

Sheffield City Region Health-Employment Trial: 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 up to you, but before you decide we would like you to understand why the trial is being done and what taking part involves.

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. If there is anything you do not understand in this form you can contact the service manager on **0114 2900 218**.

What is the trial about?

- The Sheffield City Region Combined Authority is working with NHS England, the Department of Health and Social Care, and the Department for Work and Pensions to look at how to help people get back into work and continue working.
- The trial is testing a new type of job support for people who have a health condition and/or a disability, and are:
 - Out of work and want a job
 - Working and want support to continue working.
- The trial wants to find out how good this new type of service is at helping people move into and stay 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 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.

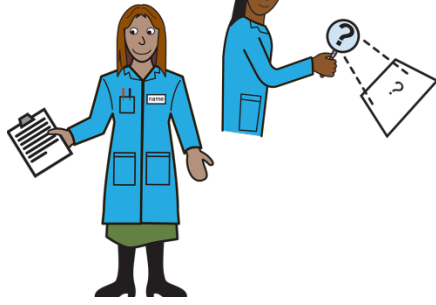
- The amount of time you would receive the service would potentially be up to 12 months.

What am I being asked to agree to?

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

- Your personal information will be collected for service delivery and research purposes.
- Your personal information will be kept for up to 3 years after the trial has ended.
- Your personal information will be shared with your GP (with your permission).
- Your personal information will be shared and linked (this is explained in more detail below).
- The research team will contact you.
- Your information will be stored in the UK Data Archive so it can be used for future research.

The rest of this information sheet tells you more about what taking part involves.



We would like to invite you to take part in a trial to test a new type of job support.

It is for local people who have a health condition and/or a disability and are:

- Out of work and want a job; or
- Working and want support to keep working.

We want to find out if the new type of job support can help people move into and stay in work.

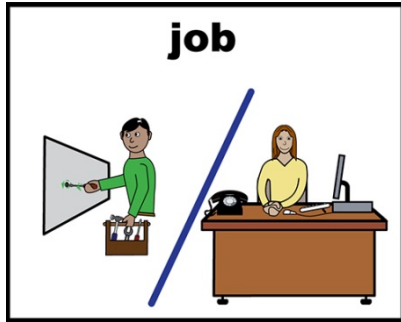


If you choose to take part, we will ask you some questions about yourself and your health.

A computer programme will then randomly put you into **one** of two groups.

- Group one will be given information about local job services.
- Group two will get support from a Job Specialist.

The Job Specialist cannot choose which group you are put in.



If the computer puts you into group two, a Job Specialist will work closely with you, employers and your health team to help you get into a job you want or continue working.

You will create a job plan with them and meet with them roughly every two weeks to review the plan. They will also help you with any difficulties you experience along the way.

You will receive support for up to 12 months.



We hope that taking part in the trial helps your situation, but it is possible that your situation won't change.

However, by taking part we can use the information to help other people in the future.



If you take part, your personal information and information collected as part of the research will be shared with the Office for National Statistics (ONS) and our research team.

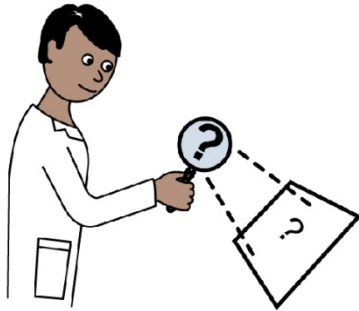
The ONS will make sure that your information is safely shared with the right people, including the research team.

The research team is from a group of organisations that are testing whether the new type of job support works.

These organisations are:

- The Institute for Employment Studies
- RAND
- Learning and Work Institute
- NatCen Social Research
- Professor Richard Dorsett of the University of Westminster

The information that will be shared includes information about your health, employment, and benefit situation, your name, address, telephone number and email address, if you have one.

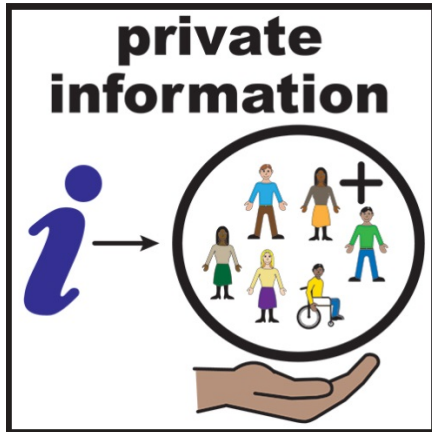


The research team will contact you to find out how you are getting on in around 4 months' time and to ask about your health and your job search, and again in 12 months once you have finished the trial.

The research team might also contact you to invite you to take part in an interview about your experience of the trial.

What you say during the trial and in the interviews will be kept private. We will only tell someone else about what you said if it is about a possible serious crime or we think you, or someone close to you, is in danger.

We will also share some personal information with your GP, but the Job Specialist will ask your permission first. This will help make sure that you are getting coordinated support.



We will also get some information about you 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.

To help them find this information, we will send them your:

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

The information we get back will be used for research and nothing else.



Your personal information will be kept for 3 years after the trial finishes.

During this time, the DWP (who is the 'Data Controller') may keep using your information to monitor the results of the trial, or share your information with other research organisations to carry out further research on their behalf.

If they do, they will not share any personal details like your name, address or telephone number. Your information may also be shared again to get further information from the organisations listed above.

Findings from the trial will be put into a report that people will be able to read. Your name and personal details will not be included in any reports.



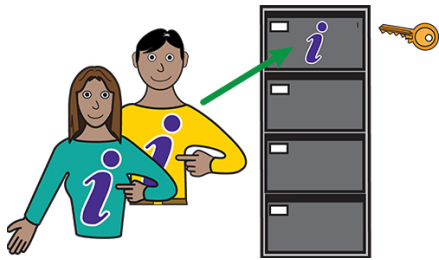
+3 years

After 3 years this information will be stored in the UK Data Archive.

The UK Data Archive is part of the UK Data Service and was set up as a safe store for data that is used for research.

The information that is kept in the UK Data Archive will not include your name or anything else that can be used to identify you.

This information may be used in the future by other researchers.



We will make sure your information is kept safe during the trial.

The only ones who will see any information about you will be:

- Your GP
- DWP
- HMRC
- NHS Digital
- The Job Specialist
- The ONS
- Research teams employed to analyse the information.

When it is shared, it will be done securely.

Any information that does not get put in the UK Data Archive, such as your name, address, and date of birth, will be deleted.



Your right to claim benefits, your health care, and your legal rights will not be affected whether you choose to take part in the trial or not.

If you do take part in the trial and are claiming benefits, please make sure you tell the Jobcentre that you are taking part.

You have the right to talk to the Information Commissioner's Office (ICO) about any worries you have with the way your information is being handled. Details can be found at www.ico.org.uk, or you can ring 0303 123 1113.

You can also report any worries by email to data.protection@dwp.gsi.gov.uk



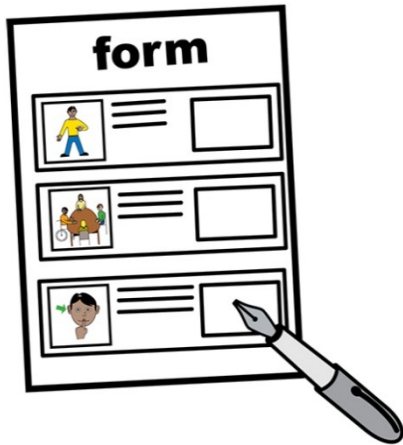
You do not have to take part – it is up to you.

If you decide to take part but later change your mind, you can leave the trial and do not have to say why.

We will still use your information for research, but the Job Specialist and research team won't contact you to take part in anything else.

The Job Specialist can give you a form to fill out if you want to stop taking part. Or you can let us know by emailing workingwin@syha.co.uk

You can also see the information that has been collected about you. The Job Specialist can give you a form to fill out if you want to see this information. Or you can get a form by emailing workingwin@syha.co.uk



The form you will be given next is called the **Agreement Form**.

If you agree to take part this means that:

- Your personal information will be collected and used for service delivery and research
- Your personal information will be shared with your GP (with your permission)
- Your personal information will be shared and linked to other information from government departments and NHS Digital
- The research team will contact you
- Your information will be stored in the UK Data Archive so that it can be used for other research in the future.

You do not have to take part and you should only agree if you want to.



If you want to take part you can sign your name and today's date at the bottom of the form.

If you want to take part, but you cannot write on the form, you can ask another person (an advocate) to sign it for you.



If you have any questions, or if there is something that you don't understand, you can ask the person who gave you this form for help.

If you would like to contact Sheffield City Region Health-led Employment Trial then you can contact Niall O'Reilly

- Email: workingwin@syha.co.uk
- Phone: 0114 2900 218

If you would like to contact the research team you can get in touch with Professor Stephen Bevan. He leads the research team.

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

You can also get more information from <http://www.workingwin.co.uk> This website has more detail about the trial and how your information will be used. We will regularly update the website with information.

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