



18 February 2020

CITB
Head Office
Sand Martin House
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PE2 8TY

Email: information.governance@citb.co.uk
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Dear [REDACTED]

Freedom of Information Request: 352019

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). Your email, dated 21 January 2020, asked for the following information:

1. Please list the departments which will operate from the new Peterborough offices and from what date?
2. What location have these activities come from?
3. How many existing staff and contractors from each department have agreed to work from the new office?
4. How many have declined and been made redundant or given notice as a result?
5. What is the total cost of those redundancies?
6. How many people have taken retirement or other options other than working from the new office?
7. How many people and in what departments does the CITB intend to recruit to staff the new offices?
8. What date was the lease agreement active and the CITB paying rent?
9. How long does the lease run for?
10. How much has been spent on office fit out, IT infrastructure, furniture and IT hardware for the new office?
11. What were the total removal costs for transferring items such as equipment, furniture and records to the new office from other locations?
12. Are there plans to close the London office or any other offices to use Peterborough instead?
13. What is the total floor area of the new office?
14. Has the CITB agreed to any pay increases or to cover travel or relocation costs, if so what is the total cost of this over the next 3 years?

My response is as follows:

1. The office was open and in use from 1 October 2019. The table at Appendix A shows which departments had teams operating from the Peterborough Head Office in Peterborough from January 2020.
2. The majority of office based roles supporting these departments transferred from Bircham Newton, but also included other locations including:
 - Thurmaston
 - Home Based
 - Bridgend
 - London

3. The existing staff who have agreed to work from the new office by Department is as follows:

| Department | No. of FTEs |
|----------------------------|--------------------|
| Apprenticeships | 1 |
| Audit, Risk & Compliance | 4 |
| Chief Executive | 1 |
| Contracts & Commissioning | 4 |
| Communications & Marketing | 3 |
| Corporate Performance | 1 |
| Finance | 3 |
| HR | 1 |
| Legal & Governance | 5 |
| Product Management | 10 |
| Products & Services | 1 |
| Quality & Provision | 1 |
| Quality & Standards | 10 |
| Research | 6 |
| Strategy | 1 |
| Grand Total | 52 |

4. As at the end of January 2020, 88 employees have taken redundancy rather than move to the new Head Office.
5. The redundancy spend to date has been £3.1m.
6. During 2019 we had 105 resignations and there were 5 retirements. We do not capture a reason for resignations, therefore we cannot say how many have taken retirement or other options rather than work from the new office in Peterborough.
7. See attached table at Appendix A.
8. 1 August 2019.
9. The lease runs for 9 years with break options, to be exercised by the tenant only, in years 3 and 6.
10. Costs as follows:
 - Fit Out including furniture and Audio-Visual Equipment- £233k + VAT
 - IT Infrastructure and equipment installation - £271k + VAT.
 - WAN infrastructure £28k + VAT
 - Telephone Solution £125k + VAT
11. CITB Facilities staff supported the move therefore no costs incurred over and above BAU costs.
12. The current London Office will close however CITB will retain a smaller presence in London along with a small presence in Scotland and Wales. The training centre and offices in Glasgow (Inchinnan) are for sale as part of the Divestment Programme. The Wales (Bridgend) Office closed in 2019. The remaining CITB sites are Training Centres. The sale of the training centres at Erith and Birmingham are underway.
13. 22,580 sq. ft.
14. As part of the move to the Peterborough Head Office, no pay increases linked to the relocation were made. In addition, where staff are permanently based at Peterborough Head Office (this includes existing staff transferring from Bircham Newton from 1st Jan 2020) contracts state that Peterborough is their place of work and therefore no travel expenses are paid by CITB for travel to Peterborough.



A short trial period of eight weeks was available for existing Bircham Newton staff between October and December 2019. As part of this trial, staff worked at the Peterborough Head Office and could claim applicable travel expenses as their contractual place of work was still Bircham Newton.

A Disturbance Payment was paid of £2,500 net for those permanently transferring from Bircham Newton to Peterborough office. Under this payment a total of £253k gross was paid to 68 staff.

A relocation package of £8,000 was available to staff (note the payment of £2,500 is deducted from this, so £8,000 for the total) who relocated to a *'new main residence that must be a minimum of 45 miles from the location of the old residence'*. In relation to the Bircham Newton to Peterborough move, just one individual has been paid Relocation Expenses totalling £4,664 to date. CITB are currently aware of a further two staff planning to claim relocation expenses and therefore the overall Relocation Expense is currently estimated to be approx. £16,500.

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.

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



Appendix A – Question 4.

| Department | Total FTEs in Structure | | | | | Total | No of current Vacancies |
|-----------------------------|-------------------------|------------|---------------|----------|----------|---------------|-------------------------|
| | London | Mobile | Peterborough | Scotland | Wales | | |
| Apprenticeships | | 238 | 5 | 1 | | 244 | 10 |
| Audit, Risk & Compliance | | | 19 | | | 19 | 3 |
| Change & Technology | | | 6 | | | 6 | 5 |
| Chief Executive | | | 1 | | | 1 | |
| Communications & Engagement | | | 12 | | | 12 | 9 |
| Contracts & Commissioning | | | 18 | | | 18 | 3 |
| Corporate Performance | | | 1 | | | 1 | |
| Executive Team | | | 5 | | | 5 | 2 |
| Finance | | | 14 | | | 14 | 3 |
| HR | | | 6 | | | 6 | 2 |
| Industry Relations | | 103 | 1 | | 2 | 106 | 4 |
| Legal & Governance | | | 12.98 | | | 12.98 | 2 |
| Policy & External Affairs | 14 | 4 | | 2 | 2 | 22 | 2 |
| Product Management | | 7 | 64 | | | 71 | 20 |
| Quality & Provision | | 12 | 5 | 1 | 1 | 19 | 1 |
| Quality & Standards | | 29 | 30 | | | 59 | 6 |
| Research | | | 15 | | | 15 | 5 |
| Strategy | | 5 | 8 | | | 13 | 4 |
| Grand Total | 14 | 395 | 222.98 | 4 | 5 | 643.98 | 85 |