



## Commissioners' experiences of commissioning services for child and adolescent mental health: a qualitative study

### Participant information leaflet

#### Version 2.0: April 2023

Thank you for showing an interest in our study. You have received this information leaflet because you are a professional who is responsible for, or who has oversight over, the commissioning services to prevent and/or address child and adolescent mental health problems. This might include commissioning NHS child and adolescent mental health services (CAMHS) or local authority (LA) community-based services for child and adolescent mental health. Please take your time to read this information leaflet carefully before deciding whether or not to take part.

The research team would be more than happy to talk through this leaflet with you. Please just get in touch using the contact details at the end of this leaflet.

### What is the aim of the research?

Commissioners play a central role in planning services for children with mental health problems. Whilst some studies have explored how commissioners use evidence in decision-making or policy making in general, there is little research on their approaches to understanding the needs of their populations or how commissioners use population data in this process.

This research is aiming to develop a better understanding of commissioners' experiences of commissioning services to prevent and address child and adolescent mental health problems. To do this, we would like to speak to commissioners about how they develop an understanding of child and adolescent mental health needs and their approach to planning and adapting services for child and adolescent mental health. We are particularly interested in how commissioners use data to develop an understanding of local child and adolescent mental health needs and whether there are any gaps or limitations in the data currently available.

The findings from the study will be used to help facilitate discussions around how we can improve resources to better support commissioners in their roles moving forward. They will also be shared with key stakeholders and used to improve services for children and young people.

### Why are you inviting me to take part?

You have been invited to take part because you are a professional who has responsibility for, or oversight over, commissioning of services to prevent and/or address child and adolescent mental health problems. This may include commissioning NHS CAMHS or LA community-based services for child and adolescent mental health.

Because you have experience in commissioning services to prevent and/or address child and adolescent mental health problems, we think your views are essential in helping us understand how commissioners develop an understanding of child and adolescent mental health needs and plan

and adapt services for child and adolescent mental health. We also think your views could help us identify any gaps or limitations in the resources you use to support you in your role (e.g., national and local data), and how we could improve these resources moving forward.

### What would taking part involve?

- Taking part in **one, online interview**.
- The interview would take place in **May or June over Teams at a time to suit you**. If you would prefer, we could also do the interview over the phone.
- The interview would typically involve around **1 hour of conversation**.
- **During the interview a researcher** (Tamsin, Kate, or Sam) **would ask you some questions** about your views on the key drivers of child and adolescent mental health, how you develop an understanding of child and adolescent mental health needs, and your approach to planning and adapting services. The researcher would also ask you about how you use data to inform your understanding of child and adolescent mental health needs and your views on the gaps/limitations with this data and how it could be improved to better support you in your role.
- **The interview would be recorded** so that we can concentrate on listening to you. We would create a written version of this recording to be used in the analysis. We would remove your name, and any other information that might be used to identify you, from this written version.
- You would be one of 14-18 commissioners we plan to speak to across England (UK).

### What are the possible benefits of taking part?

- You will get the opportunity to share your experiences of commissioning services to prevent and/or address child and adolescent mental health problems and some of the challenges that you face in undertaking this role.
- Your experiences and views will help researchers develop an understanding of the commissioning process and some of the gaps and limitations in the resources (e.g., data) you use to support your decision-making. This understanding will be used to identify how we can improve these resources moving forward.
- A summary of the findings will be shared with key stakeholders including NHS England, OHID, ICBs and LAs to facilitate shared learning and discussions around how we can improve resources and support for commissioners in their role commissioning services for child and adolescent mental health.

### What are the possible disadvantages of taking part?

There are very few disadvantages of taking part other than the commitment of one hour of your time. We will be asking you about your experiences in your role as a commissioner. We do not anticipate that this will be distressing or uncomfortable, but should you wish to, you can stop the interview at any time. We will also take time at the end to de-brief.

## What will happen if I don't want to carry on with the study?

That's absolutely fine. Taking part in the study is voluntary and you can withdraw from the study at any time without giving a reason. Taking part/not taking part in the study, or withdrawing from the study, will not affect your job.

To withdraw from the study, you just need to contact the research team to let us know that you no longer want to take part using the contact details at the end of this leaflet:

- **If you withdraw from the study before we have analysed your interview data**, we will remove your data (including your personal data and interview data) from the study and destroy this, unless you explicitly give us permission to keep this.
- **If you withdraw from the study after the analysis stage has started** (2 weeks after the interview), we will not be able to remove your interview data from the analyses. However, any personal data will be removed from the study and destroyed, and we will not include any direct quotes from your interview data in any subsequent reports or publications, unless you explicitly give us permission to do so.
- **If you withdraw from the study after we have published reports and publications**, we will not be able to remove your data from these reports or publications. However, any personal data will be removed from the study and destroyed.

## How will my information be kept confidential?

The University of Exeter processes personal data for the purposes of carrying out research in the public interest. The University will endeavour to be transparent about its processing of your personal data and this information sheet should provide a clear explanation of this. If you do have any queries about the University's processing of your personal data that cannot be resolved by the research team, further information may be obtained from the University's Data Protection Officer by emailing [informationgovernance@exeter.ac.uk](mailto:informationgovernance@exeter.ac.uk) or at <http://www.exeter.ac.uk/ig/>.

All information we collect from will be confidential and stored in accordance with University regulations and requirements (under the General Data Protection Regulation 2018 and Data Protection Act 2018). This includes personal data (your signed consent form and contact details) and interview data (the audio file of your interview, pseudo-anonymised transcript of your interview, and any notes the researcher makes during your interview):

- **Your personal data** (i.e., data that could be used to identify you) **will be kept in a separate space to your interview data**.
- **We will remove your name, and names of specific services/places, from the interview transcript and any interview notes and replace with different names that you can choose** (e.g., changing "Kate" to "Samantha"). This will mean data is "pseudo-anonymised"; all personal details are removed but if someone that knew you read all of the interview data there is a possibility you could be identified. Interview data will only be accessible by the research team to minimise this risk.

We will only keep hold of the audio recording of your interview until we have created a pseudo-anonymised transcription of the interview. At this point, the audio recording will be securely destroyed. We will keep hold of the pseudo-anonymised transcription of your interview and any other research data for ten years in line with University regulations. We will only keep hold of your contact details until the end of the study (anticipated October 2023) unless you have provided consent for us to contact you past this date about the study.

### **Will I receive any payment for taking part?**

No. Unfortunately, we would not be able to reimburse you for your time.

### **What will happen to the results?**

We will look for common themes across the 14-18 interviews and write up a summary of the findings to share with you so you can see what we found. We will only share this summary with you if you have consented for us to keep hold of your contact details for this purpose. A summary of the findings will also be shared with key stakeholders including NHS England, OHID, ICBs, and LAs to facilitate shared learning and discussions around how we can better support you in your role as a commissioner.

The findings will also be written up as part of academic publications and presentations. We may use direct quotes from the interviews in these academic publications and presentations, but your name (or any other identifying information such as your LA or ICB) will not be written anywhere so that no one can link any direct quotes to you. We may also produce an overview of the findings to share on social media (e.g., Twitter) but again, this would never include your name or any personal information.

If you consent for us to do so, we may also use parts of your data for teaching and training purposes and/or contact you about any future research projects which might be of interest to you.

### **Who is organising and funding this study?**

This study is sponsored by the University of Exeter and funded by a National Institute of Health Research (NIHR) Advanced Fellowship awarded to Dr Tamsin Newlove-Delgado.

### **Who has reviewed this study?**

This project has been reviewed by the University of Exeter Medical School (UEMS) and Health Care Professional (HCP) Research Ethics Committee (REC) (reference number: 1337925).

### **Further information and contact details**

If you have any questions about this study, or would like any further information, either now, or in the future, please feel free to contact the research team [commissionerstudy@exeter.ac.uk](mailto:commissionerstudy@exeter.ac.uk) or Kate/Tamsin, directly.



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## Complaints

If you have any complaints about the way in which this study has been carried out, please contact the Chair of the UEMS and HCP REC:

**Mark Tarrant**

Chair of the UEMS and HCP REC

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