



15 November 2019

CITB
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Dear

Freedom of Information Request 29-2019

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). In your email dated 28 October 2019, in which you asked:

- 1) How many employees are working for your organisation, including full-time, part-time, and contracted staff?
- 2) What is your annual intranet budget?
- 3) What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco)
- 4) How long have you been using this solution, and when does your contract expire?
- 5) Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally?
- 6) Which team/individual is responsible for managing your intranet internally?
- 7) Which other organisations have access to your intranet?
- 8) Do you share IT services with other organisations?
- 9) Are you using the Office 365 suite? If so, which applications from the suite are in use?
- 10) Who is responsible for your intranet's procurement within the organisation?
- 11) Do you use Microsoft's Active Directory to manage your people data? If so, is your Active Directory (AD) managed on-premise or in the cloud?
- 12) Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero)

My response is as follows:

1) How many employees are working for your organisation, including full-time, part-time, and contracted staff? 990. As of 30/10/2019 there are 927 employees which consist of: 827 full-time and 100 part-time. In addition, there are 63 contractors (62 full time 1 part time).

2) What is your annual intranet budget? None

3) What is your current intranet solution? (e.g. Invotra, Sharepoint, Kahootz, Umbraco)
We currently use SharePoint 2007 and are gradually moving content onto SharePoint online



4) How long have you been using this solution, and when does your contract expire? CITB has been using the Office 365 suite of solutions for around 2 years. It is on an annual renewal.

5) Do you work with an external partner to supply your intranet? If not, do you develop your intranet internally? CITB do not have an external supplier working on the intranet. Only content is updated, by in-house staff, no current development.

6) Which team/individual is responsible for managing your intranet internally? Digital Team

7) Which other organisations have access to your intranet? None

8) Do you share IT services with other organisations? No

9) Are you using the Office 365 suite? If so, which applications from the suite are in use? Yes we do use the Office 365 suite: MSOffice, SharePoint, Skype for Business, Teams, Yammer, MSDynamics and One Drive

10) Who is responsible for your intranet's procurement within the organisation? SSCL, our outsourced partner, who carry out our procurement activity.

11) Do you use Microsoft's Active Directory to manage your people data? If so, is your Active Directory (AD) managed on-premise or in the cloud? Yes – on premises with a copy synced to Azure AD

12) Do you use any other Software as a Service (SaaS) applications? (e.g. Atlassian/Jira, Slack, Trello, Xero) No

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 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

Rachel Brooks
Information Risk & Data Governance Manager