

The INFORMATION SHEET FOR PARTICIPANTS

Ethical Clearance Reference Number: MRA-20/21-21151



Project title: Future of London Governance (Stage 1)

I would like to invite you to participate in this research project which the Research Council UK (ref ES/V009346/1) and hosted at the Department of Political Economy, King's College London. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask me if there is anything that is not clear or if you would like more information.

What is the purpose of the project?

The overall purpose of the project is to analyse London's governance and to investigate paths of possible future reforms.

In particular, the project focuses on:

- The scope of public involvement in key decisions in local governance
- Existing inequalities in life, work and political opportunities available to Londoners

The project engages representatives of local government, business, and civil society to analyse their current role in facilitating public involvement and addressing inequalities in London. The project also investigates the possibilities of new strategies of doing that at the local level.

This project involves two stages:

- Stage 1 - A short online/phone conversation on your and your organisation's experiences on representing or involving Londoners and perception of inequalities among them
- Stage 2 - A stake-holders consultation forum (Spring 2021).

This information sheet concerns only Stage 1 of the project and I will seek your separate consent for stage 2 later. Your consent to participate in this stage does not imply consent to participate in the next stage.

Why have I been invited to take part?

You are being invited to participate in this project to due to your position within the borough, in the local government or the non-governmental organisation. Other representatives from London boroughs, City Hall, several non-governmental and social organisations are also being invited to participate in this study.

What will happen if I take part?

If you choose to take part in the project you will be first asked to participate in a short conversation.

The conversation will take the form of semi-structured interviews on the aims and action of the organisation, particular groups and interests it represents, ability of Londoners to reach the local services and potential paths of increasing inhabitants' involvement in local policy.

The interview will take place online (on Zoom or MS Teams) and will be recorded only upon your consent. During the interview, I will also take notes.

The interview will be used to identify common topics or issues for the stakeholder forum (stage 2). However, some parts can be used for academic outputs and policy briefs. It will be not possible to identify you from any written materials beyond the type or name of the organisation you represent (depending on your consent).

Do I have to take part?

Participation is completely voluntary. You should only take part if you want to and choosing not to take part will not disadvantage you in any way. Once you have read the information sheet, please contact us if you have any questions that will help you make a decision about taking part. If you decide to take part, I will seek your written or verbal consent before I start any questions.

What are the possible risks of taking part?

The data could be sensitive from the perspective of the aims of your organisation. You can provide some data off the record or withdraw your consent regarding parts of the information at any time.

What are the possible benefits of taking part?

By taking part you will be contributing your own and your organization's views on this topic to the research. The project will result in policy briefs or a report about possible strategies of increasing public involvement of inhabitants which will be sent to all the participating organisations.

Data handling and confidentiality

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR).

All the data will be pseudonymised – it will not be possible to identify your name. You can agree to either inclusion of the name of the organisation you represent or only to its type (e.g. local government, borough, NGO) (depending on your consent). The data will be stored in an electronic form on King's College London OneShare, password protected. Back-up copies of the data will be stored on two hard drives in encrypted files which will be kept in my home.

The data will be retained for 2 years and after that will be destroyed.

Based on your consent, the pseudonymised data will be shared with the accredited transcription service (who will sign the confidentiality agreement).

Based on your consent, anonymised transcripts (but not the recording) will be archived on UK Data Service Reshare where access will be limited (so-called 'safeguarded') for registered users based on their request and limited to non-commercial purposes. You can find more information here: <https://ukdataservice.ac.uk/manage-data/legal-ethical/access-control/three-tiers-of-access.aspx>

Data Protection Statement

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR). If you would like more information about how your data will be processed in accordance with GDPR please visit the link below:

<https://www.kcl.ac.uk/research/support/research-ethics/kings-college-london-statement-on-use-of-personal-data-in-research>

What if I change my mind about taking part?

You are free to withdraw at any point of the project, without having to give a reason. Withdrawing from the project will not affect you in any way. After participating, you can withdraw your data from the project up until **10/04/2021**, after which withdrawal of your data will no longer be possible due to the data will have analysed and incorporated in the next stage of the project. If you choose to withdraw from the project we will not retain the information you have given thus far.

How is the project being funded?

This project is being funded by the Economic and Social Research Council UK: <https://esrc.ukri.org/>.

What will happen to the results of the project?

The results of this stage of the project will be used to identify common topics or issues for the stakeholder forum (stage 2). However, some parts can be used for academic outputs and policy briefs. It will be not possible to identify you from any written materials beyond the type or name of the organisation you represent (depending on your consent). The results of the overall project will be published in public policy briefs, which will be sent to all the participants.

Based on your consent, anonymised transcripts (but not the recording) will be archived on UK Data Service Reshare where access will be limited (so-called 'safeguarded') for registered users based on their request and limited to non-commercial purposes. You can find more information here: <https://ukdataservice.ac.uk/manage-data/legal-ethical/access-control/three-tiers-of-access.aspx>

Who should I contact for further information?

If you have any questions or require more information about this project, please contact me using the following contact details:

Dr Marta Wojciechowska
Email: marta.1.wojciechowska@kcl.ac.uk

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Department of Political Economy
King's College London
Bush House North East Wing (9.09)

What if I have further questions, or if something goes wrong?

If this project has harmed you in any way or if you wish to make a complaint about the conduct of the project you can contact King's College London using the details below for further advice and information:

Dr Rod Dacombe
Email: rod.dacombe@kcl.ac.uk

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Thank you for reading this information sheet and for considering taking part in this research.