

Setting aims, approaches & expectations	Characterising Communities	Requirement Capture	Options Evaluation	Detailed Design	Evaluation
---	----------------------------	---------------------	--------------------	-----------------	------------

1. Title

Method statement for community engagement

2. Purpose and scope

The purpose of this method statement is to describe stage 1 of the co-design process – characterising a community. This method is used to recruit community members for a co-design process and to understand the social and technical context of the community. This method should be used in conjunction with Stage 0 – Setting aims, approaches and expectations.

3. Procedures

3.1. Recruiting participants within the community

3.1.1. To recruit participants for the co-design process we had a recruitment strategy spreadsheet which listed all members of the target group (in this case residents of one housing estate), our sampling approach (Convenience sampling through introductions from gatekeepers, snowballing and door knocking), and the number and type of approaches (in this case 1 letter, 2 door knocks at different times of day, 1 email where possible).

3.1.2. The recruitment process started with a walk-round of the location led by a stakeholder (in this case the resident liaison officer of the housing provider) for the social researcher to understand the context and be introduced to some residents and representatives.

3.1.3. The social researcher continued the recruitment process visiting the estate at different times of the day and during the weekend. This aimed to give all members the opportunity to say yes to the project. The social researcher followed lone working practices while in the community.

3.1.4. For participants who were interested in joining the project we had an information sheet which listed the research process and research team contact details, the expected contributions from participants, the incentive for participation (£100 for participating in all co-design activities), the planned outputs, the data management process, and the right to withdraw. We asked

participants to sign an informed consent sheet that confirmed they understood the co-design project and agreed to participate.

3.2. Characterising the household

3.2.1. After recruiting a proportion of the local group to the project we started our 'characterising the household' series of research activities. These activities were designed to understand the social and technical context and identify points of intervention for the co-design process. There were four activities: initial semi-structured interview, Home visit, diary, ending semi-structured interview.

3.2.2. The research activities were recorded using a dictaphone for interviews or written notes directly on the diaries. The data generated were transcribed and coded. The data were used to provide details of high & low resource intensity consumption practices, values related to these practices, and perspectives on local governance of resources and to create narratives to be used in the first co-design workshop.

4. Assessment

This phase of the project creates a set of qualitative data for use in the co-design process. The team should evaluate the data and the process of its collection at the end of the data collection period. The evaluation principles are detailed in stage 5. The three main aspects to assess at the end of this phase are; equality of participation; quality of participation; effectiveness of procedures. This phase also provides the first data on shared values which, when evaluated with all other project data and documentation, can help to establish value persistence.

5. Safety and responsibilities

This method should be applied with the involvement of community residents in the co-design process.

This method was used to begin a co-design process as part of a research project. The intention was to design an infrastructure intervention in the WEF nexus, however the process and outcome were fully open for the community to influence and change. In cases where the process is less open or part of the outcome has already been established, this needs to be communicated appropriately.

The incentive (£100 per respondent) was based on the living wage of £9.75 per hour

The person leading the engagement process is responsible for checking the appropriate ethics guides, engagement best practices and data protection protocols for their organisation, sector and location.

The person leading the engagement process is responsible for complying with local health & safety regulations, carrying out risk assessments and following lone working practices.

The key personnel involved in this stage includes team lead and social researcher and/or community engagement officer.

6. List of tools

- 6.1. Recruitment strategy spread sheet
- 6.2. Project information sheet
- 6.3. Project consent form
- 6.4. Characterising the community tool set:
 - Opening interview schedule
 - Home tour schedule
 - WEF practice logging diary
 - Ending interview schedule

7. References and further reading/training

- Lone working guidelines

The Social Research Association 'A Code of Practice for the Safety of Social Researchers'

http://the-sra.org.uk/wp-content/uploads/safety_code_of_practice.pdf

- Characterising household practices

Bulkeley, Harriet, Sandra Bell, Steve Lyon, Gareth Powells, Ellis Judson, and David Lynch. 2014. "Customer-Led Network Revolution Durham University Social Science Research April 2014 Report."

Wilhite, H.L., and R. Wilk. 1987. "A Method for Self Reporting Household Energy-Use Behaviour." *Energy and Buildings* 10 (1): 73–79.