

12/10/2022

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: 202022

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). Your email, dated 10th October 2022, asked for the following information:

- 1] Please state the effective date (day and month) of your organisation's 2022 pay review.
- 2] If the 2022 pay review has yet to be finalised please state the month in which you anticipate it will be concluded.
- 3] Please state the employee group/s covered by the 2022 pay review.
- 4] Please state the total number of employees covered by the 2022 pay review.
- 5] Please provide a copy of your 2022 pay agreement (if applicable) or generic pay circular sent to employees (that is one that does not identify any individual employee) outlining the outcome of the latest pay review if there are no collective negotiations.
- 6] Please state the % consolidated basic pay rise received by the lowest-paid adult employee as a result of the 2022 pay review excluding the effect of any incremental progression, merit pay or bonuses.
- 7] If an employee's annual pay award is determined solely according to an assessment of their individual performance (commonly known as a merit increase) as opposed to an across-the-board pay rise (where all employees generally receive the same increase irrespective of their individual performance) please state the percentage of the paybill allocated to fund these awards, the average increase and whether or not the awards are consolidated.
- 8] If any employees were eligible for one-off individual performance-related payments or bonuses over and above the general pay rise please state the range of awards (either as a percentage of their base salary or a cash amount as applicable) and the overall % of the paybill allocated to fund them.
- 9] Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the paybill.
- 10]. Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations.
- 11] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review.



My response is as follows:

1. 1st April 2022
2. N/A
3. All eligible colleagues directly employed by CITB in grades A-H, excluding executive team.
4. 649
5. See attached formal offer document that was sent to the Unions. (Appendix 1)
6. See attached formal offer document that was sent to the Unions, which details percentages awarded. (Appendix 1)
7. 2022 pay award was not performance related.
8. For this financial year the usual "bonus pot" for performance related pay was split £750 per employee employed at some point between 1st April 2022 and 31st July 2022 and pro-rated for part time. This was to help alleviate the cost of living as far as possible. Total bill £575k v latest forecasted pay bill of £36.6m so this represents 1.57% of expected total.
9. 3.84%
10. Unite the Union and GMB
11. Jennifer King, People Director, Jennifer.king@citb.co.uk

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