



## **Research Participant Information Sheet**

**Title of Project: Review of Community Transport Initiative**

**Name of Researcher: Elaine Brown**

You have been invited 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 and discuss it with friends and relatives if you wish to. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether you wish to take part or not. Thank you for reading this.

### **What is the research about?**

To provide a review of the Newbiggin Nipper Community Transport Initiative. This research is part of an assignment to be submitted in partial completion of a foundation degree in Community Governance awarded by De Montfort University.

### **What does the study / participation involve?**

Participants may be asked to take part in one of the following:

- a) Respond to a questionnaire
- b) 30- minute interview

Participation will be on a voluntary basis. Participants may withdraw at any time

### **Who is doing the research?**

Elaine Brown  
Community Governance Student  
De Montfort University.

If you have any concerns about this research, for any reason and at any time, you may contact my supervisor Dom Stapleton. His contact details are provided at the end of this information sheet.

**Who is funding the research?**

This research is funded by the researcher and no external funding has been received.

**Why have I been chosen?**

You have been asked to participate in this study as a member of the community of Newbiggin by the Sea.

**Do I have to take part?**

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 consent form. 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 wish to take part, then complete the questionnaire and return it. For the interviews, show your willingness on the questionnaire.

**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. Data provided cannot be withdrawn but will remain anonymous.

**What happens to the information I provide?**

- a) The research data will be used to create a report to form part of the presentation.
- b) Data will be stored securely in password protected files. No names will be used in the report.

**Will my taking part in this study be kept confidential?**

All information which is collected about you during the course of the research will be kept on a password protected database and is strictly confidential. You will be given an ID code which will be used instead of your name. Any identifiable information you may give will be removed and anonymized.

Raw data is kept for 5 years after a study has been completed and then destroyed.

The study supervisor will also have access to the data.

Members of the faculty human research ethics committee may require access to check that the study has been conducted in accordance with the approval.

**What will happen to the results of the research study?**

Results to this research study will be used to create a report. Participants can receive a copy of the report on request.

**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 have to pay for it. 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.

**Who can I complain to?**

You can also complain to the research supervisor:

Dominic Stapleton

[dominic.stapleton@slcc.co.uk](mailto:dominic.stapleton@slcc.co.uk)

If you have a complaint regarding anything to do with this study, you can initially approach the lead investigator. If this achieves no satisfactory outcome, you should then contact the Administrator for the Faculty Research Ethics Committee, Research & Innovation Office, Faculty of Business and Law, De Montfort University, The Gateway, Leicester, LE1 9BH or [BALResearchEthics@dmu.ac.uk](mailto:BALResearchEthics@dmu.ac.uk)

**Who is organising and funding the research?**

This research is funded by the researcher who is also organising, and no external funding has been received.

**Who has reviewed the study?**

This study has been reviewed and approved by Society of Local Council Clerks Community Governance Teaching Team.

**Contact for Further Information**

Elaine Brown – Deputy Town Clerk

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Email: [ask@newbiggintowncouncil.gov.uk](mailto:ask@newbiggintowncouncil.gov.uk)

Thank you for taking part in the study.

29/03/2021