Consultation & Participation Unit
4th Floor, Delamere House
Delamere House, Crewe
CW1 2LL

Telephone : 01270 371376
Email : cpu@cheshireeast.gov.uk

Dear Sir/Madam

Cheshire East Council Adult Services Department is looking to set up a Readers Panel and we are contacting you to see if you would be interested in joining.

What is a Readers Panel?
A Readers' Panel is one way people can tell us what they think about our written publications. These include documents such as letters, information leaflets and forms.
We need volunteers to look at different documents throughout the year and for them to tell us if they are:

- Easy to read
- Clear
- Good quality
- Well designed.

Who are we looking for?
We want the panel to be made up of as many different people as possible. We are looking for men and women of varying ages and from different communities living across Cheshire East.

What does it involve?
We will send members of the panel copies of letters, leaflets and forms which we require comments on. These would be distributed either in the post or via email, whichever is most appropriate. We will also send an evaluation form for comments. If this is by post we will also include a prepaid envelope.

We would like panel members to consider:

- How the information is worded
- How relevant and useful you find that information
- Does it answer all the questions you have
- How the material is presented including (both text and pictures)

Although we will ask members to focus on the points above, members will also be free to comment on any aspect they see that they feel needs to be modified in order to improve the value of the leaflet / document.

What will we do with the comments?
Once we have received any comments and feedback we will go through each one and try to incorporate them into the final document. Although we will value every comment made at times we may be unable to use some suggestions. If this was the case, we would explain why this was.

How many people are you looking for?
We are hoping to have approximately 50 members, but if more people register an interest in joining their details on file as the intention is to refresh the panel periodically.

Want to become a member?
Please contact the Consultation and Participation Team on 01270 371376 or email us at cpu@cheshireeast.gov.uk. We will then send you some further information.

Yours sincerely

Rob Walker
Commissioning Manager
Adult Services
Cheshire East Council