

Dear

I am writing to you in reply to your Freedom of Information Act (FOIA) request to Nottinghamshire County Council. I have the following information.

*1. Who is the research governance lead for studies involving adult social care users and their carers?*

We have a research governance panel comprising of Caldicott Guardian, Principal occupational therapist (POT) and Principal social worker (PSW) and a legal representative.

*2. What is the procedure of obtaining research governance approval from your local authority?*

People email or enquire by phone, and are directed to Cate Bennett POT or Mary Read PSW. We request further information on the research proposal, ethics approval etc. and set up a panel to discuss the request e.g. we have a research governance practice guidance that we follow.

*3. How long does it take to obtain a research governance approval?*

We aim to respond promptly, but response depends on the quality of information that we receive on request. The panel can usually be scheduled within 2 months from receipt of research proposal, applicants would be notified of decision next working day after the panel.

If you have any queries or concerns then please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail [foi@nottscc.gov.uk](mailto:foi@nottscc.gov.uk).

Yours sincerely

John Allison  
Information Officer  
Chief Executive's Department  
Nottinghamshire County Council  
County Hall, West Bridgford, Nottingham NG2 7QP  
Telephone: 0115 977 2788