



**Adult Social Care**

# **RESEARCH APPROVAL REQUESTS**



**HARTLEPOOL  
BOROUGH COUNCIL**

Review Date: July 2025

Research approval needs to be obtained for all researchers who are planning a research project that will take place within a social care service or setting, or will involve users of social care services.

Research approval will be needed if you can answer **YES** to any of the following:

- Will the research attempt to gain new knowledge by answering clearly defined questions using systematic and rigorous methods?
- Will you be gathering additional information to that routinely recorded about service users, carers, staff and members of the public?
- Does the research include surveys and questionnaires (postal, telephone, face to face), focus groups, consultation events etc?


If applying for research approval, an outline of the project including aims and objectives, target area etc. and any ethics approval should be forwarded to [leigh.keeble@hartlepool.gov.uk](mailto:leigh.keeble@hartlepool.gov.uk). In addition, the requester should include with their application:

- Timetable for the research.
- Copy of the information letter and consent forms they propose to send to participants together with how they can withdraw from the research.
- Copies of any questionnaires.
- Copy of questions they will ask in formal interviews or focus groups.

# HOW TO CONTACT THE SUPPORT HUB

If you, or someone you care for - or a relative or friend - is finding life a bit difficult at the moment and would like to talk about it, contact our Support Hub - [our gateway to information, advice, support and care](#).

 Visit the Support Hub at **Community Hub Central**, York Road, TS26 9DE between 10am - 4pm Monday to Friday

 Call **01429 272905** between 8.30am - 5pm Monday - Thursday.  
8.30am - 4.30pm on a Friday.

 Email [helping@hartlepool.gov.uk](mailto:helping@hartlepool.gov.uk)

*We will connect you to the things that will help you get on with your life.*

If you are **worried about someone being abused or neglected**, or if you need **information or support with hospital discharge** please contact:

The Integrated Single Point of Access (iSPA)

*You can contact the iSPA Monday - Thursday 8.30am - 5pm, Friday 8.30am - 4.30pm*

 **01429 803100**

 [ispa@hartlepool.gov.uk](mailto:ispa@hartlepool.gov.uk)

 **07977709900 (Relay UK)**

## How to get help if we are closed

If you need urgent help when our offices are closed, you can contact the **Emergency Duty Team** on **01642 524522**