

10th March 2021

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 Reference: 302020 - Clarification following response

Thank you for your email dated 10th February 2021 where you requested clarification on question 3 in the abovementioned Freedom of Information request.

For the sake of clarity, the original question 3 in your Freedom of Information Request was as follows:

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.

CITBs response to question 3, dated 4th February 2021 was:

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.

Subsequent to our response, the clarification you requested on 10^h February 2021 is as follows:

In response to your clarification at Q3, would you please provide the information you hold for the 5 pieces of training you refer to? As a minimum, please provide the numbers of people trained by course for Leadership, Executive and Board vs the relevant cohort (i.e. 2 out of 5) at 1st January 2020.

Our response to your clarified request for information is as follows:

I confirm that we do not hold the information requested at 1st January 2020, however to offer you assistance, I have provided you with the number of people that completed the Fairness, Inclusion and Respect / Equality and Diversity training as at 30^h January 2020. The information is as follows:

- 1) The Executive team consisted of 5 individuals of which 4 completed the training.
- 2) The Leadership team consisted of 20 individuals of which 16 completed the training.
- 3) The Board consisted of 8 trustees including the Chair however, the information you have requested is not held by CITB.
- 4) The total number of employees employed by CITB as at 30th January 2020 consisted of 876 staff members of which 574 employees completed the training.

As per our response to your FOI request dated 4th February 2021, although we stated we were able to provide information on the 5 training courses, it has since transpired that this is not the case and we apologise for any inconvenience. However, to further assist you, each training session is an eLearning course which consists of a video. We confirm that we do not hold copies of the training information i.e. the videos because they are supplied remotely by a third party provider. As an alternative, if you are part of the construction industry, you can access the 5 training courses via the Supply Chain Sustainability School website (link provided below) where you can sign up for free.

<https://www.supplychainschool.co.uk/>

With regards to the training at 1st January 2020, the 5 training courses were not in place at CITB as at this date however, as a means to provide advice and additional information, CITB did have in place the Fairness, Inclusion and Respect / Equality and Diversity training. This training course has since been superseded by further updated training courses i.e. the 5 training courses referenced in the original FOI response.

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.

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