

31/03/2021

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Head Office  
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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: 452020**

Thank you for your emails dated 24<sup>th</sup> February 2021 which we received via our external Solicitors where you requested information under the Freedom of Information Act 2000. The information you requested was as follows:

1. Electronic door entry records for all members of the legal team from 1st November 2019 until CITB closed its offices due to lockdown in March 2020.

For the door entry records at the CITB office located at Peterborough, we are requesting this information from our landlord and will respond in due course.

For the door entry records at the CITB office located at Bircham Newton, a record is partially held however, this record is not wholly accurate as one of the entry access points used to enter the offices was broken at the time and as such we confirm that the information requested is not held in relation to the broken door. Some information within this document is exempt from disclosure under section 40(2) of the Freedom of Information Act 2000 (FOIA 2000) as this redacted information constitutes personal data in accordance with the applicable data protection legislation.

2. Number of Flexible Working Applications received under the redundancy consultation process;
  - o Number Approved
  - o Number Rejected
  - o Of those approved, number with percentage working from home hours in excess of 20% of their working week

The information is set out below:

	Number of Flexible Working Applications received under the redundancy consultation process	Number Approved	Number Rejected	Of those approved, number with percentage working from home hours in excess of 20% of their working week
2019 Redundancy Consultation Process (known as "Future 2020")	35	21	14	6
2020 Redundancy Consultation Process	27	27	0	N/A

3. Copies of all Flexible Working Application received from the legal team members from March 2019 until present.

There were no Flexible Working Applications received from the legal team members from 1<sup>st</sup> March 2019 until present.

4. Copies of working rosters for all members of the legal team from 1st November 2019 until the first covid-19 lockdown in March 2020.

There is no working roster for all members of the legal team from 1<sup>st</sup> November 2019 until the first covid-19 lockdown in March 2020.

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, PE2 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