

## Participant Information Sheet

### Project Title:

Institutional Rhythms: Opportunities for Energy and Mobility Demand Management

### Invitation:

My name is Dr Stanley Blue and I am conducting this research project, which is part of the [DEMAND](#) Research Centre at Lancaster University.

I would like to invite you to take part in my research study. Joining the study is entirely up to you. Before you decide I would like you to understand why the research is being done and what it would involve for you. I will go through this information sheet with you, to help you decide whether or not you would like to take part and answer any questions you may have. This should take no more than ten minutes. 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 if you take part. The second part gives you more detailed information about the conduct of the study.

Please do not hesitate to ask if anything is unclear. You can contact me by email: [s.blue@lancaster.ac.uk](mailto:s.blue@lancaster.ac.uk)

### What is the study about?

The purpose of this study is to understand how the timings of ordinary working practices and related patterns of travel and the delivery of goods matter for the timing and totality of energy use and travel. The aim is to identify opportunities for shifting the timings of ordinary working arrangements as a means of steering demand for energy and travel, to reduce carbon emissions, and improve cost savings to the NHS.

### Why have I been approached?

You have been approached because the study requires information about working and travel practices from a range of staff working in NHS Trusts. This includes: staff involved in healthcare provision, administration and management; staff responsible for the organisation and delivery of goods; as well as staff responsible for the management of facilities, estates, travel and sustainability.

### Do I have to take part?

No. It's completely up to you to decide whether or not you take part.

### When and where is the research taking place?

This is a two year project which began in September 2015 and will be completed in October 2017. Recruiting participants and all empirical work will take place between

February and October 2016, across three NHS Trusts for a period of two to three months at each site.

## **Background to the research and invitation:**

The purpose of this research is to show how institutions schedule activities and how this has a bearing on energy demand. We already know that institutions influence the timing and extent of energy and transport demand, and we know that such rhythms are crucial for peak load and demand management. However, much less is known about how working practices and institutional schedules are formed, how they change, and how they structure opportunities for demand management. This research will provide new insight into the scope that complex institutions have for reconfiguring working practices to reduce carbon emissions. This will be achieved through a programme of empirical research, approximately 40 interviews with NHS staff, about working and travel practices at variously identified key sites within three NHS Trusts. You are being asked to participate in this study because you work for one of these three Trusts and I would like to find out more about the timing of your working practices and the management and organisation of timings that impact demand for energy and travel in the institution.

## **What will I be asked to do if I take part?**

If you decide to take part you would be asked to participate in an interview about your working and travel practices, the organisation of deliveries and / or the management, timetabling and organisation of hospital activities, energy use and the movement of people and goods. The interview will last about an hour and, if appropriate, you may be asked if you would be happy to participate in a further one hour follow up interview during the three months of research at the site. The interviews will be audio recorded and transcribed.

## **How will my data be used?**

All data collected for this study will be made anonymous through the use of pseudonyms and stored securely:

- Any personal information (including name and contact details) will be confidential (no-one other than the researcher will be able to access it). In line with the Data Protection Act 1998, it will be kept on an encrypted and password protected hard drive, in a locked filing cabinet, separate from the audio recording of your interview responses. All personal information will be deleted on completion of the project in October 2017.
- Interviews will be recorded on a digital voice recorder that will be securely stored. All audio recordings will be transferred to a secure and encrypted hard drive as soon as possible after the interview has taken place. They will be stored on an encrypted and password protected hard drive, in a locked filing cabinet, separate from any personal information (that is no-one other than the researcher will be able to access them). All audio recordings will be deleted on completion of the project in October 2017.
- The transcript of your interview will be made anonymous by removing any direct identifiers (including your name, contact details).

- Anonymised transcripts will be preserved for 10 years and may be shared in the future with internal and external researchers. The idea behind increasing access to research data is that publicly funded research should be able to be accessed and reused by the widest possible audience. It ensures that research is open to peer scrutiny, and optimises the use of good quality research data.
- Anonymised direct quotations from your interview may be used in reports, presentations or publications from the study. Your name will not be attached to them.

The information you provide is confidential, however, there are some limits to confidentiality: if what is said in the interview makes me think that you, or someone else, is at significant risk of harm, I will have to break confidentiality and speak to a member of staff about this. If possible, I will tell you if I have to do this.

Lancaster University will act as the data controller. The Principal Investigator, Stanley Blue, will be the data custodian.

## **Are there any risks?**

Because the intention is for this research to have impact both in the partner hospitals and more broadly for the sustainability of the NHS, Trusts will be identified. There is a risk that it may be possible for people who know you to identify you in your responses. During the interview we will not discuss any sensitive or confidential issues, only your routine travel and working arrangements in the hospital. If there is a risk that your data is identifiable and that it may be published, you will be asked to give your explicit consent. You will be free to refuse and to withdraw from the study at any point. The data will not be made publicly available and will only be able to be accessed by other researchers. There are no further risks anticipated with participating in this study. However, if you experience any distress following participation you are encouraged to inform the researcher and contact the resources provided at the end of this sheet.

## **Are there any benefits to taking part?**

Although you may find participating interesting, there are no direct individual benefits to taking part in this study. We do not know what the outcomes will be – that's why we are conducting the research – however, our ambition is that consultation with NHS staff will help identify the scope for shifting patterns of work and travel as a way of steering demand for energy and travel that might reduce carbon emissions and make cost savings to the NHS.

## **What will happen to the results?**

The results will be summarised and reported and may be submitted for publication in an academic / professional journal, or presentation at academic / professional conferences. You will not be identifiable from any report, presentation or publication placed in the public domain.

## What will happen if I don't want to carry on with the study?

Your participation in this study is entirely voluntary and you may withdraw from the study at any point after the interview, by email, by phone or in person without giving a reason. You may also decline to answer any question without giving a reason. If you do withdraw from the study, we will delete all your identifiable information, as well as any audio recordings and written versions of your interviews. However, if you withdraw after two weeks of your interview (once your data has been anonymised and incorporated into themes), it might not be possible for your data to be removed from the analysis. Every attempt will be made to extract your data, up to the point of publication, but in this case we may need to continue to use any already analysed, incorporated and anonymous data collected up until your withdrawal.

## Supporting Information:

### Who has reviewed the project?

All research in the NHS is reviewed by the Health Research Authority (HRA) and given local permission by Hospital Trusts' Research and Development offices (R&D). This study has been reviewed and approved by the HRA and local R&D. This study has also been reviewed and approved by the University Research Ethics Committee at Lancaster University.

### Who is funding this study?

This study is supported by the [DEMAND Research Centre](#) at Lancaster University, which is one of six Centres funded by the Research Councils UK to address 'End Use Energy Demand Reduction'. DEMAND also has funding from ECLEER (EDF R&D), Transport for London and the International Energy Agency.

### Where can I get more general information about research projects?

There are a number of web resources and booklets available, produced by research organisations, which explain why research is conducted, that define some technical terms, and that provide ideas as to the sorts of questions you might like to ask before deciding if you will participate in the study or not. [INVOLVE](#) is a national advisory group that supports public involvement in NHS research.

### Where can I obtain further information about the study if I need it?

If you have any questions about the study, please contact the Principal Investigator:

Dr Stanley Blue | DEMAND Centre, FASS Building, Lancaster University, LA1 4YW  
| [s.blue@lancaster.ac.uk](mailto:s.blue@lancaster.ac.uk) | 01524 595113  
| <http://www.demand.ac.uk/institutionalrhythms/>

## **Where can I get advice as to whether I should participate in this study?**

If you have any questions about what it means to get involved in the project, you can contact your Trust's Project Manager:

Andrew Shepherd | Environment and Energy Manager, Leeds Teaching Hospital NHS Trust | [andrew.shepherd4@nhs.net](mailto:andrew.shepherd4@nhs.net)

## **What if something goes wrong or I want to make a complaint?**

If you wish to make a complaint or raise concerns about any aspect of this study and do not want to speak to the researcher, you can contact the DEMAND Research Centre Director:

Professor Elizabeth Shove | DEMAND Centre, FASS Building, Lancaster University, LA1 4YW | [e.shove@lancaster.ac.uk](mailto:e.shove@lancaster.ac.uk) | 01524 510013

If you wish to speak to someone outside of the DEMAND Centre, you may also contact the Dean of the Faculty of Arts and Social Sciences:

Professor Simon Guy | FASS Building, Lancaster University, LA1 4YW | [s.guy@lancaster.ac.uk](mailto:s.guy@lancaster.ac.uk) | 01524 592760

## **Consent Process:**

Thank you for taking the time to read this information sheet. For you to be able to participate in the study I need a written record of your consent. Please fill in the Consent Form attached. I will then give you a copy of the Consent Form and the Participant Information Sheet to take away with you.

Please do not hesitate to get in touch if you have any questions at any point, now or in the future.