

Liverpool City Region Residents' Assembly on Data and AI Innovation



You are being invited to take part in the Liverpool City Region Residents' Assembly on Data and AI Innovation. It is important for you to understand why the Assembly is being done and what it involves before taking part. **You do not need to know anything about data to take part.**

Please take time to read the following information carefully. Feel free to ask us if you would like more information or if there is anything that you do not understand. Please also feel free to discuss this with your friends and relatives.

You do not have to accept this invitation and should only agree to take part if you want to. Thank you for reading this.

What is the purpose of the Residents Assembly?

Every day more and more data is collected about what we do and where we live. At the same time we hear a lot about 'AI', chatbots, and digital tech. These technologies are built using information and data about us. Data can be used to make better decisions and build beneficial technology for our local area. It can also get things wrong. **How can we better match how data and AI is used to what residents want to see happen in their area? We want to ask Liverpool City Region residents that question.**

In early 2025, the LCR Civic Data Cooperative is inviting 60 residents to debate the direction of data and innovation in the region. Together, we will build a set of principles on trustworthy and beneficial data innovation. This will create a Liverpool City Region Data and AI Innovation Charter, one of the first of its kind in the world. Organisations in the region will sign the charter. They will have a clear direction on how they should use data technology. **This will help inform future local projects that use data with an impact on people's lives.**

Why have I been chosen to take part?

As a resident you know how your community is doing. You are the best person to discuss what data could do in your local area. You do not need to know anything about data to take part.

The assembly will include **60 residents** deliberately chosen to represent both the **six local authorities** and the diversity of the LCR. We will ensure an equal spread of men and women, as well as representation across age, race, sexual identity, disability, socioeconomic status, and digital and data literacy.

Anyone 18 or older who lives in the Liverpool City Region can take part. The following people cannot take part. Elected representatives from any level of government, paid employees of any political party, council employees in any politically restricted post, and people who cannot give informed consent to take part. This means they must be able to read, understand, and sign the forms. We can provide the forms in Polish, Arabic, or they can be read aloud if the participant requires this.

Do I have to take part?

No – taking part is totally voluntary. **You are free to stop taking part and can withdraw from the Assembly at any time.** You don't need to give a reason, and your rights will not be affected.

However, **you will not be able to withdraw your data as audio recordings and notes are taken in a group setting.**

What will happen if I take part?

The assembly will be held in person across 4 sessions and online or over the phone for 2 sessions in March 2025. You need to attend all the sessions.

If you take part you will hear from engaging speakers, and then discuss the issues involved in small groups. Each group will have a facilitator to make sure everyone has their voice heard. You do not need to have any knowledge of the topics – all the information you need will be provided during the day.

There will be a one-hour induction session the week before the assembly between February 24 and 28 which can happen either online or over the phone.

The following sessions will take place in-person at Hilton Liverpool City Centre - Liverpool ONE, 3 Thomas Steers Way, Liverpool L1 8LW

- Thursday 6 March (10 am to 3:30pm) – Learning session on data
- Friday 7 March (10 am to 3:30pm) – Learning session on AI
- Thursday 13 March (10 am to 3:00pm) – Discussion and deliberation
- Friday 14 March (10 am to 4:00pm) - Discussion and deliberation

There will also be an optional two-hour debrief session held the week of February 26 to March 6 online or over the phone.

We will take notes during the sessions so we can report on what people discussed. We may also take audio recordings on the sessions on March 13 and March 14 to help with notetaking.

Are there any payments or paid expenses for taking part?

You will be paid £25 per hour for your involvement. This will, in total, be up to £625 for the four in-person sessions, the induction, and the debrief. We will also cover reasonable travel (up to £50 total), childcare, and carer costs.

Are there any impacts on tax or benefits for this payment?

Payments and vouchers are classed as income. The University does not deduct tax off this payment. You are responsible to pay any tax due. **Whether or not you will have to pay tax depends on how much other income you have.**

You have the right to decline payment or ask for a lower amount, which might be important if you are receiving welfare benefits. Benefit conditions are complex and limits on payments that can be received without impacting benefits vary widely and can differ for each person, sometimes from year to year. Please check in with a benefits advisor. Where people are receiving state benefits, they are required to notify Jobcentre Plus of any paid or voluntary activity. Please use this information sheet to inform your benefits advisor about this payment.

You can find your local Citizens Advice on the website at <https://www.citizensadvice.org.uk/> or by telephoning 0800 144 8848.

How will my data be used?

We will take notes during the in-person sessions and the debrief. We may audio record the sessions on March 13 and 14. **Your name will not be connected to the information you provide. This means you or anyone who takes part will not be identifiable. You will not be able to withdraw your data as it will be recorded in a group setting.**

The University processes personal data as part of its research and teaching activities in accordance with the lawful basis of 'public task', and in accordance with the University's purpose of advancing education, learning and research for the public benefit.

Under UK data protection legislation, the University acts as the Data Controller for personal data collected as part of the University's research. The Assembly Lead acts as the Data Processor for this Assembly, and any questions relating to the handling of your personal data can be sent to emily.rempel@liverpool.ac.uk.

Further information on how your data will be used can be found in the table below.

How will my data be collected?	Via audio recorded discussions at the sessions and through notetaking. You will not be able to withdraw your data as it will be recorded in a group setting.
How will my data be stored?	Audio recordings, notes, and written materials will be stored electronically.
How long will my data be stored for?	Data will be stored for ten years in an anonymous format in the Active Data Research Store.



What measures are in place to protect the security and confidentiality of my data?	Data will be held on the University of Liverpool Active Data Research Store.
Will my data be anonymised?	All transcriptions will be anonymised through replacing any use of individual names with a reference code. We will remove any identifying information.
How will my data be used?	The transcripts and notes will be analysed and reviewed using standard qualitative research tools such as Nvivo or Atlas/ti.
Who will have access to my data?	The Assembly team listed at the bottom of this form.
Will my data be archived for use in other projects in the future?	The data may be used by the team for additional work on public engagement and data. The data will not be shared beyond the project team.
How will my data be destroyed?	All data will be securely erased from the University of Liverpool Active Data Research Store after ten years.

Are there any risks in taking part?

We do not believe that there are any significant risks to taking part in the Assembly. If you have any concerns during the Assembly, you can stop and withdraw. However, **you will not be able to withdraw your data as audio recordings and notes will be taken in a group setting.**

There are always some emotional risks in hosting group discussions. The project team has experienced facilitators and will ensure that emotions are recognised and addressed while keeping the discussion to topic. The Assembly space includes a quiet zone/coffee lounge where you can go if you need time away, we will also offer signposting to mental health resources.

There will be an optional group debrief event online or over the phone for all participants. If you would like a one-to-one debrief on the day or after the Assembly, please contact Emily Rempel at Emily.Rempel@liverpool.ac.uk or 07341 792998.

The project team will ensure University of Liverpool health and safety regulations are followed. The Assembly has been planned with physical disability access in mind including mobility, hearing accessibility, and quiet spaces. If you have questions or need any specific accessibility accommodations, please contact us at cdc.info@liverpool.ac.uk or at 07341 792998.

What will happen to the results of the Assembly?

The results of the Assembly will be used to develop the Liverpool City Region Data and AI Innovation Charter. The Charter will be used by the organisations in the region to plan and evaluate potential projects. The results will also be published in reports, communications, and in academic research papers developed by the Assembly team. These reports and papers will be publicly available, and the team will provide a web link to the Assembly participants where these can be found.

What if I am unhappy or if there is a problem?

- If you are unhappy, or if there is a problem, please feel free to let us know by contacting Emily Rempel at Emily.Rempel@liverpool.ac.uk or 07341 792998.
- You may request a daily debrief as part of the assembly – please speak to Emily Rempel or Grace Reed on the day.
- If you remain unhappy or have a complaint, which you feel you cannot come to us with, then you should contact the Research Ethics and Integrity Office at ethics@liv.ac.uk. When contacting the Research Ethics and Integrity Office, please provide details of the name or description of the Assembly, the people involved, and the details of the complaint you wish to make.
- The University strives to maintain the highest standards of rigour in the processing of your data. However, if you have any concerns about the way in which the University processes your personal data, it is important that you are aware of your right to lodge a complaint with the Information Commissioner's Office by calling 0303 123 1113.

Who can I contact if I have further questions?

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