher heard of useful resources through word of mouth.