

Participant Information Sheet

(Systems Mapping Workshop)

Fair Food Futures UK

**19th October 2023, 11-2.30pm**

Professional Development Centre

229 Bethnal Green Road

E2 6AB

**Invitation**

We would like to invite you to take part in a research project based in Bradford and London Borough of Tower Hamlets looking at what help is available in the community for people who cannot regularly afford to buy food. It is a collaboration between University of York, University College London (UCL) and Bradford Institute for Health Research and is funded by the National Institute for Health and Care Research. Please read the information below before you decide if you want to take part and feel free to contact our research team if you have any questions (details below).

**The purpose of the research project**

This project seeks to find out what organisations in the community are offering support with food (like for example food banks, community cafes), how these organisations work and what people who use them find most helpful. We will share our findings with local and national governments so that support for people who cannot regularly afford to buy food can be improved.

**What does taking part in a workshop for this project involve?**

We would like you to take part in a three-hour face-to-face workshop with a variety of different people and organisations interested in improving food support system in the Tower Hamlets. In the workshop, we will look at what provision currently exists in the local community and how different organisations work together. We will consider the challenges organisations and individuals working in this area experience, and consider solutions. More information will be provided should you choose to sign up.

**Why have I been invited?**

We are looking to speak with people with different experiences and from different backgrounds in Bradford and London. We would like to talk to people involved in organisations that offer food support in the community and with people with a personal or professional interest in community food provision. For example, you may be a volunteer working in a food bank or you could be someone working in the third sector organisation that engages with people experiencing food insecurity. We want to hear from a wide variety of people and organisations.

Taking part in the study is voluntary and you can change your mind at any time and withdraw without having to explain why. If you decide to withdraw from this study once the workshop is completed, your data may still be used, but all information will be pseudonymised (e.g. changing your name and the name of the organisation) so that you cannot be identified.

**How will I benefit from taking part in the workshops?**

You will help us to better understand the topic we are investigating. We will communicate findings from this study with policymakers, especially in the local authority, to enable change in this area and improve support for people who cannot regularly afford to buy food.

We will request all participants to respect people's confidentiality and not share any experience or personal information discussed at the workshop with people who didn’t attend. Also, any experience and information you will share at the workshop, including the names of the organisations, will be pseudonymised (e.g. names will be changed or deleted) before being shared or published.

There are unlikely to be any risks to taking part in this workshop. At the workshop you can share as much as you feel comfortable doing so.

**What will happen to the information I give?**

The workshops will be audio recorded only to be accurately transcribed and the recording will be destroyed after that. We will also transcribe anything written down on post-it notes and flip charts and facilitators’ notes. When transcribing, we will pseudonymise (change the name) or leave out any information that could help others to identify you or any organisation you mention.

Data will be stored securely at the University of York and we will destroy them 5 years after the study has ended. This allows time to answer any questions that might arise about the way the study was conducted or what it found. University of York is the sponsor and data controller for this study. Research records may be looked at to check the accuracy of the research study. The only people at the University of York who will have access to information that could identify you will be people who need to audit the data collection process and limited members of the research team. Your data will be handled in accordance with the Data Protection Act (2018) and General Data Protection Regulation all the time. For more information on how the University of York manages research data visit:<https://www.york.ac.uk/records-management/dp/guidance/gdprcompliantresearch>.

**Who has reviewed the study?**

This study has been reviewed and given ethical approval by University of York Health Science Research Governance Committee on 19 May 2023.

**What will happen to the results of this study?**

Once the workshops are completed, the research team will analyse the data from the workshops together with the data from other parts of this study (survey, interviews, visual study).

The final results of this study, including the findings from the workshops, will be published in blogs, academic journals and in a report. We may also present the final findings at conferences and events. You will receive a summary of results if you would like to, and a free copy of any publication coming out of this project. Any quotes used will be always pseudonymised.

**What if something goes wrong?**

It is very unlikely that any harm should come to you as a result of taking part in this workshop. However if you have any concerns about the way you have been approached or treated during this study, you can contact Stephen Hollard, Chair of Health Sciences Research Governance Committee at [stephen.holland@york.ac.uk](mailto:stephen.holland@york.ac.uk) If you are unhappy with the way your personal data have been handled have a right to complain to the University’s Data Protection Officer at [dataprotection@york.ac.uk](mailto:dataprotection@york.ac.uk); if you are still unsatisfied, you have a right to report concerns to the Information Commissioner’s Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

Thank you for reading this information.

Please contact our research team if you have any questions:

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