

04/02/2021

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

Email: [information.governance@citb.co.uk](mailto:information.governance@citb.co.uk)  
[www.citb.co.uk](http://www.citb.co.uk)

Dear [REDACTED]

**Freedom of Information Request: 302020**

Thank you for your email dated 27<sup>th</sup> November 2020, where you requested information under the Freedom of Information Act 2000. The information you requested is as follows:

Under the Freedom of Information act, I am entitled to request recorded information you hold as a public body. Would you please provide the following information or respond to the questions asked?

1. What is your email retention policy?
2. CITB operated a "Consensus Project Board" with three Executive Leads, Steve Radley, Mark Noonan and Kathryn Bell. Minutes of the Consensus Project Board's meetings were taken. Please provide copies of the minutes.
3. Please provide documents or records relating to training or support given to line managers in working with disabled people and how to make and manage reasonable adjustments.
4. Please provide documents or records relating to how the Public Sector Equality Duty is considered in the activity of CITB. It would be helpful to specifically include the following, or state where not available,
  - a) A record of any review undertaken when the Duty was introduced to show how it was considered.
  - b) A record of training or induction for people managers that shows how people managers are informed of or trained in the requirements of the duty, and how many have received this training.
  - c) As above, but specifically relating to the CITB Board of Trustees.
5. Expressed as a number and as a percentage of the total number of employees, how many employees have been on long term sick in each of the last three full calendar years (or specified recording years)
6. From the above, as a number, how many of these employees have been on long term sick as a result of mental health complaints.
7. In the last three full years how many employees (by number) have been subject to disciplinary action where failure to follow policy is quoted as the reason for the

disciplinary action. All disciplinary matters are caused by a failure to follow a policy, this request relates specifically to where the failure is following or applying policy.

Our response is as follows:

1. Following a search of our paper and electronic records, we have established that the information you requested is not held by CITB as we do not have a specific e-mail retention policy. However, in order to provide you with advice and assistance please note that we do hold the following information, which although outside of the scope of your request may be useful to you. Below is a relevant extract from CITB's Systems User Agreement relating to e-mails.

*"The email system is not a file store for important business information. Periodically clear old messages, deleting old messages that are no longer required and filing messages that need to be kept in CITB's Document Management System."*

In addition to the, above, CITB also hold an information retention scheme which sets out categories of business information explaining the location of where the email/records should be saved, and the applicable retention rule associated under each category. CITB is currently updating its policy around all information retention including emails.

2. I confirm that we hold this information. Please find attached redacted copies of the information requested (minutes from the "Consensus Project Board"). Some information within this document is exempt from disclosure under:
  - a. Section 40(2) of the Freedom of Information Act 2000. This redacted information constitutes personal data as defined in the General Data Protection Regulation (GDPR) and disclosing it would breach the principles of fair and lawful processing set out in the GDPR.
  - b. Section 36 of the Freedom of Information Act 2000. This is because in the reasonable opinion of the qualified person, disclosure would be likely to *inhibit the free and frank exchange of views or the purpose of deliberation (s.36(ii)), and/or would otherwise prejudice the effective conduct of public affairs (s.36(iii))*. Having considered the public interest, our decision is to withhold the information. This is because the information held within the minutes could prejudice future activities concerning Consensus.

3. This request is not sufficiently clear for us to be able to determine what information is being requested. Under our S16 duty to advise and assist requestors we wanted to inform you of information we do hold that may be of assistance to you in deciding which information you would like to request. We hold information about the following training that has been provided to employees:

- Fairness, Inclusion and Respect Induction
- Mental Health Awareness and Wellbeing
- Achieving Business Success Through Fairness, Inclusion and Respect

In addition to the above training provided, those employees who hold a managerial position with the organisation are also provided the following training:

- Leading People Inclusively
- Recruiting People Fairly and Inclusively

If you would like a copy of this information, please let us know and we would be happy to send you a copy.

4.

- a) Following a search of our paper and electronic records, we have established that the information you requested is not held by CITB.
- b) Following a search of our paper and electronic records, we have established that the information you requested is not held by CITB.
- c) Following a search of our paper and electronic records, we have established that the information you requested is not held by CITB.

5. We confirm that we hold the information requested as set out below<sup>1</sup>:

Years	Employees LTS	Employees LTS %
2018	177	12.97%
2019	85	6.57%
2020	34	3.65%

<sup>1</sup> The definition utilised by CITB's Human Resources department to define long-term sick is "A continuous period of sickness absence lasting (or expected to last) for 20 working days/4 weeks or more"

6. We confirm that we hold the information requested as set out below <sup>2</sup>:

Years	Employees LTS with Mental Health	Employees LTS with Mental Health %
2018	87	6.37%
2019	44	3.40%
2020	13	1.39%

7. We confirm that we hold this information and that there have been six disciplinary actions for failure to follow or apply policy in the 3-year period requested.

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to Adrian Beckingham, Corporate Performance Director, CITB, Sand Martin House, Bittern Way, Peterborough, PB2 8TY or email [adrian.beckingham@citb.co.uk](mailto:adrian.beckingham@citb.co.uk).

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. 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

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<sup>2</sup> The definition utilised by CITB's Human Resources department to define mental health complaints is "Anxiety & Depression/Stress/Mental Health Other (current definitions used to register any mental health absences)".