



HAGIS: COVID-19 Impact & Recovery Study

Participant Information Sheet

E-Delphi Consultation

We would like to invite you to take part in an eDelphi consultation this is part of our research study. Before you decide whether you would like to take part, please let us explain why the study is being done and what participation would involve. Please take some time to read and understand the information provided below. You can also contact us to ask any questions using the email addresses provided at the end of this document.

What is the overall research study about?

A team of researchers at the University of Stirling, led by Dr Elaine Douglas, has been funded by UK Research and Innovation to explore how concerns about the COVID-19 pandemic can impact the way people aged over 50 make decisions on a day-to-day basis.

What is an 'eDelphi consultation'?

A 'Delphi consultation' explores a topic by asking participants to complete surveys, normally with a few weeks between each survey. It is sometimes called a 'consensus consultation' because the goal is to understand the extent to which participants agree on a topic or course of action. In 'eDelphi consultations' participants (called 'panellists'), are asked to complete those surveys online. The surveys may contain questions which ask about the extent to which you agree with statements, how you would rank items in terms of importance, or about your thoughts or opinions. After each survey results are summarised for the consultation panel as a whole and panellists are invited to look at these before completing the next survey. Successive rounds of surveys help to establish levels of support for aspects of the topic considered by the consultation

Why have I been invited to participate?

We have invited you to take part because your organisation works with, engages with, or is used by people aged over 50 living in Scotland, either exclusively or as part of a wider group of users/clients/customers. We think that your professional and personal insights into the lived experiences of such people will be invaluable to our consultation.

What does participation involve?

The purposes of this eDelphi consultation are:

- to facilitate informed discussion with invited participating professional experts on what findings on COVID-19 concerns mean for policy and practice;

- to use those discussions to generate potential recommendations for action based on the study findings and grounded in participants' experiences of the continuing impact of the pandemic in their areas of expertise;
- to explore the extent to which participants agree on the need for and prioritisation of different proposed recommendations;
- to deliver recommendations for Scottish policymakers and practitioners that synthesize quantitative survey findings and professional insights on the impact of Covid-related concerns on the engagement in health, social and employment-related activities of older people living in Scotland.

If you agree to participate in the eDelphi consultation we will send you emails with links to three consultation surveys, approximately four weeks apart. All the emails will be sent to the email address that you have told us that you would prefer to use in our communications. Each survey should take no longer than 30 minutes to complete.

Successive surveys are designed after analysing the responses from each previous set of responses. Surveys will contain a mix of different question types designed to capture insights from which to: generate possible courses of action; shape and refine these in light of panellists' responses; and evaluate support for different actions to inform our study recommendations.

After the third consultation survey we will send you a final email from the consultation. This will contain a summary of the results of the final survey and a link to one last set of questions which will ask you about your experience of taking part. This will help us to understand how we might be able to improve the ways that we do future consultations.

Your participation is completely voluntary. Your decision on whether or not to participate will not affect your position in the organisation or your relations with people you support.

What are the possible benefits of taking part?

We cannot promise that taking part in this study will benefit you personally, but we hope that the consultation will help to develop recommendations for policy and practice that support people aged over 50 living in Scotland who have been affected by concerns about the COVID-19 pandemic to (re)engage in social, health-related and economic activities.

What will happen to my survey responses?

We will use your responses in our analyses. We may also use your anonymised responses in published reports, academic papers or other project outputs. We will not use any quotes from your responses which might enable you to be identified. We are also required by our funder to archive research data for possible use by other researchers, and your anonymised responses will be archived in line with this.

Data about you

As part of the research, we will be recording personal data relating to you such as your name and your email address (for use only in communicating with you in this project) and

your age, gender, and role within your organisation (for use in analyses and reporting of our research). These data will be processed in accordance with the UK General Data Protection Regulation (UK GDPR). We need to tell you that the legal basis for processing your personal data will be the official authority of the University and for research purposes in the public interest.

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You have the right to object to us processing relevant personal data, however, please note that once the data are being analysed it may not be possible to remove your data from the study.

Anonymity and confidentiality

Under no circumstances we will share your participation status with your organisation or with anyone else. All information collected in the eDelphi surveys will be treated as confidential and not shared or used in an identifiable format.

Personally identifiable information (i.e. your contact details) will be securely stored, used only for communications in connection with this study and retained only until the end of the study. Anonymised survey data will be retained for a further period before deletion in accordance with University policy on research data.

What if I agree to take part but later change my mind?

If you agree to take part in this research, you are free to change your mind at any time. You do not have to answer any question in the surveys if you do not wish to do so, and you can withdraw at any point. You do not have to explain why you want to do so.

If you decide that you no longer wish to take part during the consultation process, we will withdraw you from the study and not send any further emails with links to surveys. Due to the nature of the eDelphi consultation any survey responses that you have already provided up to that point may already have been used in analyses.

What do I do if I have concerns about the research or how it is being conducted?

If you have any concerns about the way in which the research is being conducted or the ways in which the researchers have interacted with you then please contact:

Professor Derek McGhee, Dean of Faculty, Faculty of Social Sciences
Telephone: 01786 447731 Email: derek.mcghee@stir.ac.uk

What do I do next?

If you are interested in finding out more about taking part in the research or if you have any questions that you would like to discuss, please contact our research team at hagis@stir.ac.uk.