



30 May 2019

CITB
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Dear

Freedom of Information Request 09 2019

Thank you for contacting CITB requesting information under the Freedom of Information Act (FOIA). In your email, dated 22 May 2019, you asked:

- 1] Please state the effective date (day, month and year) of your 2019/20 pay review.
- 2] If the latest 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 your annual pay** review.
- 4] Please state the total number of employees covered **by your annual pay** review.
- 5] Please provide a copy of your latest pay agreement (if applicable) or **generic** pay circular sent to employees (**that is one which does not identify any individual employee**) outlining the outcome of the latest pay review if there are no collective negotiations.
- 6] Was the latest pay review concluded under the remit of the 2019/20 Civil Service Pay Guidance?
- 7] Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the latest pay review.
- 8] Please list the current grades and pay rates together with the previous year's grades and rates for the below roles or their equivalents if applicable:
 - a] Administrative Assistant (AA)
 - b] Administrative Officer (AO)
 - c] Executive Officer (EO)
 - d] Higher Executive Officer (HEO)
 - e] Senior Executive Officer (SEO)
 - f] Grade 6
 - g] Grade 7
- 9] 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 across-the-board pay rises (where all employees generally receive the same increase irrespective of their individual performance) please state the percentage of the pay bill allocated to fund these award, the range of increases and whether or not the awards are consolidated.
- 10] Please state the overall paybill increase as a result of the latest pay review expressed as a percentage of the pay bill.
- 11] Have any other changes been made to terms and conditions (for example holiday entitlement, sick pay provision and the like) as part of the latest pay review? If yes, please state what they are.
- 12]. Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations.



13] Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review.

My answers are as follows:

1. Please state the effective date (day, month and year) of your 2019/20 pay review.

1st April 2019.

2. If the latest pay review has yet to be finalised please state the month in which you anticipate it will be concluded.

N/A.

3. Please state the employee group/s covered by your annual pay review.

All employees (excluding directors)

4. Please state the total number of employees covered by your annual pay review.

932.

5. Please provide a copy of your latest pay agreement (if applicable) or generic pay circular sent to employees (that is one which does not identify any individual employee) outlining the outcome of the latest pay review if there are no collective negotiations.

Supplied separately.

6. Was the latest pay review concluded under the remit of the 2019/20 Civil Service Pay Guidance?

No.

7. Please state the % consolidated basic pay rise received by the lowest-paid adult (aged 18 and over) employee as a result of the latest pay review.

4.1%.

8. Please list the current grades and pay rates together with the previous year's grades and rates for the below roles or their equivalents if applicable:

2018 Pay Award attached separately.

- a] Administrative Assistant (AA) – CITB Grade H.
- b] Administrative Officer (AO) – CITB Grade G.
- c] Executive Officer (EO) – CITB Grades E & F.
- d] Higher Executive Officer (HEO) – CITB Grades D, C & B.
- e] Senior Executive Officer (SEO) – CITB Grades D, C & B.
- f] Grade 6 – CITB Grade A.
- g] Grade 7 – CITB Grade A.

9. 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 across-the-board pay rises (where all employees generally receive the same increase irrespective of their individual performance) please state the percentage of the paybill allocated to fund these award, the range of increases and whether or not the awards are consolidated.

Please see 2019 Pay Award for range of merit increases which are consolidated.



10. Please state the overall pay bill increase as a result of the latest pay review expressed as a percentage of the pay bill.

2.99%

11. Have any other changes been made to terms and conditions (for example holiday entitlement, sick pay provision and the like) as part of the latest pay review? If yes, please state what they are.

No other changes.

12. Please state the name of the union/unions party to your main collective agreement covering pay and conditions if there are collective negotiations.

GMB & Unite.

13. Please provide the name and contact details of the person/s responsible for overseeing your organisation's annual pay review.

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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