

14th October 2019

Thank you for agreeing to be one of the 50 people from across the Dudley area taking part in the Dudley People's Panel to tackle the question: ***What can communities and the Council do together to make Dudley and Brierley Hill town centres places that are vibrant, welcoming and somewhere we are proud of?***

The Sortition Foundation is responsible for looking after the needs of all the participants in the run-up to the event. We will be contacting you again to make sure that you are happy with the information we are providing about the event and that you know what you have to do in order to take part.

The following documents are enclosed along with this letter:

- People's Panel Handbook
- Travel expenses form
- Consent form
- Extra Information sheet

These documents contain everything you need to prepare for the weekends. Please read them carefully and **let us know if you have any questions – we are here to help! Contact details are at the end of this letter.**

For reference, the documents can also be found on this web page:
www.sortitionfoundation.org/dudley_participant_information

People's Panel Handbook

This covers the key information, including:

- What you will be discussing
- Venue details
- How to get there
- Arrival and departure times

Travel, Expenses and Gift form

This is the form you need to fill in to claim any expenses and also your £300 thank you gift (£150 for each weekend). We've kept it short so hopefully it will only take you a few minutes. You will need to complete this for each weekend. We will remind you about that closer to the time too.

There are full instructions on the form itself about how to complete it and also how to return it. **You will return the form to DemSoc, the organisation running the weekends, who will**

organise the payments. If you need any help, including help with payment of costs in advance, you can talk to Tom at the Sortition Foundation - his contact details are below.

Consent Form

We are legally required to ask you to sign a consent form to take part in this event. Please read the form and let us know if you have any questions. **The form contains information about how to return it to DemSoc, who will be running the event.**

Extra Info Sheet

This contains additional information about accessibility and food for the weekends.

Finally, if for any reason you can no longer attend the event then please tell us immediately using the contact details below.

We will be in touch again before the first weekend. In the meantime, do get in touch if we can help in any way.

Best wishes,



Tom Lord

Project Officer,

Sortition Foundation

Contact details for any questions or issues:

email: tom@sortitionfoundation.org

or phone: **0800 009 6486** and ask for Tom to call you back