



21st August 2023

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: ref 122023

Following your email dated 24th July 2023 requesting the following:

Please may you provide me, in Microsoft Excel or an equivalent electronic format, with a list of invoices that were not paid within 30 days for the last 6 financial years (2017/18 to 2022/23 inclusive) which would feed into the Regulation 113 Notice you are required to publish each year as part of your obligations under The Public Contracts Regulations 2015, with the following information for each invoice (where available):

- The name of the Supplier
- Supplier email address
- Supplier company registration number
- Supplier postal address
- Supplier telephone number
- Supplier website
- The date of the invoice
- The invoice reference
- The gross value of the Invoice
- The date the invoice should have been paid by
- The actual payment date of the invoice
- The total amount of interest liability due to late payment of the invoice
- The total amount of interest paid to the supplier due to late payment of the invoice.

For the avoidance of doubt we request the data behind payment performance summaries for Regulation 113 Notices, not the summaries themselves.

We expect that this information to be readily available and easily accessible in the electronic format requested given the necessity of source data which must have been required to prepare and produce the Regulation 113 Notice.

The response is as follows:

The attached documents are provided in response to your request. Please however note the following:-

17/18 data – this is based on Calendar year which was used as the basis for the Regulation 113 notice.

17/18 and 18/19 data – unfortunately the information recorded at the time and used to produce the Regulation 113 notices did not contain contact information therefore we are unable to provide this as part of the response for these 2 years.



17/18 and 18/19 data – as part of our review of the information used to produce the Regulation 113 notices for these 2 years, we have identified that the wrong date was used to determine the late payment indicator. The invoice date was used rather than the invoice received date. This has caused us to over report the number of late payments, however as per the Freedom of Information Act regulations we are not permitted to correct or alter the information in our response to you, therefore the data provided is based on that information reported at the time.

All data – the information recorded does not contain information around the interest liability due and the amount of interest paid to the supplier. In addition where information is not held this is indicated by “NULL”.

We have applied an exemption to parts of the data provided here related to section 40(2) of the Freedom of Information Act where this constitutes personal information of an individual. Where this specifically applies the personal information has been redacted in our response.

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, Strategy and Policy 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. You can raise a complaint with the ICO via their portal www.ico.org.uk/foicomplaints or by contacting them at

Information Commissioner's Office
Wycliffe House
Water Lane,
Wilmslow, Cheshire,
SK9 5AF
Tel: 0303 123 1113 (local rate)

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