

Participant Information Sheet

**Study title**

Access to justice and system capacity in Employment Tribunals

Lead researcher

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Invitation

We would like to invite you to participate in our research study. Before you decide whether or not you wish to participate, it is important for you to understand why we are doing this research and what it will involve. Please read the following information carefully and email us in case you have any questions. Participation in this research is completely voluntary.

What is the purpose of the study?

The aim of the research is to understand key stakeholders' views on how well Employment Tribunals are handling current caseload and what are the factors that are restricting capacity, at national and regional level. We would like to learn about your experience working or engaging with Employment Tribunals and the Ministry of Justice. We would also like to better understand what works well and what potential solutions are to improving Tribunal capacity, then bring these recommendations to the attention of decision-makers.

Who are we looking to speak to?

You are being invited to participate in this research study because you have been identified as a key stakeholder, with extensive knowledge and experience of how Employment Tribunals operate, as well as policy developments in this space.

How can I contribute?

The interview will take place online and last about 1 hour. We will record the audio, to ensure that we can represent your views accurately, but *not* the video feed of the interview.

What are the possible benefits of taking part?

Our aim is to obtain a nuanced and balanced understanding of systemic barriers to accessing justice through Employment Tribunals, to what extent Tribunal judicial and administrative capacity are contributing factors, and what policy interventions could ameliorate the issue. We intend to share this piece of research with government stakeholders and drive subsequent policy engagements. We will keep research participants updated about this.

What information will you be collecting about me?

Unless you request otherwise, information that could be used to identify you - such as your name and the name of your organisation - will be removed.

Who will see data from my interview?

The full interview transcript will remain completely confidential and will not be shared with anyone beyond the Work Rights Centre. We may share excerpts from your interview in our research report and other publications. Unless you choose to be identifiable, all outputs will be pseudonymised. Pseudonymisation means that no information which can be used to identify you will be present in any transcripts or excerpts that we produce.

How will my data be stored and who will have access to it?

Once the interview is completed, your data will be uploaded to a secure Drive. The audio recording from the interview will be deleted from the voice recorder once uploaded. The interview will then be transcribed and uploaded to the Drive, and will only be accessible to the researchers. The transcript will be pseudonymised, with your real name kept in a separate, encrypted, password-protected file uploaded to the Drive. Only our research team will have access to any of these files.

How will my data be used and shared?

Your pseudonymised data will be combined with other interview data and presented in our research report, which will be publicly accessible. We will delete the audio recording as soon as we have finished transcribing your interview and pseudonymising the transcript. We will keep pseudonymised transcripts for up to five years to inform future publications.

What will happen if I want to withdraw from this study?

You can withdraw your participation in the study at any time before publication without providing a reason. To do so, send an email requesting the withdrawal from the study to **research@workrightscentre.org**. Your data will be completely deleted and not used in any part of this or any other research, if you request to withdraw your data *before* the publication of this research report. However, once your interview data is included in a research publication, it will not be possible to withdraw your data from the study.

What should I do if I have any concerns about this study?

If you have any concerns about the manner in which the study was conducted, please contact the researcher(s) responsible for the study.