



07/08/2020

CITB  
Head Office  
Sand Martin House  
Bittern Way  
Peterborough  
PE2 8TY

Email: [information.governance@citb.co.uk](mailto:information.governance@citb.co.uk)  
[www.citb.co.uk](http://www.citb.co.uk)

Dear [REDACTED]

**Freedom of Information Request: 142020**

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). Your email, dated 13 July 2020, asked for the following information:

You were wondering whether the 2020 CITB pay review/settlement has now been finalised and implemented.

If so, please find enclosed a Freedom of Information request regarding the 2020 pay award.

- 1] Please state the effective date (day, month and year) of your organisation's 2020/21 pay review.
- 2] If the 2020/21 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.
- 3] Please state the employee group/s covered by the 2020/21 pay review.
- 4] Please state the total number of employees covered by the 2020/21 pay review.
- 5] Please provide a copy of your 2020/21 pay agreement (if applicable) or generic pay circular sent to employees (that is one that does not identify any individual employee) outlining the outcome of the latest pay review if there are no collective negotiations.
- 6] Was the latest pay review concluded under the remit of the 2020/21 Civil Service Pay Guidance?
- 7] Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the latest pay review, excluding the effect of any incremental rises, merit pay and bonuses.
- 8] Please list the current grades and pay rates together with the previous year's grades and rates for the below roles or their equivalents if applicable:
  - a] Administrative Assistant (AA)
  - b] Administrative Officer (AO)
  - c] Executive Officer (EO)
  - d] Higher Executive Officer (HEO)
  - e] Senior Executive Officer (SEO)
  - f] Grade 6
  - g] Grade 7



9] If an employee's annual pay award is determined solely according to an assessment of their individual performance (commonly known as a merit increase) as opposed to an across-the-board pay rises (where all employees generally receive the same increase irrespective of their individual performance) please state the percentage of the paybill allocated to fund these awards, the range of increases and whether or not the awards are consolidated.

10] If any employees were eligible for individual performance-related payments or bonuses over and above the general pay rise please state the range of increases (either as a percentage of their base salary or a cash amount as applicable), whether or not they were consolidated into basic pay and please state the overall % of the paybill allocated to fund these awards.

11] Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill.

12] Have any other changes been made to terms and conditions (for example holiday entitlement, sick pay provision and the like) as part of the latest pay review? If yes, please state what they are.

13]. Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations.

14] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review.

My response is as follows:

In response to questions 1-11, the 2020 CITB pay review/settlement has been finalised. The result of this review has been posted on CITB's website on 6 August 2020. Due to the fact that the requested information is available through other means than an FOI request, the exemption under Section 21 FOIA (Information reasonably accessible to the applicant by other means) applies. Please see the attached link to access the relevant information: [CITB announces new measures to reduce costs](#) .

12. There have been no changes made to terms and conditions as part of the latest pay review.

13. The union/unions party to the main collective agreement covering pay and conditions would be UNITE and GMB.

14. The name and contact details of the persons responsible for overseeing CITB's annual pay review is Jennifer King, People Director – [Jennifer.king@citb.co.uk](mailto:Jennifer.king@citb.co.uk) .

If you are unhappy with this response, or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied, then you may apply for an independent internal review by contacting Adrian Beckingham, Corporate Performance Director, CITB, Sand Martin House, Bittern Way, Peterborough, PB2 8TY or email [adrian.beckingham@citb.co.uk](mailto:adrian.beckingham@citb.co.uk).

If you remain unhappy following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Further details of the



role and powers of the Information Commissioner can be found on the Commissioners website:  
<https://ico.org.uk/>

Yours sincerely

Jonathan Francis  
Information Risk & Data Governance Manager