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| Participant Information Sheet |

*Would you like to help Councils by taking part in a*

*virtual focus group?*

The **Local Government Management Agency (LGMA)** are currently undertaking research to understand how the council can better communicate and engage with the public. We hope to find out *what* information you want, *where* you go to get information, and *when* you need information from local authorities.

The focus group meeting will take place on **Zoom** and will last approximately one hour. It will be facilitated by an independent consultant, *Diane Richmond*.

We wish to recruit about 8-10 people (mixed by gender and age) for a focus group on:

**Wednesday 14th December 2022, @ 7.15pm to 8.15pm**

**Participants should be living or working in the Cork City Council area,**

**Age: 18 years +**

The focus groups*[[1]](#footnote-1)* will be recorded and transcribed for use in this research, but no individual will be identified by name in the report, and all recordings will be deleted once transcribed. As a thank you, each participant will receive a €25 One4All e-voucher. Vouchers will be emailed out a few days after the Focus Group.

If you are interested in participating, please complete the Registration and Consent Form (see below) and email them to Diane at [diane@uniqueinsights.ie](mailto:diane@uniqueinsights.ie). Focus group selection will be based on those who offer a good mix in terms of age and gender, and on a first come, first served basis. We will let you know what your participation status is by email, and if we are oversubscribed, we will compile a waiting list.

Many thanks for your interest and we will be in touch with you shortly.

Kind regards,



Diane Richmond

Unique Insights on behalf of LGMA

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| Communication and Engagement – Focus Group Interviews |

### Registration Details

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| --- | --- |
| **Your County Council:** | |
| In which Council area do you live:  In which Council area do you work: | |
| **Please select the age group you belong to?** | **Please tick the correct answer** |
| 18-24 |  |
| 25-34 |  |
| 35-44 |  |
| 45-54 |  |
| 55-64 |  |
| 65 and over |  |
| Rather not say |  |
| Please state your gender: | **Please tick the correct answer** |

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Other |  |
| Rather not say |  |

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| Communication and Engagement – Focus Group Interviews |

### Participant Consent Form

|  |  |
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| **Please Tick** | |
| I have read the Participant Information Sheet pertaining to the Focus Group Interviews |  |
| I understand the information provided and have had enough time to consider this information |  |
| I know that my participation is voluntary and that I can withdraw at any time |  |
| I agree to take part in a focus group |  |
| I agree to the recording of the focus group |  |
| I agree to the use of anonymous quotations in the reporting of the findings |  |

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| --- |
| **Please Complete** |
| Name: |
| Date: |

Please return completed form by email to [diane@uniqueinsights.ie](mailto:diane@uniqueinsights.ie) as soon as possible.

Many thanks,

A pair of glasses

Description automatically generated with medium confidence

Diane Richmond

Unique Insights on behalf of LGMA

1. Your participation is entirely voluntary, and you can refuse to respond to any questions you do not wish to answer. You are also free to withdraw from this research at any point. The information you provide will be stored securely and will only be accessed by the researchers. Personal data received (i.e., email addresses) will only be retained for a maximum of one month after the focus group and will then be deleted. Research data obtained from the focus groups will be anonymised with no participant being identifiable. Unique Insights will delete email addresses after vouchers have been sent. [↑](#footnote-ref-1)