



10 September 2019

CITB
Head Office
Bircham Newton
Kings Lynn
Norfolk
PE31 6RH

Email: rachel.brooks@citb.co.uk
www.citb.co.uk

Dear

Freedom of Information Request 20 2019

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). Your email, dated 29 August 2019, asked for the following:

Information on staff numbers; for Finance only:

1. Total number of staff
2. Total number of SCS1 finance staff
3. Department structure
4. Total number of agency workers / contractors (please include those on fixed term contract but not internal secondment)
5. Frameworks used to procure interim staff in this area

My response is as follows:

- 1. Total number of staff**
21 head count; 16.8 Full-time equivalents (FTE)
- 2. Total number of SCS1 finance staff**
Not relevant. CITB is a Non-Departmental Public Body and does not use the Civil Service pay bands.
- 3. Department structure**
Our Finance Director has nine direct reports (one Financial Controller, one Head of Business Planning, six Finance Business Partners, one Project Accountant) and eleven indirect reports (two in to the Financial Controller, one in to the Head of Business Planning, six in to one of the Business Partners and one each in to two more of the Business Partners)
- 4. Total number of agency workers / contractors (please include those on fixed term contract but not internal secondment)**
The above figures include two agency staff.
- 5. Frameworks used to procure interim staff in this area**
We use both Brook Street and Capita as neutral vendors to supply temporary workers to CITB.

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, Bircham Newton, King's Lynn, Norfolk, PE31 6RH or email information.governance@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

Rachel Brooks
Information Risk & Data Governance Manager