

COREN Organisation Specification

The purpose of the Community Research and Engagement Network (COREN) is to engage residents of our network of Neighbourhoods for Learning (NFLs) in the work of the CLAHRC and to provide employment related skills and paid work opportunities for some residents. To achieve this, we wish to commission a community organisation linked to each Neighbourhood for Learning to become a COREN local agency for three years to deliver the following core activities:

1. appoint a part time local facilitator for the COREN
2. recruit and support a cadre of NFL residents to operate as CLAHRC Resident Advisers in their neighbourhoods. Resident Advisers will:
 - a. contribute to engagement activities on behalf of the CLAHRC
 - b. contribute to specific pieces of research/evaluation on behalf of the CLAHRC.

In each Neighbourhood for Learning the COREN local agency and the local COREN Facilitator will be expected to provide support for the CLAHRC Resident Advisers to be involved in a range of activities supporting the development and evaluation of interventions aimed at improving health and social care services and the economic, environmental and social conditions that affect people's health. This will include contributing to the design, conduct and dissemination of applied research and helping to organise and run events to engage a larger number of Neighbourhood residents in the work of the CLAHRC.

Residents recruited as CLAHRC resident advisers will receive accredited training in research and engagement methods helping them develop employment related skills and they will be paid for undertaking specific pieces of work. The training will be funded, organised and delivered by the CLAHRC team and will not be a responsibility of the local COREN agency. The number of CLAHRC champions will vary over time but it is anticipated that at least 15 residents in each Neighbourhood will receive some training and work opportunities at some point over the three-year period.

In addition to the 'Core contract deliverables' specified below, the COREN local agencies will also be expected to support the resident advisers to undertake specific pieces of research as part of the evaluation of the CLAHRC work in their Neighbourhood and may be asked to organise and deliver additional more targeted engagement activities. Funding for the support and conduct of these pieces of research and other activities will be additional to the funding for the core deliverables. Details of these other activities will be agreed separately and subject to a variation of contract, but the research will comprise two main elements:

- The CLAHRC has agreed to fund local extensions to the Household Health (HH) Survey. The main HH survey will be conducted in all Neighbourhoods for Learning in June 2015 by an external research organisation. (Further information about the local extension of this survey is provided in an appendix below)
- Other qualitative/participative research, the funding for which will be specified as the CLAHRC work develops in the neighbourhood.

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Core Contract Details

Core Contract length – from date of signing to December 31st 2018*

Core Contract Value: £7,500 per annum (£4,500 p.a. salary for Local COREN facilitator plus £3,000 other costs – travel, equipment, consumables)

Core Contract deliverables:

The COREN Local Agency will appoint a local 0.25 WTE COREN Facilitator (this could be a change in role for an existing member of staff) who will be responsible for:

- Recruiting a cadre of local people to operate as CLAHRC resident advisers who will receive accredited training in research and engagement methods; At least 15 CLAHRC resident advisers will be recruited over the three year period and at least three CLAHRC resident advisers will be available at any one time
- Providing management and generic support for the CLAHRC resident advisers to
 - Participate in 2 meetings a year of the wider COREN
 - Contribute to the delivery of two events in the neighbourhood each year to inform other residents about CLAHRC's work and encourage them to get engaged
 - Build on their CLAHRC experience to enhance their employability.
- Liaising with the university-based COREN Manager, key contacts within their Neighbourhoods and COREN facilitators in CLAHRC's other Neighbourhoods for Learning to contribute to the planning of the COREN work/activities.
- Overseeing the establishment of additional pieces of research and engagement work, the funding for which will be agreed separately. For example, they might help prepare for the extension of the household survey by convening meetings to help identify some appropriate locally relevant questions or to help design later qualitative research

Local people recruited as CLAHRC resident advisers should be:

- residents of the CLAHRC Neighbourhood for Learning
- reasonably representative of the area e.g. include both men and women and where relevant include representatives of minority ethnic groups

* End date may vary across documents because the programme was extended.

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Note

Appendix 1: *Local extension of CLAHRC's Household Health Survey in 2016 and 2018*^o

Each COREN local agency will receive additional funding to support the delivery of a local extension to the main Household Health Survey, which is being undertaken by an external agency in 2015 and again in 2018. As noted above details of this work will be agreed separately but in summary we anticipate this extension survey being undertaken in 2016 and again in 2018. The central CLAHRC team will do the necessary technical work (including constructing the sampling frame and creating the sample). The work to be undertaken by the COREN local agencies and CLAHRC resident advisers will include:

- Sending out correspondence inviting the selected households to participate in the extended survey sample and managing responses/reminders/etc.
- Managing and quality controlling the local fieldwork
- Collating and submitting completed interview schedules

In each area the survey will involve face-to-face interviews with 250 adult residents. Data are likely to be inputted to small handheld digital devices (which will be provided). The CLAHRC resident advisers will receive training in the conduct of the survey including how to randomly select the target respondents in a household and how to administer the survey including the use of the handheld devices. Further details will be available in the future but it is likely that the resident advisers will be paid a fixed sum per interview completed rather than work on an hourly basis as this is the usual way of paying interviewers. Our strictly provisional estimate of what the total wages cost for this would be (in total i.e. to do both surveys) is around £9,000. A fixed fee of around £1,500 would also be paid for the oversight and management provided by the local COREN local agency.

^o Qualitative aspects of evaluation of the programme were funded instead of a local extended Household Health Survey.