



University of
Salford
MANCHESTER

Bolton Food Waste Study

Looking for Community Leaders

Minimum commitment of 2 hours every 4 weeks to attend a focus group

£10.90 per hour for attendance at the focus group

Out-of-pocket expenses for travel and caring responsibilities

Estimated duration 6-months

Are you an active and well-connected member of your community? Do you live in Bolton and have a community connection to Horwich? Do you wonder what climate change means for the people in your community in Horwich and how your community could respond?

If the answer to the above is yes, then you may be interested in becoming a Community Leader for the Bolton Food Waste Study.

The research is being led by Bryony O'Connor, a PhD student at the University of Salford, who is also a Bolton Council employee. The study aims to understand how our communities in Bolton can come together to make sustained change and accelerate our progress towards net-zero carbon emissions.

We are looking for Community Leaders to help us connect with residents of Bolton and find out how we can harness the power of communities to make that sustained change happen.

As a Community Leader you will live in Bolton, have good community knowledge and networks, and be passionate about supporting communities to come together and deliver action. You will have an interest in the climate crisis and what it means for your community and be enthusiastic about facilitating conversations around that subject.

You will work with the lead and co-researchers to input into the development of a household food waste survey and associated programme of community activities that enable conversations with residents about community action and climate change. You will draw on your networks and community knowledge to ensure the activities are appropriate and engaging for participants. You will take part in focus group activities with the lead and co-researchers to design the activity program. You will also promote the survey in the wider community to support participation and deliver the activities out in the community.

We are looking for enthusiastic people with a commitment to community action and an interest in the climate crisis. You do not need to be an expert on climate change; you just need a curiosity and interest in what it means for your community, and the possible changes and solutions that could come from community conversations.

If you think this is for you then please get in touch!

We would also like to understand your experience in taking part in the study. So, you will also be invited to take part in interviews to explore your experience. Further information can be found on the Participant Information Sheet.

If you would like to discuss the opportunity further, please contact the Lead Researcher,

Bryony O'Connor - 07789 031692

If you are interested in applying, please fill in the short form below by scanning the QR code or filling in the [expression of interest form](#) - **Closing date: Sunday 24th of September 2023**



SCAN ME

[Role of a Community Leader](#)

[Participant information sheet](#)



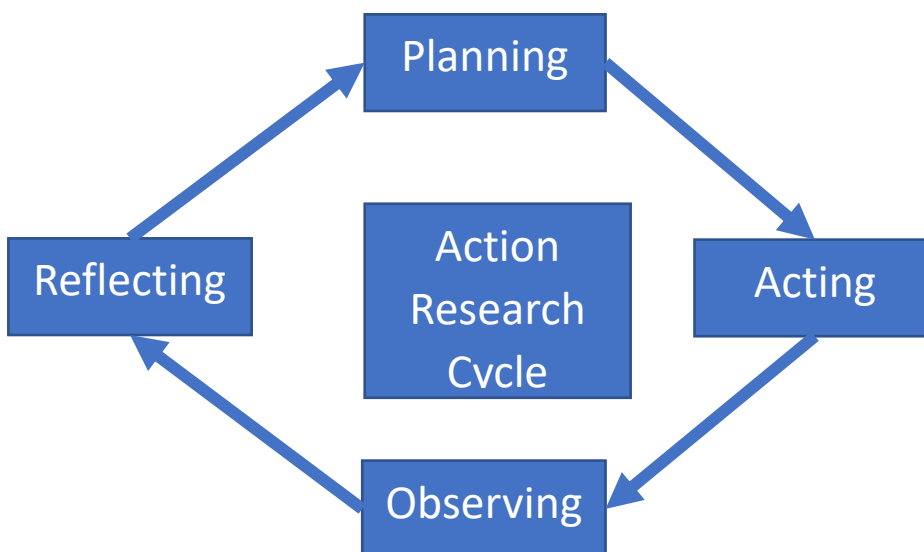
University of
Salford
MANCHESTER

Role of a Community Leader

As a Community Leader you will work alongside the co-researchers and a university lead researcher to input into the development of a household food waste survey and associated programme of community activities. This is part of the research process and aims to understand how we can harness the power of community action to achieve and accelerate our progress towards our net-zero goals.

No previous experience of this is needed, however we are looking for enthusiastic individuals with a good knowledge of their community. Ideally you will have established community networks to draw on and be comfortable with having conversations about potentially tricky issues. You do not need to be an expert on climate change; you just need a curiosity and interest in what it means for your community, and the possible changes and solutions that could come from community conversations.

The research approach being used is called 'Action Research.' This follows a cycle of planning, acting, observing and reflecting, see below. You will take part in focus groups – which are discussion and planning groups – for both the planning and reflecting stages. The 'acting' and 'observing' will take place in the community in the activities and conversations you help to design.



Note. Adapted from Costello, 2003, p.7 © Costello, 2003, Action Research, Continuum, an imprint of Bloomsbury Publishing Plc.

Key tasks will include: -

- Inputting into the development of a household food waste survey and associated programme of community activities.
- Promoting the survey in the wider community through community conversations and signposting to the survey
- Encouraging take up of the survey
- Supporting the participants
- Developing social media content and supporting the participants to share content
- Encouraging participants to share content either physical or on social media
- Collecting the feedback from the community
- The participants need to be 18 years or over

But most importantly we are looking for enthusiastic community members who are passionate about Community Action and can see the importance of engaging the community in the issues of the climate crisis. No specific previous knowledge or experience is needed but good communication and people skills are essential.

The climate crisis offers a unique set of challenges and opportunities for our communities. We really hope you can help us begin to understand what that means for residents of Bolton and if/how we can inspire people to action.

Image reference - P.J. (2003) *Action research*; Bloomsbury Publishing



University of
Salford
MANCHESTER

Participant information sheet – Community Leaders

1) Title of study:

Community, Food and Climate Action Study

2) Name of Researcher:

Bryony O'Connor, PhD candidate at the University of Salford

3) Invitation to take part in this study

You have expressed an interest in taking part in the Bolton Food Waste Study as a Community Leader. Before you decide on whether to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully before you decide whether you wish to take part. You are welcome to discuss this project with others before you make your decision.

Please ask the Lead Researcher, Bryony O'Connor (B.C.OConnor@edu.salford.ac.uk) if there is anything that is not clear or if you would like more information.

4) Purpose of the study

There is a climate crisis as global temperatures rise. This is causing serious environmental and health impacts. In Bolton, we are working towards net-zero carbon emissions. This means not releasing more carbon than is captured. To do this we need to emit less carbon.

This study aims to understand how we can bring communities together and take the collective action we need to cut our carbon emissions, through tackling food waste.

5) Why have you been chosen?

You expressed an interest in becoming a Community Leader or you responded to an advert to take part in this study as a Community Leader. We would like to understand your experiences of taking part in the study.

6) Do I have to take part?

As a Community Leader you have responded to an advert and filled out an expression of interest form. In taking on the role of a Community Leader, you are also a participant in a research study.

If, after reading this, you decide that you don't want to be a participant in a research study, you may withdraw from the role of community Leader.

You can withdraw at any time, even after the Community Leader role has started. The information gathered up to the point of withdrawal may still be processed for the purpose of the study. You will not however be identifiable, and the data will be anonymised.

If you wish to withdraw from the study please let the Lead Researcher know either in person or via email B.C.OConnor@edu.salford.ac.uk

7) What do I have to do? What will happen to me if I take part?

You will have received information about the role as a Community Leader through the advert and role description. You will also be involved as a participant. You will be observed by the lead researcher and co-researchers, during focus groups, who will take notes of key discussions and make observations around group dynamics. This will be written up and themed and you will not be identified in any final reports. You will also be invited to take part in some questionnaires at the beginning and end of the study. This is to capture knowledge, awareness, attitudes and

behaviours around climate change and food waste and understand your aspirations for taking part in this study. As a participant and member of the community we will also ask you to take part in the food waste survey, to understand about what food is wasted, how much is wasted and what could lead to food being thrown away. At the end of the study there will be some final reflection interviews to capture your thoughts on how the food waste survey has worked out in the community. You will receive a separate invitation and information about this nearer the time.

How long will I be involved in the study?

Participation in the study will be approximately 6 months, starting in September 2023 and finishing in February 2024.

8) Payment and expenses?

You will be reimbursed for out-of-pocket expenses including travel and childcare costs to attend the focus groups and interviews.

As a Community Leader will you also be paid for your attendance at the focus groups. The outreach and promotion work out in the community will not be paid and will be in a voluntary capacity.

9) What are the possible disadvantages and risks for taking part The role of the Community Leader will require a certain level of commitment to attend focus groups every 6 weeks. These focus groups maybe on an evening or weekend but all efforts will be made to accommodate family/work commitments.

During focus groups you may come across strong and/or differing opinions. This may feel uncomfortable but you will be supported by the lead researcher and other co-researchers.

If you wish to withdraw at any point this will not affect your payment for the time spent during the focus groups.

10) What are the possible benefits?

As a Community Leader you will have the opportunity to participate in action research and develop local solutions to climate change. Through the focus groups you will get the opportunity to network and develop new connections.

This study will help us to increase our understanding of how we can bring communities together to cut our carbon emissions. In taking part in this research as a Community Leader you are supporting the development of a community approach to climate change and food waste reduction.

We are a University and so it is part of our reason for being that we advance knowledge through research as well as through teaching. Your participation in this research helps us to do that.

11) What if there is a problem?

If there is a problem or you want to raise an issue or concern during the study please contact the lead researcher on B.C.OConnor@edu.salford.ac.uk

If you want to raise an issue or concern relating to the study please contact the university supervisor, Penny Cook p.a.cook@salford.ac.uk or telephone Call 0161 296 52804

Or

The Chair of the Ethics panel, by email: ethics@salford.ac.uk.

12) Will my taking part in the study be kept confidential? / What will happen to the results of the research project?

It may not be possible to keep your taking part in this study confidential, because you will be working alongside other participants in focus groups. You may also wish to take part in or be featured in media stories. However, the personal data that we hold about you will be kept confidential. We will also ask other members of the focus groups to keep the group membership and the topics discussed confidential.

Outlined below is information on how we will collect, store and keep your data safe.

At the beginning of the study the following personal and identifiable data will be collected, including your gender, age, ethnicity and postcode. This is to ensure that the participants of this study represent all our diverse communities in Bolton.

We will also collect your individual responses recorded in focus groups, questionnaires and interviews.

During the course of the study we will ask your permission to take photographs and film some sessions. If you agree/consent these will be used in published reports and specific websites and social media platforms.

We will ensure that your data is held securely on password protected documents on the University computer. Any paper copies of meeting notes, focus groups, questionnaires or interview transcripts will be kept in a locked cabinet only accessible to the lead researcher.

As a participant your personal data will be given a research code and a master list identifying participants to the research codes will be held on a password protected document on a University computer. This is to ensure that you are not identifiable. Only the Lead Researcher and Lead Supervisor will have access to this. All research data, such as, focus groups, questionnaires and interview transcripts will be fully de-identified with participants being known only by their code.

There may be a time when Regulatory Authorities for research & development purposes may need to view identifiable data for monitoring and audit purposes. Any Personal Data provided will be with your consent as a participant of this study or there will be legal purpose for sharing this.

All identifiable data will be stored for 3 years or until the end of the study, whichever comes first. The information is then fully deleted and paper materials disposed of in confidential waste. An anonymised dataset (with names and identifying details removed) will be stored for a minimum of 10 years.

Some of the data will be shared with the co-researchers who are helping with the study for example if they are conducting an interview with you and you have agreed to take part your details will be shared with them. Other data such as focus groups notes and agendas will be anonymised and will not include personal identifiable data.

The Lead Researcher is a Bolton Council employee, and this study is being carried out on behalf of Bolton Council and the University of Salford. The data therefore may be shared with Bolton Council. This will only be done in an anonymised way to support the development of climate focused action in Bolton.

The findings from this study will be shared through presentations, written reports and publications.

For the purposes of research, we may use your direct words (quotes) in written reports or presentations but this will be analysed as a group, and you will not be identifiable. Photographs, film footage and/or real names may be included in written reports as a case study, to share the findings and promote the study, but we will ask for your written permission. If you do not wish to have your image included, this is not a problem.

In the focus groups, '[Chatham house rules](#)' will be applied where participants will be free to share information which maybe sensitive or personal within focus groups, meetings and interviews however according to the Chatham House rules these details should not be shared outside of the meetings. If information is shared afterwards, participants will be reminded to keep this anonymous and to not identify individual participants. This will be explained at the beginning of these meetings.

If you disclose information that suggests that you or someone else is at risk of harm, the researcher is obliged to report the matter for the safety of anyone who may be at risk.

For further information about the University's processing of personal information for research purposes, please follow the link to the University's Research Privacy Notice: <https://www.salford.ac.uk/privacy>

13) What will happen if I want to stop being part of the study?

If you withdraw from the study at any time but the data you have contributed to date cannot be removed. It will however be carefully anonymised.

14) What will happen to the results of the research study?

The findings will be published in a journal and shared through local, regional and national networks as presentations and reports. It is intended that the results of the study will also be written up in an open access toolkit to support further community-led climate change action. The findings may also be used as a case study in an Action Research Textbook.

15) Who is organising or sponsoring the research?

This study is funded by the National Institute of Health and Care Research (NIHR) as part of their Local Authority Doctoral Fellowship Scheme. The Lead Researcher is a Bolton Council employee and student at the University of Salford. The University of Salford is the Sponsor for the research.

16) Further information and contact details

1. General information about the research – please contact the lead researcher on B.C.OConnor@edu.salford.ac.uk
2. If you would like to know specific information about this study please contact the lead researcher on B.C.OConnor@edu.salford.ac.uk or the supervisor, Professor Penny Cook on p.a.cook@salford.ac.uk

17) Will I be recorded and how will the recorded media be used?

The focus groups and interviews will be recorded through written notes, video and audio and will be used for analysis. For illustrative purposes, film and photos will be used in published reports and specific websites and social media platforms, but only if you have consented for your image to be used. No other use will be made of them without your written permission, and no one outside the project will be allowed access to the original recordings.

Finally

Thank you for taking the time to read this Participant Information Sheet.

You will be able to keep a copy of this Participant Information Sheet for your records.

If you decide to take part in this study, you will be asked to sign a consent form and will be given a copy of this also to keep.

Participant Information Sheet – Co-researcher V1.0 25052023

Bolton Food Waste Study

Community Leaders Expenses and Payment Policy

Purpose

This policy is intended to provide a clear set of rules/guidelines for co-researchers and participants within the Bolton Food Waste Study study to ensure you do not incur out of pocket expenses as a result of being part of this study and that you are paid for your time. We need to ensure that our expenditure is relevant to the aims of the study and can be fully justified therefore all expenses should be reasonable and within the guidelines set out below.

Who the policy applies to

All approved co-researchers and participants of the Bolton Food Waste study

Definition of expenses

Expenses are actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that an individual undertakes in the course of their participation in the Bolton Food Waste study.

What is covered

To be agreed with the Lead Researcher in advance:-

- Travel
- Childcare or carer costs in order to participate in the study
- Cost of a Personal Assistant or support worker in order to participate in the study
- Administration costs (for example telephone, broadband, postage, stationery and other equipment)
- Subsistence – meals, snack and refreshments if away from home for more than 5 hours.

Claim limits

- Please retain your bus/ train/tram tickets. If you are making a number of journeys during one day in relation to your participation it is often cheaper to buy a one-day pass. Travel passes are capped at £6.40¹ per session unless agreed by the Lead Researcher.
- Please retain your taxi receipt. Taxis will be capped at up to a maximum of 10 miles each way unless authorised by the Lead Researcher.
- Petrol is reimbursed at 45p² per mile and up to a maximum of 10 miles each way unless authorised by the Lead Researcher. You will need to document on your expenses claim form your start and end locations and number of miles claimed. Keep all parking tickets.
- Please keep receipts for any Subsistence (food and drinks) purchased whilst taking part in the study. Subsistence can only be claimed if you are away from home for more than 5 hours and the maximum claim is £5. If you are away from home for more than 10 hours, you can claim a maximum of £10³. Please note during meetings refreshments will be provided.

How to claim

1. All participants must complete a **BACS form** so their out of pocket expenses can be reimbursed into their bank account via electronic bank transfer.
2. All participants have to claim their expenses by completing the **Volunteers Expenses claim form**. These forms can be obtained from your Lead Researcher.
3. All claims need to be cleared and authorised by your Lead Researcher.
4. Only claims that are fully completed, signed and dated and have the necessary receipts attached will be authorised and processed by finance.
5. All claims should be made within **3 months** of expenses being incurred.

¹ This is set based on the Transport for Greater Manchester System One 1 day AnyBus Adult

² This is based on HM Revenue and Customs mileage and fuel rates allowances

[Travel – mileage and fuel rates and allowances - GOV.UK \(www.gov.uk\)](https://www.gov.uk/travel-mileage-and-fuel-rates-and-allowances)

³ Based on the NIHR guidance [Payment guidance for researchers and professionals | NIHR](#)

6. Your payment via BACS will be referenced as 'reimbursed expenses' to ensure there is no confusion with the Jobcentre and any benefits you maybe in receipt of.

Paying expenses

Volunteers will be paid via BACS on the next BACS run.

Expenses that won't be reimbursed

- Any fines or penalties.
- Unauthorised travel or activities.
- For students on college placements.

Payment of expenses in advance or direct to source

We are able to pay some expenses in advance for example booking a taxi or travel tickets. We are also able to pay directly to your childcare provider, carer, personal assistant or support worker.

Please discuss any advance expense payments you may need with the Lead Researcher prior to you starting the study. This is to ensure that we can put the necessary arrangements in place for your participation.

Cash payments

If you do not have a bank account, we may be able to reimburse out of pocket expenses directly after a session. You would need to follow steps 2-5 under the section 'How to Claim'.

Payment for time

As participants you will be offered payment for taking part in this study for example attending focus groups or being interviewed. You will be offered £10 per hour. Please remember that it is optional whether you accept payment for your involvement in this study. We understand that accepting a payment is likely to have implications if you are employed, unemployed, receiving state benefits or retired. This is because the payment you receive will be treated as earnings.

If you are receiving state benefits:

There are benefits rules on part-time earning. Different benefits have different earning limits. If the payment you receive for taking part in this study exceeds the earning limit or have not had prior permission or informed Jobcentre Plus of your intention to become involved in the study, you may be in danger of having your benefits reduced or withdrawn.

It is your responsibility to follow your benefit conditions if you are getting involved in this study. There are sources of help and advice that the Lead Researcher can point you to including a free, confidential and personalised service, coordinated by the Bedford Citizens Advice Bureau to support members of the public whose welfare benefits may be affected by payment for involvement in research such as this. The Lead Researcher will be able to provide you with an official letter providing a written explanation of your involvement to show the Jobcentre.

Furthermore, you have the option to be paid less, or turn down the payment altogether, to suit your circumstances. Please discuss this further with the Lead Researcher

If you are in receipt of benefits due to your health status or disabilities, you will need to ensure that the Jobcentre Plus understands that 'involvement' in research is different to employment. The Lead Researcher will be able to provide you with an official letter providing a written explanation of your involvement to show the Jobcentre.

If you are receiving a retirement pension, any earnings you receive in retirement count as 'taxable income' along with income from your State Pension, personal or company (occupational) pensions and from certain taxable benefits. Bear in mind that any money you earn after State Pension age may affect income-related benefits such as Pension Credit, Housing Benefit and Council Tax Support. Staff at the Pension Service can tell you how earning may affect your Pension Credit.

In relation to how payments for being involved in this study may affect Housing Benefit and/or Council Tax Support get in contact with your local authority. Below are the details for Bolton Council

[Benefits – Bolton Council](#)

If you are liable to pay National Insurance or Tax, payments made to you for your involvement are usually subject to tax and National Insurance deductions if your taxable income exceeds your annual Tax Personal Allowance. This is £12,570 from April 2022-23. You need to declare the earnings to HMRC either through your employer or if you are registered as self-employed directly to HMRC. If you are in receipt of a state benefits inform the Jobcentre in advance of your involvement in the research. The Lead Researcher can provide you with an official letter providing a written explanation of your involvement to show the Jobcentre.

With all of the above circumstances, you have the option to be paid less, or turn down the payment altogether, to suit your circumstances. Please discuss this further with the Lead Researcher.

Young People under the age of 16 taking part as participants would be paid in vouchers at the same rate as the other participants (£9.90 per hour).

Parents/carers/guardians would be able to apply for out-of-pocket expenses. The same claim limits and claimant process would apply.

Date written May 2023

To be reviewed November 2023