



Participant Information Sheet

Project title: Evaluation of the Wellbeing Fiscal Incentive Programme

Investigator (s): West Midland Combined Authority, University of Warwick, RAND Europe

You are invited to take part in a research study. Before you decide, you need to understand why the study is being done and what it would involve for you. Please take the time to read the following information carefully. Please ask us if there is anything that is not clear or if you would like more information.

What is this project about?

West Midlands Combined Authority (WMCA) has been commissioned, by the government, to evaluate the effectiveness of a programme to help Small to Medium Sized Enterprises (SMEs) to improve the health and wellbeing of their employees. All organisations taking part in the study will receive the Thrive at Work Commitment, which is a health and wellbeing commitment for employers and a supporting toolkit to assist employers to make positive changes to the health and wellbeing offer for their employees. Your organisation has agreed to join this programme.

Who is organising and funding the study?

The study is organized by the WMCA, the University of Warwick and RAND Europe. The study is funded by the Work and Health Unit (a cross-government unit, jointly sponsored by the Department for Work and Pensions and the Department of Health and Social Care).

Why was my workplace eligible to take part in the project?

Your organisation was eligible because it has between 10-250 employees and has a base in the West Midlands.

Why have I been asked to take part?

To evaluate the effectiveness of some aspects of the programme we would like to talk to employees of organisations that have agreed to join the trial.

What will happen to me if I take part?

Researchers from Warwick University will contact you to arrange an interview (your employer is aware of this). Researchers will come to your workplace to complete the interview. If this is not possible or if you would prefer, researchers can also contact you via a telephone call. They will ask some questions about health and wellbeing in your workplace. They will also ask about your need and awareness of health and wellbeing activities in your workplace. You can stop the interview at any time.



What are the dates for the interviews?

Interviews will be taking place between September 2018 and December 2019. You may be interviewed at several time points because we are conducting research to understand employee's thoughts on health and wellbeing before, during and after the programme to look at changes over time.

How long will the interview last?

The interview is expected to last 20-30 minutes depending on your answers.

Do I have to take part?

It is entirely up to you to decide. If you choose to participate, we will ask you to sign a consent form to confirm that you have agreed to take part. You will be free to withdraw at any time, without giving a reason and this will not affect you or your circumstances in any way. If choosing to withdraw from the study, any data collected before withdrawal will be deleted and quotes will be removed from any written reports if it is possible to do so; however, if publication has already taken place, this may not be possible.

Will my personal information be kept private?

Yes, all information about you will be kept very safe and private. Your name will not be used in any reports so no one will know what you have said. If you say anything that makes us think that you or anyone else may be at risk of harm, then we may have to speak to someone outside of the research team. Your interviews may be transcribed and any personally identifying information removed during this process to protect your anonymity. Direct quotes may be used in reports but this will not include any identifiable characteristics (quotes will be anonymised).

What will happen to my data?

As a publicly-funded organisation, we have to ensure that it is in the public interest when we use personally-identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, such as this, we will use your data in the ways needed to conduct and analyse the research study. The University of Warwick is acting as one of the Data Controllers for this project and we are committed to protecting the rights of individuals in line with data protection legislation. For further information on how the University of Warwick processes personal data for research, please see here:

<https://warwick.ac.uk/services/idc/dataprotection/privacynotices/researchprivacynotice> or contact the Information & Data Compliance team at GDPR@warwick.ac.uk.

For the West Midlands Combined Authority data privacy policy please see here:

<https://www.wmca.org.uk/what-we-do/thrive/thrive-at-work/about-the-programme/>

Your contact information will be shared with the University of Warwick, West Midlands Combined Authority and RAND Europe. Your interview data will be exported from encrypted and password protected tablets and stored electronically on Warwick University managed



password protected computers. Once data are exported from tablets they will be deleted from the device. These data will only be accessible by researchers of the study at Warwick University. Your unidentified, anonymised data will be shared with West Midlands Combined Authority and RAND Europe. RAND Europe will know the company that your data belongs to but not you as an individual. None of your responses will be attributable to your organisation in publications and reports. Once created, your data will be stored for 10 years according to the University of Warwick's guidelines.

What are the benefits and risks associated with taking part in this research?

Sometimes people benefit from taking part in research like this because they pay more attention to their health and wellbeing as a result, which can improve it. It is an opportunity to contribute to improving our understanding of health and wellbeing, which may benefit you and others if this knowledge is successfully applied later on to improve health and wellbeing in organisations. There are minimal risks involved with your participation in this research. We will require some of your time during your working hours but your organization approved this.

Can I find out the results of the research?

Yes. After we finish collecting and analysing the data we will write publications and reports about what we have found and share them so that other employees and organisations and learn how to improve the health and wellbeing of their employees. A summary of the findings in non-technical language will be communicated to your organization

What if there is a problem during the interview(s)?

University of Warwick's insurance and indemnity cover will cover the interview (s). Any complaint about the way you have been dealt with during the interview (s) or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this interview:
Head of Research Governance, Research & Impact Services, University House, University of Warwick, Coventry, CV4 8UW.
Tel: 024 76 522746
Email: researchgovernance@warwick.ac.uk

How do I get further information?

If you have any questions or concerns regarding the trial then please do not hesitate to contact The Wellbeing Premium Team on 0121 214 7861 or by email to wellbeingpremiumtrial@wmca.org.uk

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- I confirm that I have read and understand the information sheet dated May 2019, version 8 for the above study. I have had the opportunity to consider the information and any questions have been satisfactorily answered*
- I understand that my participation is voluntary and that I am free to withdraw at any time without giving any reason, and without my employment or legal rights being affected*
- I understand that relevant sections of data collected during the study, may be looked at by individuals from West Midlands Combined Authority, the University of Warwick, and RAND Europe where it is relevant to my taking part in this study. I give permission for these individuals to have access to my records*
- I understand that all information and data shared about me will be kept anonymous and confidential*
- I consent to my interview being audio recorded when applicable.

- **Employee Name*:** _____

- **Employee Number:** _____

- **Organisation Name*:** _____

- **Date of consent*:** _____

Please select whether you agree to take part in the above study... *

- I agree to take part in the above study*
- I DO NOT agree to take part in the above study

*mandatory field