13 March 2020

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

Email: information.governance@citb.co.uk
www.citb.co.uk

[redacted]

Dear [redacted]

Freedom of Information Request: **422019**

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). Your letter of the 14th February requesting the following information:

In relation to each of the grant payments (or off-sets of levy liability) identified as "Material grant-funded payment" in the CITB's last five Annual Report/accounts (i.e. 2018-19, 2017-18, 2016, 2015 and 2014), please provide on an anonymised basis:

- The average payment per identified training session;
- The aggregate amount of grant paid per individual recipient of training;
- The percentage of identified training sessions for each individual evidence of training having taken place is required;
- the percentage of identified training sessions in respect of which CITB required evidence to prove that grant recipients "identified the need for training;
- the percentage of identified training sessions in respect of which CITB required evidence to prove that grant recipients organised training;
- the percentage of identified training sessions in respect of which CITB required evidence to prove that grant recipients accepted the cost of training;
- a list and description of all types of evidence accepted by CITB to prove that each training session is respect of which grant is claimed actually took place and was attended by the individuals in respect of whose training grant is claimed (e.g. training records, sign in sheets, etc);
- a list and description of all types of evidence accepted by CITB to prove that grant recipients identified the need for training;
- a list and description of all types of evidence accepted by CITB to prove that grant recipients organised training;
- a list and description of all types of evidence accepted by CITB to prove that grant recipients accepted the cost of training;
- confirmation of the time between a grant claim being lodged and agreement being reached between the claimant and CITB of the amount that would be paid/off-set against levy liability;
- the number and proportion of recipients of material grant-funding payments that received supplementary payment; and
- the number and proportion of grant recipients who received supplementary payment where levy had not been paid by the deadline specified in the relevant year's Grant Scheme Terms and Conditions.

Please also set out what evidence you require to demonstrate that there has been no double-counting of grant (i.e. grant claimed by more than one claimant in respect of the same training session).

My response is as follows:

I am writing to confirm that CITB holds the information on the subject you have requested. However, I have to advise you that we will not be able to answer your request without exceeding the appropriate limit. This is because to locate, retrieve and extract the information in scope of your request would involve utilising resources in excess of those allowed for by the regulations. We located, retrieved and extracted the data from one of the listed companies for one financial year only and to provide the data requested for the answer to the first two questions only took 6 hours. Therefore based on the fact that you have requested a review of five separate financial years and for 2014, 2015, and 2016 there were between 62-64 Companies per year and subsequently 15 Companies per year for the remaining two years, the time that it is estimated to take to be able to answer this request far exceeds the time limit allowed for such a request.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate limit, which for public authorities is set at £450. This represents the estimated cost of one person spending 3.5 working days in determining whether the department holds the information, and locating, retrieving and extracting it.

CITB may be able to provide some information in scope of your request if you reduce or refine your request to bring the cost of compliance under the limit. Please contact me if you would like to refine your request or require advice on doing so.

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/

Our response in relation to the grant claim will follow.

Yours sincerely

Jonathan Francis
Information Risk & Data Governance Manager