



Department
for Education

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James Murray
OMB Research Ltd.
The Stables
Bradbourne House
East Malling
West Malling
Kent
ME19 6DZ

30th August 2017

Dear James,

**RESEARCH PROJECT: MIXED-METHODS RESEARCH ON EMPLOYERS'
UNDERSTANDING OF THE GENDER PAY GAP AND ACTIONS TO TACKLE IT
PROJECT REFERENCE: EOR/SBU/2016/042**

Please find attached a Variation of Agreement for this Research Contract.

I would be grateful if you could print off two copies and sign and date both copies for and on behalf of your organisation and return them to me by 1st September 2017 at the address below:

Lauren Probert
Strategic Analysis and Research,
2nd Floor, Sanctuary Buildings,
Great Smith Street,
London,
SW1P 3BT

One copy of the Variation will be returned to your organisation once it has been signed for and on behalf of the Department.

Yours sincerely,

Lauren Probert

VARIATION TO THE CONTRACT WITH: OMB Research Ltd.

CONTRACT NUMBER: EOR/SBU/2016/042

CONTRACT DATE: 7th March 2017

VARIATION NUMBER: 1

REASON

To incorporate further qualitative interviews into the original research project. This includes:

- Discussion guide development
- Recruitment & interviewing (4 researcher days over 2 weeks, aiming for 20 interviews)
- Project management
- Incorporating findings into the original project report and producing separate 2-3 page summary

The revised end date of this contract is 6th October 2017

SCHEDULE ONE

OMB will aim to complete a total of 20 follow-up interviews with employers who participated in the original research. Please note that while we are optimistic that we will be able to achieve 20 interviews, we cannot guarantee this due to the relatively limited sample available. We have therefore provided costs based on the amount of time we will devote to recruitment and fieldwork, allowing 4 days in total (spread over a 2 week period) to get as many interviews as possible. This will allow us to make repeated calls to each respondent in the sample to try and find a convenient time when they are available to take part in the research, and thus maximise the number of interviews achieved¹.

Please note that some of the employers in our available sample have already taken part in the original qualitative follow-up survey, and this research will therefore be the third time they have been contacted. However, we still recommend including this group in our sample as our research team have already developed a rapport with them, and there may be additional value in building on the earlier discussions we have had.

Given the small sample size (c.20 interviews), the findings from this qualitative research will be indicative rather than providing robust and representative data. While we will seek to include organisations from a range of sectors and of different sizes, it is likely that we will simply have to interview everyone who is willing to participate.

We note that it would be beneficial to include a mixture of employers who have previously calculated their GPG (e.g. as a 'dry run') and those who are tackling it for the first time. This will establish whether these groups face different issues which impact on their reporting timelines. Again, it will be difficult to target these groups specifically due to the limited sample. However, among those employers who intended to publish in Q1 there was a roughly even split between those who had/had not calculated their GPG previously, so the natural fall out of interviews should deliver coverage of both groups.

¹ It might be that it takes less time than this to complete 20 interviews, in which case we would reduce our costs accordingly. Conversely, there may still be live sample after we have 'used up' our allocated 4 days and therefore scope to achieve more interviews, in which case we would discuss with the GEO whether fieldwork should be extended (with additional days charged pro rata).

Interview Coverage

Reflecting the relatively concise research objectives and the need to maximise participation rates, we feel that interviews should last no more than 10 minutes. We will produce a short discussion guide that covers all of the relevant issues. The draft discussion guide will be provided to the GEO in advance of fieldwork for review.

Outputs

We will incorporate the findings from this qualitative research into the full report from the GPG Employer Insight Research. We expect that this will involve adding additional paragraphs to the relevant sections of the report (e.g. on expected publication dates) to add context.

While the above will be relatively brief, we will also provide a more detailed 2-3 page summary of the findings for internal GEO use.

Timings

The following sets out our proposed timings for this research.

| Task | Responsibility | Date |
|---------------------------------|-----------------------|--|
| Draft discussion guide provided | OMB | 27 th Aug |
| Discussion guide agreed | OMB/GEO | 29 th Aug |
| Sample processing ² | OMB | w/c 26 th Aug |
| Recruitment & fieldwork | OMB | 4 th – 15 th Sep |
| Analysis | OMB | w/c 18 th Sep |
| Outputs provided | OMB | 22 nd Sep |

SCHEDULE TWO

Expenditure for the financial year shall not exceed £83,394 (excluding VAT), representing a £3,900 (excluding VAT) increase on the original contract value.

This costing is based on 20 qualitative interviews being undertaken, requiring 4 fieldwork days. If we are unable to recruit sufficient participants, it is agreed that the cost of this element of the extension should be reduced pro rata, at a rate of £[redacted] day.

We agree that all other terms and conditions of the Contract remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment. We confirm acceptance of the Variation of the terms specified above.

² Selecting eligible respondents, removing those that published in Q1, etc.

As witness the hands of the parties:

**Authorised to sign for and on behalf of
the Secretary of State for Education**

Signature



Date

4/9/17

Name in Capitals

ELYSIA MCCAFFERY

Position and Address

Deputy Director, Women in Business
Division, Government Equalities Office

**Authorised to sign for and on behalf of
the Contractor**

Signature



Date

1st September 2017

Name in Capitals

JAMES MURRAY

Position and Address

Director, OMB Research Ltd.