



4/08/2020

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

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

Dear [REDACTED]

Freedom of Information Request: 13 2020

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). Your email, dated 7 July 2020, asked for the following information:

Please could you provide the following information:

1. How many people are employed by your organisation, including full time and part time?
2. What is your current intranet solution? (SharePoint, WordPress, Invotra, etc)
3. How long have you been using this intranet solution?
4. When is your intranet contract up for renewal?
5. What is your annual intranet budget?
6. Do you share an intranet/IT services with other organisations, if so who?
7. Which team and/or individual(s) are responsible for managing your intranet internally?
8. Are you using the Office 365 suite? If so, which applications from the suite are in use?
9. Which team and/or individual(s) are responsible for your intranet's procurement within the organisation?
10. Is your Active Directory hosted on-premise, or in the cloud?
11. Could you provide us with a link to your Digital Workplace Strategy?

My response is as follows:

1. At the time of the request the number of people employed by CITB is:
Total employees = 812
Full Time = 754
Part Time = 58
Contractors = 12
2. CITB's current Intranet solution is SharePoint Online.



3. CITB has been using the Office 365 suite of solutions for around 2 years.
4. The intranet contract up for renewal annually.
5. There is no annual intranet budget.
6. CITB does not share intranet/IT services with other organisations.
7. The team responsible for managing our intranet internally is the CITB Digital Team.
8. We are using Office 365 suite and the following applications are in use within the Office 365 suite: MSOffice, SharePoint, Skype for Business, Teams, Yammer, MS Dynamics, One Drive, MS Flow, Power BI, Power Automate.
9. SSCL, our outsourced partner, carry out procurement activity on our behalf.
10. Our Active Directory is hosted on-premise, with a copy synced to Azure AD.
11. We are not able to provide you with a link to our Digital Workplace Strategy; we are however able to provide a copy of this strategy document (see Appendix A).

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