



9 September 2019

CITB
Head Office
Bircham Newton
Kings Lynn
Norfolk
PE31 6RH

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

Dear

Freedom of Information Request 18-2019

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). Your email, dated 9th August 2019, and clarification of one of the questions on 20th August. asked for the following information:

1. Please provide a split of levy payment and grant receipts by reference to large, medium, small, micro and other categories for the last financial year
2. Please name all of the organisations linked to board members who are claiming grants and receiving funding, breaking down how much each has received for the last financial year.
3. Please provide details of how many staff and contractors are involved in levy collection and a breakdown of associated costs for each of the last five years
4. Please provide details of how many staff and contractors are involved in grant assessment and a breakdown of associated costs for each of the last five years
5. Please provide details of how many staff and contractors are involved in consensus and a breakdown of associated costs for each of the last five years

My response is as follows:

- 1. Please provide a split of levy payment and grant receipts by reference to large, medium, small, micro and other categories for the last financial year**

This information is published alongside the annual report and accounts which are on our website.

- 2. Please name all the organisations linked to board members who are claiming grants and receiving funding, breaking down how much each has received for the last financial year.**

As we asked for clarification on this question the time line for us to respond is by 18th September 2019 which is 20 working days from the date of clarification.

- 3. Please provide details of how many staff and contractors are involved in levy collection and a breakdown of associated costs for each of the last five years**

Please see Appendix A for our response to this question.



4. Please provide details of how many staff and contractors are involved in grant assessment and a breakdown of associated costs for each of the last five years

Please see Appendix B for our response to this question.

5. Please provide details of how many staff and contractors are involved in consensus and a breakdown of associated costs for each of the last five years

CITB does not hold this information. Staff do not work exclusively on Consensus, it is part of a number of roles across the organisation.

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

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3. Please provide details of how many staff and contractors are involved in levy collection and a breakdown of associated costs for each of the last five years

- Staff and contractors who work on levy collection are not focused on these tasks all year round. For example, Customer Operations staff may focus on levy collection during peak periods for processing of levy returns but this does not represent their role for the full year. Therefore it is not possible to specify the details of staff and contractors involved in levy collection
- The Charities SORP (FRS 102) and our Accounting Framework requires charities 'to separately identify all expenditure incurred by a charity to raise funds for its charitable purposes' under the heading Expenditure on Raising Funds. This line on our 'Statement of Financial Activities' therefore includes various costs relating to levy collection including levy processing costs, levy verification and levy debt collection. As per the Charities SORP, this line should also include Investment Management Costs. As these costs are not directly associated with levy, these Investment Management Costs have been separately identified below:
- 2014 is not shown below as within the 2014 accounts Expenditure on Raising Funds only consisted of Investment Management Costs at £43k while Levy Collection and Grant Processing Costs were grouped together separately at £5,302k.

	£'000	£'000 2017/18 (15 months)	£'000	£'000
	2018/19		2016	2015 (restated)
Expenditure on Raising Funds	3,680	5,174	4,103	4,062
Investment Management Costs	0	24	47	49
Costs of raising levy (balance)	3,680	5,150	4,056	4,013

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4. Please provide details of how many staff and contractors are involved in grant assessment and a breakdown of associated costs for each of the last five years

- Staff and contractors who work on grant assessment are not necessarily focused on these tasks all year round. Therefore, it is not possible to specify the details of staff and contractors involved in grant assessment.
- The below includes grant assessment costs back to 2015, figures are taken from Notes to the Annual Accounts. This would consist of various costs such as grant processing, grant verification/monitoring etc

	£'000	£'000	£'000	£'000
	2018/19	2017/18 (15 months)	2016	2015 (restated)
Grant Support Costs	<u>3,287</u>	<u>3,604</u>	<u>5,265</u>	<u>5,579</u>

Please see note on Appendix A regarding the costs for 2014.