

Sheffield City Region Health-led Employment Trial: Participant Information sheet

Employment support for people with a health condition and/or a disability

We would like to invite you to take part in a trial. Joining the trial is entirely up to you, but before you decide we would like you to understand why the trial is being done and what taking part involves for you.

The person who gave you this form will go through it with you, to help you decide whether or not you would like to take part. Please ask if you have any questions, or if there is anything you do not understand. Alternatively, you can contact the service manager on 0114 290 0218 Please feel free to talk to others about the study if you wish.

The first part of the Participant Information Sheet tells you the purpose of the study and what will happen to you if you take part. Then we give you more detailed information about the conduct of the study. Do ask if anything is unclear.

What is Sheffield City Region Health-led Employment Trial?

The trial is testing a new form of employment support for people who have a health condition and/or a disability. We want to find out how effective this new type of service is at helping people move into and remain in work.

Local residents who have a health condition and/or a disability and are out of work and want to return to work; or who are working and want support to continue working are eligible to take part. You must also be 18 years old or over and registered with a GP. The amount

of time you would receive the service would potentially be up to 12 months.

What am I being asked to agree to?

We are asking you to agree to take part in the trial. If you agree to take part:

- Your personal information will be collected during the trial period and retained for up to 3 years after the trial ends for further research and analysis.
- Your personal information will be used for service delivery, and will be shared and linked to other information held by government departments and NHS Digital for research purposes.
- Your personal information will be shared with your GP (with your permission).
- We will pass your personal information and information collected as part of the research to the Office for National Statistics and our research team.
- The research team will contact you again to invite you to take part in follow-up interviews.
- After 3 years, an anonymised version of your information (that is a version without any personal details, such as your name or date of birth) will be stored in the UK Data Archive to support future research.

The rest of this information sheet will explain in more detail what it means to take part in the trial.

What is this trial?

The Sheffield City Region Combined Authority is working in partnership with NHS England, the Department of Health and Social Care, and the Department for Work and Pensions to trial new models of employment support. We would like to invite you to take part in a new service for local residents who have a health condition and/or a disability and are:

- Out of work and want to return to work; or
- Working and want support to continue working.

Being in work can have a positive effect on health and good health can have a positive impact on a person's ability to work. This trial will test whether job specialists based in a healthcare setting can help people find and/or stay in a job that is right for them.

This type of support has been shown to work in other health settings like community mental health services. We want to test whether it works in other health settings for people with a wide range of health conditions.

What would taking part involve?

If you choose to take part in the trial:

- We will ask you some questions to gather information about you, such as your age, ethnicity, employment situation, and your general health and wellbeing.
- We will then use a computer program to randomly assign you to one of two research groups.
 - The first group will be provided with information about local job services.
 - The second group will be given ongoing employment support from the Job Specialist.
- The Job Specialist cannot choose which group you are assigned to. This has to be done at random to make sure that the trial is carried out accurately.
- Researchers will want to follow the progress of every participant in both groups. They will contact you to invite you to take part in a survey in around 4 months' time, and again in 12

months' time; once you have completed the trial. The research team might also contact you to invite you to take part in an interview about your experience.

Information you share during the trial or research interviews will be private and confidential and will only be shared with the organisations mentioned in this form. We will only break this confidentiality if the interviewer thinks you or someone close to you is in danger, or if the information relates to possible serious criminal activity. If this happens the next course of action will be decided on an individual basis.

What support will the Job Specialist provide?

Should you be assigned to this group, the Job Specialist will provide support to help you get back into work or continue working. They will work with employers and your healthcare provider to help you to get into a job you want or continue working, and to help you manage any difficulties you may experience along the way.

Together with the Job Specialist you will create an action plan setting out an agreed employment journey and meet roughly every 2 weeks to review progress. The Job Specialist will help you access advice and guidance around benefits and financial planning around moving into paid employment.

The length of time you receive support depends on your circumstances but could be for up to 12 months.

Why take part?

We very much hope you will take part in the trial. We also hope that your health or job prospects improve as a result of taking part, but we cannot promise this will happen. However, by taking part you will be helping to build a clearer understanding of what employment services work for people. This means that, while findings from the trial might not benefit you immediately, we hope that it will help others in the future.

What personal information will be shared, with who, why, and for how long?

If you take part in the trial, we will pass your information to the Office for National Statistics (ONS). This includes things like your name, address, telephone number, main language and email address, if you have one. The ONS will help to make sure that your information is safely shared with the teams and organisations involved with the trial.

The ONS will pass your information to the research team. The research team is from a group of research organisations that are evaluating the trial. These organisations are the Institute for Employment Studies, RAND, Learning and Work Institute, NatCen Social Research, and Professor Richard Dorsett of the University of Westminster.

Information you provide as part of surveys conducted by the research team will also be shared with the ONS.

We will also share some personal information with your GP, but the Job Specialist will ask your permission first. This will help your GP to provide coordinated support to you.

We will also gather some health and work information from:

- NHS Digital, such as the number of times you visited hospital or used other health services.
- The Department for Work and Pensions (DWP), such as benefit information.
- HM Revenue and Customs (HMRC), such as tax and job information.

Getting information directly from these organisations will help us determine what services work best for people like you. It will also save time and mean that you won't have to provide the information again. To get the information, the ONS will share your:

- Name
- Address
- Date of birth
- National Insurance Number
- NHS number

This is so they can find the information we need in their records. The information we collect from these organisations will be used for research purposes and nothing else.

The personal information we collect will be kept for 3 years after the trial finishes.

During this time, the DWP who will be responsible for your personal information (i.e. acting as the 'Data Controller' for the trial) and may use your information to continue to analyse how effective the trial has been. This includes your information being shared again with the organisations listed above to make sure that your information is up to date.

The DWP may also share your information with other research organisations to carry out further health and work-related research and analysis. If your information is shared for other research, we will **not** share any details that can be used to identify you like your name, address, or telephone number. Any research they do will be assessed and approved.

After this time, we will anonymise your information and store it in the UK Data Archive. The UK Data Archive is part of the UK Data Service. It was set up to store social, economic, and population data for use in research.

The information we store in the UK Data Archive will not include your name or anything else that can be used to identify you, and again it will only be used for research purposes that have been assessed and approved.

How will my personal information be protected?

Strict arrangements will be in place to make sure that your personal information is stored and transferred securely. Any organisation that holds your information will follow data protection guidelines. These guidelines mean that your information will be kept safe and secure.

As mentioned above, after 3 years your information will be anonymised and stored in the UK Data Archive. This means that any information that can be used to identify you, such as your name or address, will be removed and securely destroyed.

We will be publishing the findings of the trial in a publicly available report, and possibly other publications. However, we will take out any personal details, such as your name or date of birth, and combine it with information of other participants so it will not be possible to identify you.

What if I don't want to take part anymore?

You can withdraw from the trial at any time without giving a reason. If you do withdraw, we will still use the information you have provided to help with research and analysis. However, you will not be asked to provide any more information or be contacted again by the Job Specialist or the research team.

If you do withdraw, the Job Specialist can give you a form to fill out, or you can let us know by emailing workingwin@syha.co.uk

Your rights

- You do not have to take part in the trial, it is voluntary and entirely up to you.
- Your right to claim benefits and health care will not be affected whether you choose to participate or not*.
- If you agree to take part but change your mind at a later stage, you have the right to withdraw from the trial and without giving a reason.
- You have the right to report any concern by emailing data.protection@dwp.gsi.gov.uk. You can also report any concern to the Information Commissioner's Office (ICO) if you

are dissatisfied with how your data has been handled. Details can be found at www.ico.org.uk, or you can ring 0303 123 1113.

- You can request to see any of the identifiable information that is stored about you. The Job Specialist can give you a form to complete to request to see this information. You can also request a form by emailing workingwin@syha.co.uk.
- You can request that your data be amended if it is inaccurate or incomplete.

* If you have a claim for benefits and are required to meet with a Jobcentre work coach, please ensure that you make them aware that you are taking part in the trial.

Agreement to take part

If you decide to take part you will be asked to sign a declaration to confirm that you agree to take part. To summarise, if you agree to take part in the trial:

- Your personal information will be collected during the trial period and retained for up to 3 years after the trial ends for further research and analysis.
- Your personal information will be used for service delivery, and will be shared and linked to other information held by government departments and NHS Digital for research purposes.
- Your personal information will be shared with your GP (with your permission).
- We will pass your personal information to the Office for National Statistics and our research team mentioned above.
- The research team will contact you again to invite you to take part in follow-up interviews.
- After 3 years, an anonymised version of your information (that is a version without any personal details, such as your name or date of birth) will be stored in the UK Data Archive to support future research.

Any questions?

If you have any questions, or would like to speak with someone independent of the research team, you should contact below.

- Email: workingwin@syha.co.uk
- Telephone: 0114 290 0218

The research team is led by Professor Stephen Bevan:

- Email: stephen.bevan@employment-studies.co.uk
- Phone: 01273 763400

You can also find out more information about the trial at www.workingwin.com. This website has more detail about the trial and how your information will be used. We will regularly update the website with information about the trial as it progresses.

**If you require this form in large print,
please ask your Job Specialist.**