



PARTICIPANT INFORMATION SHEET

Title of Research Project: Dual Role Holders, Councillor/Clerk – Friend or Foe

Researcher details: Emma James, P2667079@my365.dmu.ac.uk

The researcher named above would like to invite you to take part in a research study. Before you decide whether to take part it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully to decide whether you wish to take part or not. If you wish, please discuss it with friends and relatives. If there is anything that is not clear or if you would like more information, please ask the researcher named above.

What is the purpose of this study?

This study aims to examine the impact the simultaneously held clerk/councillor role has on peers and affected councils by considering and answering the question: Dual Role Holders, Councillor/Clerk – Friend or Foe?

The research for this study is being undertaken by the researcher named above who is a Town Clerk and a student at De Montfort university undertaking Level 6 in Community Governance towards a BA (Hons) degree in the Faculty of Technology, Arts and Culture at De Montfort University, Leicester.

What does the study involve?

If you agree to participate in this study you will be asked to complete an electronic form. The survey will take no longer than fifteen minutes to complete and will take place using Microsoft Forms.

Why have I been chosen?

You have been chosen because:

you are either a clerk, deputy clerk, assistant clerk or a councillor who is, or has been a dual clerk/councillor role holder and has direct experience of, and views about this subject.

Or

you have come across the questionnaire on social media. If you have any views on the subject, please do complete the survey so that they can be taken into consideration.



or

You have been forwarded the information by a third party. If you have any views on the subject, please do complete the survey so that they can be taken into consideration.

This questionnaire has been distributed through social media. Some branches of the Society of Local Council and Local Council Associations across England may also have agreed to circulate the information to their members. Where dual role holders are known to the researcher, these individuals may have been contacted directly through their respective councils.

Do I have to take part?

Participation in this study is voluntary and you may ask the researcher questions before agreeing to participate. It is up to you to decide whether or not to take part. If you do decide to take part this information sheet can be kept and you will be asked to indicate your consent by completing the consent tick-box at the start of the questionnaire. If you decide to take part you are still free to withdraw at any time and without giving a reason.

I am interested in taking part, what do I do next?

If you are interested in taking part please complete the survey through the link provided or you can contact the researcher at P2667079@my365.dmu.ac.uk.

What if I agree to take part and then change my mind?

You can withdraw from the study at any time, without giving a reason. However, the data collected through the questionnaire is anonymous and therefore withdrawal of data will not be possible.

What are the possible disadvantages and risks of taking part?

While we hope that your experience will be pleasant, a disadvantage to you is the time it will take to complete the survey and may make you feel uncomfortable. If at any point during the study you feel distressed you can choose to not to complete the survey.

What are the possible benefits of taking part?

The benefits of taking part in this study are the provision of data that will provide an insight into the challenges and benefits of dual role holders and will inform my dissertation. This study may form a basis for future research by others.

What if something goes wrong?

If you are harmed by taking part in this research project, there are no special compensation arrangements. If you are harmed due to someone's negligence, then you may have grounds for a legal action but you may incur costs. Regardless of this, if you wish to complain, or have any concerns about any aspect of the way you have been approached or treated during the course of this study, the normal University complaints mechanisms should be available to you.

What should I do if I have any concerns or complaints?

If you have any concerns or complaints you can initially speak to the researcher, who will acknowledge your concerns within ten working days. A complaint can be also addressed to the researchers' tutor at DMU Angie.Hurren@slcc.co.uk

If no satisfactory outcome is achieved or you wish to make a formal complaint, please contact tac.ethics@dmu.ac.uk in the Faculty of Technology, Arts and Culture, De Montfort University, Leicester at the following address: De Montfort University, The Gateway, Leicester, LE1 9BH.

Will taking part in this study be kept confidential?

All the information that we collect about you during the course of the research will be necessary to the study and will be kept for until the study has been completed. All collated data during the course of the research will be stored on a password protected database and will be kept strictly confidential.

Data will be managed by the researcher named above for the duration of the project. Only the researcher will have access to the data. The Faculty Head of Research Ethics may also require access to check that the study has been conducted in accordance with the approval.

The Participant will be given an ID code which will be used instead of your name. Any identifiable information you may give will be removed and anonymised. Any published data released to a third party will be anonymised so that it cannot be traced back to the Participant.



You should also be aware that the researcher may be duty bound to pass on information that you provide that reveals harm has occurred to a child or other vulnerable individual.

What will happen to the results of the study?

If you agree to participate in this study, the research will be written up and used in a presentation, dissertation and a digital copy of this project will be submitted on Turnitin. A copy may also be made available on the Society of Local Councils website.

Please note that data submitted on Turnitin may be shared with third parties and may be available to other internet users. This research may also be used by other researchers and regulatory authorities for future research.

If you require it, you may request a copy of the findings from the researcher named above by e-mail which will be submitted to you.

Who is funding the research?

This research project is not being funded.

Who has reviewed this study?

This study has been reviewed and approved by De Montfort University, Faculty of Technology, Arts and Culture Research Ethics Committee and my SLCC Dissertation Advisor.

Contact for Further Information

Thank you for volunteering for take part in the study. For any enquiries please contact the researcher at the e-mail address listed above.