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Department  
for Education

**IFF Research**

5<sup>th</sup> Floor, St Magnus House  
3 Lower Thames St  
London,  
EC3R 6HD

20th February 2019

Dear [REDACTED]

**RESEARCH PROJECT: Longitudinal Study of Local Authority Child and Family  
Social Workers in England  
PROJECT REFERENCE: EOR/SBU/2017/026**

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

I would be grateful if you could sign and date a copy for and on behalf of your organisation and return it to me by 1<sup>st</sup> March 2019.

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

Yours sincerely,

Jessica Dunn  
Children's Social Care Analysis and Research

**VARIATION TO THE CONTRACT WITH: IFF Research**

**CONTRACT NUMBER: EOR/SBU/ 2017/026**

**CONTRACT DATE: 2 May 2018**

**VARIATION NUMBER: 1**

**REASON**

1. The year 1 survey design, recruitment of local authorities and survey fieldwork all took longer than originally anticipated, which resulted in the survey being in the field for a longer time period than originally scheduled in the contract. This led to a delay in starting the year 1 qualitative fieldwork. Hence this variation sets out the revised timings for the year 1 survey fieldwork and qualitative research and delivery of the draft and final year 1 reports. Timings set out in the contract for subsequent years are unchanged.

The online survey was designed and costed on the assumption that it would take twenty minutes to complete. When piloted for the telephone top-ups of non-responders, the telephone survey took twenty-five minutes (five minutes longer than costed). In order to retain all the questions on the telephone survey, this variation includes an extra budget of £7,910 plus VAT in FY 2018-19

**SCHEDULE ONE**

Amendments are marked in bold italic font.

**3. TASKS**

**SCHEDULE OF WORK**

<b>Task</b>	<b>Output</b>	<b>Date Required</b>
<b>Year 1</b>		
<b>Project scoping and initial exploratory qualitative phase</b>  Inception meeting and first advisory group meeting. Sample design scoping, design letter to LAs/ opt out letter to social workers, selection of LAs for exploratory qualitative work, recruitment of LAs for qual and sample building, collate Social Worker sample from participating LAs, design survey webpage, design topic guides for exploratory qualitative work. Exploratory qualitative work with 5 x LA case studies and analysis.	Short report with survey questionnaire implications.	End of <b><i>August 2018</i></b>

<b>Task</b>	<b>Output</b>	<b>Date Required</b>
<p><b>Design survey fieldwork and start online survey – year 1</b></p> <p>Design survey questionnaire, programme/script survey questionnaire (online and CATI), e-mail invitations sent out, reminder 1, reminder 2.</p>	<p>Survey (Online and CATI), email invitations and reminders</p>	<p>End of <b>November 2018</b></p>
<p><b>Online and telephone survey fieldwork – year 1</b></p> <p>Sample fixed for telephone chasing/ survey.</p> <p>Telephone survey fieldwork.</p> <p>Analysis planning including data specifications. Finalising survey data.</p>	<p>Interim report - headline survey findings</p> <p>Presentation of headline survey findings</p>	<p>End of <b>March 2019</b></p>
<p><b>Year 1 Qualitative research</b></p> <p>Design of qualitative follow-up topic guide, qualitative follow-up fieldwork. Qualitative analysis.</p>		<p>End of <b>March 2019</b></p>
<p><b>Year 1 final report</b></p> <p>Draft reporting (combined quant and qual)</p> <p>Comments from DfE, revisions to draft report, report finalised.</p>	<p><b>Draft report (combined quantitative and qualitative findings) due end of April 2019</b></p> <p>Final report and summary for publication <b>due mid-June 2019</b></p>	<p>End of <b>June 2019</b></p>
<p><b>Dissemination and Planning for Year 2</b></p> <p>SPSS files provided, infographic drafted, infographic finalised.</p> <p>Infographic emailed out to participants (Keeping in Touch), other dissemination activities</p>	<p>Infographic emailed out to participants</p>	<p>End of <b>August 2019</b></p>
<b>Year 2</b>		
<p><b>Design and start survey fieldwork – year 2</b></p>	<p>Survey (Online and CATI), email invitations and reminders</p>	<p>End of September 2019</p>
<p><b>Online and telephone survey fieldwork – year 2</b></p>	<p>Interim report - headline survey findings</p> <p>Presentation of headline survey findings</p>	<p>End of December 2019</p>

Task	Output	Date Required
<b>Year 2 qualitative research</b>	Draft report (combined quantitative and qualitative findings)	End of February 2020
<b>Year 2 final report</b>	Final report and summary for publication	End of March 2020
<b>Dissemination and Planning for Year 3</b>	Infographic emailed out to participants	End of June 2020
<b>Year 3</b>		
<b>Design and start survey fieldwork – year 3</b>	Survey (Online and CATI), email invitations and reminders	End of September 2020
<b>Online and telephone survey fieldwork – year 3</b>	Interim report - headline survey findings Presentation of headline survey findings	End of December 2020
<b>Year 3 qualitative research</b>	Draft report (combined quantitative and qualitative findings)	End of February 2021
<b>Year 3 final report</b>	Final report and summary for publication	End of March 2021
<b>Dissemination and Planning for Year 4</b>	Infographic emailed out to participants	End of June 2021
<b>Year 4</b>		
<b>Design and start survey fieldwork – year 4</b>	Survey (Online and CATI), email invitations and reminders	End of September 2021
<b>Online and telephone survey fieldwork – year 4</b>	Interim report - headline survey findings Presentation of headline survey findings	End of December 2021
<b>Year 4 qualitative research</b>	Draft report (combined quantitative and qualitative findings)	End of February 2022
<b>Year 4 final report</b>	Final report and summary for publication	End of March 2022
<b>Dissemination and Planning for Year 5</b>	Infographic emailed out to participants	End of June 2022
<b>Year 5</b>		
<b>Design and start survey fieldwork – year 5</b>	Survey (Online and CATI), email invitations and reminders	End of September 2022
<b>Online and telephone survey fieldwork – year 5</b>	Interim report - headline survey findings Presentation of headline survey findings	End of December 2022
<b>Year 5 qualitative research</b>	Draft report (combined quantitative and qualitative findings)	End of February 2023
<b>Year 5 final report and dissemination</b>	Final report for publication. <b><i>Infographic prepared for participants (to be emailed after publication).</i></b>	End of March 2023

## SCHEDULE TWO

### Table of payments

<b>Project Milestone</b>	<b>Payment Amount £ excluding VAT</b>	<b>Payment Date</b>
Project scoping and Initial exploratory qualitative phase	██████████	<b>End of August 2018</b>
Year 1 design survey and start online fieldwork	██████████	<b>End of November 2018</b>
Year 1 survey fieldwork complete and interim report delivered	██████████	<b>End of February 2019</b>
Year 1 Qualitative research and telephone top ups complete. <b>Review of year 1 sample sizes and response rates</b>	██████████	<b>End of March 2019</b>
<b>Year 1 final report, design of infographic and planning for Year 2</b>	██████████	<b>End of June 2019</b>
<b>Dissemination of Year 1 findings.</b> Year 2 design survey and start online fieldwork	██████████	End of September 2019
Year 2 survey fieldwork complete and Interim report	██████████	End of December 2019
Year 2 qualitative research completed	██████████	End of February 2020
Year 2 final report. Review of year 2 sample sizes and response rates	██████████	End of March 2020
Dissemination of Year 2 findings and planning for Year 3	██████████	End of June 2020
Year 3 design survey and start online fieldwork	██████████	End of September 2020
Year 3 survey fieldwork complete and Interim report	██████████	End of December 2020
Year 3 qualitative research completed	██████████	End of February 2021
Year 3 final report. Review of year 3 sample sizes and response rates	██████████	End of March 2021
Dissemination of Year 3 findings and planning for Year 4	██████████	End of June 2021
Year 4 design survey and start online fieldwork	██████████	End of September 2021

Year 4 survey fieldwork complete and Interim report		End of December 2021
Year 4 qualitative research		End of Febaury 2022
Year 4 final report. Review of year 4 sample sizes and response rates		End of March 2022
Dissemination of Year 4 findings and planning for Year 5		End of June 2022
Year 5 design survey and start online fieldwork		End of September 2022
Year 5 survey fieldwork complete and Interim report		End of December 2022
Year 5 qualitative research		End of February 2023
Year 5 final report. Dissemination of Year 5 findings		End of March 2023

Expenditure for the financial year 2018-2019 shall not exceed £**155,960** exclusive of VAT.  
Expenditure for the financial year 2019-2020 shall not exceed £**128,551** exclusive of VAT.  
Expenditure for the financial year 2020-2021 shall not exceed £**99,629** exclusive of VAT.  
Expenditure for the financial year 2021-2022 shall not exceed £**85,675** exclusive of VAT.  
Expenditure for the financial year 2022-2023 shall not exceed £**77,441** exclusive of VAT.

Total Project expenditure shall not exceed £**547,256** exclusive of VAT.

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.

As witness the hands of the parties