

[MONTH/Year]

Ref: [xxxxx]

## Management and Wellbeing Practices Survey 2018

Dear [NAME],

I am writing to ask for your help with an important piece of research about flexible working and management practices that the Department for Business, Energy and Industrial Strategy (BEIS) is conducting. We'd like to speak to the person who is responsible for management of employees or general management issues. This research and your views are important even if your role does not directly involve administering or recording these practices.

### Your participation will help the Government shape the future of working practices in Great Britain

We are interested in understanding more about the working arrangements, management practices and employee relations that employers like you make available to your employees, and the extent to which these opportunities are being taken up. This research will collect important information about your experiences of, and attitudes towards, these practices.

### Why are we asking for your help?

Your organisation has been selected at random from the Government's *Inter-Departmental Business Register*, compiled from PAYE and VAT returns. Although participation is entirely voluntary, it is essential that as many of the chosen organisations as possible take part in this research so that we can obtain a nationally representative understanding of management practices.

### What happens now?

We have commissioned **Kantar Public**, an independent research organisation, to carry out the survey on our behalf. An interviewer from Kantar Public will call you soon to conduct an interview over the telephone or to arrange a suitable time to call back. This interview should take around 25 minutes, and we can arrange for the interview to take place at a time which is convenient for you.

### What will I be asked about?

The survey includes questions about a variety of working practices, such as flexible working, maternity/ paternity rights, parental leave, support for employees with childcare responsibilities and employee relations. You will be asked about which policies are available at your workplace, and how many employees have taken different types of leave. There will also be opportunities to give your views on how flexible policies should be implemented.

### Will the information I provide remain confidential?

The research findings will not identify you or your business and no personal or commercial information will be passed to BEIS. Your answers will be treated in the strictest of confidence, in accordance with the MRS Code of Conduct and Kantar's privacy policy, which can be found at <https://uk.kantar.com/surveys>.

If you would like any more information about the survey, please contact Richard Crawshaw at Kantar Public at [mwpsurvey@kantarpublic.com](mailto:mwpsurvey@kantarpublic.com). If you would like to talk to someone at BEIS, please call or email Helen Wrathall (020 7215 1255, or [helen.wrathall@beis.gov.uk](mailto:helen.wrathall@beis.gov.uk)).

We very much hope that you will take part in this important survey and thank you in advance for your help.

Yours sincerely,

Tom Griffiths

Deputy Director, Labour Markets

Department for Business, Energy and Industrial Strategy