

DRAFT v1.0

What is REN?

Research Engagement Network

Humber North Yorkshire ICB is looking to work with VCSE organisations in North Yorkshire, East Riding (including Hull) and North East Lincs over the next six months to set up a Research Ready Community Network of champions to support research across the coastal areas.

One of the key objectives of developing research ready community champions network will be to engage with unrepresented groups that typically do not participate in public and patient engagement groups within healthcare. This could include marginalised communities, minority groups, or individuals who face barriers to accessing healthcare services. The research-ready community champions will actively reach out to these groups, listen to their concerns, and involve them in decision-making processes related to healthcare research and service provisions.

We will provide our VCSE partners with training to enable them to understand research and equip them with the knowledge and skills to communicate information about research amongst local communities.

This will help our ICB population become research ready by using trained VCSE organisations to engage the coastal population and undertake engagement events such as focus groups with coastal communities: Scarborough, Hull, Bridlington, Withernsea, Grimsby, Scunthorpe etc

It will also provide the opportunity for the community and those who don't normally engage in research/patient participation groups to feedback to the NHS to help shape future NHS planning.

Engagement events will promote opportunities for these communities to find out more about research and how to contribute.

Levels of VCSE Support needed for REN Programme:

1. Level 1: VCSE Lead organisation across coastal area

- Oversee the Research Ready Community VCSE delivery across the Coastal patch.
- Work with VCSE delivery leads in each place overseeing RRC implementation and provide monthly reporting to ICB on progress and learning
- Attend monthly steering group to report on progress
- Regularly feedback - what is working well, not working, learning and impact etc
- Map and recruit RRC lead organisations and ensure they attend 'train the trainer'
- Delivery support / RRC events
- Support the development of co-produced resource materials for VCSE to support research activities

**2. Level 2: Research Ready Community Lead organisation at place level
(1-2 lead organisations in each place – total of 6 delivery leads)**

- Attend Research Ready Community ‘train the trainer’ session (1/2 day session 11th December – online training)
- Oversee delivery of Research Ready Community at place level
- Regularly feedback - what is working well, not working, learning and impact etc
- Recruit, train and oversee research ready community champions RRC Champions (10-20 per place)
To enable them to have the conversations, previously not had with the underrepresented groups and be able to share that knowledge back with the team to plan further action and work programmes
- Map community groups / events – in particular those who are underrepresented in patient participation groups
- Develop a timetable of events, showcases (at least one event led by each RRC Champion)
- Collate engagements and event activity and share with lead VCSE organisation
- Support the development of co-produced materials to support research activities
- Cover community champions recognition payments and expenses

Expectation of Research Ready Community Champions:

- Attend 1 day training (provided by VCSE delivery lead organisation)
- Map community people and places where the community goes to access and find out about health issues – in particular those who are underrepresented in patient participation groups
- Stage 1: Deliver at least one community research engagement event to promote the local community’s understanding of and trust in research
- Stage 2: Deliver research information sessions to groups and people. Interact with public to advise them of research, what it is and how they can take part and help promote research locally (training above will cover this)
- Record engagements and event activity (including metrics around gender, age and ethnic group)
- Complete surveys
- Regularly feedback what works well, what doesn’t, key learning etc

We are generally looking for champions that sit within VCSE organisations (large and small) to ensure sustainability.

Expected Provision:

- VCSE Lead organisation across coastal area: 7.5K (Level 1)
- 30K per place (Level 2)
- Total: 97.5K

Next steps:

- Please let us know [what level of participation you would like to provide by 15th November](#)
- We are keen for places to make use of their community assets to avoid duplication and ensure sustainability. Please [complete the below EOI form](#) (appendix B) to reflect what would work for your place ensuring that it meets the requirements listed above and submit to penny.butcher2@nhs.net by the [24th November](#)
- Level 1 and 2: Please hold 11th December (2-4.30pm) in your diaries – ‘train the trainer’ session.

Example provided by Scarborough model

Level 1	Level 2	Research Ready Community Champion x 10-20 in each place	What REN wants you to do - Example	What REN would like to have reported back-Feedback-Metrics
<p>Lead VCSE organisation</p> <p>1 x VCSE organisation to oversee implementation of Research Ready Communities in each of the three places:</p> <ol style="list-style-type: none"> 1. North Yorkshire 2. East Riding and Hull 3. North East Lincs <p>Ensuring delivery in all three places, reporting progress and learning and attending REN monthly steering group</p>	<p>VCSE Locality Delivery Lead x 1-2 in each place</p> <p>VCSE Delivery Leads will upskill VCSE colleagues (recruit, train and oversee Research Ready Community Champions) to enable them to have the conversations, previously not had with underrepresented groups and be able to share that knowledge back with the Lead VCSE organisation to plan further action and work programmes</p> <ol style="list-style-type: none"> 1. North Yorkshire 1 or 2 Delivery Leads 2. East Riding – Hull 1 or 2 Delivery Leads 3. North East Lincs 1 or 2 Delivery Leads 	<p>Research Ready Community Champion will attend 1 day training provided by VCSE Locality Delivery Lead. Champions will map community groups and events in their local area. Will deliver at least one community engagement event to update communities on what research is and how to get involved</p> <p>Be research ready to deliver future information sessions to groups and people. Feedback learning to VCSE Delivery Place Lead</p>	<p>Scarborough example:</p> <p>SPARKs organisation will use existing timetable of events / activities for example: gardening club, kids club, sewing club, Christmas fair. Using place and audience already engaged in activities to talk about research. Champion will also attend outreach events in the community to both represent SPARKs and as Research Champion. The Champion will use established events/activities to be the voice of research and promote opportunities to take part in research or how their community anchors can be a resource for people to find out more about research and how they can contribute. Will be their event/activity and it is their own way to best interact</p>	<p>The Delivery Leads and Champions will provide REN with</p> <ul style="list-style-type: none"> ▪ Co-produced materials developed to support research activities. ▪ People spoken to ▪ Total attendance of event or activity (including demographic data for example, age, gender, ethnic group etc) ▪ Complete surveys ▪ Engage with public ▪ Provide photos of engagement events (with public consent) ▪ Feedback on learning: What went well/What didn't etc

REN Programme Contacts:

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[Appendix A](#)

REN Research Ready Community Champions – Train the Trainer

The session includes:

- What is health research
- Information on NIHR and CRN
- The delivering a Research Ready Communities project step by step (will include resources to use and participatory learning)

The training does not include how to manage champions. It includes what each volunteer is expected to do and how, including toolkits/resources to support each champion to deliver.

Humber of North Yorkshire – Research, Engagement Network (REN) programme
Research Ready Community Network of Champions for Coastal area

1. Expression of Interest Form

Name of lead person		
Organisation		
Level of interest (Level 1, Level 2 or both)		
Place (North Yorkshire, East Riding, North East Lincs)		
Contact Details		
Phone Number:		Email:
Relevant experience and skills <i>Please detail the experience and skills that your organisation / people will bring to this work. Please identify any gaps that may hinder delivery.</i>		
Delivery Approach <i>Please detail how you plan to deliver the work listed above, drawing on local resources and events to set up research ready community champions, engaging with vcse organisations, recruiting champions, and connecting with unrepresented groups across the coastal /place area.</i>		
Value for money <i>Please provide a breakdown of costs for the different elements of your proposal, with reference to the days / sessions / activities / training you intend to run.</i>		
Activity	breakdown	Total
Grand total		
Outputs		

Please provide an overview of the intended outputs you will create as part of delivering this work, including how you will structure and present your final report

2. Terms and conditions

Acceptance of Quotations

By issuing this Expression of Interest HNY VCSE Programme does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Clarifications

HNY VCSE Programme reserves the right to discuss, confidentially, any aspect of your quotation with you prior to any award of Contract to clarify matters.

Amendments

HNY VCSE Programme may amend the EOI document at any time prior to the deadline for receipt. If it amends the EOI document HNY VCSE Programme will notify you in writing and may extend the deadline for receipt in order to give you a reasonable time in which to take the amendment into account.

Conditions of Contract

These terms and conditions will be included in any contract awarded as a result of this EOI process. HNY VCSE Programme will not accept any material changes to these terms and conditions proposed by a supplier.

For the purpose of this contract the Standard NHS Terms and Conditions for the supply of Goods and/or Services (Purchase Order versions) shall be used as shown below.

[NHS T&Cs for Provision of Services \(PO version\)](#).

Quotation Submission

Your Expression of Interest must be sent by email to penny.butcher2@nhs.net

with the following title in the subject header of the email: *Expression of Interest for REN – Coastal - Research Ready Community programme for Humber and North Yorkshire ICB*