

Minutes of the Extraordinary Board meeting held at 12:30pm on Tuesday 13 May 2025 via Microsoft Teams

PRESENT

Peter Lauener (Chair)	CITB Chairman
Kevin McLoughlin	Board Trustee
Owain Jones	Board Trustee
Holly Price	Board Trustee
Stephen Gray	Board Trustee
Julia Heap	Board Trustee

IN ATTENDANCE

Tim Balcon	CEO
Adrian Beckingham	Strategy & Policy Director
Deborah Madden	Executive Director, Nations Engagement
Nadine Pemberton Jn Baptiste	Executive Director, Legal, Governance & Compliance
Angela Alabi	Head of Corporate Governance and Board Secretary
Colin Chaplin	Levy Strategy Manager
Kelly Stark (KS)	Levy Analyst and Review Lead

ITEM 1: WELCOME AND APOLOGIES

1.1 Peter Lauener (PL) welcomed all to the Extraordinary Board meeting. He explained that the meeting had been called to review the Consensus results. PL explained that as the matter under discussion related to the imposition of the Levy, only Employer Trustees would be able to vote. Angela Alabi (AA) confirmed that the meeting was quorate and that there were a sufficient number of Employer Trustees present.

ITEM 2: DECLARATIONS OF INTEREST

2.1 There were no further interests declared over and above those already noted on the Board's Register of Interests.

ITEM 3: REVIEW OF CONSENSUS RESULTS

3.1 KS presented an overview of the results which included a summary of the results by individual Prescribed Organisations (POs) and the representative sample survey of 4,000 non-PO levy payers. It was noted that the process carried out for 2025 replicated that which was carried out in 2021.

3.2 Trustees noted that Consensus had been achieved and that there was an increase in the volume and value scores when compared to the results of 2021.

3.3 KS described the process conducted and confirmed that the POs together with the independent research company had delivered processes that complied with The Industrial Training Levy (Reasonable Steps) Regulations 2008.

3.4 It was noted that many of the POs reported reduced response rates, notwithstanding the comprehensive plans and the variety of activities in place to engage their members. Following further discussion, Trustees were informed that a Lessons Learnt exercise would explore the reasons behind the reduction.

3.5 Trustees welcomed the results and congratulated the team on an exceptionally well-managed Consensus process. Trustees also concluded that the improved results compared to 2021 were gratifying and reflected well on the stronger focus in recent years on listening to employers and improving customer service. The support from the Home Builders' Federation was particularly pleasing to see. Trustees also acknowledged the complexity of the process and queried whether

there was an alternative approach to the current process to obtain a new Levy Order in future. Trustees suggested that a review of Consensus be undertaken with an update to be provided at a future board meeting.

3.6 Trustees agreed that they were happy with the Consensus results and that they were content that processes had complied with The Industrial Training Levy (Reasonable Steps) Regulations 2008. They also agreed that they were happy for CITB to submit the formal letter with Consensus Results and Levy Proposals to the Department for Education.

3.7 DECISION: The Board **APPROVED** the 2025 Consensus results. Trustees confirmed that they were satisfied that the process complied with The Industrial Training Levy (Reasonable Steps) Regulations 2008.

3.8 DECISION: The Board **APPROVED** the Levy Proposals for onward submission to the Department for Education by 16 May 2025.