

Appendix A

Scoping project methods

a) Quantitative online BMDC staff survey – (objective 1)

Between 17 September and 9 October 2020, an online google survey was sent to 600 employees across all levels within BMDC (figure 1). We assessed knowledge of sources of evidence, use of research, research commissioning and current or past research funding received by BMDC.

Figure 1 BMDC online staff survey



- A total of 197 employees from a range of BMDC departments completed the survey (table 1).

Table 1 Percentage of online staff survey participants by Department

Department	Percentage
Education, Employment and Skills	41.12%
Planning, Transportation and Highways	11.17%
Public Health	10.66%
Economy and Development	10.15%
Environmental Health	8.63%
Other/Not sure	8.12%
Prefer not to say	Less than 5%
Revenues, Benefits and Payroll	
Sport and Culture	
Adult Social Care	
Children's Social Care	
Estates and Property	
Finance and Procurement	
Neighbourhood and Customer Services	
Waste, Fleet and Transport Services	

b) Focus groups (objective 1)

Two focus groups were held via Zoom during September 2020 with a total of 11 participants at more senior levels across a range of departments within BMDC (Table 2). We explored participants' understanding of research, the barriers and enablers to them using research, and prompted discussion around what would be needed to sustain a LARS. Data were analysed using Thematic Analysis.

Table 2 Working area and department of focus group attendees

BMDC Department
Business Intelligence
Housing
Education
Enterprise
Public Health
Strategy
Executive

c) Individual interviews (objectives 1 and 3)

We interviewed, via Zoom, 11 further local authority staff and members including key directorate leaders, elected members, the Council Leader and the Chief Executive. We explored understanding of research and evidence, barriers and enablers to how research is used within BMDC, and to obtain views on developing and sustaining research activity.

d) Pilot use of our local authority research activity typology (objective 1)

We asked focus group and interview participants to benchmark BMDC's research activity using our typology tool (figure 2 in the final report). We also shared the tool and sought comments from two other local authorities in our region (Doncaster and Wakefield) and the regional PaRC (PHE led regional public health research hub) and LARK (CRN supported local authority link network).

e) Documentary review of decision making (objective 1)

We explored the contribution of research to BMDC decision making. Two researchers independently reviewed minutes of all meetings for two of the council's senior strategic boards – the Bradford and Airedale Health and Wellbeing Board (HWB) and the Integration and Change Board (ICB) held between 1st January 2019 and 31st March 2020 and checked to confirm agreement.

f) Rapid literature review of existing models (objective 2)

A rapid review of existing published models of local authority-based research systems was commissioned from the School of Health and Related Research (SchARR), University of Sheffield.

g) Scoping of BMDC research capacity, skills and career development (objective 2)

Information regarding research staff, research training and skills development, and career development within BMDC was provided by the BMDC Director of Public Health (Sarah Muckle Co-applicant) and BMDC Director of Policy and Performance (Phil Witcherley Co-applicant).

h) NIHR support for local government research activity (objective 2)

We collected information around support for local authority research from the Research Design Service (RDS) Yorkshire and Humber and the national NIHR Centre for Engagement and Dissemination (CED) between September and November 2020.