

OFFICIAL-SENSITIVE (COMMERCIAL)

Commissioning Letter

NATIONAL CENTRE FOR SOCIAL RESEARCH
35 Northampton Square,
London,
EC1V 0AX

Monday, 22nd July 2019

Dear Sir/ Madam

**BIS Research and Evaluation Framework Agreement – Lot 1
Carers and attitudes towards workplace support
CR19031**

Thank you for your response to the Specification for the above commission by the Department for Business, Energy and Industrial Strategy (BEIS) (the Customer) through the BIS Research and Evaluation Framework dated 2 January 2018 between (1) Secretary of State for Business, Innovation and Skills; and (2) National Centre For Social Research (the Framework Agreement).

Appendix: 1. Service to be carried out- Supplier response
2. Specification for Carers and attitudes towards workplace support
Annex A. GDPR

The Department for Business, Energy and Industrial Strategy (BEIS) accepts your Tender (Appendix 1), submitted in response to our Specification (Appendix 2), subject to the following changes:

The Call-Off Terms and Conditions for this Contract are those set out in Schedule 5 to the Framework. In the event of any conflict between the Commissioning Letter including annexes and the Call-off Terms and Conditions set out in the Framework Agreement, the former shall prevail.

The agreed total charges for this assignment are **£36,800.00** exclusive of VAT which should be added at the prevailing rate. The agreed invoice schedule is as follows:

Date	Invoice description	Amount (£) (EX. VAT)
		

TOTAL £36800.00 excluding VAT.

All invoices should be sent to should be sent to finance@services.ukpbs.co.uk or Billingham (UKSBS, Queensway House, West Precinct, Billingham, TS23 2NF)

You are reminded that any Intellectual Property Rights owned by the Customer and provided to you in order to enable you to perform the Services provided in order to perform the Services will remain the property of the Customer. The following deliverables have been agreed:

OFFICIAL-SENSITIVE (COMMERCIAL)

The Services Commencement Date is Monday 22nd July 2019

The Completion date is 31st December 2020

The Contract may be terminated for convenience by giving 30 days' notice in accordance with clause 38 of the Call-off Terms and Conditions.

**Your Invoice(s) for this work must include the following information:
Commission number: CR19031**

The Authorised Representative for this Commission will be [REDACTED] who can be contacted at [REDACTED]

Until the data is archived, findings from all research reports and any press releases using BEIS-funded data shall be treated as confidential. Findings shall not be released to the press or disseminated in any way without approval of the Department

This clause applies at all times prior to archiving the data. Where the Contractor wishes to issue a Press Notice or other publicity material containing findings from the Project leading up to archiving of the data, notification of plans, including timing and drafts of planned releases shall be submitted by the Contractor to the Project Manager at least one week before the intended date of release and before any agreement is made with press or other external audiences, to allow the Department time to grant permission and comment on factual accuracy. Where applicable all Press Notices released by the Department or the Contractor shall state the full title of the research report, and include a hyperlink to the Department's research web pages, and any other web pages as relevant, to access the publication/s.

This clause applies at all times prior to archiving of the data. Where the Contractor wishes to present findings from the Project in the public domain, for example at conferences, seminars, or in journal articles, the Contractor shall notify the Project Manager before any agreement is made with external audiences, to allow the Department time to consider the request. The Contractor shall only present findings that will already be in the public domain at the time of presentation, unless otherwise agreed with the Department.

Congratulations on your success in being selected to undertake this Commission.

Yours sincerely

**[REDACTED]
Category Manager
UK Shared Business Services Ltd**

BY SIGNING AND RETURNING THIS COMMISSIONING LETTER THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in this Commissioning Letter and Annexes incorporating the rights and obligations in the Call-off Terms and Conditions set out in the Framework Agreement.

OFFICIAL-SENSITIVE (COMMERCIAL)

Department for Business, Energy and Industrial Strategy (BEIS)

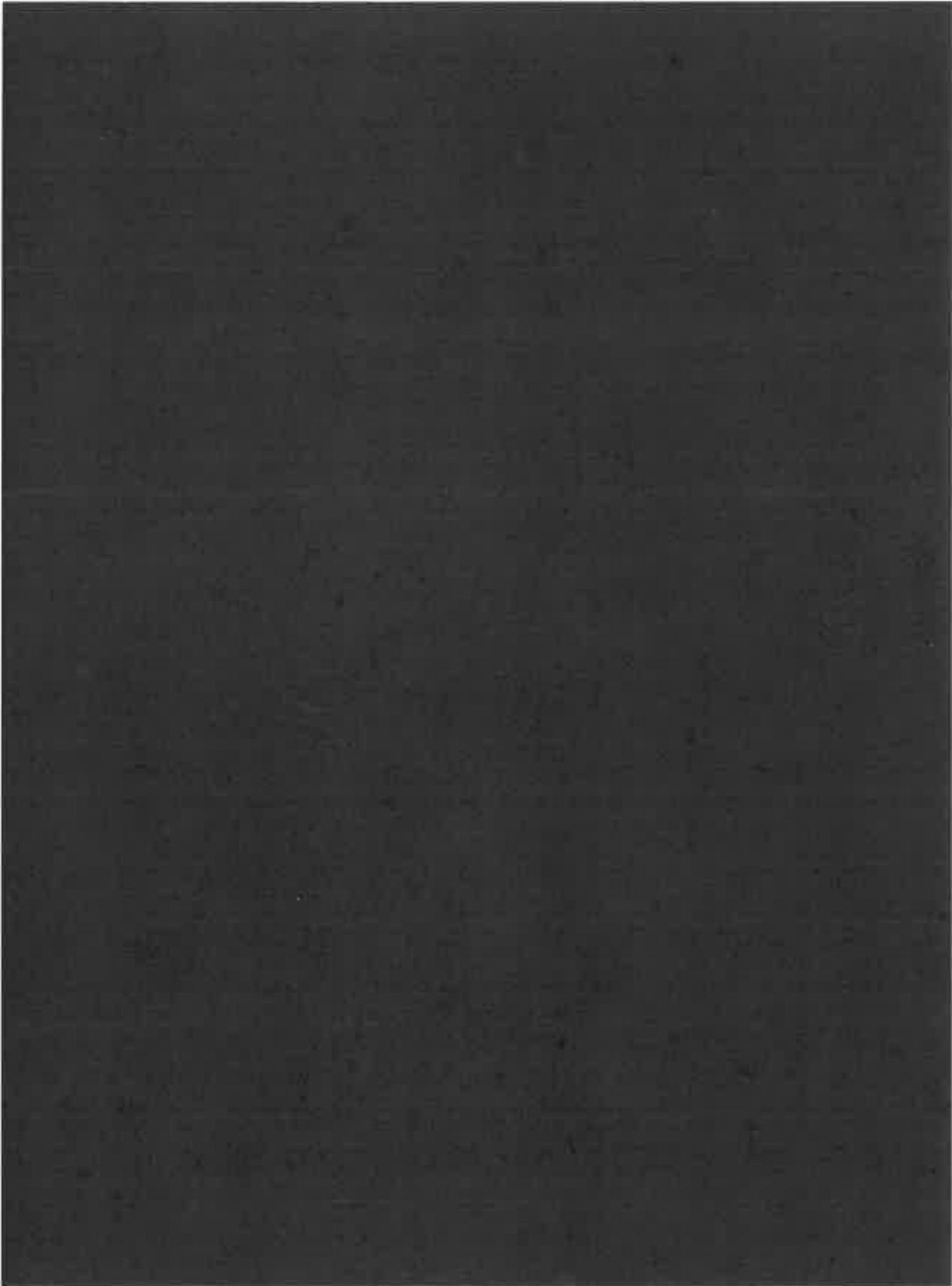
Name and Title	[REDACTED]
Signature	[REDACTED]
Date	31/7/19

Signed on behalf of NATIONAL CENTRE FOR SOCIAL RESEARCH

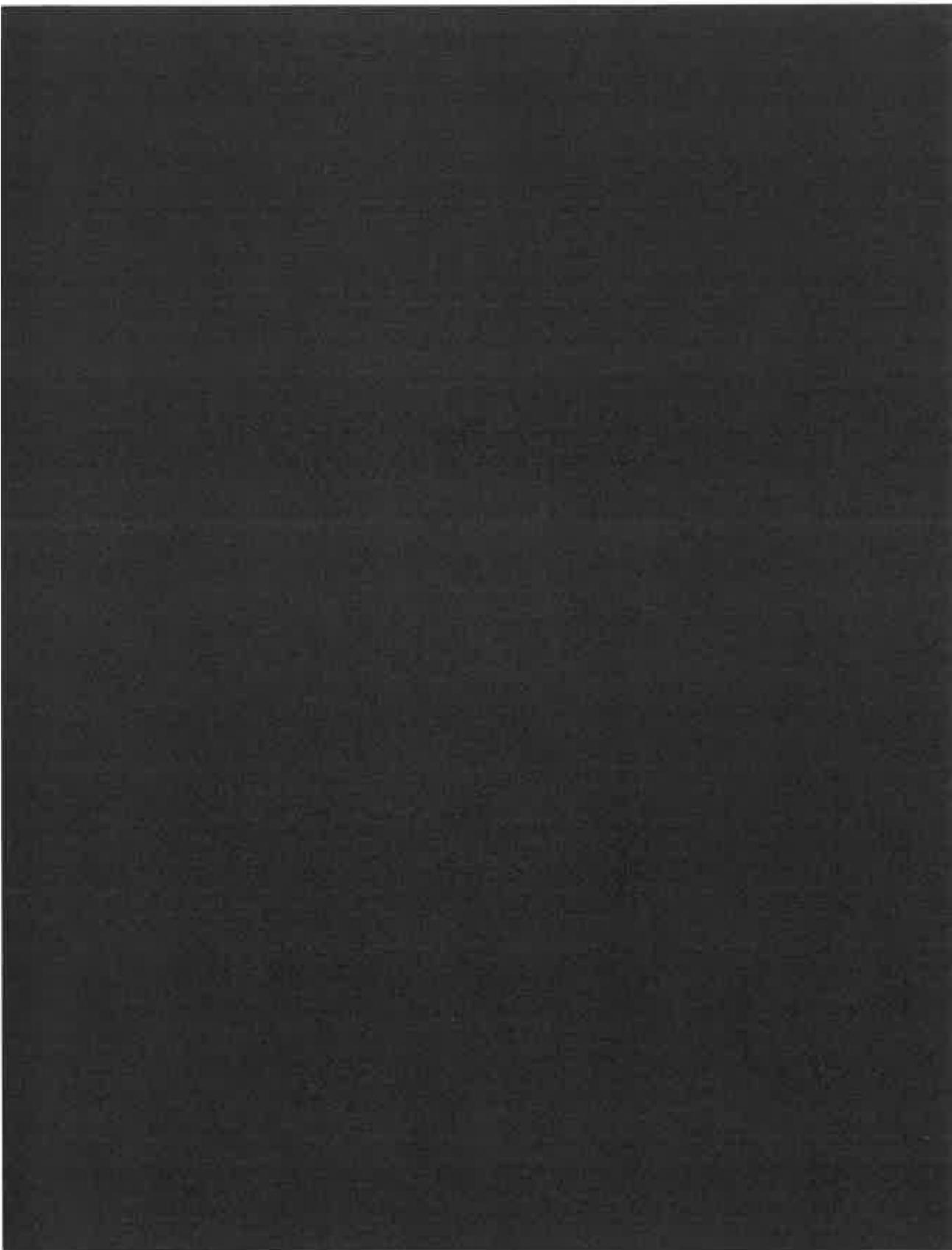
Name and Title	[REDACTED]
[REDACTED]	[REDACTED]
Date	30.07.2019

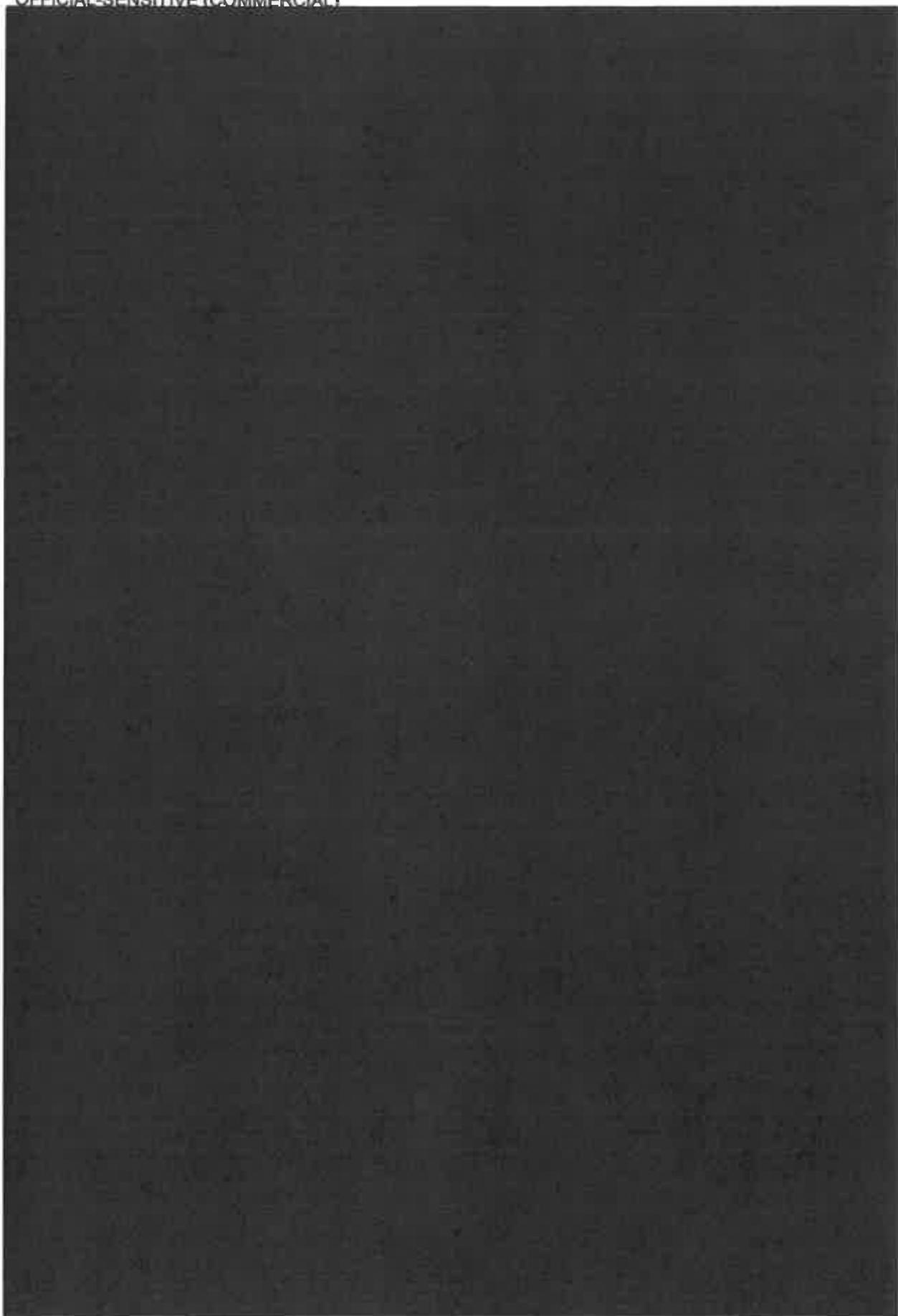
OFFICIAL-SENSITIVE (COMMERCIAL)

Appendix: 1. Service to be carried out- Supplier response

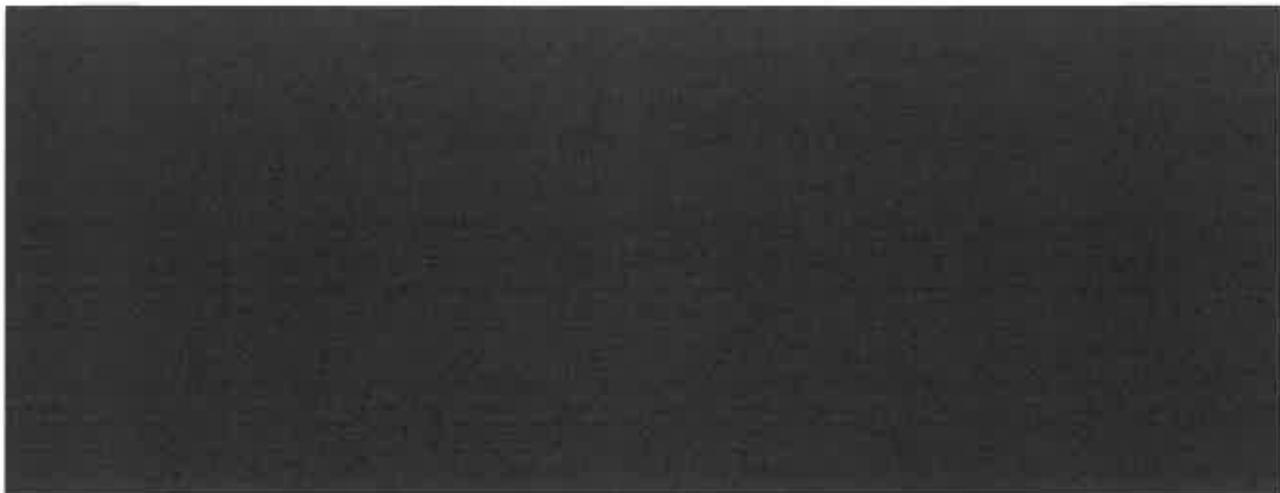


OFFICIAL-SENSITIVE (COMMERCIAL)





OFFICIAL-SENSITIVE (COMMERCIAL)



Appendix 2. Specification for Carers and attitudes towards workplace support

There is a Conservative Government Manifesto commitment to, "give workers a new statutory entitlement to carer's leave, as enjoyed in other countries." The evidence gathered here will inform future changes in policy.

We wish to learn about how attitudes towards balancing work and (non-childcare) caring responsibilities have changed over the last two decades. Particularly vital to this work will be improving our understanding of the effect of caring responsibilities on individuals and their ability to work, including carers currently not in work. This information will help establish the extent of the difficulties facing the carer population.

Inserting questions on attitudes towards balancing work and (non-childcare) responsibilities in the British Social Attitudes survey; a robust series that has been measuring public attitudes since 1983. We propose to modify a question originally asked in 1999 to update our assessment of employees that have access to a carer's leave (paid or unpaid-occupational scheme) in 2019. This is vital to capture the situation prior to the introduction of any new entitlements, so we can measure the difference made in future years. Based on question testing during the first and second BSA pilot, BEIS and NatCen have agreed a number of changes to the 1999 question, which it was agreed would make it a better measure of the prevalence of carer's leave. While it was acknowledged that changes to the question in 2019 will mean it is not strictly comparable with the question asked on 1999, it makes sense to make these improvements to the question.

We also propose to add new questions to measure the effects of caring on the ability to work and factors that would enable carers to work/work more:

BSAS is the only survey vehicle that can provide a measure of the change in the trend, i.e. provide data in 1999 and 2019. Because of the large number of core questions asked via the survey (that come with the package), it also provides a cost-effective opportunity to contextualise findings from the carer population by key characteristics such as gender, age, employment status etc, as well as by any additional questions we might seek to ask such as the effects of caring responsibility on employment and factors that would enable carers to work/work more. The BSAS sampling methodology ensures findings provide a robust and representative picture.

Annex A GDPR

- (1) The Supplier shall be the sole data Controller of the data as detailed in Annex 3 Any review or approval of the Protective Measures by the Contracting Authority shall not relieve the Supplier of its obligations under Data Protection Legislation, and the Supplier acknowledges that it is solely responsible for determining whether such Protective Measures are sufficient for it to have met its obligations under the Data Protection Legislation.**

The Supplier shall be the sole Data Controller of:

Annex 3

The British Social Attitudes survey is designed to capture a representative picture of the attitudes of the British public towards issues of interest to the National Centre for Social Research (NatCen) and its funders.

This study provides important information about public attitudes across a range of different subjects. It is used by government departments, academics, charities and consultants to understand what the public thinks.

A number of different government departments and public bodies fund the survey by paying to ask questions.

The personal data will only be used for research and statistical purposes.

Participation is not a statutory or contractual requirement.

- 2) For the avoidance of doubt this clause shall require the Supplier to ensure that this Contract from its Commencement shall be performed in such a way so as to be compliant with any existing Data Protection Act and will meet the requirements of the GDPR.**

