



19 June 2020

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[REDACTED]

Dear [REDACTED]

Freedom of Information Request 2020-008

Thank you for contacting CITB requesting information under the Freedom of Information Act 2000 (FOIA). In your request, dated 21 May 2020, you asked for the following:

1. How many individuals have started a construction apprenticeship as a direct and demonstrable result of CITB in each of the last 3 years?
2. Sarah Beale has announced that CITB management have taken a voluntary pay cut in response to Covid-19. How much of a pay cut has each individual member of management taken?
3. What expenses have been claimed and paid to each member of CITBs management team in each of the last 3 years?
4. What expenses have been claimed and paid in each of the last 3 years by CITBs management team in total?
5. Please provide a breakdown of expenses claimed and paid to each individual member of CITBs management team individually and in total for the last 3 years by:
 - a) First class train travel
 - b) Taxi's
 - c) Hotels costing more than £200 per night
 - d) Hospitality and entertaining more than £200

My response is as follows:

- 1. How many individuals have started a construction apprenticeship as a direct and demonstrable result of CITB in each of the last 3 years?**

We do not record details of individuals that have commenced apprenticeships as a direct and demonstrable result of CITB as the reasons and motivations for individual commencing an apprenticeship may be may and varied; it is therefore not possible to prove that it's a direct and demonstrable result of CITB.



We can, though, provide the three year starts profile, for all three nations, which is attached at Appendix A. This data represents all starts with CITB Apprenticeships (including those on alternative arrangements in England) where CITB directly influenced the recruitment of the apprentice and provide ongoing support to those apprentices throughout their training.

2. **Sarah Beale has announced that CITB management have taken a voluntary pay cut in response to Covid-19. How much of a pay cut has each individual member of management taken?**

The request does not define the term “management team”. On the CITB website the “Management Team” refers to the Executive Management Team. For this and subsequent questions my response is in relation to the Executive Management Team.

I can confirm members of the Executive Team have taken a 20% voluntary pay cut.

The breakdown of the pay the Executive Team is published in the audited Annual Report & Accounts each year, therefore the salaries for each individual member of the Executive Management Team are exempt from disclosure at this time under s. Section 22 of the Freedom of Information Act – Information Intended for Future Publication.

3. **What expenses have been claimed and paid to each member of CITB’s management team in each of the last 3 years?**

In responding to this request for information we have classed “the last three years” as the last three financial years, running from 1 April to 31 March. The expenses paid during this time are reimbursements for costs incurred while undertaking business on behalf of CITB.

The table below records the expenses paid to each member of the Executive Management Team for the last three years.

Name	Period covered	2017/18	2018/19	2019/20
Adrian Beckingham	From January 2019	-	174.54	697.36
Braden Connolly	From July 2017	2,486.27	4,124.39	6,855.23
Carl Rhymer	Up to July 2017	222.50	-	-
Chris Brooks	Jan – Oct 2017	444.37	-	-
Craig Pemberton	Nov 2017 – April 2019	310.58	587.22	-
Kathryn Bell	May – Nov 2019	-	-	176.59
Mark Noonan	Throughout	4,892.32	2,538.16	2,341.85
Sarah Beale	Throughout	2,903.10	3,105.93	3,428.71
Stephen Radley	Throughout	272.86	163.37	121.01
Steve Hearty	July 2017 – April 2019	1,218.15	2,032.74	718.90
Total		12,750.15	12,726.35	14,339.65

4. **What expenses have been claimed and paid in each of the last 3 years by CITBs management team in total?**



This information is included in response to Q3 above

5. Please provide a breakdown of expenses claimed and paid to each individual member of CITBs management team individually and in total for the last 3 years by:
- a) First class train travel
 - b) Taxi's
 - c) Hotels costing more than £200 per night
 - d) Hospitality and entertaining more than £200

To determine how much each individual Executive Management Team member was reimbursed for First Class train travel, taxis and hotels costing over £200 per night would require a manual review of the receipts attached to each and every expense claim, submitted by each member of the Executive Team, for the period concerned.

The expense reimbursement process prior to July 2018 was a manual process where expense claim forms, with receipts attached, were processed as part of the Accounts Payable system and would therefore be stored along with all other invoices for this period. I estimate that to sort through the payments made, identify each individual Executive Management Team member's expense claim, then review each receipt attached would exceed the cost limit referred to within s.12 of the Freedom of Information Act, and is therefore exempt from disclosure on the grounds of cost.

I have though provided information in relation to your request as follows:

- a) First Class Train Travel: In coding expenditure CITB's financial systems do not differentiate between First Class and Standard rail travel, therefore to determine whether an expense claimed was for First Class rail travel would require a manual review of the receipts attached to each and every expense claim, submitted by each member of the Executive Team, for the period concerned. As stated above, to do this would exceed the cost limit and therefore is exempt on the grounds of cost.

It should be noted that CITB's Travel & Expense Policy does not allow the use of First Class train travel, although on occasions it may be permitted if booking a First Class ticket is cheaper than a Standard.

- b) Taxis: The expenses paid to individual members of the Executive Management Team, and in total, for the reimbursement of taxi fares for the last three years is as follows:

Name	2017/18 *	2018/19 *	2019/20
Adrian Beckingham	-	-	-
Braden Connolly	882.78	348.94	174.02
Carl Rhymer	70.00	-	-
Chris Brooks	331.00	-	-
Craig Pemberton	94.00	55.00	
Kathryn Bell	-	-	64.26
Mark Noonan	1,585.25	42.00	-
Sarah Beale	1,190.87	322.80	172.80

Stephen Radley	201.30	47.34	-
Steve Hearty	177.50	264.68	-
Total	4,532.70	1,080.76	411.08

* From July 2018 CITB moved to a new expenses system, which included a separate category for the reimbursement of taxi fares; prior to this date the reimbursement of taxi fares was included within a category of "Taxis and other travel" which also included other items such as car parking and air fare. To determine how much of the above relates purely to taxi costs would require a manual review of the receipts attached to each and every expense claim, submitted by each member of the Executive Team, for the period concerned. As stated above, to do this would exceed the cost limit and therefore is exempt on the grounds of cost.

- c) Hotels costing more than £200 per night: The expenses paid to individual members of the Executive Management Team, and in total, for the reimbursement of hotel accommodation for the last three years is as follows:

Name	2017/18 *	2018/19 *	2019/20
Adrian Beckingham	-	-	-
Braden Connolly	855.62	678.60	1,072.44
Carl Rhymer	152.50	-	-
Chris Brooks	72.45	-	-
Craig Pemberton	216.58	163.00	-
Kathryn Bell	-	-	-
Mark Noonan	1,943.97	207.89	-
Sarah Beale	1,138.57	361.83	254.00
Stephen Radley	71.56	46.65	-
Steve Hearty	463.27	215.31	-
Grand Total	4,914.52	1,673.28	1,326.44

* From July 2018 CITB moved to a new expenses system, which included a separate category for the reimbursement of hotel accommodation; prior to this date the reimbursement of hotel accommodation was included within a category of "Accommodation and Subsistence", which would also have included evening meals, lunches and other allowances. In addition, a reimbursement may cover more than one night and therefore, while an individual payment may exceed £200 it may cover multiple expenses for multiple nights. To provide a breakdown of hotels costing more than £200 per night would require a manual review of the receipts attached to each and every expense claim, submitted by each member of the Executive Team, for the period concerned. As stated above, to do this would exceed the cost limit and therefore is exempt on the grounds of cost.

- d) Hospitality and Entertaining more than £200: There has been one instance where a member of the Executive Management Team has been reimbursed over £200 for



hospitality and entertaining. This was claimed by Braden Connolly in 2018/19 and was for £254.10

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

Table 4: Scotland Starts

Start Year	Start Month												Total
	1	2	3	4	5	6	7	8	9	10	11	12	
2017	82	55	55	38	39	76	53	777	606	197	108	74	2,160
2018	82	44	82	48	70	49	52	714	689	166	83	34	2,113
2019	91	53	81	44	44	48	85	620	678	134	64	33	1,975
2020	54	58	46										158

Table 5: Total Starts by Nation

	2017	2018	2019	2020
England	5,754	4,336	2,651	250
Scotland	2,160	2,113	1,975	158
Wales	1,128	1,035	1,205	94
Total	9,042	7,484	3,180	502