**Working Life in York Survey (May – August 2014)**

Information Sheet

We would like to invite you to take part in a survey that investigates the challenges people face in managing their household budgets. This project is called ‘Working Life in York’ and is a joint project with the Joseph Rowntree Foundation/Joseph Rowntree Housing Trust (JRF/JRHT), City of York Council (CYC), York St John University (YSJU) and researchers from the University of York.

As part of the project we would like to interview you about your household’s earnings, income, benefits, savings, debts, expenditures and time use, as well as your views on the Living Wage policy recently adopted by your JRF/JRHT, CYC or YSJU employer.

We really hope you will be willing to take part in the project.

Why have you been invited to take part in the survey?

You have been invited to take part as you are an employee at JRF/JRHT, CYC or YSJU who currently receives an hourly wage rate at or below £10 per hour.

Do I have to take part?

No, it is totally up to you to decide whether or not you want to take part in the project. If you do not want to take part then please tell the interviewer and the interview will stop.

What will the research involve?

The survey will include questions about the income, working hours, benefits and expenditure (covering fuel, water, transport etc.) of your whole household, ideally with your most recent wage slip. The interviewers will also ask how you spend your time outside of your paid employment.

The ‘thank you’ payment

To recognise the contribution of your interview to the project a cash ‘thank you’ payment of £25 will be given to you at the end of the interview - a ‘thank you’ gift that is made possible by the Economic and Social Research Council (ESRC) project funding

Will the information I give stay confidential?

Yes, the interview will be entirely confidential. The information we collect from you will be anonymised, and not made available to CYC, JRF/JRHT or YSJU. Further research analysis on the anonymous data will be independent of CYC, JRF/JRHT or YSJU. We will produce a written report for CYC, JRF/JRHT or YSJU but no information in it will allow you or your household to be identified.

As part of the project we would like to keep an anonymised record of your data for future research by ourselves and other researchers, research which might link in other data sets to your anonymised data. This anonymised record of your data will not allow you or your household to be identified.

What will happen to the results of the research study?

The research will be written up as a report for the ESRC and the three project partners (CYC, JRF/JRHT & YSJU) and will help inform them about the challenges being faced by their staff.

Would you like a benefit entitlement check?

We would like to pass some of the anonymised surveys to the Welfare Benefits Unit to check benefit entitlement. The Welfare Benefits Unit will check, based on your household composition and circumstances whether your household is in receipt of the benefits to which you may be entitled. Where a household may be entitled to additional benefits, appropriate notification will be passed back to you (via the survey company) that a review of your benefits could be beneficial.

The Welfare Benefits Unit, York is an independent organization registered as a charity, and works with those in the voluntary and statutory sectors who deal directly with individuals claiming benefits.

Who is organising and funding the research?

The research is being organised by a team of researchers at the University of York and is funded by the Economic and Social Research Council, City of York Council, Joseph Rowntree Foundation/Joseph Rowntree Housing Trust and York St John University

Follow-up details

If you have any questions about the Living Wage or your pay with JRF/JRHT, CYC or YSJU please call the following contacts with your employer:

**JRF/JRHT** Shaun Rafferty, Director of Central Services, 01904 615980

**CYC** Judith Bennett, Strategic Workforce Development & Resourcing Manager, 01904 551716

**YSJU** Emma Wilkins, Director of Student and Staff Services, 01904 876618

Contact details of researchers at the University of York:

Professor Jo Swaffield, 01904 323679

Professor Becky Tunstall, 01904 321475

Professor Jonathan Bradshaw 01904 321239

Dr Carolyn Snell 01904 321249

Contact details of the survey company

Qa Research, Brackenhill, St George’s Place, York, 01904 732240

If you want independent support, please contact the Citizens Advice Bureau (CAB).

<http://www.yorkcab.org.uk/>

York & District Citizens Advice Bureau

West Offices, Station Rise, York, YO1 6GA

**9.30 am -12.00 pm** - Monday, Tuesday and Thursday
A**dviceline: 08444 111 444** Lines open: 9.30 am - 4.00 pm each weekday

***Thank you for taking the time to read this information***