**DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS**

* 1. **Letter of Appointment**

Dear Sirs

**Letter of Appointment**

This letter of Appointment dated 09/02/2021, 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.

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| Order Number: | CCZZ20A85 |
| From: | Cabinet Office ("Customer") |
| To: | I.F.F RESEARCH LTD ("Supplier") |

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| --- | --- |
| Effective Date: | 9th February 2021 – 8th May 2021 |
| Expiry Date: | End date of Initial Period – 9th February 2021 – 8th May 2021  End date of Maximum Extension Period 7th September 2021  Minimum written notice to Supplier in respect of extension: 10 Working days |

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| 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: | No Key individuals listed. |
| [Guarantor(s)] | Not applicable |

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| Contract Charges (including any applicable discount(s), but excluding VAT): | £216,723.75 - Ex-Vat  Please see Annex 1 – Contract Charges of the Contract Terms for a full copy of the Contract Charges. |
| Insurance Requirements | Additional public liability insurance to cover all risks in the performance of the Contract, with a minimum limit of **[Redacted]** for each individual claim  [Additional employers' liability insurance with a minimum limit of **[Redacted]** indemnity  Additional professional indemnity insurance adequate to cover all risks in the performance of the Contract with a minimum limit of indemnity of **[Redacted]** for each individual claim.  Product liability insurance cover all risks in the provision of Deliverables under the Contract, with a minimum limit of **[Redacted]** for each individual claim. |
| Liability Requirements | **Suppliers limitation of Liability** (Clause 18.2 of the Contract Terms);  Liability in Clause 18.2 are appropriate |
| Customer billing address for invoicing: | 70 Whitehall  London  Greater London  SW1A 2AS  England |

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| GDPR | Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects |
| Alternative and/or additional provisions (including Schedule 8(Additional clauses)): | N/A |

**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 Supplier: For and on behalf of the Customer:**

Name and Title: **[Redacted]** Name and Title: **[Redacted]**

Signature: **[Redacted]**  Signature: **[Redacted]**

Date: 08/02/2021 Date: 18/02/2021

**Annex A**

**Customer Project Specification**

**Statement of Requirements**

Contract Reference: CCZZ20A85 - Provision of Photographic ID Ownership Research

# PURPOSE

## To procure survey research which will inform policy development and implementation.

# BACKGROUND TO THE CONTRACTING AUTHORITY

## Cabinet Office (the “Authority”) supports the Prime Minister to ensure the effective running of government. We are also the corporate headquarters for government, in partnership with HM Treasury, and we take the lead in certain critical policy areas.

## Constitution Group sits within UK Governance Group. UKGG was established to lead the UK government’s work on constitution and devolution. It brings together under one command the Cabinet Office’s Constitution Group, the Office for the Secretary of State for Scotland, the Office of the Advocate General for Scotland, and the Office for the Secretary of State for Wales. The group ensures that the civil service has an improved capability to support ministers in the vital challenge of sustaining the United Kingdom and the constitutional settlement.

# BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

## The Government intends to make it a requirement for individuals to provide a form of accepted identification at polling stations in order for them to be permitted to cast a vote in local elections, general elections and other electoral events (e.g. referenda).

## It is recognised that this measure could impact individuals who do not hold the accepted forms of identification. As such, the Government has committed to ensuring that all individuals can apply for a free locally-issued form of identification (LEID, see section 4 below).

## In recent years, Cabinet Office has been building its evidence base in this area. Voter identification pilots were conducted in 2018 and 2019, covering thirteen local authorities. These pilots provide evidence regarding the feasibility and effectiveness of the requirement outlined in 3.1.[[1]](#footnote-1)

## There is currently a limited evidence base regarding the number of individuals who may not have access to the forms of identification being considered for this policy, and who might therefore require a LEID.[[2]](#footnote-2)

## Research is therefore required to produce a robust estimate of the number of individuals who may not have access to the planned accepted forms of identification under the new policy, and more information on who these individuals are. It is also required to understand how the requirement might affect people’s attitudes towards voting, and towards specific measures that form part of the policy.

## This research will shape policy development both at the legislative stage, and during implementation, and inform communication strategies. It will be used in impact, and equalities impact, assessments.

## This is of utmost importance to the public, ensuring that citizens who are eligible to vote are able to participate in the democratic process.

# DEFINITIONS

|  |  |
| --- | --- |
| **Expression or Acronym** | **Definition** |
| LEID | Local Electoral ID. This would be a freely accessible photo identification issued by local authorities that individuals eligible to vote in elections could use to vote. |

# SCOPE OF REQUIREMENT

* 1. **Research questions**

### What percentage of the population eligible to vote in local and/or general elections do not hold the forms of photographic identification currently under consideration for the voter ID requirement?

### Are certain protected characteristics disproportionately represented amongst the cohort of individuals who do not hold the required photographic ID? This includes all protected characteristics but with specific reference to:

#### Race or ethnicity,

#### Disability,

#### Age.

### What other characteristics does the cohort of individuals who do not hold the required photographic ID have that might impact on delivery of the local elector ID?

### What are individual attitudes towards the voter ID requirement, and how does this vary by individual characteristics? Including but not limited to:

#### How comfortable are people presenting their photographic ID at polling stations for a visual likeness check, in order to vote?

#### Does the voter ID requirement affect people’s willingness to cast their vote in person?

#### What is the potential uptake of the LEID?

## **Core requirements**

### **Review and finalise the question set** which will be produced in line with the attached topic guide (Annex A). This review will include advice on the number and type of questions, how they plan to draw on existing evidence and scales, and any plans for minimising bias.

### **Design and deliver a telephone survey** of a representative sample of England, Scotland & Wales; and including necessary sample boosts to subgroups of interest, to ensure that meaningful comparisons can be made between these groups. This will include:

#### **Determining the required sample size**. The Potential Provider will clearly state an indication of anticipated sample size required, and how they plan to maximise the sample size given time and budgetary constraints. This will include a statement of how the proposed sampling will enable comparisons between different groups of interest, and the anticipated precision of survey estimates

#### **Determining the surveying approach.** The Potential Provider shall clearly outline how they will obtain the required samples, and evidence of previous experience in carrying out this type of research.

### **Provide full data and analysis** of survey results, including:

#### Data tables for primary outcomes within **one week of the conclusion** of fieldwork,

#### Full data tables, raw data and headline analysis findings **by 31.03.21,**

## **What is excluded**

### The Potential Provider’s views on the policy requirements and delivery mechanisms in the pilots will be excluded.

# THE REQUIREMENT

## The Potential Provider shall refer to section 5.2 above which outlines which requirements are core requirements and shall therefore be included in the core contract price unless otherwise specified.

## **Review and finalise the question set**

### The Potential Provider shall conduct research to address the research questions in section 5 above, and it is expected that this is to be achieved through surveying relevant populations (with questions based on the topic guide attached in Annex A, but further developed with the Authority).

### The Potential Provider shall work with the Authority to develop any survey questions that will be put to any respondents during the fieldwork period.

### The Authority anticipates that the final list of questions will be mainly closed-ended (including multiple choice / scaled) questions.

### The Potential Provider shall take a supervisory role in shaping the content and wording of questions for respondents and the response options, and will be open to making modifications and adding questions where appropriate.

### The Potential Provider shall review existing evidence and scales to determine if these could be modified and adapted for this research.

### The Authority will take the final decision on the questions that are put to respondents.

## **Survey design**

### The Potential Provider shall provide a robust, nationally representative sample of England, Scotland & Wales.

### The Potential Provider shall provide necessary increases to sample size of subgroups to address research question 5.1 above. These boosts may include but are not limited to:

#### Race or ethnicity. A boost enabling comparison between ethnic groups. This boost may comprise the 18 ethnic groups recommended for use by the government, or the 5 broad ethnic groups.[[3]](#footnote-3)

#### Cost and feasibility considerations will be addressed regarding any sample boosts.

### The Potential Provider shall cost for a core sample size (6.3.1) and is expected to advise on the sufficiency of this sample size to enable a broad and meaningful understanding of results.

### The Potential Provider shall cost for each separate sample boost required to enable comparisons between subgroups of interest.

### The Potential Provider is expected to advise on the anticipated precision of estimates obtained by the sample.

### The Potential Provider is expected to advise how they will maximise the sample size they obtain within the specified timeframe and suggested budget.

### The Potential Provider shall provide an estimate for the additional time taken in the field for each sample boost specified.

### The Potential Provider shall be required to ensure that the mode of delivery will produce a reasonable response rate (i.e. ensuring efficiency and reducing non-response bias as far as possible).

### The Potential Provider shall outline the strategy they intend to use and full costs involved. If incentives are proposed, the Potential Provider shall outline full rationale for this and evidence of prior impact.

### The Potential Provider shall outline their proposed sampling strategy, demonstrating how it will provide a representative sample.

### The Authority will have final say over what approach they wish to commission.

## **Conducting fieldwork**

### When conducting fieldwork, The Potential Provider shall conform to guidelines for research set out in the Research Market Place DPS.

### The Potential Provider shall commence fieldwork within 2 weeks of the contract start date.

### Fieldwork should be completed by 31.03.21.

### The Potential Provider shall outline their planned delivery dates for the fieldwork, and their capacity for undertaking the work during this period, including evidence of previous delivery at this pace.

### Any data sets or files containing data which could be directly attributed to an identifiable research participant or group of participants must be treated with particular care and should only be sent to the Authority after being encrypted using a technique acceptable to both parties e.g. PGP. The password / passphrase required to decrypt the file content should be sent by the Potential Provider to a named contact within the Authority by means of letter, text (SMS) or phone call. The use of email to communicate passwords and passphrases is not permitted.

### The Potential Provider shall comply with the conditions of the Data Protection Act 2018 and any linked or replacement legislation. The Potential Provider shall have robust processes in place to deal with data security issues, including the transmission and storage of research data. Risk management plans shall include plans for data handling and planning against any data loss.

### The Authority will take the final decision about the full transfer and removal of data from the Potential Provider’s systems. The Authority shall have final decision over whether all data will be transferred to the Authority.

### The Potential Provider shall ensure ethical review procedures and guidelines are in place before collecting data from research participants. The Potential Provider shall also outline how they intend to obtain consent from research participants and what personal data (if any) will be collected.

### If the Potential Provider uses any form of survey software, tool or online service and collects personal data, then the Privacy Policy of the Potential Provider shall make clear to research participants what personal data is being collected, what it will be used for, where it will be held (by country) and who will have responsibility as Data Controller and Data Processor of the data.

## **Analysis and reporting**

### **Output 1: Data tables**

#### Data tables on primary outcomes of interest,

#### Data tables should be fully quality assured,

#### This should be completed within one working week of conclusion of fieldwork.

### **Output 2: Full data set(s)**

#### Full data set in CSV and Excel format by 31/03/2021.

#### This data set will cover all data requirements as set out in section 6.2.

#### Data shall be fully quality assured before being submitted to the Authority.

### **Output 3: Headline analysis, including:**

#### Full data tables.

#### Headline findings of the research in a 2-5 page document in Microsoft Word format.

#### Data and headlines shall be fully quality assured before being submitted to the Authority.

#### This analysis should include a short section on methodology, including but not limited to information on: pre-fieldwork activities (e.g. power calculations), data collection dates, mode of contact, sampling design, estimation methods, sampling frames used, and limitations to the methodological approach.

#### It is expected that this should be completed by 31/03/2021.

## **Project management - Project leads/teams**

### The Potential Provider shall have one lead project manager who is accountable and responsible for all components of the evaluation.

### The Authority’s research project manager and/or team will provide advice and guidance on any issues during the course of the project.

### Where comments or input are required from the Authority, the Potential Provider shall allow sufficient time for turnaround and give advance notice where possible. As a general guide the Authority will aim to turnaround minor requests within one - two working days and major requests (e.g. commenting on drafts of reports, or checking data outputs) within three - four working days.

### Key documents and decisions will require feedback from wider stakeholders. The Potential Provider shall factor these clearance periods into project timings and indicate clearly in any project timetable when such outputs will be submitted for clearance. This applies to the following outputs:

#### Final survey questions - The Authority will aim to confirm final survey questions within one week of contract start date;

#### Survey design will be assessed at the bidding stage and agreed in teleconference within one week of contract start date.

### **Progress updates** - The Potential Provider shall update the Authority weekly and at key milestones, on the progress and risks of the research.

## **Project management reporting**

### It is expected that project leads for the Authority and Potential Provider, plus additional team members as required, meet at key points (to be agreed between the Authority and Potential Provider) over videoconference to discuss the progress of the evaluation. It is expected that these meetings will take place at the start of the contract, and occur around key milestones for the duration of the contract, and at the close of the project if necessary.

### Similarly it is expected that the project leads for the Authority and Potential Provider arrange a weekly teleconference to update on progress towards milestones and management of risks arising.

## **Risk management**

### The Potential Provider shall demonstrate an understanding of perceived risks to the security of the data it holds together with the approach it takes to the management of such risks. The Potential Provider shall also be prepared to satisfy the Government Digital Service (GDS) that risks have been identified, recorded and treated appropriately.

### The Potential Provider shall provide full details of this plan as part of their response, including the course of action to be followed should risks to project delivery arise, e.g. in the case of low response rates and/or slippage.

### The Potential Provider shall report on performance against relevant milestones and include an update on risks identified and how these will be managed.

### The Authority will assess performance based on these reports and will require additional meetings with the Potential Provider if milestones are not met, either in terms of timings or quality.

### In their response, the Potential Provider should outline their process in relation to data security and protection including their practices for securely storing data and deleting datasets, and any risk management practices that are in place.

## **Performance**

### Where the Authority identifies poor performance, measured against the regular updates on the research, the Potential Provider shall be required to attend a performance review meeting. The performance review meeting shall be at an agreed time no later than 10 working days from the date of notification via videoconference.

### The Potential Provider shall be required to provide a full incident report which describes the issues and identifies the causes. The Potential Provider will also be required to prepare a full and robust ‘Service Improvement Action Plan’ which sets out its proposals to remedy the service failure. The Service Improvement Plan shall be subject to amendment following the performance review meeting and agreed by both parties prior to implementation.

### The Authority agrees to work with the Potential Provider to resolve service failure issues. However, it will remain the Potential Provider’s sole responsibility to resolve any service failure issues.

### Where the Potential Provider fails to provide a Service Improvement Plan or fails to deliver the agreed Service Improvement Plan to the required standard, the Authority reserves the right to seek early termination of the contract in accordance with the procedures set out in Attachment 5 - Terms and Conditions.

### The Potential Provider shall be responsible for the performance of the Contract by any sub-contractors or other agents working on behalf of the Potential Provider. The Potential Provider shall deal with any issues relating to any sub-contractors or other agents working on behalf of the Potential Provider. This however does not exclude sub-contractors or other agents working on behalf of the Potential Provider from attending any Contract Monitoring meeting or contributing to any report where it is appropriate.

### If any sub-contractors or other agents working on behalf of the Potential Provider are found unsuitable, for whatever reason, the Potential Provider shall engage with all parties to broker a solution.

### If the Authority decides to terminate the contract early due to poor performance then the Authority will require the Potential Provider to conduct a handover with the Authority in order for the project to be passed on to the new Potential Provider . The Potential Provider must also provide the Authority with all survey results to date and the Potential Provider will be required to dispense with all survey results held on their internal systems.

## **Extension option**

### The Authority has included an extension option for further research to be conducted after the delivery of the outputs specified in section 6.5 above.

### It is anticipated that the extension option could involve qualitative research informed by the results of the deliverables outlined in section 6.5. The extension option forms part of the original contract and the Authority will not go back out to market to cover the qualitative research.

# KEY MILESTONES AND DELIVERABLES

## The Potential Provider shall be available to start work immediately on award of contract.

## The Potential Provider shall be available for weekly updates with the Authority at a time set by the Authority, in consultation with the Potential Provider.

## The Potential Provider shall confirm in their response that they can meet the timetable set out, or outline clearly any alternative timings that will be put in place to ensure that any fieldwork can commence within two weeks of the contract start date, and that headline findings and reports can be delivered by the specified deadline.

## The following Contract milestones/deliverables shall apply:

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| --- | --- | --- |
| **Milestone** | **Description** | **Timeframe or delivery date** |
| 1 | Potential Provider prepares fieldwork resources and logistics for survey | 2 weeks after contract award |
| 2 | Complete fieldwork | 24.03.2021 |
| 3 | Potential Provider shares output 1 (data tables) | 31.03.2021 |
| 4 | Potential Provider shares output 2 (full data set) and 3 (headline analysis) | 31.03.2021 |
| 5 | Potential Provider shares output 3 (headline analysis) | 31.03.2021 |

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# MANAGEMENT INFORMATION/REPORTING

## Please refer to Section 6.7 of this document, Analysis and Reporting.

# VOLUMES

## Not applicable to this requirement as there is fixed outputs outlined within this document.

# CONTINUOUS IMPROVEMENT

## The Potential Provider will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

## The Potential Provider should present new ways of working to the Authority during weekly update calls and monthly Contract review meetings.

## Changes to the way in which the Services are to be delivered must be brought to the Authority’s attention and agreed prior to any changes being implemented.

# QUALITY

## The Potential Provider will maintain a high quality of work throughout the duration of the contract. No specific quality requirements are outlined.

# PRICE

## The Authority is looking for the most competitive bid that can deliver maximum value for money. This will be assessed in accordance with the Attachment 2 – How to Bid document.

## A clear breakdown of costs must be provided by the Potential Provider. Usage of, and charges from, third party Potential Provider shall be clearly identified and explained. The Authority expects the Potential Provider to ensure that third party Potential Providers are commissioned on a clear value for money basis, and that such activities are passed on at cost.

## Prices are to be submitted via the e-Sourcing Suite Attachment 4 – Price Schedule excluding VAT and including all other expenses relating to Contract delivery.

# STAFF AND AUTHORITY SERVICE

## The Potential Provider shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

## The Potential Providers staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

## The Potential Provider shall ensure that staff understand the Authority’s vision and objectives and will provide excellent Authority service to the Authority throughout the duration of the Contract.

# SERVICE LEVELS AND PERFORMANCE

## The Authority will measure the quality of the Supplier’s delivery by:

|  |  |  |  |
| --- | --- | --- | --- |
| **KPI/SLA** | **Service Area** | **KPI/SLA description** | **Target** |
| 1 | Response timelines for Authority updates requests | Update requests should be provided as quickly as possible.For minor requests, updates should be provided within 48 hours.For major requests, updates should be provided within 4 working days. | 90% |
| 2 | Attendance at weekly progress meetings | A member of the project team should attend weekly progress meetings. Via Teleconference | 100% |
| 3 | Commencement of fieldwork | Fieldwork should commence within two weeks of contract award. | 80% |
| 4 | Delivery of output 1 (data tables) | Data tables for primary outcomes should be delivered within one week of the conclusion of fieldwork. | 100% |
| 5 | Delivery of other outputs (2, 3) | All other outputs should be delivered to the deadlines set out in 6.5. above. | 90% |
| 6 | Reporting accuracy | All data and written material should be fully quality assured, minimising error (e.g. spelling and grammar mistakes, data errors, analysis and reporting errors). | 95% |

## In the event of poor performance through the failure to deliver KPIs to time and of appropriate quality, the Authority shall meet with the Potential Provider to understand the root causes of the issue. The Potential Provider shall formulate a Performance Improvement Plan to rectify these issues and meet the requirements in this Statement of Requirements.

## The Authority may, without prejudice to any other rights and remedies under this Contract, withhold or reduce payments in the event of unsatisfactory performance.

## If poor performance continues, following formal written warnings, early termination of the Contract will also be considered.

## The Authority will monitor the work of the Potential Provider throughout the Project through regular contact between the Potential Provider and The Authority’s day-to-day contact.

## The Authority will manage poor performance by the Potential Provider as set out in section 15 and in line with the terms and conditions of the resultant Contract.

# SECURITY AND CONFIDENTIALITY REQUIREMENTS

## The Potential Provider shall implement appropriate arrangements for data security at all times, particularly relating to the transmission and storage of personal data. Processes shall be in place for data being returned by any interviewers and safeguarding against data loss, including appropriate risk management procedures. Such procedures must meet the standards outlined in the framework terms and conditions, and the Data Protection Act 2018 and any linked or replacement legislation. The Potential Provider shall confirm within their response what procedures will be implemented and outline the technical measures to be put in place to meet such requirements.

## The Authority shall ensure all staff that handle personal data or conduct research with research participants to have been subject to a Baseline Personnel Security Standard (BPSS) check during recruitment or as a minimum, to meet all UK employment legal requirements supplemented by a Data Barring Service (DBS) Basic check

## The Potential Provider shall provide the Authority with an accurate and regularly updated list of all individuals working on its behalf who have access to the data, their level of access and confirmation that BPSS and/or DBS has been undertaken.

## The Potential Provider shall, upon contract award, sign and return a Non-Disclosure Agreement, to confirm that details of the data, findings and reports from the survey are not disclosed to any unauthorised parties

# INTELLECTUAL PROPERTY RIGHTS (IPR)

## The final reports and all related outputs, survey materials and data remain the intellectual property of the Authority. Decisions regarding the timings, format and any publication of reports will be taken by the Authority.

# PAYMENT AND INVOICING

## Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

## Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

Invoices should be submitted to: **[Redacted]**

# CONTRACT MANAGEMENT

## Attendance at Contract Review meetings shall be at the Potential Provider’s own expense.

# LOCATION

## The location of the Services will be carried out at the Supplier’s premises.

# Annex A - Photographic ID Ownership - Topic Guide

This document is intended to form the basis of the questionnaire for the Photographic ID Ownership survey. Please note that the suggested topics are subject to further development, and are intended to be indicative of the issue areas addressed in the survey.

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| ***Section and objective*** |
| **1. Access to photographic ID.** This section will ask participants about the forms of identification they hold. The primary outcome(s) - the proportion of the population who do and do not hold certain forms of ID- will be based on this data.  This section will ask further questions relating to the forms of identification they hold, such as expiries. |
| **2. Demand for LEID.** This section will ask question(s) aimed at eliciting the potential demand for a locally issued identification to enable voting. |
| **3. Attitudes towards voter ID.** This section will ask questions aimed at understanding participants’ attitudes towards different aspects of the voter ID policy, |
| **4. Individual characteristics.** This section will ask questions on the individual characteristics of survey respondents. This data will be used to explore associations between specific characteristics and the primary outcome(s) of interest.  We will collect data on: characteristics relevant to the Public Sector Equality Duty; characteristics collected in the census, which may be used in future modelling; and other individual characteristics for exploratory analysis. |

**Annex B**

**Supplier Proposal**

**[Redacted]**

* 1. **Contract Terms – Provided as a separate document**

1. For more information, see Cabinet Office evaluations: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733128/Electoral_Integrity_Project_-_Local_Elections_2018_-_Evaluation.pdf>; and <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/819404/2019_Voter_ID_Pilots_Evaluation.pdf> [↑](#footnote-ref-1)
2. See, for example, p.18 Electoral Commission (2015) <https://www.electoralcommission.org.uk/sites/default/files/pdf_file/Proof-of-identity-scheme-updated-March-2016.pdf> [↑](#footnote-ref-2)
3. For more information, see <https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups> [↑](#footnote-ref-3)