

PARTICIPANT INFORMATION SHEET

Title of Research Project: Does the role of local council clerk, offer 'good-work'? An evaluation of 'good-work' as experienced by local council clerks in Kent.

Researcher details: Debbie Baines, P2600882@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 what makes work satisfying or rewarding, using criteria of what constitutes 'good-work' and applying its theory to the experience of local council clerks.

The research for this study is being undertaken by the researcher named above who is a student enrolled on the final year of the Degree in Community Governance in the Faculty of Arts, Design and Humanities at De Montfort University, Leicester.

What does the study involve?

Survey. If you agree to participate in this study we will ask you to take part in an online survey. The data collection will be undertaken using Microsoft Forms. The survey will take no longer than 10 minutes and is available here:

<https://www.tenterdowntowncouncil.gov.uk/image/documents/Photos/1.Participant%20information%20sheet.pdf> !

Interview. If you agree to participate in this study we may ask you to take part in an interview. The data collection will be undertaken by the researcher taking notes during the interview. The study will take no longer than 20 minutes and will take place online using MS Teams. Notes taken will summarised at end of each section to ensure your agreement with information recorded.

Why have I been chosen?

You have been chosen because you are employed as a clerk at a Kent parish/town/community council.

Up to 450 other participants will also be chosen to take part in this study.

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 you will be given this information sheet to keep and be asked to sign a Participant Consent Form before the study takes place. 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 contact the researcher named above by the e-mail provided.

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. If you wish to withdraw from this study please contact the researcher named above. You can withdraw from the study at any time, without giving a reason up until the closure of the survey and end of the interview process. At this point data generated will be anonymised and it will not be possible to locate and remove individual responses.

Any data collated up to the point of withdrawal will be kept securely on a password protected database and securely disposed of following the withdrawal request.

What are the possible disadvantages and risks of taking part?

A disadvantage is that respondents, by taking part in this process will be giving up their time. The survey and interview, are however both designed so as not to place too onerous a burden on the participants.

The nature of the research is such that it is unlikely that it will cause upset or raise any emotive issues. However, should this arise during the interviews, they can be brought to an immediate close.

What are the possible benefits of taking part?

Taking part in this study will not benefit participants personally but will provide information to help understanding as to how parish/town/community clerks view their roles and the reasons why that is the case.

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 a complaint regarding anything to do with this study, you can initially approach the Researcher. If this achieves no satisfactory outcome, as this study is part of an educational award, any complaint may also be addressed to Dr James Derounian: James.Derounian@slcc.co.uk.

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 does not require collection of information which would identify the participant.

Data gathered in paper format, will be scanned and paper copies shredded.

Data stored electronically will be deleted once the educational assessment process is complete.

The module tutor for this academic research (Dr James Derounian) will also have access to the data and members of the faculty human research ethics committee at De Montfort University, may require access to check that the study has been conducted in accordance with the approval sought.

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 dissertation and a digital copy of this project will be submitted on Learning Zone.

Please note that data submitted on Turnitin may be shared with third parties. 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 being funded by Tenterden Town Council.

Who has reviewed this study?

This study has been reviewed and approved by De Montfort University, Faculty of Arts, Design and Humanities Research Ethics Committee and the researcher's supervisor.

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.