

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment



Dear Sir/Madam

Letter of Appointment

This letter of Appointment dated 3rd February 2022 is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Contract Number:	con_20020
From:	Research Team, Evidence & Technology Directorate, Youth Justice Board for England and Wales, 70 Petty France, London, SW1H 9EX ("Customer")
To:	Office for Public Management Ltd trading as Traverse Office 501, 31-35 Kirby Street London EC1N 8TE ("Supplier")

Effective Date:	7th February 2022
Expiry Date:	End date of Initial Period: 6th January 2023 End date of Maximum Extension Period: 6 months Minimum written notice to Supplier in respect of extension: 4 Weeks

Services required:	Set out in Section 2 , Part B (Specification) of the DPS Agreement and refined by: the Customer's Project Specification attached at Annex A and the Supplier's Proposal attached at Annex B
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Key Individuals:	[REDACTED] [REDACTED] [REDACTED] ("Customer") And [REDACTED] [REDACTED] [REDACTED] ("Supplier")
[Guarantor(s)]	N/A

Insurance Requirements	Insurance As per terms (Clause 19 of the Contract Terms)
Liability Requirements	Suppliers limitation of Liability (Clause Error! Reference source not found. of the Contract Terms);
Reimbursable Expenses	Not permitted unless approved in advance by the Customer and in line with MoJ Policy. [REDACTED]

GDPR	See Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects)
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Alternative and/or additional provisions (including Schedule 8 (Additional clauses)):	N/A
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Contract Charges (including any applicable discount(s), but excluding VAT):	<p>The total contract value shall be up to but not exceed £41,537.50 (excluding VAT) over the term of the contract, as per Suppliers Proposal below.</p> <p>[REDACTED]</p> <p>These costs are commercially confidential and not to be disclosed for three years from the proposal submission date.</p>
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Qualitative phase

Pricing Matrix

Please submit the best daily rates that you will offer for this contract for Phase 1, and the number of days each role will be involved in the delivery. These must be no higher than the maximum rates detailed on the Roles Matrix sheet, and must be fixed for the delivery of the Phase. You must also provide a full detailed breakdown of all costs associated with the delivery of this Phase, including an overall combined total. All costs must be included in the pricing submission, and any assumptions made in relation to these costs must be clearly indicated. All relevant rows in the table must be populated. **N.B. This pricing matrix template is set out as per the potential phases of project work described in the statement of requirements. However, potential suppliers are encouraged to adapt this template to the number of phases which would feature in their proposed methodology.**

[REDACTED]

Please refer to Roles Matrix for information on descriptors and experience relating to the roles in the Pricing Matrix above. Information required is for prime contractor but bidders need to insert rates which would be applicable to any sub-contractors.

[REDACTED]

Quantitative phase

[REDACTED]

Please refer to Roles Matrix for information on descriptors and experience relating to the roles in the Pricing Matrix above. Information required is for prime contractor but bidders need to insert rates which would be applicable to any sub-contractors.

[REDACTED]

Report writing

[REDACTED]

[REDACTED]

<u>Overall cost for delivery of Phase 1, 2 & 3</u>	£41,537.50
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FORMATION OF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

For and on behalf of the Customer: **Ministry of Justice**

Name	[REDACTED]
Title	[REDACTED]
Signature	[REDACTED]
Date	[REDACTED]

We accept the terms set out in this letter and its Annexes, including the Conditions.

For and on behalf of the Supplier: **Office for Public Management Ltd trading as Traverse**

Name	[REDACTED]
Title	[REDACTED]
Signature	[REDACTED]
Date	[REDACTED]

ANNEX A

Customer Project Specification

To be determined by the Customer at Call for Competition stage

1. Introduction

1.1 The Youth Justice Board (YJB)

The YJB is a non-departmental public body responsible for overseeing the youth justice system in England and Wales. Our vision is for a youth justice system that sees children as children, treats them fairly and helps to build on their strengths so they can make a constructive contribution to society. This will prevent reoffending and create safer communities with fewer victims.

1.2 The YJB has a statutory duty to monitor the operation of the youth justice system, obtain and publish information from relevant authorities and to commission research to support the development of evidenced-based practice.

1.3 For 2020-21, our strategic objectives are to:

- strengthen and enhance the delivery of our statutory functions;
- see a youth justice system that sees children as children first, and offenders second;
- see an improvement in the standards of custody for children and promote further rollout of constructive resettlement;
- influence the youth justice system to treat children fairly and reduce over-representation; and
- see a reduction in serious youth violence and child criminal exploitation.

2. Background to the requirement

2.1 The YJB has a statutory duty to monitor the operation of the youth justice system, obtain and publish information from relevant authorities and to commission research to support the development of evidenced-based practice.

2.2 Ethnic disproportionality is a priority area for the YJB. We aim to reduce the overall representation of ethnic minority children in the youth justice system, improve positive outcomes for ethnic minority children, and improve the trustworthiness of the youth justice system. This research is critical to improve the YJB's understanding on how to best support ethnic minority children and address the ethnic disproportionality in reoffending rates in the youth justice system.

2.3 Statistics published by the YJB indicate that the reoffending rate has been consistently highest for Black children over the last 10 years. For the year ending December 2018, 45.8% of Black children reoffended compared to 39.8% of White children – 6 percentage points higher.¹

2.4 However, there are also ethnic differences in the number of reoffences per child. For the year ending December 2018, of those children who reoffend, White children tend to reoffend at a higher frequency rate (4.11 per child) compared to Black children (3.51), Asian children (3.46) and children from other ethnic minority groups (4.11).^{2,3}

2.5 When assessing the impact of ethnicity on reoffending rates, it is evident that there are other disproportionalities that should be considered. Historically, reoffending rates have been higher for boys compared to girls (40.3% and 28.7% respectively in the year ending December 2018). Additionally, the rate of reoffending has consistently increased with the number of previous offences. For the year ending December 2018, the reoffending rate for children with '11 or more' previous offences was 50.8 percentage points higher than children with 'no previous offences' (71.6% and 20.8% respectively).⁴

2.6 This observed ethnic disproportionality in reoffending rates should not be looked at in isolation from other aspects of the youth justice system. There is some disproportionality that reflects demographic, offender-related and criminal justice-related factors - highlighting the intersectionality of these issues. For example, children from ethnic minority groups are more likely to get custodial remand and less likely to receive an out-of-court disposal compared to White children. Additionally, Black children are more likely to receive harsher sentences in court, even after taking demographic, offender-related and criminal justice-related factors into account. Those receiving custodial sentences typically have higher reoffending rates, meaning other disproportionality in the youth justice system may be reflected in the observed reoffending rates.⁵

2.7 Research by the Ministry of Justice (MoJ), using the Relative Rate Index (RRI), has been able to identify where in the criminal justice system disproportionality increases or decreases for children from ethnic minority groups. The research demonstrated that disproportionality in custodial outcomes could not solely be explained by the disproportionate numbers of children from ethnic minority groups being sentenced.^{6,7}

2.8 The YJB wishes to understand (1) the drivers for any ethnic disproportionality in reoffending rates, (2) the extent to which this disproportionality is affected by other factors such as demographic characteristics, and offender and criminal justice-related behaviours, and (3) the perceptions and experiences of ethnic

¹ Ministry of Justice and Youth Justice Board. (2021). *Youth Justice statistics: 2019 to 2020*. <https://www.gov.uk/government/statistics/youth-justice-statistics-2019-to-2020>.

² Ibid.

³ Ministry of Justice. (2021a). *Proven reoffending statistics: July to September 2019*. <https://www.gov.uk/government/statistics/proven-reoffending-statistics-july-to-september-2019>.

⁴ Ministry of Justice and Youth Justice Board. (2021). *Youth Justice statistics: 2019 to 2020*. <https://www.gov.uk/government/statistics/youth-justice-statistics-2019-to-2020>.

⁵ Ibid.

⁶ Accessed online here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/639261/bame-disproportionality-in-the-cjs.pdf

⁷ Ethnicity is police officer identified and therefore may not be accurate. There is no 'Mixed' ethnic category. 6% of children were reported as ethnicity being 'unknown'.

minority children (with proven reoffences) and YOT practitioners on whether interventions and support address the needs of the child.

2.9 Analysis of administrative data provides a valuable opportunity to improve our understanding of the drivers of ethnic disproportionality in reoffending within the youth justice system.

2.10 This analysis can be strengthened by in-depth qualitative analysis to explore experiences of interventions and support from the child's perspective and how these experiences may differ between ethnic minority groups compared to their White counterparts who reoffend. Additionally, the analysis will be further strengthened by exploring the experiences of YOT practitioners to understand whether they feel existing interventions adequately address the specific needs of each child, whether there are interventions that work particularly well for children of each ethnicity (and whether they are used or not) and whether and where YOTs require additional support.

3. Data available

3.1 The YJB has access to YOT case management system records and AssetPlus assessments for individual children over a number of years. Case data records gender, ethnicity, age, local area, offence history, nature of the offence, and offence seriousness⁸. It also includes information on outcome, remand decision, court type, sentence and sentence length. For those with an AssetPlus record (as a minimum those with formal court outcomes including custodial and community sentences), additional data is available on multi-agency public protection arrangement (MAPPA) category, youth offender group reconviction scale (YOGRS), risk of serious harm (RoSH) score, education, care status, safety and wellbeing, gang associations, special educational needs and disability (SEND) as well as other identified concerns.

3.2 The data available to YJB, and which the contractor may request access to, are listed as mandatory fields in the Data Recording Requirements (DRR)^{9,10}.

3.3 The Ministry of Justice (MoJ) use an extract of the Police National Computer (PNC) data to produce annual and quarterly reports of reoffending rates for children.¹¹

⁸ Ethnicity is self-identified and includes the 'Mixed' category.

⁹ Available online at: [Data Recording Requirements for Youth Offending Teams \(April 2021 to March 2022\) - Youth Justice Resource Hub \(yjresourcehub.uk\)](https://www.yjresourcehub.uk/Data-Recording-Requirements-for-Youth-Offending-Teams-April-2021-to-March-2022)

¹⁰ Data completeness for mandatory fields is generally good. However, for newer fields, data available may vary depending on when Youth Offending Teams have updated their case management systems.

¹¹ Ethnicity recorded in PNC data is police officer identified and therefore may not be accurate. There is no option for recording 'Mixed' ethnicity. In addition, Gypsy, Roma and Irish Traveller (GRT) data is not disaggregated.

3.4 On an aggregate level, there is publicly available data from the Ministry of Justice (MoJ) on offences, arrests, cautions, charging, prosecutions, case types, convictions and pleas by ethnicity.¹²

4. Aims

4.1 The main aim of this research project is to understand the drivers of ethnic disproportionality in reoffending rates in the youth justice system and explore how we best support ethnic minority children to achieve positive outcomes and prevent reoffending.

4.2 More specifically, the key aims are:

- a. To understand which factors drive - and to what extent - this observed ethnic disproportionality in reoffending rates in the youth justice system.
- b. To explore the perceptions and experiences of children from different ethnic groups on the support they need to achieve positive outcomes and prevent reoffending; and
- c. To explore YOT practitioner's perceptions on which interventions best address the needs of ethnic minority and White children in order to enable positive outcomes and prevent reoffending.

5. Research questions

5.1 The key research questions are:

- a. What is the relationship between demographic, offence-related and justice-related factors and reoffending, and how do these relationships influence the effects of ethnicity on reoffending rates?
- b. What are the experiences of ethnic minority children with proven reoffences of the support and interventions they have received compared to their White counterparts?
- c. What are the experiences of YOT practitioners when delivering interventions to support ethnic minority children with proven reoffences, including the perceived successes and challenges?

¹² Available online at: [Criminal Justice System statistics quarterly: March 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/criminal-justice-system-statistics-quarterly-march-2021)

6. Requirement

Methodology

- 6.1 A qualitative and quantitative approach is required. It is expected that the qualitative element will precede the quantitative element. This is to allow time for PNC data to be extracted and matched to AssetPlus data. Due to COVID-19 restrictions, there has been limited access to the PNC terminals at MoJ which has led to a backlog of data requests. Therefore, it will not be possible to extract PNC data until early summer 2022.
- 6.2 **Qualitative element:** the qualitative element should include approximately 20 semi-structured interviews with children in the youth justice system with proven reoffences and approximately 3-5 focus groups with YOT practitioners. Both the interviews and focus groups should be conducted face-to-face [*mandatory, unless COVID-19 restrictions preclude this*].
- 6.2.1 As a primary sample criterion for the interviews, the achieved sample of children should include representation of children from different ethnic minority groups (including White minorities, such as Gypsy, Roma and Irish Traveller groups) and the White ethnic group in the youth justice system with proven reoffences. As secondary sample criteria, the achieved sample of children should aim to be relatively proportionate to the ages and geographic distribution of children in the youth justice system who reoffend [*desirable*].
- 6.2.2 As a primary sample criterion for the focus groups, the achieved sample of YOT practitioners should include representation from regions with differing proportions of ethnic minority groups. As a secondary sample criterion, the achieved sample of YOT practitioners should include representation from ethnic minority groups [*desirable*].
- 6.2.3 Bidders must outline how they intend to recruit respondents, including assumptions on attrition rates.
- 6.2.4 The successful contractor will need to develop topic guides for both the interviews and focus groups in consultation with the YJB.

For the interviews, it is expected the questions should at least ask children [*mandatory*]:

- What their experiences are and/or were within the youth justice system, including interventions they participated in or were offered to prevent reoffending;
- What support they feel they need to prevent reoffending and achieve positive outcomes; and
- What factors they think contributed to their reoffending.

For the focus groups, it is expected the questions should at least ask YOT practitioners [*mandatory*]:

- What their experiences are with delivering interventions to prevent reoffending to ethnic minority and White children;
- Whether they feel interventions to prevent reoffending address the specific needs of children from different ethnic minority groups, compared to their White counterparts; and

- What additional and/or different support they feel is needed to ensure interventions address the needs of children from different ethnic minority groups to prevent reoffending.

Bidders are welcome to suggest any other topic areas of interest for the interviews and focus groups.

6.3 **Quantitative element:** the quantitative element should include analysis of matched PNC data with case management system record and AssetPlus data held by the Youth Justice Board, supplemented by any appropriate public data [*mandatory*].

- 6.3.1 The successful contractor will have access to multiple years of administrative data held by the YJB.
- 6.3.2 Bidders must outline how they will ensure a data request, specifying the exact fields required from MoJ and YJB data to complete the analysis, is completed [*mandatory*].
- 6.3.3 Bidders must outline how they will ensure a data sharing agreement is arranged with the MoJ in order to undertake a data matching exercise with YOT case management records, AssetPlus and PNC data to assess reoffending rates [*mandatory*].
- 6.3.4 Bidders should propose what analyses should be conducted using the individual level data held by the YJB to best answer the research questions. This may include analysis of characteristics (e.g. ethnicity, age, gender, care status, disability, Index of Multiple Deprivation (IMD), geographic location), offending behaviour and risks (e.g. type of offence, offence gravity, RoSH, YOGRS, MAPPA) and criminal justice related factors (e.g. court type, disposal route, tier of order).
- 6.3.5 Bidders should outline how they will ensure a feasibility analysis is undertaken to assess what is and what is not feasible within the constraints of the available data, subsequently informing the finalised research methodology. This should include the initial cleaning, exploration and analysis of the data [*mandatory*].

6.4 **Co-production:** As the YJB are driven by the 'Child First' principle, this research project must also include elements of co-production with children in the youth justice system with proven reoffences. We welcome suggestions from bidders on opportunities to involve children in the youth justice system in shaping the research, such as developing topic guides and developing recommendations from the findings [*desirable*].

Analysis

- 6.5 Bidders should propose a methodologically robust exploratory approach to data analysis that best answers the research questions and addresses current evidence gaps [*mandatory*].
- 6.5.1 For the quantitative element, we anticipate that inferential statistics will constitute the main analysis although descriptive statistics and Relative Rate Indices (RRIs) may be used to summarise the data.
- 6.5.2 For the qualitative element, we anticipate that a thematic or framework analytical approach will be adopted to consider differences between ethnic groups. Any best practice examples identified from the qualitative fieldwork should also be considered.
- 6.6 Bidders should suggest alternative or additional analytical approaches if they feel they would better address the key aims and research questions.

Deliverables and outputs

6.7 Bidders must outline how they will ensure they will provide the below during the relevant stages of the research project [*mandatory*].

- a. Project inception meeting;
- b. Sampling strategy paper for the qualitative fieldwork, setting out the sampling and recruitment approaches, including assumptions made on response & attrition rates;
- c. Topic guides for the qualitative interviews and/or focus groups;
- d. Completed feasibility analysis constituting the initial cleaning, exploration and analysis of the available data to assess what is and what is not feasible within the constraints of the available data;
- e. Regular updates to YJB and key stakeholders on emerging findings;
- f. A skeleton report setting out the main headings and subheadings to be included in the report;
- g. An initial draft report in the format 1:3:25 (1-page overview, 3-page executive summary and a 25-page full report);
- h. A presentation to officials on the overall findings;
- i. Further draft reports incorporating feedback from YJB analysts and peer reviewers, ensuring YJB are satisfied with the quality of the report; and
- j. A final report for publication that is produced in line with the YJB's branding and accessibility guidance.

6.8 We welcome suggestions for additional modes of dissemination to improve engagement and impact with customers. In addition to the publication of reports and data, we would welcome proposals on how best to appropriately and effectively disseminate findings with children in the youth justice system, other stakeholders and how to maximise impact [*desirable*].

Project management, governance and expertise required

6.9 The project manager nominated by the contractor must have sufficient experience, seniority and time allocated to manage the project effectively. Bidders must describe how the project team will interact to deliver the outputs required [*mandatory*].

6.10 Bidders should identify any risks associated with delivering the project on time and to budget. The bidder must briefly outline what steps will be taken to mitigate these risks and how they will be managed by the project team to ensure the objectives and deliverables are achieved [*mandatory*].

6.11 Bidders must provide details on how they will commit to undertaking quality assurance of all deliverables and guaranteeing the accuracy and quality of all outputs to YJB. The bidder must commit to undertaking quality assurance of all deliverables and for the contractor to guarantee the accuracy of all outputs to YJB. The project will work on exception reporting whereby the contractor has responsibility for informing YJB of any issues or risk impacting significantly on quality, time, resources or stakeholder engagement of the project [*mandatory*].

6.12 The successful contractor must organise a face to face project inception meeting (estimated to take place in December 2021). A finalised project plan will be required shortly after this meeting. Following this, regular contact will take place between the contractor and the YJB by telephone, email and face to face meetings. The frequency of contact will be agreed at the project inception meeting. However,

progress meetings outlining emerging current issues/risks and mitigation will take place on a monthly basis [*mandatory*].

6.13 Bidders should describe how they will incorporate continuous improvement with regards to day-to-day communication, project management and innovative ideas for improving outputs [*desirable*].

6.14 In addition to knowledge of the youth justice system, the successful team will require demonstrable technical experience in statistical analysis of administrative data, qualitative research with children in the youth justice system, and qualitative analysis techniques [*mandatory*].

7. In scope, out of scope

7.1 In scope are children with proven reoffences under YOT supervision in the youth justice system in England and Wales.

7.2 Data before the October-December 2018 cohort is in scope for the quantitative analysis. This is to exclude the impacts of COVID-19 in the quantitative analysis.

8. Timetable and payment milestones

8.1 The table below details an estimated project timetable for the project. Bidders must detail how they will meet the timetable below and outline how they will organise their team to ensure these deadlines are met.

8.2 There is some flexibility with the timeline if the bidder provides justification that this project will benefit from fieldwork being undertaken to a different timeframe. In this case, bidders should propose adjustments.

8.3 Payment milestones are likely to reflect the estimated project timetable below. The proposed payment milestones are:

[REDACTED]

[REDACTED]

Dates will be updated and confirmed in the inception meeting, The Authority will do it's best to adhere to these dates, but they are subject to change. The supplier will be notified of any major changes to these dates and they will be on constant review during meetings between the Authority and the Supplier.

9. Ethical issues

- 9.1 The research will be expected to meet the requirements of the Government Social Researcher (GSR) Professional Guidance: Ethical Assurance for Social Research in Government (<http://www.civilservice.gov.uk/networks/gsr/publications>) and any other relevant professional codes.
- 9.2 Bidders must provide details of any ethical issues relevant to the proposal and how these will be addressed and what internal ethical assurance processes are in place in their organisation. The successful contractor must obtain informed written consent from those participating in the study. Bidders should outline how the specific ethical issues of conducting research with children will be addressed. It should explain how consent will be obtained, how children will be safeguarded and how any disclosures which may be a cause of concern will be dealt with. They should also outline how the participation, voice and experience of children will be captured within the research.

10. Data protection

- 10.1 Bidders must provide details on how they meet compliance with Data Protection Act 2018. Any details on training provided with regards to data protection should be provided.
- 10.2 Bidders must provide details of data protection issues relevant to the proposal and explain how these will be addressed.
- 10.3 The successful contractor will be required to store all data in accordance with data protection legislation and data sharing agreements that will need to be put in place. Bidders should explain how the information collected from individuals will be stored and in what storage location, reported and collected and disposed of following completion of the project. Bidders should detail proposals for the secure transfer of data between YJB, the contractor and any subcontractors. Bidders must provide details on who will have access to the data and how this will be managed.
- 10.4 Contractors are responsible for ensuring all necessary permissions are acquired for the use of data, visuals or other materials throughout the project that are subject to copyright law, and that materials are used in accordance with the permissions that have been secured. Contractors are also responsible for ensuring suitable referencing of materials in all project outputs including project data.

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ANNEX B

Supplier Proposal

To be determined at Call for Competition stage

Copy of supplier proposal to be included here

[REDACTED]

Part 2: Contract Terms

To be Finalised by the Customer at Award Stage

[REDACTED]