



# ANNUAL REPORT 2023-24

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# **Annual Report 2023-24**

## **CITB NI Annual Report and Accounts for the year ended 31 August 2024**

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Laid before the Northern Ireland Assembly pursuant to Article 21 (2) of the Industrial  
Training (Northern Ireland) Order 1984 by the Department for the Economy

on

05 February 2025

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## **Chairman's and Chief Executive's Foreword**

We are delighted to present the combined Chairman's and Chief Executive's Foreword for the 2023-24 Annual Report of the Construction Industry Training Board for Northern Ireland (CITB NI). CITB NI has continued to focus on working in partnership with industry to encourage new entrants to the sector while supporting the development of the existing workforce. Our Board strategy embraces the DfE Ministers direction to encourage Good Jobs, Widening Participation, Improving Productivity, and driving the Net Zero Carbon agenda.

The construction industry is the primary facilitator of our economy, providing the infrastructure and facilities that supports our communities, businesses and contributes to the economic growth of NI. A stable, well-resourced and skilled construction industry provides our society not only with the built environment to conduct our activities, but also the essential services such as water & sewage, roads and energy networks that drives the economy and provides the population with the stable and healthy environment that it needs. It is also an industry that provides many routes to access rewarding and well-paid jobs. Whether joining the industry at an unskilled, or professional level, it provides routes of progression to meet both the ambition and ability of the individual and their employers.

CITB NI plays a pivotal role in supporting both individuals, and employers in developing the skills and knowledge needed to meet the evolving demands of the industry and wider society. In the face of future challenges such as providing access routes, and progression, for individuals into the construction workforce, the increasing drive to Net Zero in our Built Environment and the need to upskill the existing workforce, our commitment to excellence has never wavered.

Both the CITB NI Board and Staff are acutely aware of the need to review how CITB NI can best support the industry. The challenges are not limited developing skills within the workforce but extend to inspiring and recruiting new entrants in the face of competing sectors. Our upcoming Board workshop will review the direction for CITB NI operations over the next 5 to 10 years and set out proposals for consultations with industry.

A significant challenge will be to extend the recent initiatives developed with the Utilities sector at CITB NI's site at Nutts Corner to other parts of the province. Working with partners and stakeholders from central & local Government agencies we will explore regional hubs to attract and induct new entrants into the sector from multiple entry points. Thus, providing access to an industry with good jobs and excellent opportunities for education and progression through working closely with the provider network.

Our work to support skills policy development, and delivery, in partnership with Government Departments and Agencies will continue. Providing a supporting role in their engagement with industry and the assessment of skills needs for the future. Working closely with the NI Skills Council, the DfE Sectoral Partnerships as well as the skills provider network and Awarding Bodies, we will continue to contribute to the development of courses and qualifications that benefit individuals, employers and the economy. We are committed to working to ensure all have access to routes to skilled employment no matter what their economic, geographical or cultural background is.

As you review the information laid out within this annual report, it is our hope that you will identify the role you have played in working in partnership with CITB NI to deliver the initiatives and impact over the last year. We also hope that those who have not already engaged with some of these initiatives, or who can identify new ones, will be inspired to engage with us as we focus on changes and challenges over the coming years.

By working together, we can shape the future of construction, and in doing so, build the future landscape of Northern Ireland for the enjoyment of all its people.



**Noel Brady**  
**Chairman**  
**31 January 2025**



**Barry Neilson**  
**Chief Executive**  
**31 January 2025**



## Performance Overview

CITB NI's Vision & Mission and Aims remain unchanged and are noted below. However with the return of the NI Executive and Ministers setting renewed objectives, its performance must be considered against these. The DfE Minister has set out four Regional objectives;

### Vision:

A construction industry where skills and competence are at the core of every business, supported by a respected and valued CITB NI.

**Mission:** To develop and embed a training culture which will improve the skills and productivity of the Northern Ireland construction industry.

### Aims:

1. CITB NI is respected and valued by industry, stakeholders, and staff.
2. The industry invests in skills and qualifications to improve safety and profitability.
3. CITB NI is customer focused, flexible, responsive and supportive.
4. CITB NI is the voice for skills and informs Government policy.
5. Communication is clear and direct.
6. Qualifications and occupational competencies meet the needs of the NI industry.

1. Create Good Jobs
2. Promote Regional Balance
3. Raise Productivity
4. Reduce Carbon Emissions

This report covers the period from September 2023 to August 2024 during which these objectives were introduced. However, many of CITB NI's activities are already in accord with the new Ministerial priorities.

The general tone of the priorities is also in line with many of the objectives within the DfE Skills for a 10x Economy strategy which was underpinning much of CITB NI's direction over the period. The impediment of annualised Budgets

and Government spending remained over the period of this report however signs of longer term thinking and planning are beginning to appear. All of which supports industry confidence and therefore a longer-term view of skills development within the sector.

The priority issues within the sector remain the attraction, recruitment and induction of new entrants, as more employers report issues in securing the skills needed to meet the needs of the industry, along with developing competence and qualifications within the existing workforce. While the industry appreciates the need to upskill to deliver a more energy efficient, and low carbon, built environment, the need for core construction skills at all levels remains the "base" upon which these skills will be built.

As always, CITB NI aims to work with its industry and wider stakeholders in a manner that is fair and equitable to industry employers, the workforce and the clients we serve in creating the built environment that society relies upon. As an organisation and individually, our staff strive to operate in line with the key values of Integrity, Professionalism, Learning and Teamwork



**Integrity** – we are honest and consistent



**Professionalism** – we strive to deliver the highest quality service



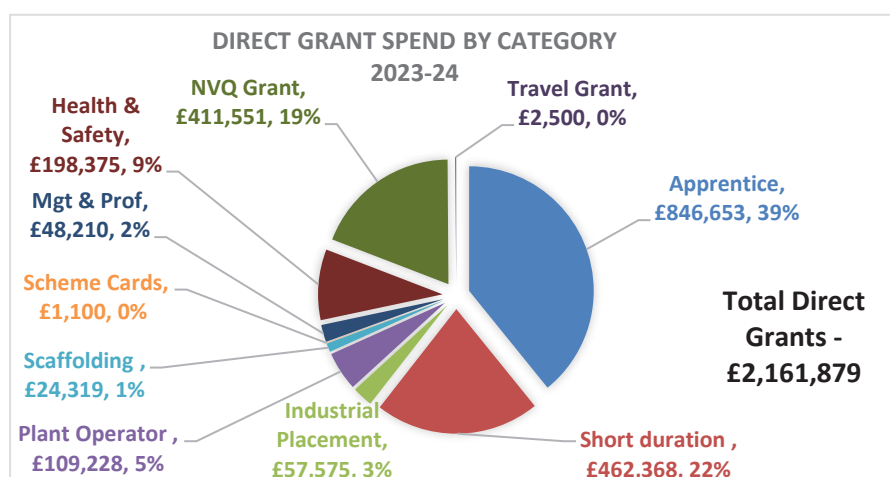
**Learning** – We learn, improve and support others to do the same



**Teamwork** – we work together as one team

Given the industry priorities above, CITB NI has increased focus on engaging with potential entrants to the sector in terms of engagement with schools and those not currently in employment. These are reviewed in more detail within the Annual Report. This year also saw the initial Joint Utilities entry level programme. The Utilities sector, especially Electricity & Water, required significant investment in the installation of assets which is predominantly delivered by the construction sector. CITB NI in partnership with NIE Networks, Industry and other Utility employers developed a new style of entry level programme designed to provide

access to the sector to those with no qualifications or experience in the area. The objective is twofold, to develop a workforce to deliver the changes to our essential infrastructure and provide routes to good jobs and progression for individuals who may feel they have missed the opportunity to enter the workforce.



CITB NI continues to support the improvement of general skills in the sector. CITB NI's initiative to increase the number of apprentices entering the sector continues, and its success is described later in this report. However, it is worth noting that this not only encourages

craft apprentices into the industry, but more and more it is supporting Higher Level Apprentices, entering the industry from school but aiming for Degree level professional qualifications as an alternative to full-time university education. By supporting employers and individuals through the CITB NI Grant Scheme, we help those who may not consider university for financial or other reasons, to progress to higher level salaries and the contribution that brings to the industry and economy.

## Performance Analysis

### Key Issues and Risks

During 2023-24, CITB NI continued to embed its normal risk management strategy by identifying those risks which could pose a threat to successful performance. As indicated above, the absence of long-term financial planning remained over the period of this report. However, the private sector within NI, and the success of NI construction companies in GB and RoI has supported the maintenance of the NI construction workforce. There is growing concern that the continued focus of the NI construction workforce outside of NI, the current low levels of unemployment and increasing competition from other sectors could result in a depleted workforce being available to meet the needs of the NI economy. Given this, the work of CITB NI in attracting new entrants into the industry becomes more in focus. The return of the NI Executive and Ministers setting renewed objectives is important to the NI economy and the future of CITB NI.

### Going Concern

CITB NI has sufficient working capital at 31 August 2024 to meet its current obligations. On this basis the Board considers CITB NI's financial position at the year-end to be satisfactory.

### Position at Year End

CITB NI's Statement of Financial Position is sufficiently liquid to meet its current financial obligations. During the year ended 31 August 2024, net current assets have increased slightly from £2.80 million to £2.83 million. Cash at bank and in hand has increased from £3.8 million to £4.3 million and was invested in term deposit accounts during the year.



## **Reserves**

The General Fund at the year-end has increased from £4.8 million to £4.9 million. This is largely due to the surplus generated in-year of £97k.

## **Measuring Performance**

### **Balanced Scorecard**

A Balanced Scorecard (BSC) was introduced in September 2007 as a management performance tool to manage, monitor and evaluate Key Performance Indicators (KPI).

The results of the Balanced Scorecard are used to inform future strategies and improve performance. KPI targets within the Balanced Scorecard are reviewed annually. Performance against these is reviewed regularly by the Executive Management Team and progress reported to the Board three times within the year. These progress reports are shared with all staff and the Balanced Scorecard is a standing item on Divisional meeting agendas.

The CITB NI Risk Registers (both operational and “Top Risks” – reported to the Audit & Risk Committee) record all risks identified and the category they relate to within the Balanced Scorecard. Through this a clear link is made between the risks and uncertainties faced by the organisation and which “Risk Category” they relate to within the Balanced Scorecard. The “Top Risks” are discussed at each meeting of the Audit & Risk Committee and organisational risks are reviewed at regular staff meetings.

A copy of the Balanced Scorecard is provided in Appendix 1 and shows overall performance against the Critical Success Factors for 2023-24.

### **Performance Analysis**

CITB NI’s significant contribution to training and skills of the NI construction sector may be summarised as support for Governmental skills policy, Levy collection and Training Support to industry under three key themes: Attracting and Inducting New Entrants, Upskilling those within the industry, and Improving Skills for Future Challenges. The Performance Analysis summarises our achievements and highlights our ongoing commitment to excellence in shaping skills development and growth of the construction industry in Northern Ireland.

## Snapshot of Key Activity Delivered in 2023-24



**£4.34M  
GENERATED**  
in Levy Income



**£2.16M  
CLAIMED**  
in grants



**41 UNIVERSITY STUDENTS GAINED**  
their CSR Trainee Supervisor/Manager Card  
prior to starting their placement year.



**1,264  
APPRENTICES**  
supported over the last  
8 years through  
apprenticeship grants



**3 PIECES OF  
RESEARCH**  
and 1 external  
consultation completed



**587 LEVY  
AUDITS**  
completed



**223  
STUDENTS**  
participated in  
College  
InterCampus  
Skills  
Competitions



**3 KEY  
SPONSORSHIP  
EVENTS**  
were supported  
by CITB NI



**651  
EMPLOYERS**  
claimed a  
training grant



**919  
ATTENDED**  
Heritage  
Webinars &  
Taster  
Sessions



**1,250 FREE COPIES**  
of GCSE Construction  
Textbook distributed to  
schools



**12 STUDENTS**  
received student bursary  
of £1k to support  
construction studies



**178 TRAINED**  
via CITB NI  
scaffolding centre



**232 PARTICIPANTS COMPLETED**  
1st year of SkillSET Training in Partnership  
Programme in partnership with NIACRO  
supporting those in the justice system



**132 STUDENTS AND  
TEACHERS ATTENDED**  
NI Apprentice Week event promoting  
apprenticeships to school leavers



**88 SCHOOLS &  
51 EMPLOYERS**  
joined our Adopt A  
School Programme



**245 STUDENTS  
AND TEACHERS**  
attended 3 construction  
careers bootcamps



**2,400  
INDIVIDUALS**  
trained through the  
Mobile Training Unit



**15 COMPETITORS**  
representing 7 trades selected to  
attend SkillBuild UK National Finals



**93 COMPETITORS**  
took part in SkillBuild Regional Competition  
at South West Regional College



**41 ATTENDED**  
Concrete Practice and  
Handling Partnership  
Workshops in  
partnership with  
MPANI & the  
Concrete Society



**34 TRAINED**  
in Certificate in Concrete  
Technology and  
Construction, Stage 1  
Concrete Practice  
qualification in partnership  
with Ulster University



**JOINT UTILITIES  
PROGRAMME**  
developed in  
partnership with the  
Utilities sector and 10  
individuals completed  
the initial course



**OVER 150 PEOPLE**  
attended Business  
Improvement Events for short  
duration training sessions



**£98,193  
GENERATED**  
in PR media value



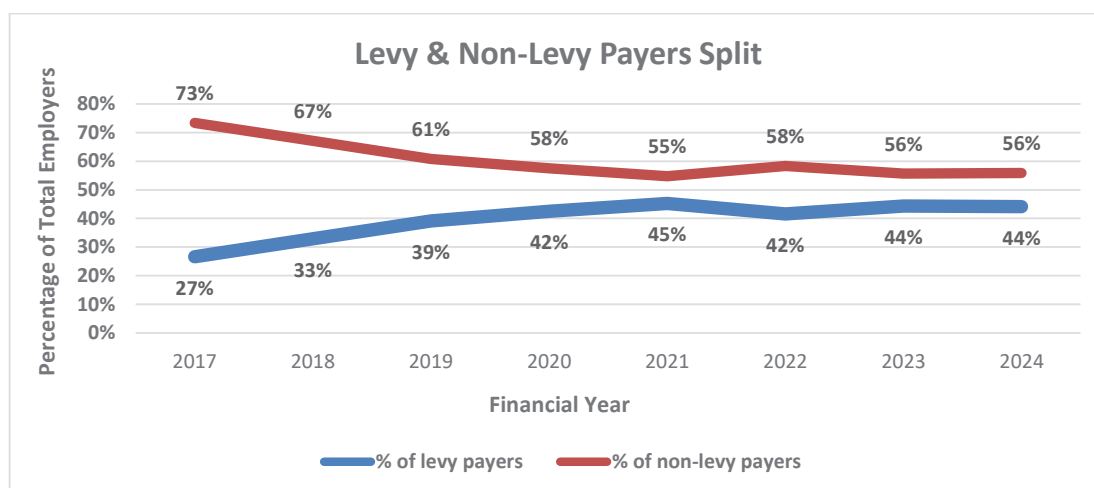
**AVERAGE  
2,550**  
monthly visitors  
to website

## NI Levy

Generation of the CITB NI legislative Levy, provides the financial resources that allows all activities undertaken by CITB NI to be delivered. Whether in the form of staff delivering direct benefit in terms of research and skills development, grant funding for employer training, or direct services to employers, the Levy is the basis which allows the various interventions to be delivered. In some cases, CITB NI's support is deployed in collaboration with other bodies to combine and deliver mutual objectives or is enhanced with non-levy funding from various sources. The levy rate for the year was set at 0.55% (2022-23: 0.55%) of employers' emoluments and was maintained at the 2022-23 level to ensure that sufficient funds were available to meet the increased demand in the grant scheme. We have been able to maintain this lower levy rate for the last five years as more employers are now contributing to the levy pool and therefore the costs and benefits can be spread more fairly across the industry.

*Definition: For the purposes of calculating the levy, the definition of emoluments are gross wages paid in the relevant tax year to Pay as you Earn (PAYE) employees and labour-only subcontractors working in Northern Ireland.*

In 2023-24 we have not seen a material change in the percentage split between levy payers and non-levy payers.



The total number of levy paying employers at 31 August 2024 was 1,747 (31 August 2023: 1,682). We will continue to monitor this and continually seek to ensure that the costs and benefits are spread fairly throughout the industry.

*Definition: An employer is deemed to be in-scope (and should subsequently be registered to CITB NI) if their business activities fall within the definition of Schedule 1 of "The Industrial Training (Construction Board) Order (Northern Ireland) 1964".*

## Levy Audits

The levy team perform levy audits on a cyclical basis to ensure that the correct amount of levy has been assessed for each employer.

A total of 761 audits (2022-23: 757) were attempted during the year.

Of the 761 attempted, 587 (2022-23: 480) were completed

The remaining audits were carried forward for completion in 2024-25.

Completed Audits resulted in additional levy of £62,391 (2022-23: £86,992) being invoiced.

Refunds were paid to the value of £162,537 (2022-23: £192,244).

Levy Audits ensure we have more accurate levy figures for the year and provide an opportunity to inform employers of the importance of submitting accurate information by the required deadlines, and the benefits they can access from CITB NI.

## **Levy Income**

- Approximately 97% of the invoiced levy was recovered during the year, which is the same as the previous year's recovery.
- Levy income for the year was £4.33 million (2022-23: £4.09 million). This increase is mainly a result of high wage increases throughout all trades within the construction industry.

## **Internal Scope Panel (ISP)**

The purpose of the ISP is to discuss and decide on scope queries raised by employers in relation to the CITB NI legislation known as Schedule 1 of the Industrial Training Board Order 1964 and commonly referred to internally as the Scope Order. This is an informal route for an employer and does not override the employer's right to a formal appeal.

The ISP reviewed 6 levy scope challenges during the year. 2 employers remained in scope and 4 employers were removed from scope.

There were no Industrial Tribunal appeals lodged in 2023-24.

## **Theme 1: Attracting & Inducting New Entrants to Industry**

Our strategic initiatives have played a key role in attracting and inducting new entrants into the local construction industry, through innovative entry level training initiatives, marketing and promotion activities, women in construction development, careers initiatives.

### **Marketing & Communications**

- CITB NI continued to deliver the Marketing & Communications strategy for year 2 of the 3-year plan (2022-25) to improve brand profile, visibility and awareness.
- The CITB NI website received on average 2,550 visitors per month.

#### Social Media Statistics 2023-24

Facebook likes	2,194
X followers	1,752
LinkedIn followers	3,060
Instagram followers	698

#### Media Statistics

- During the year we received 171 press clippings with a total public relations value of £98,193 and a reach to 9.6 million people.
- Broadcast Media included features on:
  - Cool FM
  - Q Radio
  - Podcasts – Granite Podcast and 2 Pecha Kucha podcasts
- Radio advertising was placed with Cool FM in August to coincide with GCSE and A Level results and directed listeners to the careers section of our website.
- CITB NI developed a Media Partnership with Cool FM for NI Apprenticeship Week events and a year 10 Build Your Career event in partnership with W5.

### **Equality and Diversity**

#### Women In Construction (WIC)

- Throughout 2023-24, work continued to maintain the WIC Network and CITB NI renewed Corporate Membership of Women in Business for the Women in Construction Network and staff.

A Women in Construction video case study was completed in May 2024.

- CITB NI continued to support on-site events to develop the WIC network, including Ballykeel wind farm Larne and the Belfast Grand Central Station project in Belfast
- Over 180 attendees at the 3<sup>rd</sup> Women in Construction Summit, in April 2024 in Belfast. The conference highlighted the growing challenges the business foundations within the construction industry and presented inspirational stories, business advice and career development for women currently working in the construction industry, those thinking of joining and for employers who support diversity or best practice in the

industry. Key topics included performance culture, growth mindset, sustainability, AI, mentoring and networking.

#### #NotJustForBoys Training in Partnership

- CITB NI is a contributor to the #NotJustForBoys programme through the Training in Partnership grant funding scheme. The programme is run by Women's Tec and is aimed at educating and empowering young girls to get into construction and is a multi-partner approach to remove barriers and bias for young women to consider a career in the construction industry.
- 466 girls completed the scheme in 2023-24 which included bootcamps, DIY lessons and careers engagement events.

#### Careers in Construction Activities with Employers and Schools

##### Adopt a School

- The "Adopt a School" programme continued to be promoted to both schools and construction employers to encourage them to develop links between education and the industry. The aim is to provide an opportunity for both to work together to encourage new entrants to join the industry.
- 88 schools and 51 employers have registered on the programme.

##### GCSE in Construction

- CITB NI provided 1,250 free copies of the GCSE textbook to the 56 schools delivering the qualification across Northern Ireland

##### Construction Teachers Forum

- The Construction Teachers Forum established by CITB NI meets twice a year and provides an opportunity for teachers of construction qualifications to get together to discuss best practice for training delivery, share ideas, resources and develop solutions that will enhance the teaching of construction qualifications in schools across NI.

##### Student Bursary Award

- A £1,000 bursary was awarded to twelve students for completing their first year of a full-time 3<sup>rd</sup> level Built Environment related qualification delivered by a Northern Ireland training provider.

##### Year 10 Construction Careers Event

- Working in partnership with W5 and construction employers, CITB NI delivered an event to promote construction careers to Year 10 students. Job sampling activities in joinery, bricklaying, heritage skills and civil engineering were provided for students and teachers from five post primary schools.



## NI Apprenticeship Week

- CITB NI lead the province wide Northern Ireland Apprenticeship Week sub-group, working in partnership with other sectors to host and attend events to promote apprenticeships.

Activities in 2023-24 included:

- A careers promotion event for 16–18-year-olds delivered in partnership with W5 and attended by approximately 132 students and teachers from seven post primary schools. Belfast Metropolitan College provided a presentation on Apprenticeship routes and construction employers provided job sampling activities in joinery, civil engineering, heritage skills and Autocad. The event included 18 employers taking stands and offering apprenticeship opportunities.
- Participation at Derry City & Strabane District Council Apprenticeships event in Derry/Londonderry where the CITB NI Mobile Training Unit was situated outside the Guild Hall to engage with the public and school students and parents to promote construction apprenticeships.
- During the week CITB NI delivered a digital, social media and radio campaign highlighting options for a career in construction.

## Construction Careers Bootcamps

- Three Construction Careers Bootcamps were delivered at CITB NI in June. 245 Year 10 & 11 students and teachers attended from fourteen schools to hear about the construction industry, routes into the industry and the many varied job roles. Job sampling activities on offer were joinery, bricklaying, wall and floor tiling and painting and decorating.

## Ambassadors

- CITB NI's Construction Ambassadors continued to support careers in construction and attended careers events at schools during the year.
- CITB NI attended various key careers events across including the Northern Ireland Schools and Colleges Careers Association (NISCA) Conferences in November and May.

## Mobile Training Unit (MTU) School Visits

- The MTU visited several post primary schools across Northern Ireland to promote construction careers. At some of these events job sampling opportunities were provided by CITB NI Construction Ambassadors.

## Supporting Occupational Students

- CITB NI supported Loughshore Educational Resource Centre for a third year with use of the facility and training areas to deliver occupational studies qualifications. 10 students completed qualifications in either occupational studies, brick and blockwork or hard landscaping. Loughshore also provide CSR scheme training which covers health and safety modules, enabling the young people to move into construction jobs or further training and education after leaving the school.

## Undergraduate Support for Future Industry Professionals

- Now in its 20<sup>th</sup> year of support, CITB NI continued to offer support to professional undergraduate students. The undergraduate development programme has taken many forms in 20 years, and in 2023-24, CITB NI supported 41 students across a broad range of built environment studies to gain their CSR Trainee Supervisor/Manager Card prior to starting their placement years.

## Construction Skills Competitions

CITB NI organises and supports a number of skills competitions each year, supported by:

- the Department for the Economy,
- local construction companies
- sponsors

### The College Intercampus Competitions (CICC)

- Students compete with their peers within their Further Education college or training provider giving all students an opportunity to participate and gain experience within a competitive environment under independent judging rules.
- 223 students took part in 2023-24 including 7 females across 10 trade areas. Following the CICC, the top students' progress onto the annual SkillBuild NI Regional Competition or the WorldSkills UK competition.

### SkillBuild NI Competition

- Held at South West College, Enniskillen Campus, the competition is organised by CITB (GB) in collaboration with SWC, CITB NI and the Department for the Economy (DfE).
- The competition also includes SkillPlumb (Plumbing and Heating), SkillElectric (Electrical Installation) and competitions in Fire Systems and Security Systems Installation.
- Overall, 93 competitors took part, representing 12 trades, which included 6 female students, in the regional heat event.

### SkillBuild National UK Final

- Top scoring students from the Regional heats have an opportunity to represent Northern Ireland in a series of UK Finals each year. CITB NI supported 15 competitors representing 7 trades at the SkillBuild National UK Final in November 2023 and continued to support NI competitors as they progressed to represent the UK in the WorldSkills hallmark event, hosted in Lyon, France.
- WorldSkills Lyon 2024 resulted in Isaac Bingham and Daniel Knox, both former SkillBuild NI competitors and winners, respectively achieving Medallions of Excellence in their respective skills. The event saw over 1,400 competitors, all under the age of 23, representing 62 skills from over 65 countries and regions worldwide.

## **NIACRO SKILLSET Training in Partnership**

- CITB NI began a 2-year SkillSET programme with the Northern Ireland Association for the Care and Resettlement of Offenders (NIACRO), funded through the Training in Partnership. SkillSET aims to educate and train those preparing to leave the justice system to both provide opportunities for sustainable progression away from the justice system, and an additional stream of entrants into the construction industry.
- SkillSET includes plant and machinery training with associated industry cards, and certified access level training to enhance employability.
- 232 participants completed the programme in 2023-24 and commenced in 2024-25 for its second funded year.

## **Supporting Pre-Apprenticeship Training**

- CITB NI partnered with People 1<sup>st</sup> and Construction Futures to hold and promote a free pre-apprenticeship programme at Nutts Corner Training Centre in August 2024.
- 38 young people attended the 4-day programme which included an introduction to CITB NI, team-building activities, insights into apprenticeships and careers in construction on Day 1.
- Day 2 and 3 of the programme saw participants learn about construction health and safety, have hands-on exercises in bricklaying, wood trades, electrical installation and plumbing. Day 4 included a Construction Skills Register (CSR) course, offering participants essential health and safety awareness which included gaining their health and safety card, essential to access construction sites.
- The programme also attracted 19 employers who were encouraged to attend to gain an awareness of apprenticeships in construction, aiming to increase the number of employers recruiting apprentices within the industry.

## **Sponsorship**

Throughout 2023-24 CITB NI sponsored the following skills-based awards

- Construction Excellence Awards
- Heritage Angels Award
- CIOB Student Achievement.

## **Theme 2: Upskilling those within the Industry**

Our commitment to upskilling those within the construction industry is evident in our training programmes, products, and services, helping the workforce develop key skills to thrive within the growing sector and meet future challenges.

### **Training Grant Support to the Industry**

The grant scheme has three elements encompassing;

- direct training facilitated by CITB NI,
- training delivered in partnership with other organisations
- Demand-led grant scheme.

The CITB NI demand-led grant scheme has proven to be very popular once again in 2023-24 as it offers a high degree of flexibility for employers to undertake training relevant to their own organisational requirements.

Now in its fifth year since its inception in 2019-20, our enhanced grant scheme continues to incentivise apprentice recruitment and retention by supporting employer led training. This has resulted, yet again, in a further increase in the support CITB NI was able to make available to the sector.

The benefit to industry in terms of direct support for 2023-24 was £2.31 million and is split as follows:

	£
Direct grant funding (Grants paid to employers)	2,161,879
Training in partnership & direct training *	155,130
<b>Total Direct Support</b>	<b>2,317,009</b>

\*Excludes scaffolding

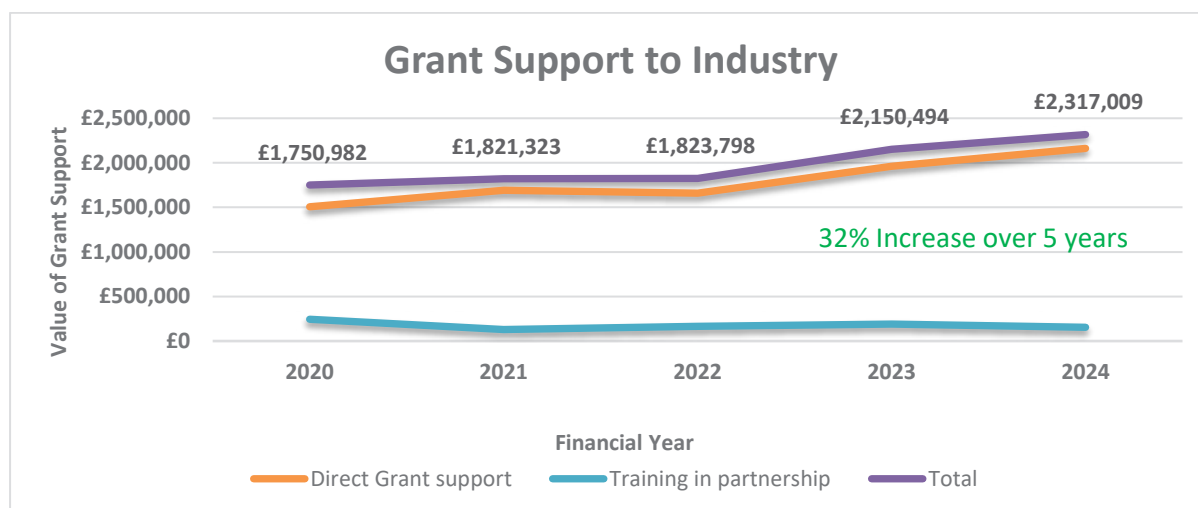
The figures include grants paid and accrued in addition to adjustments in respect of prior-period accruals.

CITB NI has paid and accrued £167k more in direct support to the industry than in the previous year (2022-23: £326k).
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### **Direct Grant Support to Industry**

Over the last five years CITB NI has been able to increase the support made available for training. This is in parallel with maintaining the levy rate at 0.55% and the careful use of reserves to fund this additional expenditure.

The chart below outlines the support provided split between direct grant to employers and other direct training provided in partnership or directly procured by CITB NI.

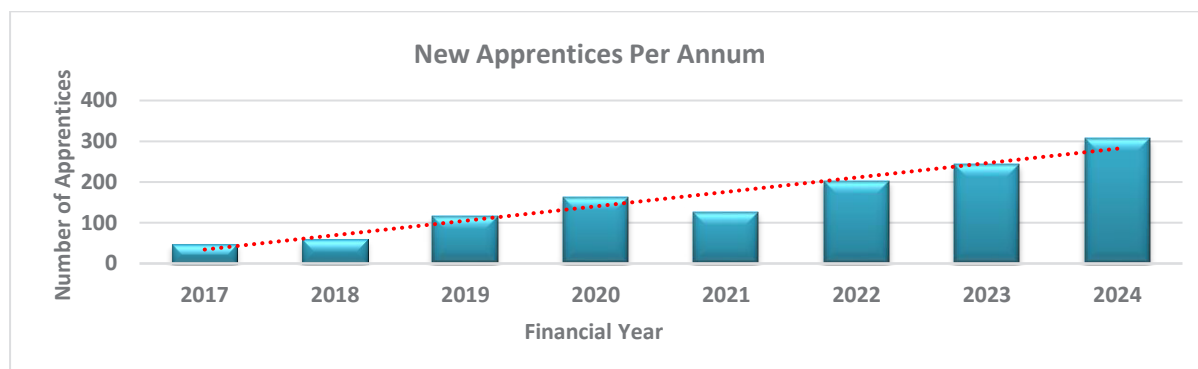


In total, there has been a 32% increase in grant support since 2020.

Whilst a similar level of expenditure is forecast for 2024-25, CITB NI is continuing to assess the structure of the funding support that will be offered in future years.

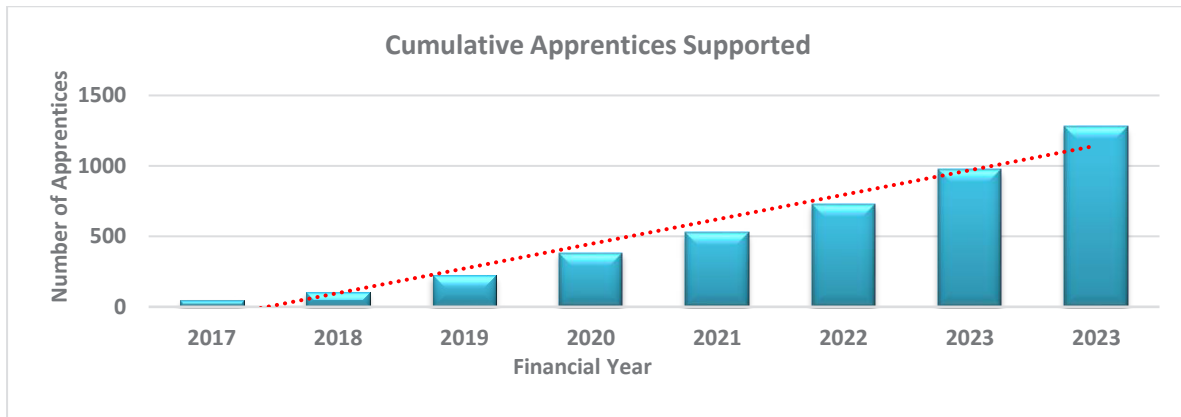
## Apprentice Grants

In 2017, CITB NI introduced an initiative to increase the number of apprentices employed and supported in the sector.



- We have achieved a year-over-year increase in supported apprentices, surpassing our initial goal set during the launch campaign to support 100 apprentices.
- The table above illustrates the number of new apprentices we have supported each year.

- The table below illustrates the cumulative numbers supported each year with a rise from just 47 apprentices in 2016-17 to 1,264 at the end of 2023-24.



### Training Grant Claims

During 2023-24, a total of 6,341 (2022-23: 6,328) individual grant applications were received from 651 registered employers (2022-23: 605).

Over the year,

- 518 levy paying employers claimed grant.
- 133 employers who are below the levy threshold and do not pay levy also claimed a grant.

This is an indication of the support provided to smaller companies; however, this is only an indication as many micro-companies benefit indirectly from grant through receipt of training carried out by larger companies.

### Business Improvement Events

- Over 150 employees attended 16 Business Improvement Events/Webinars during the year with key topics including Construction Law, Digital & Social Media Marketing & Digital Construction.

### Construction Skills Register

- CITB NI continued to work with Construction Employers Federation (CEF) and the Federation of Master Builders (FMB) to raise industry awareness of the upcoming changes to the Construction Skills Register (CSR) card scheme. Promotional activity included hosting two events in partnership with the CSR Scheme to advise employers of the changes.

### Heritage training

A three-year Covid Recovery Employment and Skills Initiative (CRESI) for Heritage funded by the Department for Communities and administered by the Heritage Fund commenced in 2022. The overall aim of the project is to facilitate training in traditional building skills on an ongoing basis and provides training and upskilling opportunities and promotes heritage skills as a career choice in order to help bridge the current skills gap and meet future challenges.



- 919 people attended 24 online and in-person events covering a variety of topics including working with stone and lime mortar, retrofit of traditional buildings, damp, blacksmithing, joinery, lime plastering and thatch.
- Additional funded projects were developed and delivered in 2023-24 to facilitate upskilling into heritage skills, and to encourage new entrants. Projects included the “Older Buildings for a Greener Future” project, a retrofit upskilling programme funded by Department for Communities Historic Environment Fund and the development phase of the Future for Thatch Project, a programme for new entrants to be trained in thatching, funded by National Lottery Heritage Fund
- CITB NI also continued its collaboration with the National Museums NI Ulster Folk Museum to deliver the second Folk Museum Making Festival. Taking place over two days in August 2024, the festival featured talented makers showcasing their heritage skills and crafts and attracted c.2,000 visitors.

### **Mobile Training Unit**

- The Mobile Training Unit (MTU) provides free training to CITB NI registered employers, it delivers on location health and safety awareness training across a range of common topics.
- The MTU vehicle offers a suitable training environment for employers and/or construction sites that do not have such facilities to train. The service is also offered for free within employer premises and proved to be a popular service in 2023-24.



In 2023-24 the MTU delivered health and safety awareness training to 2,400 individuals.

### **CISRS Scaffolding Centre and NVQ Achievement**

- The Construction Industry Scaffolder Record Scheme (CISRS) training centre based at CITB NI is the only CISRS centre across the island of Ireland, offering an industry wide training and certification scheme for the scaffolding and access sector.
- 178 individuals gained training in a range of scaffolding types and systems within the year.
- The CISRS card scheme also includes NVQs in the training and profession map, and CITB NI is proud to have supported 20 adult learners achieve NVQ Level 2 Access and Rigging, with a further 7 achieving NVQ Level 3 Access and Rigging.
- The training centre has had both a CISRS external audit and an external quality assurance audit with the achievement of clear reports with no areas of improvement noted in either.

## **BuildHealth Training in Partnership**

CITB NI support BuildHealth with Training in Partnership funding. This is a construction industry health and safety group of 46 members with additional participating bodies including Health and Safety Executive NI (HSE NI), Workplace Health Leadership Group and CITB NI. The grant funding enables Build Health to function and continue to grow as a central voice and support group for health and safety in construction.

- BuildHealth held two conferences in 2023-24, one focussing on equality and accessibility in the construction industry, and the other on supporting young people who are shaping the construction industry of the future. Combined the conferences attracted 181 professionals across the industry, with a representation of 49% female audience.
- BuildHealth and its members also benefit from free use of the CITB NI meeting rooms and free car park, further giving back value to the construction industry.

## **Building Mental Health Alliance**

The Building Mental Health Alliance (BMHA) is a Northern Ireland construction industry initiative founded and supported by a number of key stakeholders and employers, including CITB NI. It is aimed at creating better mental health for all through signposting and raising awareness.

- In addition to playing a key role in the Alliance, CITB NI has also committed to funding the group through the Training in Partnership grant funding.
- There were 2 BMHA conferences in 2023 which launched a 'Get Help Now' QR code, website support and advice pages. Additionally free employer resource packs to support the industry to bring signposting and awareness of mental health into the workplace were launched.
- The BMHA won a UK Safety Group Innovation Award in 2024 for the service and support it is providing the construction industry in Northern Ireland.

## **CITB NI Facilities - Supporting the Industry to Train**

The CITB NI internal meeting rooms, training rooms and external training facility are a significant resource for the industry and free to use for registered employers, industry federations and member bodies.

- CITB NI also rents out the meeting rooms and training rooms which attracts income for the organisation.
- In 2023, CITB NI also welcomed NI Electricity Networks as a new tenant who are operating on the external field to provide pole training to employees and new recruits.
- CITB NI made arrangements for a new tenant to open Construction Café in September 2024. The return of a food and beverage provision is a welcome return for visitors, staff and tenants to the facility.

- A number of construction companies utilised the facility to train graduates and higher level apprentices on civil engineering practices, to deliver bespoke training in our meeting rooms and hold apprentice welcome days at the facility. CITB NI encourages all registered employers to utilise the free-to-use training facilities at Nutts Corner Training Centre.
- The construction simulated site is a series of concrete bases set in the format of a typical construction site and helps to simulate training in a construction environment.
- Development work to refurbish an outbuilding began in 2022-23 and continued into 2023-24 to create a 2-floor indoor area for trade and craft training. The building utilised £26k of capital investment to add a staircase, render the façade and finish the interior. There is registered interest from a number of operators and CITB NI hope to offer the building to prospective tenants for lease, or organisations for short term rental.

### **Encouraging the Industry to Train**

- CITB NI produced a series of digital publications to encourage those within the industry to upskill. These were distributed electronically and hosted on the CITB NI website. These publications included our industry training and webinar event flyers, research infographics, and three Online Magazine publications.
- Advertising for various training initiatives and programmes was placed in the local and trade press including Specify, Modern Builder, NI Builder and Agenda NI.

### **Standards and Qualifications**

- CITB NI continued to work in partnership with DfE, representatives from Industry bodies, Further Education and Regulators to support the Built Environment Sectoral Partnership. This collaborative working aims to ensure that DfE supported qualifications and apprenticeship frameworks meet the current and future needs of the sector.
- CITB NI staff continue to support policy development work by DfE and other bodies to meet the objectives of the 10x Economy strategy and the skills to deliver the Net Zero Carbon agenda.

### **Theme 3: Improving Skills for Future Challenges**

CITB NI's strategic approach is to continue to improve skills for future challenges, through research, targeted training and growth in technology we are dedicated to prepare the workforce for current demands and future advancements.

#### **Research**

CITB NI has contributed to 3 important pieces of research throughout the year:

- The Annual Construction Skills Network (CSN) Report
- The CITB NI Annual Skills Statement
- Fieldwork 2024 Stakeholder Survey of 64 CITB NI stakeholders was completed in August.

The research focussed on gaining an increased understanding of the training needs of the NI construction industry and helps inform our thinking.

CITB NI also responded to one external consultation: DfE 10X Performance Management Framework.

#### **Ulster University Concrete Practice Training in Partnership**

- CITB NI partnered with the Ulster University to deliver a Certificate in Concrete Technology and Construction, Stage 1 Concrete Practice qualification.
- The training was delivered to 34 individuals, offering both upskilling and enhanced learning. Students and employers can mutually benefit from training interventions and partnerships like these, as highlighted by the Concrete Society Northern Ireland and the Mineral Products Association Northern Ireland.

#### **Concrete Practice and Handling Partnership Workshops**

- CITB NI partnered with Mineral Products Association Northern Ireland (MPANI) and the Concrete Society in 2023-24 to run 2 interactive and theory-based workshops for site supervisors.
- The workshops were free and were delivered to 41 individuals from a broad range of sectors across the built environment industry.
- On behalf of MPANI, a range of experts supported learners within insight into aggregates, concrete production, placing and finishing, defects, testing and health and safety.
- This type of partnership is of great importance to the construction industry, it utilises expertise across a range of employers, aimed at upskilling the existing workforce towards a focus on quality and safety.

#### **IT System**

To provide a better service to industry CITB NI is replacing its dated customer information system which is used across the organisation. Development of the new bespoke system was ongoing throughout the year. The new system will provide a modern and significantly improved service both to employers and CITB NI staff and will be available by the end of 2024.

To support the new system a communications strategy was developed and delivered to inform employers and staff of the changes and updates and to seek verification of employer's emails to ensure they can access to the new system. To help inform and encourage data verification a series of emails, mailshots, website messages, social media posts and text messages were delivered with more scheduled for next year.

## **Sustainability Report**

CITB NI is in its 15<sup>th</sup> year of reporting carbon footprint and recognises the importance of monitoring and positive action. CITB NI are committed to working towards a net zero future in its operation, and in doing so hopes to inspire industry stakeholders to work collaboratively on tackling climate change.

For the 2023-24 year, CITB NI reported a carbon footprint of 130.9 CO<sub>2</sub>e tonnes which has increased by 4.5 tonnes on last year. By comparison, in 2008-09, the reported carbon footprint was 342.69 CO<sub>2</sub>e tonnes, showing the significant improvements across the organisation. The carbon intensity metric used by CITB NI is the carbon footprint per employee, and in 2023-24, this figure was 4.1 tonnes CO<sub>2</sub>e which has not changed since last year.

Electricity use has remained static for a 2<sup>nd</sup> year however heating oil purchased increased very slightly by 1,100 litres which is unsurprising given the cold winter. CITB NI also has oil-fuelled air heaters that require an upgrade, and once replaced these will be more fuel efficient. A replacement of facility lighting has continued, the upgraded LED units are more energy efficient. Flights taken increased by 1 tonne CO<sub>2</sub>e however this is a reduction on pre-covid years, indicating the change in travel and video conferencing preferences. Staff mileage decreased by 5,328 miles, partially due to a continued preference for video conferencing. CITB NI employees were environmentally and financially conscious with travel choices as bus and train travel increased by 183 miles.

CITB NI continue to track a range of data including printing and copying volumes, confidential waste with onward paper recycling, all of which contribute to monitoring sustainable practices. CITB NI saved 1.1 tonne CO<sub>2</sub>e through its confidential waste management process, an equivalent to 31 trees.

In 2023-24 CITB NI responded to a consultation from The Department of Agriculture Environment and Rural Affairs (DAERA) on climate change reporting for public bodies in Northern Ireland, the consultation deadline had been extended. The consultation was aimed at reviewing reporting processes to achievement long-term net zero targets. Whilst CITB NI was not a listed body listed for response, it felt appropriate to respond to offer views. An outcome following the consultation has not yet been communicated and CITB NI will seek to act upon its recommendations where required, or on a voluntary basis if not obligated and reasonable to do so.

## **Long-Term Expenditure Trends**

CITB NI is a non-departmental public body which has the statutory powers to raise a levy from construction employers in Northern Ireland. The levy is CITB NI's main source of income representing almost 92% of the total income in 2023-24.

CITB NI seen an increase of £237k in Levy income in 2023-24 which can be attributed to higher wage increases than in previous years. The budget for 2024-25 has been set at a similar level of activity as 2023-24. Early indications are that levy income for 2024-25 is strong. The 2024-25 budget was originally projecting an operating deficit of £305k however CITB NI has sufficient reserves to absorb this deficit in 2024-25. The challenge going

forward into 2025-26 will be to ensure that support for employers training needs is cost-effective and is affordable within CITB NI's income budget.

A Board workshop was held in November 2024 to review the future strategic direction of the organisation which will now facilitate the development of a new three-to-five-year business plan.



**Mr Noel Brady-Chairman**

**Date: 31 January 2025**



**Mr B Neilson-Accounting Officer**

**Date: 31 January 2025**



## Accountability Report

The purpose of the Corporate Governance Report is to explain the composition and organisation of CITB NI's governance structures and how they support the achievement of its objectives.

## Directors' Report

### Position of Chief Executive

Mr Barry Neilson was Chief Executive and Accounting Officer from 1 September 2023 to 31 August 2024.

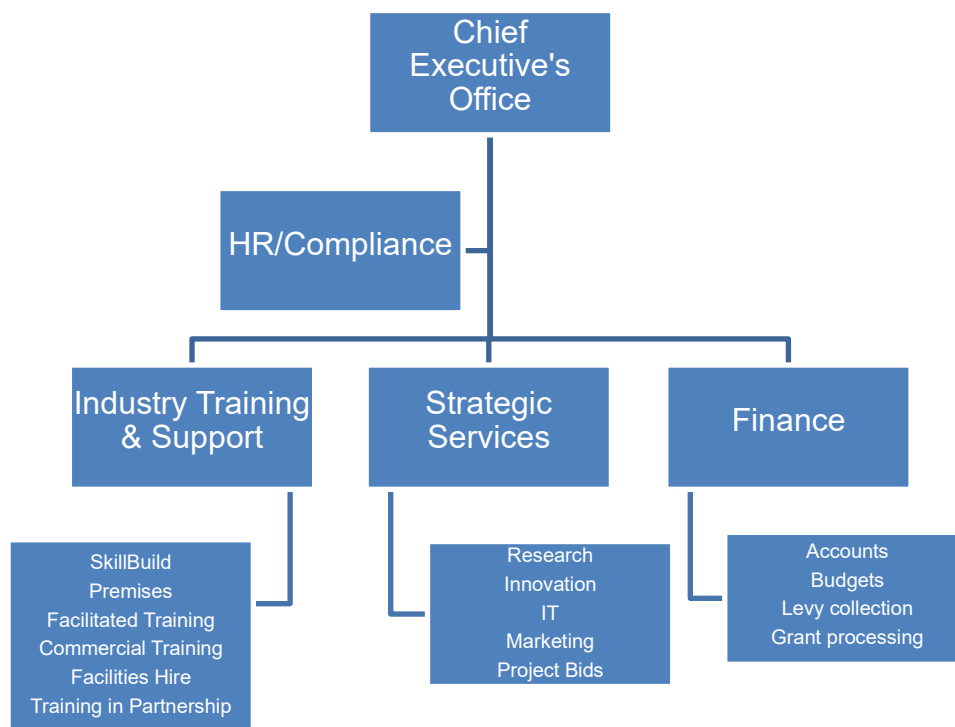
### Board Members

The Board of CITB NI comprised 12 members and the Chairman from 1 September 2023 to 31 August 2024.

Membership of the Board is determined by the Department for the Economy and through formal appointment by the Minister. Appointments to the Board follow the Office of the Commissioner for Public Appointments guidelines. The Department for the Economy appointed two education representatives on 25 April 2022. Another ten Board members and a Chairman were appointed on 18 July 2022.

A list of those who served as Board members during the year and their attendance is outlined in Appendix 2.

### Organisational Structure 2023-24



The Executive Management Team comprised the Chief Executive, Director of Industry Training and Support, Director of Strategic Services, and the Director of Finance.

## **Personal Data Related Incidents**

There have been no personal data related incidents during the year.

## **Charitable Donations**

CITB NI did not make any charitable or political donations during the year.

## **Payment to Suppliers**

CITB NI is committed to the prompt payment of bills for goods and services received in accordance with the Better Payment Practice Code. Unless otherwise stated on the contract, payment is due within 30 days of the receipt of the goods or services, on presentation of a valid invoice or similar demand, whichever is later.

For the year ended 31 August 2024, 99%, (2022-23: 99%) of payments to suppliers were paid within 30 working days. In addition to this, the Government has said that wherever possible public-sector bodies should seek to pay suppliers within 10 working days of receipt of the invoice. In 2023-24 we met this standard for 99% of invoices received (2022-23: 98%).

## **Pensions**

CITB NI participates in a defined-benefit scheme the assets of which are held in a separate trustee-administered fund operated by NILGOSC. CITB NI takes no direct role in the administration of the fund and contributions to this scheme are as recommended by the actuary. Note 10 to the financial statements provides additional information on pensions.

## **Complaints Handling**

CITB NI has in place a complaints procedure and the Board Administrator is the designated Complaints Officer. All written complaints are acknowledged, within 5 working days and a full investigation and resolution sought within 20 working days. Complainants will be advised of a delay beyond this period with the new expected response date advised.

Written responses to formal complaints are under the signature of the Chief Executive, who is kept informed at all stages of the procedure and the action being taken. Should a resolution not be possible at that stage, the complainant may refer the matter to the Northern Ireland Public Services Ombudsman for independent review.

Records of all complaints received, and the actions taken are maintained for monitoring purposes.

CITB NI received three formal complaints during 2023-24, each of which were responded to under the signature of the Chief Executive, providing a resolution within the 20 days.

## **Register of Interests**

A Register of Interests is maintained by CITB NI and can be inspected at 17 Dundrod Road, Nutts Corner, Crumlin BT29 4SR. Material transactions with related parties and Board members are disclosed in the Related Party Transactions note of the Annual Accounts.

## **Statement on Disclosure of Relevant Audit Information**

So far as the Accounting Officer is aware, there is no relevant audit information of which the entity's auditors are unaware, and the Accounting Officer has taken all the steps that he ought to have taken to make himself aware of any relevant audit information and to establish that the entity's auditors are aware of that information.

**Non-Audit Work**

During the year CITB NI did not purchase any non-audit services from its auditor, the Northern Ireland Audit Office (2022-23: £1,319).

**Important Events Occurring after the Year End**

No important events occurred after the year end which have had any financial impact on the results for the year ending 31 August 2024.

## Statement of Board Members and Chief Executive's Responsibilities

Under the Industrial Training (Northern Ireland) Order 1984, the Department for the Economy has directed CITB NI to prepare for each financial year a statement of accounts in the form and on the basis set out in the Accounts Direction. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of CITB NI and of its income and expenditure, Statement of Financial Position and cash flows for the financial year.

In preparing the financial statements, the Accounting Officer is required to comply with the requirements of the Government Financial Reporting Manual and in particular to:

- observe the accounts direction issued by the Department, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- make judgments and estimates on a reasonable basis;
- state whether applicable accounting standards as set out in the *Government Financial Reporting Manual (FReM)* have been followed and disclose and explain any material departures in the financial statements;
- prepare the financial statements on a going concern basis; and
- confirm that the Annual report and Accounts as a whole is fair, balanced and understandable and take personal responsibility for the Annual Report and Accounts and the judgements required for determining that it is fair, balanced and understandable.

The Department for the Economy has appointed the Chief Executive as Accounting Officer of CITB NI. The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding CITB NI's assets, are set out in *Managing Public Money Northern Ireland* published by the Department of Finance.

As the Accounting Officer, I have taken all the steps that I ought to have taken to make myself aware of any relevant audit information and to establish that CITB NI's auditors are aware of that information. So far as I am aware, there is no relevant audit information of which the auditors are unaware.

## **Governance Statement**

This Governance Statement for CITB NI reflects the organisation's governance, risk and internal control arrangements as they have operated during the 2023-24 year.

As well as being an Industrial Training Board, CITB NI is an Executive NDPB. An Executive NDPB has the following characteristics:

- Operates under statutory provisions and is legally incorporated
- The Chief Executive is accountable to the Board
- The body is responsible for its own budget
- Appointments to the Board are made by the Minister

CITB NI's sponsoring Department is the Department for the Economy (DfE). The DfE Minister appoints the Board of CITB NI through the Public Appointments Unit.

## **Governance Framework**

CITB NI is committed to the principles of good practice in Corporate Governance through the governance framework as evidenced by:

- CITB NI Board
- CITB NI Finance and General Purposes Committee
- CITB NI Audit and Risk Assurance Committee
- CITB NI Review Committee
- Executive Management Team
- Quarterly Accountability meetings with CITB NI sponsoring Department, The Department for the Economy (DfE)

## **Partnership Agreement**

The Partnership Agreement between DfE and CITB NI was signed in December 2021. The increase of delegated authority from £10k to £30k was retained. The Board's Standing Orders were updated and approved by the Board in January 2022. The Annual Engagement Plan was reviewed with DfE during 2023-24.

## **The Board**

The Board of CITB NI meets at least six times during the year. Meetings of the Board are scheduled to be held following meetings of the Audit and Risk Assurance Committee. A report of each meeting of the Audit and Risk Assurance Committee is presented to the Board by the Chairperson of the Audit and Risk Assurance Committee and matters of significance are recorded on the Board minutes.

During the 2023-24 meetings were again held physically with the option to join remotely if required. This allowed for excellent attendance by Board members.

The Annual Board Workshop was held in November 2023 incorporating discussions around setting the strategic direction of the organisation and support for the industry.

During the 2023-24 year, issues considered by the Board included:

- Strategic direction
- Annual budget
- Management accounting
- Performance targets
- Committee reports
- Risk appetite
- Proposal of the CITB NI annual levy rate

The current Board was appointed in July 2022 and Board member induction was provided in March 2023.

The consultation on the annual levy rate was issued to industry on 28 March 2024.

A register of Board members interests is established and is updated regularly. Declaration of Interests is included on the agenda of Board and Committee meetings.

### **Finance and General Purposes Committee**

The Board's appointed Finance and General Purposes Committee reviews in detail financial matters and human resources issues and makes recommendations to the Board. The Committee is Chaired by a Board member appointed by the Chairman. The Chairman attends as a member of the Committee.

### **Audit and Risk Assurance Committee**

CITB NI's Audit and Risk Assurance Committee meets four times a year. The Audit and Risk Assurance Committee comprises a chairman, and three members appointed by the Board. Representatives from the organisation's internal auditors, the Northern Ireland Audit Office and DfE are normally present. During the year there was a change of Committee Chair.

The Audit and Risk Assurance Committee reviews on a regular basis, CITB NI's internal control procedures, outstanding audit recommendations, policies and procedures and corporate governance. Risk Register, Dear Accounting Officer and Dear Finance Director letters are also reviewed at each meeting. Fraud is also included on the agenda for each meeting.

The Audit and Risk Assurance Committee provides an annual report to the Board, which summarises the Committee's work for the year including details of agenda items of meetings, internal audit, external audit, risk management and policies and procedures.

### **Internal Audit**

A tender to appoint internal auditors commenced by CPD in spring 2022 but unfortunately no appointment was made. The Competition was retendered, and an appointment made in June 2023. Not Just Governance attended the meeting of the Audit and Risk committee in August 2023 and provided an Internal audit strategy and programme, which subject to some amendment was accepted by the Committee. The programme of internal audits is regularly reviewed by the Audit and Risk Assurance Committee and management to ensure that the audit areas identified continue to be appropriate and of benefit to the organisation.

During the year ended 31 August 2024 Not Just Governance completed the agreed programme of audits although due to the late appointment in 2023 this was undertaken into 2024-25.

The table below provides a summary of assurance ratings.

<b>Audit Topic</b>	<b>Assurance Rating</b>
Procurement, Contract Management and Payment to Creditors	Satisfactory
GDPR	Limited
Levy Collection	Satisfactory
Grant Payment	Satisfactory
Use of Estates	Satisfactory

One Internal Audit report with limited assurance was received in relation to compliance with UK GDPR.

Internal audit noted that while there is clear evidence that Data Protection related matters are business critical with various good policies and practices being well embedded, some issues were identified. Weaknesses were identified in relation to data protection officer responsibilities, third party system access and communication with Board members. Actions have been put in place where appropriate by Executive Management Team to address the issues raised.

The overall audit opinion for the year was satisfactory.

### **Board Review Committee**

The Board Review Committee comprises a chairman and three members appointed by the Board. The Board Review Committee considers the Board's policies in respect of assessment and collection of levy, reviews existing and new grants and makes recommendations to the Board. The Board Review Committee also considers challenges to the scope position and grant appeals by employers. The Committee considered one scope appeal and three appeals due to late receipt of levy returns during the year.

The Committee reviews both existing and new programmes or projects being undertaken by CITB NI in accordance with the Rules of Delegation and makes appropriate recommendations to the Board. During the year the reporting template for projects was reviewed by the Committee.

The Committee also reviews CITB NI policies.

### **Executive Management Team**

The Executive Management Team (EMT) meets formally on monthly basis and is chaired by the Chief Executive and includes the Directors of Strategic Services, Industry Training and Support and the Director of Finance. The EMT reviews risk management, current financial position, balanced scorecard and ongoing operational issues at each meeting.

## **Quarterly Accountability Meeting with DfE**

Accountability meetings with DfE are held on a quarterly basis. The agendas for these meetings include standing items, such as performance monitoring, budgetary and financial matters, risk management and corporate governance. A report of each meeting is provided for the Audit and Risk Assurance Committee. The DfE Permanent Secretary also meets annually with the Board Chairman.

## **Quality of Data**

The Board its committees and staff rely on data from various sources including:

- Research carried out by CITB NI
- Meetings with industry employer bodies
- Meetings with industry and stakeholders
- Consultations with industry
- Interrogation of research undertaken by other bodies
- Stakeholder meetings; and
- Events with employers in the industry.

This information is consolidated with data from services provided by CITB NI to provide the Board with high quality data to rely on in the discussion making process.

## **Scope of Responsibility**

The Chief Executive of CITB NI is the Accounting Officer and has responsibility for maintaining a sound system of internal control that supports the achievement of CITB NI's mission, vision and aims whilst safeguarding the public funds and Board assets for which the Accounting Officer is personally responsible, in accordance with the responsibilities assigned in Managing Public Money Northern Ireland.

The view of the overall system of internal control is informed by the following:

Internal audit reports

Regular review of the Strategic and Operational risk registers.

- Quarterly Accountability meetings with officials from DfE to consider both operational and strategic issues and matters relating to the system of internal control.
- Comprehensive budgeting systems with an annual budget, which is reviewed and agreed by the Executive Management Team and quarterly by the Board.
- Regular reviews by the Board of periodic and annual financial reports which indicate financial performance against the forecasts; and
- Setting targets to assess financial and operational performance.

## **Review of Effectiveness**

The Accounting Officer has the responsibility for reviewing the effectiveness of the system of internal control.

The review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers within CITB NI who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports.

The implications of the result of the review of the effectiveness of the system of internal control is provided by the Board, the Audit and Risk Assurance Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.



## **The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of CITB NI's policies, aims and objectives. It is also there to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place in CITB NI for the year ended 31 August 2024 and up to the date of approval of the annual report and accounts and accords with Department of Finance guidance.

## **Capacity to Handle Risk**

CITB NI's risk management system has been formalised through:

- the development and communication of a risk management strategy
- the maintenance and continuous review of the strategic and operational risk registers
- the development of the Business Continuity Plan
- review of risks at Executive Management Team meetings and Audit and Risk Assurance Committee meetings; and
- Review of risks at staff team meetings

Staff are made aware of risk management through publication of the Risk Management strategy on the shared drive, through dissemination of information produced from the Executive Management Team and participation in internal Divisional meetings.

During 2023-24 the risk management strategy, strategic and operational risk registers were reviewed and updated in line with best practice.

The Audit and Risk Committee instigated a review of the Risk Register during 2022-23, which incorporated the layout and description of risks identified.

The majority of risks are identified by the Executive Management Team and staff. However, over the 2023-24 year a number of risks were identified or amended by Audit and Risk Assurance Committee and Board members and incorporated into the Risk Registers.

## **The Risk and Control Framework**

Risk management procedures have been in place throughout the year ended 31 August 2024 in addition to the existing regular review and reporting of internal control systems. The Executive Management Team reviewed on a regular basis the risk register and the principal risks were identified, classified and the management of those risks considered in detail on a monthly basis.

The management of risks was reported quarterly to the Audit and Risk Assurance Committee and included in the report to the Board.

## **Risk Registers**

The risk registers and assignment of risk ownership are available to all staff.

The risk registers are updated on a regular basis to:

- Add new risks and remove out of date risks;
- Review risk ratings and rankings; and
- Report the top risks to ensure effective mitigation measures are implemented.

Risks to information are managed and controlled within this process and CITB NI has in place Freedom of Information and Data Protection Policies, which include the handling of information. Procedures are in place to ensure the adequate protection of data held on computers. Formal authorisation is required in advance of being given access to IT systems via either the network or WIFI. Individual applications have authorisation signing on procedures for users.

Staff are aware of the importance of securely storing paper records and dedicated archive stores are provided and all staff are provided with IT and cyber security training. This has been undertaken in compliance with the General Data Protection Regulations introduced in May 2018.

## **Reporting**

Risk management is reported and reviewed at the Executive Management Team meetings on a monthly basis and formal reports were issued to the Audit and Risk Assurance Committee at each of its meetings throughout the year.

## **Significant Internal Control Issues**

There were no significant internal control issues reported during the year ended 31 August 2024.

## **Assessment of Compliance with Corporate Governance Code**

The Board is content that during 2023-24 it has complied with the Corporate Governance Code as outlined in Managing Public Money Northern Ireland (MPMNI).

## **Remuneration and Staff Report**

The Remuneration and Staff Report sets out CITB NI's remuneration policy for Board members and the Chief Executive. It reports on how that policy has been implemented and sets out the amounts awarded to Board members and the Chief Executive.

### **Remuneration Policy**

As an NDPB, members of staff within CITB NI are not civil servants. The CITB NI Board appoints members of the Board to the Finance and General Purposes Committee. The role of the Committee is to advise the Board on all financial matters, remuneration and employment policy specifically relating to the following matters:

- Staff matters including recruitment, selection, promotion, organisational structure, terms and conditions of service, and disciplinary and grievance matters;
- Board policies in relation to staffing matters;
- Remuneration for staff at all levels; and
- Such other issues as may be referred to it by the Board.

In determining pay and grading systems, and overall increases in pay bill, the board takes account of public-sector pay policy and any guidance issued by DoF, Treasury and the Cabinet Office.

All proposed pay remits are submitted to DfE/DoF for approval in the form of a business case to justify value for money, affordability and consistency with public-sector pay policy. The Department for the Economy work within the public-sector pay policy and guidance in determining the remuneration (including any salary and allowances) for Board members including the Chairman.

There are currently no plans to change the policy in relation to the remuneration of senior managers. Any such changes would be guided by public sector pay policy and any guidance issued by DoF, Treasury and the Cabinet Office.

### **Service Contracts**

All appointments for services made by CITB NI are made based on merit, on the basis of fair and open competition.

Unless otherwise stated, the officials covered by this report hold appointments, which are for a fixed term period of three years. The Department for the Economy, which is required to strictly adhere to the public appointment's procedures, appoints CITB NI Board members. A Code of Conduct for Board members is in place.

Unless otherwise stated, the officials covered by this report can be removed from office by the Minister without notice and without termination payments.

Mr Barry Neilson was appointed permanent Chief Executive with effect from 17 May 2010.

The conditions of service for the Chief Executive are those laid out within CITB NI's Employee Handbook. The Chief Executive is on an open-ended contract.

The current Chief Executive's notice period is three months.

## Corporate Governance Report

### Salary and Pension Entitlements (Audited)

The following sections provide details of the remuneration and pension interests of the senior officials of CITB NI.

The position of Chief Executive from 01 September 2023 to 31 August 2024 was held by Barry Neilson a direct employee of CITB NI. The remuneration payable to the Executive Management Team was as follows:

2023-24					2022-23			
Name	Salary £'000	Benefits in kind (nearest £100)	Pension Benefits* (to nearest £1,000)	Total £'000	Salary £'000	Benefits in kind (nearest £100)	Pension Benefits (to nearest £1,000)	Total £'000
B Neilson Chief Executive	70-75	0	22	<b>95-100</b>	65-70	0	19	<b>85-90</b>
A McIlmurray (Part-time) Director of Finance	45-50 (Full-Time Equivalent 50-55)	0	16	<b>60-65</b>	40-45 (Full-Time Equivalent 45-50)	0	14	<b>55-60</b>
R Dorovatas Director of Industry Training	50-55	0	3	<b>55-60</b>	45-50	0	2	<b>50-55</b>
W McMullan Director of Strategic Services	50-55	0	20	<b>70-75</b>	45-50	0	17	<b>65-70</b>

The remuneration payable to the Chairman and Board members was as follows:

Official	2023-24		2022-23	
	Salary	Benefits in kind (nearest £100)	Salary	Benefits in kind (nearest £100)
N Brady (Chairman) Appointed 18/07/2022	20-25	-	20-25	-
D McKee *	0-5	-	0-5	-
A Sloane	0-5	-	0-5	-
G Gordon	0-5	-	0-5	-
J McKeown	0-5	-	0-5	-
D McCreadie	0-5	-	0-5	-
L Graham*	0-5	-	0-5	-
C King *	0-5	-	0-5	-
G Graham	0-5	-	0-5	-
N McKee	0-5	-	0-5	-
J Payne *	0-5	-	0-5	-
K Smyth	0-5	-	0-5	-
S Young	0-5	-	0-5	-

\*Member of Finance & General Purposes Committee

The Chairman and Board members are appointed by the Public Appointments Office. Therefore, CITB NI does not make any payments in respect of bonuses or pension benefits in respect of these individuals.

## Fair Pay Disclosures (Audited)

### Pay Ratios

Reporting bodies are required to disclose the relationship between the remuneration of the highest-paid director in their organisation and the lower quartile, median and upper quartile remuneration of the organisation's workforce.

The banded remuneration of the highest paid director in CITB NI in the financial year 2023-24 was £70,000 - £75,000 (2022-23: £65,000-£70,000). The relationship between the midpoint of this band and the remuneration of the highest-paid director and CITB NI's workforce is disclosed below.

<b>2023-24</b>	<b>25<sup>th</sup> percentile</b>	<b>Median</b>	<b>75<sup>th</sup> percentile</b>
Total remuneration	£24,684	£27,776	£34,719
Pay ratio	2.94:1	2.61:1	2.09:1

<b>2022-23</b>	<b>25<sup>th</sup> percentile</b>	<b>Median</b>	<b>75<sup>th</sup> percentile</b>
Total remuneration	£23,622	£26,453	£33,066
Pay ratio	2.86:1	2.65:1	2.04:1

Total remuneration consists of salary payments. CITB NI makes no other payments to staff other than expenses, travel, and subsistence. The total remuneration figure does not include severance payments, employer pension contributions and the cash equivalent transfer value of pensions.

In 2023-24 and in 2022-23, no employees received remuneration more than the highest-paid director.

Remuneration ranged from £22,776 to £72,500 (2022-23: £21,576 to £67,500).

### Percentage Change in Remuneration

Reporting bodies are also required to disclose the percentage change from the previous financial year in the:

- salary and allowances, and
- performance pay and bonuses (not applicable to CITB NI)  
of the highest paid director and of their employees as a whole.

The percentage changes in respect of CITB NI are shown in the following table:

<b>Percentage change for:</b>	<b>2023-24 v 2022-23</b>	<b>2022-23 v 2021-22</b>
Average employee salary and allowances	5.4%	3.9%
Highest paid director's salary and allowances	5.0%	2.0%

### **Salary**

'Salary' includes gross salary and Board member attendance allowance to the extent that it is subject to UK taxation. CITB NI makes no other payments to Board members or staff other than expenses, travel and subsistence.

### **Benefits in kind**

The monetary value of benefits in kind covers any benefits provided by the employer and treated by the HM Revenue & Customs as a taxable emolument. There were no benefits in kind paid to any member of staff or to members of the Board of CITB NI.

## Pensions of Senior Officials (Audited) -

### Board Members

No pension contributions are made by CITB NI in respect of Board members.

Officials	Accrued pension at pension age as at 31/08/2024 and related lump sum	Real increase in pension and related lump sum at pension age	CETV at 31/08/24	CETV at 31/08/23	Real increase in CETV
	£'000	£'000	£'000	£'000	£'000
B Neilson Chief Executive	20-25 Plus, lump sum of 0-5	0-2.5 Plus, lump sum of 0-5	393	338	26
A McIlmurray Director of Finance	15-20 Plus, lump sum of 0-5	0-2.5 Plus, lump sum of 0-5	244	214	12
R Dorovatas Director of Industry Training	0-5 Plus, lump sum of 0-5	0-2.5 Plus, lump sum of 0-5	40	25	9
W McMullan Director of Strategic Services	15-20 Plus, lump sum of 10-15	0-2.5 Plus, lump sum of 0-5	385	341	18

The above information was provided by NILGOSC and comprises benefits accrued at 31 August 2024.

Pension benefits are provided through the NILGOSC Scheme, which is described in the accounting policies note to the financial statements.

### Cash Equivalent Transfer Value

A Cash Equivalent Transfer Value (CETV) is the actuarially assessed capitalised value of the pension scheme benefits accrued by a member at a point in time. The benefits valued are the member's accrued benefits and any contingent spouse's pension payable from the scheme. A CETV is a payment made by a pension scheme or arrangement to secure pension benefits in another pension scheme or arrangement when the member leaves a scheme and chooses to transfer the benefits accrued in their former scheme. The pension figures shown relate to the benefits that the individual has accrued because of their total membership of the pension scheme, not just their service in a senior capacity to which disclosure applies.

## **Real Increase in CETV**

This reflects the increase in CETV effectively funded by the employer. It does not include the increase in accrued pension due to inflation, contributions paid by the employee (including the value of any benefits transferred from another pension scheme or arrangement) and uses common market valuation factors for the start and end of the period. The real increase calculation uses common actuarial factors at the start and end of the period so that it disregards the effect of any changes in factors and focuses only on the increase that is funded by the employer. This reflects the increase in CETV effectively funded by the employer.

When calculating the real increase in CETV and the pension benefits accrued during the year 2023-24 for the single total figure of remuneration, NILGOSC takes account of inflation. The CPI increase for September 2023 was 6.7%. The in-service revaluation rate for the Career Average Revalued Earnings Scheme was also 6.7%.

## **Negative Results**

In some cases, the real increase in CETV and the pension benefits accrued for the single total figure of remuneration can be negative - that is, there can be a real decrease. This is particularly likely to happen during periods of pay restraint and/or where inflation is higher than pay increases.

The final salary portion of the pension (built up before 1 April 2015) is calculated by reference to their final salary pensionable pay and length of service. The pension will increase from one year to the next by virtue of any pay rise during the year. In addition, there is the post-31 March 2015 CARE element of pension. Where there is no pay rise, the increase in pension may not be sufficient to offset the inflation increase - that is, in real terms, the pension value can reduce, hence the negative values.

The other main scenario where there can be negative results is where a member is over their normal pension age. The factors used to calculate the CETV are such that the value of pension that could have been taken at normal pension age decreases as the member gets older.

## **McCloud Remedy**

Discrimination identified by the courts in the way the 2015 UK public sector pension reforms were legislated for has resulted in changes being made to the Scheme by the Department of Communities. Members who fulfil the statutory eligibility criteria and who have relevant service between 1 April 2015 and 31 March 2022 may be entitled to different pension benefits in relation to that period. This is known as the 'McCloud Remedy' and will impact many aspects of the Local Government Pension Scheme. At this stage allowance has not yet been made within CETVs for this remedy as NILGOSC has not received Government Actuary guidance in time for it to do so. It is expected that this will be included in the disclosures for the 2024-25 year.



## Staff Report

### Staff Numbers and Related Costs (The following section is subject to audit)

	Permanently	Others	2023-24	2022-23
	£	£	£	£
Wages and Salaries	1,082,875	15,861	1,098,736	957,237
Social Security Costs	91,406	616	92,022	92,674
Other Pension Costs	208,000	0	208,000	260,000
<b>Total</b>	<b>1,382,281</b>	<b>16,477</b>	<b>1,398,758</b>	<b>1,309,911</b>

### Average Number of Persons Employed (The following section is subject to audit)

The average number of whole-time equivalent persons employed during the year was as follows:

	2023-24	2022-23
Directly employed	33	30
Agency Staff	0	0

### Staff Composition

CITB NI had 33 members of staff at 31 August 2024.

	Male	Female	Total
<b>Directors</b>	2	2	4
<b>Employees</b>	7	22	29

### Staff Pension Scheme

CITB NI participates in the Local Government Pension Scheme for Northern Ireland which is administered by the Northern Ireland Local Government Officer's Superannuation Committee (NILGOSC) for most of its employees. The NILGOSC Scheme is a defined benefit scheme, which provides members with the benefits related to pay and services at rates that are defined under statutory regulations. To finance these benefits, assets are accumulated in the scheme and are held separately from the assets of the employers. The Scheme is funded by employers participating in the NILGOSC Scheme who pay contributions at rates determined by an independent professionally qualified actuary based on regular valuations using the projected unit method.

Employees currently pay contributions between 5.5% and 10.5% of their pensionable earnings. The contribution rate payable is dependent on the rate of pay for their job. As an employer, CITB NI contributed 19% of pensionable pay for each employee who is a member of the NILGOSC scheme.

The total amount of employer contributions paid to NILGOSC during 2023-24 amounted to £190,197.

## **Sick Absence**

Staff absence due to illness was on average 13.9 days per employee for the year ended 31 August 2024 (2022-23 13.4 days).

The figure for the wider Northern Ireland Civil Service is an average of 13.8 days in 2023-24 (2022-23 12.3 days). The increase within CITB NI can be largely attributed to long term sickness absences.

## **Staff Turnover**

There were no leavers during the period.

## **Staff Policies**

In line with the statutory duties of Section 75 of the NI Act 1998, CITB NI promotes equality of opportunity and good relations irrespective of a person's religion, political beliefs, racial group, age, marital status, sexual orientation, gender, disability and dependents.

CITB NI is committed to the fulfilment of its Section 75 obligations in carrying out all its functions, powers and duties relating to Northern Ireland. The Board has put effective internal arrangements in place to ensure that the statutory duties are effectively complied with and that progress on policies is monitored and reviewed.

Objectives and targets relating to the statutory duties are included in the individual performance targets of specific staff with responsibilities in relation to the implementation of the Equality Scheme and monitored through line management review.

CITB NI will endeavour to use its position as an influencer, facilitator and provider of training services to advise and lead the construction industry in the improvement of equality of opportunity and the access to training and employment for all, irrespective of religious and political beliefs, racial group, age, marital status, sexual orientation, gender, disability and dependants.

## **Equality and Diversity**

CITB NI's current workforce is reflective of the catchment areas in which it is based. Annual Monitoring reports are submitted to the Equality Commission each January. An Article 55 review was completed in early 2023 with no equality issues identified.

An Equality Scheme under Section 75 of the Northern Ireland Act has been developed with Annual Progress Reports submitted. A full review of the Equality Scheme has taken place, and a revised Disability Action Plan was developed for the period 2021–2025 and published.

Equality and Diversity issues are regularly monitored by reviewing the outcome of staff surveys and exit interviews. Equality issues are reviewed by the Board via the Finance and General Purposes Committee, and we are also proud that out of thirteen current Board members, six are female.

## **Employee Consultation and Participation**

Staff are involved in all matters which affect their work and regular performance reviews are conducted.

## **Health, Safety and Wellbeing**

A Health and Safety at Work Policy has been developed which is reviewed annually. Risk Assessments have been undertaken and are reviewed when required. Health and safety responsibilities have been allocated and an internal Health and Safety Team meets on a quarterly basis to keep under review all aspects of Health, Safety and Wellbeing. Additionally, quarterly Health and Safety Audits are undertaken by a member of the Executive Team to identify any further issues. Staff with responsibilities, have received specific training.

## **Trade Union Relationships**

CITB NI recognises NIPSA trade union. Quarterly Joint Union Management Meetings take place to discuss and progress areas of mutual benefit or concern and internal workplace and Health and Safety representatives are regularly engaged regarding such matters.

## **Learning and Development**

CITB NI identifies learning and development requirements jointly with staff to ensure that the correct skills, knowledge and behaviours exist to achieve the Strategic Plan. These interventions also equip staff for future career development, introduction of new technologies or legislative developments.

## **Off-Payroll Engagements (greater than £58,200)**

There were no off-payroll engagements during 2023-24. (2022-23: NIL)

## **Consultancy and Temporary Staff**

During the year to 31 August 2024, CITB NI did not incur any expenditure on external consultancy (2022-23: NIL). There was £17,758 expenditure incurred in relation to temporary staff for the year ended 31 August 2024. (2022-23: NIL)

## **Ill-Health Retirement**

No staff members retired due to ill-health during 2023-24.

## **Reporting of Civil Service and Other Compensation Schemes- Exit Packages**

(This section is subject to audit)

CITB NI did not participate in compensation schemes and no exit packages were paid during 2023-24 or 2022-23.

## Assembly Accountability and Audit Report

The Assembly Accountability and Audit Report brings together the key Assembly accountability documents with the annual report and accounts.

### Regularity of Expenditure

(This section is subject to audit)

There was no irregular expenditure in 2023-24.

### Losses and Special Payments

(This section is subject to audit)

Losses Statement	<b>2023-24</b>	<b>2022-23</b>
Total Number of Losses	60	79
Total Value of Losses	£50,431	£124,167

There were no special payments made in 2023-24.

### Fees and Charges

(This section is subject to audit)

CITB NI charges fees for several training courses provided. The financial objective for the provision of scaffolding courses is full-cost recovery. The results for 2023-24 were as follows:

	<b>2023-24</b>	<b>2022-23</b>
	<b>£</b>	<b>£</b>
Scaffolding Income	91,660	80,307
Staff costs	(31,561)	(53,160)
Direct Expenses	(59,483)	(29,636)
<b>Total</b>	<b>(616)</b>	<b>(2,489)</b>

The scaffolding courses almost met the full-cost recovery objective as a small net deficit of £616 has been reported for the year.

Scaffolding is the only CITB NI course which has the financial objective of full-cost recovery. The reason for this is that all other courses provided by CITB NI are either delivered at no cost to the employer or a small booking fee only applies. There is no specific financial objective for these courses as most of the expenditure is funded by CITB NI grant. The nominal fees range from £25 to £100 and are recorded as other income within the Statement of Comprehensive Net Expenditure.

**Remote Contingent Liabilities**

(This section is subject to audit)

CITB NI is required to report liabilities for which the likelihood of a transfer of economic benefit in settlement is too remote to meet the definition of a contingent liability.

There were no such remote contingent liabilities to report for the 2023-24 year, (none for 2022-23).



**Barry Neilson**  
**Chief Executive**  
**31 January 2025**

## **Construction Industry Training Board Northern Ireland**

### **THE CERTIFICATE AND REPORT OF THE COMPTROLLER AND AUDITOR GENERAL TO THE NORTHERN IRELAND ASSEMBLY**

#### **Opinion on financial statements**

I certify that I have audited the financial statements of the Construction Industry Training Board Northern Ireland for the year ended 31 August 2024 under the Industrial Training (Northern Ireland) Order 1984. The financial statements comprise: the Statements of Comprehensive Net Expenditure, Financial Position, Cash Flows, Changes in Taxpayers' Equity; and the related notes, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and UK adopted international accounting standards as interpreted and adapted by the Government Financial Reporting Manual.

I have also audited the information in the Accountability Report that is described in that report as having been audited.

In my opinion the financial statements:

- give a true and fair view of the state of the Construction Industry Training Board Northern Ireland's affairs as at 31 August 2024 and of the Construction Industry Training Board Northern Ireland's net income for the year then ended; and
- have been properly prepared in accordance with the Industrial Training (Northern Ireland) Order 1984 and the Department for the Economy directions issued thereunder.

#### **Opinion on regularity**

In my opinion, in all material respects the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

#### **Basis for opinions**

I conducted my audit in accordance with International Standards on Auditing (ISAs) (UK), applicable law and Practice Note 10 'Audit of Financial Statements and Regularity of Public Sector Bodies in the United Kingdom'. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of this certificate.

My staff and I are independent of the Construction Industry Training Board Northern Ireland in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK, including the Financial Reporting Council's Ethical Standard, and have fulfilled our other ethical responsibilities in accordance with these requirements.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinions.

## **Conclusions relating to going concern**

In auditing the financial statements, I have concluded that the Construction Industry Training Board Northern Ireland's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Construction Industry Training Board Northern Ireland's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

The going concern basis of accounting for the Construction Industry Training Board Northern Ireland is adopted in consideration of the requirements set out in the Government Financial Reporting Manual, which require entities to adopt the going concern basis of accounting in the preparation of the financial statements where it anticipated that the services which they provide will continue into the future.

My responsibilities and the responsibilities of the Board and the Accounting Officer with respect to going concern are described in the relevant sections of this report.

## **Other Information**

The other information comprises the information included in the annual report other than the financial statements, the parts of the Accountability Report described in that report as having been audited, and my audit certificate and report. The Board and the Accounting Officer are responsible for the other information included in the annual report. My opinion on the financial statements does not cover the other information and except to the extent otherwise explicitly stated in my certificate I do not express any form of assurance conclusion thereon.

My responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact.

I have nothing to report in this regard.

## **Opinion on other matters**

In my opinion, based on the work undertaken in the course of the audit:

- the parts of the Accountability Report to be audited have been properly prepared in accordance with the Department for the Economy directions made under the Industrial Training (Northern Ireland) Order 1984; and
- the information given in the Performance Report and Accountability Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## **Matters on which I report by exception**

In light of the knowledge and understanding of the Construction Industry Training Board Northern Ireland and its environment obtained in the course of the audit, I have not identified

material misstatements in the Performance Report and Accountability Report. I have nothing to report in respect of the following matters which I report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the parts of the Accountability Report to be audited are not in agreement with the accounting records; or
- certain disclosures of remuneration specified by the Government Financial Reporting Manual are not made; or
- I have not received all of the information and explanations I require for my audit; or
- the Governance Statement does not reflect compliance with the Department of Finance's guidance.

### **Responsibilities of the Board and Accounting Officer for the financial statements**

As explained more fully in the Statement of Board Members and Chief Executive's Responsibilities, the Board and the Accounting Officer are responsible for:

- the preparation of the financial statements in accordance with the applicable financial reporting framework and for being satisfied that they give a true and fair view;
- ensuring such internal controls are in place as deemed necessary to enable the preparation of financial statements to be free from material misstatement, whether due to fraud or error;
- ensuring the annual report, which includes the Remuneration and Staff Report is prepared in accordance with the applicable financial reporting framework; and
- assessing the Construction Industry Training Board Northern Ireland's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Accounting Officer anticipates that the services provided by the Construction Industry Training Board Northern Ireland will not continue to be provided in the future.

### **Auditor's responsibilities for the audit of the financial statements**

My responsibility is to examine, certify and report on the financial statements in accordance with the Industrial Training (Northern Ireland) Order 1984.

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue a certificate that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

I design procedures in line with my responsibilities, outlined above, to detect material misstatements in respect of non-compliance with laws and regulation, including fraud.



My procedures included:

- obtaining an understanding of the legal and regulatory framework applicable to the Construction Industry Training Board Northern Ireland through discussion with management and application of extensive public sector accountability knowledge. The key laws and regulations I considered included Health and Safety Legislation, the Industrial Training (Northern Ireland) Order 1984, the Fair Employment (Northern Ireland) Act 1989 and relevant tax laws;
- making enquires of management and those charged with governance on Construction Industry Training Board Northern Ireland's compliance with laws and regulations;
- making enquiries of internal audit, management and those charged with governance as to susceptibility to irregularity and fraud, their assessment of the risk of material misstatement due to fraud and irregularity, and their knowledge of actual, suspected and alleged fraud and irregularity;
- completing risk assessment procedures to assess the susceptibility of Construction Industry Training Board Northern Ireland 's financial statements to material misstatement, including how fraud might occur. This included, but was not limited to, an engagement director led engagement team discussion on fraud to identify particular areas, transaction streams and business practices that may be susceptible to material misstatement due to fraud. As part of this discussion, I identified potential for fraud in the following areas: revenue recognition, posting of unusual journals and unreasonable management estimates;
- engagement director oversight to ensure the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with the applicable legal and regulatory framework throughout the audit;
- designing audit procedures to address specific laws and regulations which the engagement team considered to have a direct material effect on the financial statements in terms of misstatement and irregularity, including fraud. These audit procedures included, but were not limited to, reading board and committee minutes, and agreeing financial statement disclosures to underlying supporting documentation and approvals as appropriate;
- addressing the risk of fraud as a result of management override of controls by:
  - performing analytical procedures to identify unusual or unexpected relationships or movements;
  - testing journal entries to identify potential anomalies, and inappropriate or unauthorised adjustments;
  - assessing whether judgements and other assumptions made in determining accounting estimates were indicative of potential bias; and

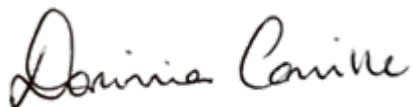
- investigating significant or unusual transactions made outside of the normal course of business; and
- applying tailored risk factors to datasets of financial transactions and related records to identify potential anomalies and irregularities for detailed audit testing.

A further description of my responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my certificate.

In addition, I am required to obtain evidence sufficient to give reasonable assurance that the expenditure and income recorded in the financial statements have been applied to the purposes intended by the Assembly and the financial transactions recorded in the financial statements conform to the authorities which govern them.

## **Report**

I have no observations to make on these financial statements.



*Dorinnia Carville*  
*Comptroller and Auditor General*  
*Northern Ireland Audit Office*  
*106 University Street*  
*BELFAST*  
*BT7 1EU*  
*3 February 2025*

## **Financial Statements for the year ended 31 August 2024**

**STATEMENT OF COMPREHENSIVE NET EXPENDITURE  
FOR THE YEAR ENDED 31 AUGUST 2024**

		<b>2023-24</b>	<b>2022-23</b>
	<b>Note</b>	<b>£</b>	<b>£</b>
Income from sale of goods and services	<b>2</b>	179,561	171,119
Other operating income	<b>2</b>	4,518,280	4,232,585
<b>Total operating income</b>		<b>4,697,841</b>	<b>4,403,704</b>
Staff Costs	<b>3</b>	(1,398,758)	(1,309,911)
Purchase of goods and services	<b>3</b>	(912,091)	(744,743)
Depreciation and impairment charges	<b>4,5</b>	(133,520)	(145,349)
Other operating expenditure	<b>3</b>	(2,335,722)	(2,178,831)
<b>Total operating expenditure</b>		<b>(4,780,091)</b>	<b>(4,378,834)</b>
<b>Net operating (expenditure) / income</b>		<b>(82,250)</b>	<b>24,870</b>
Finance income		179,651	142,390
Finance expense		(65)	(141)
<b>Net income for the year</b>		<b>97,336</b>	<b>167,119</b>
<b>Other Comprehensive Net Income</b>			
		<b>2023-24</b>	<b>2022-23</b>
	<b>Note</b>	<b>£</b>	<b>£</b>
Items which will not be reclassified to net operating costs			
Net (loss)/gain on revaluation of property, plant & equipment	<b>4</b>	185,735	257,037
Actuarial (losses)/gains on pension scheme liabilities	<b>10.14</b>	683,000	214,000
Adjustment gain/(loss) due to pension asset surplus restriction	<b>10.14</b>	(679,000)	(1,310,000)
IFRS 16 Transition - opening balance adjustment		-	220
<b>Comprehensive net (expenditure) / income for the year</b>		<b>287,071</b>	<b>(671,624)</b>

The notes on pages 55-78 form part of these accounts.

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 AUGUST 2024**

		<b>2023-24</b>	<b>2022-23</b>
	<b>Note</b>	<b>£</b>	<b>£</b>
<b>Non-Current Assets:</b>			
Property, Plant and Equipment	<b>4</b>	2,565,363	2,492,824
Intangible Assets	<b>5</b>	273,339	81,798
<b>Total Non-Current Assets</b>		<b>2,838,702</b>	<b>2,574,622</b>
<b>Current Assets:</b>			
Trade and Other Receivables	<b>7</b>	226,854	296,688
Cash and Cash Equivalents	<b>8</b>	4,301,000	3,841,367
<b>Total Current Assets</b>		<b>4,527,854</b>	<b>4,138,055</b>
<b>Total Assets</b>		<b>7,366,556</b>	<b>6,712,677</b>
<b>Current Liabilities</b>			
Trade and Other Payables	<b>9.1</b>	(1,696,838)	(1,327,232)
Other Liabilities	<b>9.1</b>	(2,021)	(4,799)
<b>Total Current Liabilities</b>		<b>(1,698,859)</b>	<b>(1,332,031)</b>
<b>Total assets less current liabilities</b>		<b>5,667,697</b>	<b>5,380,646</b>
<b>Non-current liabilities</b>			
Leases	<b>9.2</b>	-	(2,021)
Pension Liability	<b>10</b>	(79,402)	(77,401)
<b>Total non-current liabilities</b>		<b>(79,402)</b>	<b>(79,422)</b>
<b>Total assets less total liabilities</b>		<b>5,588,295</b>	<b>5,301,224</b>
<b>Taxpayers' equity and other reserves</b>			
General Fund		4,872,541	4,771,205
Revaluation Reserve		715,754	530,019
		<b>5,588,295</b>	<b>5,301,224</b>

The notes on pages 55-78 form part of these accounts.

The financial statements on pages 51-78 were approved by the Board on 31 January 2025 and were signed on its behalf by:

Signed:  (Chairman)

Signed:  (Chief Executive)

Date: 31 January 2025

# CITB NI

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 AUGUST 2024

		2023-24 £	2022-23 £
<b>Cash Flows from Operating Activities</b>	<b>Note</b>		
Net operating (expenditure) / income		97,336	167,119
Adjustments for non-cash transactions			
Depreciation & Amortisation	<b>4, 5</b>	133,520	145,349
(Increase)/Decrease in trade and other receivables	<b>7</b>	69,834	(149,101)
Increase/(Decrease) in trade payables <i>less movements in payables relating to items not passing through the Statement of Comprehensive Net Expenditure</i>	<b>9</b>	373,730	182,490
IAS 19 pension costs*	<b>10</b>	6,000	28,000
Loss on disposal of asset		14	-
<b>Net Cash Inflow from Operating Activities</b>		<b>680,434</b>	<b>373,857</b>
<b>Cash Flows from Investing Activities</b>			
Purchase of property, plant and equipment	<b>4</b>	(14,400)	(97,271)
Purchase of intangible assets	<b>5</b>	(201,602)	(28,650)
<b>Net Cash Outflow from Investing Activities</b>		<b>(216,002)</b>	<b>(125,921)</b>
<b>Cash Flows from Financing Activities</b>			
Capital payments in relation to lease liabilities	<b>12</b>	(4,799)	(8,044)
<b>Net cash Outflow from financing activities</b>		<b>(4,799)</b>	<b>(8,044)</b>
<b>Net Financing</b>			
Net increase/(decrease) in cash and cash equivalents in the period		459,633	239,892
Cash and cash equivalents at the beginning of the period	<b>8</b>	<b>3,841,367</b>	<b>3,601,475</b>
<b>Cash and Cash Equivalents at the end of the period</b>	<b>8</b>	<b>4,301,000</b>	<b>3,841,367</b>

\*This balance includes movements in the pension provision in addition to pension costs.

The notes on pages 55-78 form part of these accounts.

## CITB NI

### STATEMENT OF CHANGES IN TAXPAYERS' EQUITY FOR THE YEAR ENDED 31 AUGUST 2024

	General Fund £	Revaluation Reserve £	Total Reserves £
<b>Balance at 31 August 2022</b>	<b>5,699,866</b>	<b>272,982</b>	<b>5,972,848</b>
<b>Changes in Taxpayers' Equity 2022-23</b>			
Net (expenditure) / income for the year	186,119	-	<b>186,119</b>
Auditor's remuneration	(19,000)	-	<b>(19,000)</b>
Revaluation gains	-	257,037	<b>257,037</b>
Actuarial gain on NILGOSC pension scheme	214,000	-	<b>214,000</b>
Effect of Net Pension Asset Ceiling	(1,310,000)	-	<b>(1,310,000)</b>
IFRS 16 opening balance adjustment	220	-	<b>220</b>
<b>Balance at 31 August 2023</b>	<b>4,771,205</b>	<b>530,019</b>	<b>5,301,224</b>
<b>Changes in Taxpayers' Equity 2023-24</b>			
Net (expenditure) / income for the year	119,536	-	<b>119,536</b>
Auditor's remuneration <sup>1</sup>	(22,200)	-	<b>(22,200)</b>
Revaluation Gains	-	185,735	<b>185,735</b>
Actuarial gain on NILGOSC pension scheme	683,000	-	<b>683,000</b>
Adjustment (loss)/gain due to pension asset restriction.	(679,000)	-	<b>(679,000)</b>
<b>Balance at 31 August 2024</b>	<b>4,872,541</b>	<b>715,754</b>	<b>5,588,295</b>

The notes on pages 55-78 form part of these accounts.

<sup>1</sup> Auditors remuneration includes £2,500 which was under accrued in the 2022-23 financial year.

## Notes to the Financial Statements

### For the Year End 31 August 2024

#### 1 Statement of Accounting Policies

These financial statements have been prepared in accordance with the 2023-24 Government Financial Reporting Manual (FReM) issued by the Department of Finance. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public-sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be the most appropriate to the particular circumstances of CITB NI for the purpose of giving a true and fair view has been selected. The policies adopted by CITB NI for the year ended 31 August 2024 are described below. They have been applied consistently in dealing with items that are considered material to the accounts.

##### 1.1 Implementation of IFRS 16 leases

IFRS 16 specifies how to recognise, measure, present and disclose leases. The new standard removes the distinction between operating and finance leases for lessees. The main impact of IFRS 16 for CITB NI is the recognition of all future lease liabilities (unless the lease term is 12 months or less or the underlying asset has a low value) on the Statement of Financial Position (SOFP). Corresponding right-of-use assets have also been recognised on the SOFP representing the economic benefits of CITB NI's right to use the underlying assets. The interest element of the lease payment is charged to the Statement of Comprehensive Net Expenditure (SoCNE) over the period of the lease at a constant rate in relation to the balance outstanding.

Further details are shown in Note 12.

##### 1.2 Accounting Convention

These accounts have been prepared under the historical cost convention modified to account for the revaluation of property, plant and equipment and intangible assets.

##### 1.3 Impending Application of Newly Issued Accounting Standards not yet Effective

CITB NI has reviewed new accounting standards that have been issued but are not yet effective, nor adopted early for these accounts.

IFRS 17 *Insurance Contracts* will replace IFRS 4 *Insurance Contracts* and is effective for accounting periods beginning on or after 1 January 2023. In line with the requirements of the FReM, IFRS 17 will be implemented, as interpreted, and adapted for the public sector, with effect from 1 April 2025. Management considers that the impact of the introduction of IFRS 17 *Insurance Contracts* is unlikely to be significant.

##### 1.4 Judgements and Key Sources of Estimation Uncertainty

In the application of CITB NI's accounting policies, management is required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors considered to be relevant. Actual results may differ from those estimates and underlying assumptions are continually reviewed. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only



that period or in the period of revision and future periods if the revision affects both current and future periods.

The valuation of CITB NI's share of the NILGOSC pension scheme is a critical accounting estimate. Formal actuarial valuations of the NILGOSC pension scheme are carried out every three years and updates are carried out at the end of each reporting period. The difference between the fair value of the assets held and the liabilities are recognised in the SOFP as an asset or liability as calculated by the actuary.

The actuarial liability or asset recognised in the SOFP represents CITB NI's share of the NILGOSC pension scheme. When the actuarial calculation results in a surplus position, the surplus is restricted to the asset ceiling determination proscribed in IAS19 *Employee Benefits*, interpreted by International Financial Reporting Interpretations Committee (IFRIC)14.

A valuation has been provided at the reporting date by the appointed actuary. The valuation is based on various economic assumptions which inherently have a degree of uncertainty. The valuation has been reviewed by management.

The valuation of land and buildings is a critical accounting estimate. A valuation has been performed at the reporting date by Land and Property Services (LPS). The valuation has been reviewed by management, resulting in the assets being stated at fair value in the financial statements.

## **1.5 Income**

The main source of income for CITB NI is a statutory levy. Levy is receivable from assessments based on the employment details returned by construction establishments. This may also include an estimate for construction establishments from which employment details have not been received. Other income is recognised in the period to which it relates.

Interest income is accrued on a time basis, by reference to the principal outstanding and interest rate applicable. Where income is received for a specific activity that is to be delivered in the following year, that income is deferred.

Other income, including the reimbursement of legal fees associated with pursuing unpaid levy income, is recognised in the period it is received.

## **1.6 Employee Benefits including Benefits**

Under IAS 19 Employee Benefits, all staff costs must be recorded as an expense as soon as the organisation is obligated to pay them. This includes the cost of any untaken leave at the year end. The cost of untaken leave has been calculated on the basis of records held by the Human Resources Department and individual staff members.

## **1.7 Pensions**

CITB NI participates in the Local Government Pension Scheme for Northern Ireland which is administered by the Northern Ireland Local Government Officer's Superannuation Committee (NILGOSC) for the majority of its employees. The Scheme is funded by employers participating in the NILGOSC Scheme who pay contributions at rates determined by an independent professionally qualified actuary on the basis of regular valuations using the projected unit method.

### **1.7.1 NILGOSC Pension Scheme**

For the NILGOSC defined benefit scheme, CITB NI has recognised its share of the pension fund assets and liabilities in its Statement of Financial Position as either a pension liability/pension asset, as well as recognising the full cost of providing for future retirement benefits in the Statement of Comprehensive Net Expenditure.

### **1.7.2 Measurement of the Scheme Assets**

The pension fund asset is accounted for at fair value.

### **1.7.3 Measurement of the Scheme Liabilities**

Pension liabilities are measured on an actuarial basis using the projected unit method. The scheme liabilities at the valuation date relate to:

- (i) the benefits for pensioners and deferred pensioners and their dependants, allowing where appropriate for future increases; and
- (ii) the accrued benefits for members in service on the valuation date.

## **1.8 Expenses**

Other operating expenses for goods or services are recognised when, and to the extent that, they have been received. They are measured at the fair value of the consideration payable.

Direct Grant expenditure is recognised when a grant application form is received from an employer in so far that it complies with certain terms and conditions of grant. Expenditure in relation to Training in Partnership projects is recognised when the training activity has taken place.

## **1.9 Property, Plant and Equipment**

### **Recognition**

Property, plant and equipment is capitalised if:

- it is held for use in delivering services or for administrative purposes;
- it is probable that future economic benefits will flow to, or service potential will be supplied to CITB NI;
- it is expected to be used for more than one financial year; and
- the cost of the item can be measured reliably.

The level of capitalisation as an individual item of property, plant and equipment has been applied for the current year at £500. If multiple items of the same equipment are purchased together, they can be grouped for the purposes of capitalisation.

Where a large asset, for example a building, includes several components with significantly different asset lives, the components are treated as separate assets and depreciated over their own useful economic lives.

### **Valuation**

All property, plant and equipment are measured initially at cost, representing the cost directly attributable to acquiring or constructing the asset and bringing it to the location

and condition necessary for it to be capable of operating in the manner intended by management.

Land and buildings used for CITB NI's service or for administrative purposes are stated in the statement of financial position at their revalued amounts, being the fair value at the date of revaluation less any subsequent accumulated depreciation and impairment losses. Land and buildings valuations are performed annually by Land & Property Services (LPS). The valuations are carried out by a qualified member of the Royal Institution of Chartered Surveyors.

Revaluations are performed with sufficient regularity to ensure that carrying amounts are not materially different from those that would be determined at the end of the reporting period. Fair values are determined as follows:

Land and non-specialised buildings – market value for existing use.

For all other non-property assets (useful life less than five years) and low-value assets (less than £10,000) depreciated historic cost is considered to be a satisfactory reflection of fair value.

An increase arising on revaluation is credited to the revaluation reserve except when it reverses impairment for the same asset previously recognised in expenditure, in which case it is credited to the Statement of Comprehensive Net Expenditure.

### **Subsequent Expenditure**

Where subsequent expenditure enhances an asset beyond its original specification, the directly attributable cost is capitalised. Where subsequent expenditure restores the asset to its original specification, the expenditure is capitalised and any existing carrying value of the item replaced is written-out and charged to operating expenses.

## **1.10 Intangible Assets**

### **Recognition**

Intangible assets are non-monetary assets without physical substance, which are capable of sale separately from the rest of the CITB NI's business or which arise from contractual or other legal rights. They are recognised only when it is probable that future economic benefits will flow to, or service potential be provided to CITB NI and where the cost of the asset can be measured reliably.

Intangible assets acquired separately are initially recognised at fair value. Software that is integral to the operating of hardware, for example an operating system, is capitalised as part of the relevant item of property, plant and equipment. Software that is not integral to the operation of hardware, for example application software, is capitalised as an intangible asset.

The level of capitalisation as an individual intangible asset has been applied for the current year at £500.

### **Measurement**

Following initial recognition, intangible assets are carried at fair value by reference to an active market, or, where no active market exists, at amortised replacement cost,

indexed for relevant price increases using the Consumer Price Index, as a proxy for fair value.

### 1.11 Depreciation, Amortisation and Impairments

Depreciation and amortisation are charged to write off the costs or valuation of property, plant and equipment and intangible non-current assets, less any residual value, over their estimated useful lives, in a manner that reflects the consumption of economic benefits or service potential of the assets. The estimated useful life of an asset is the period over which CITB NI expects to obtain economic benefits or service potential from the asset. Estimated useful lives and residual values are reviewed each year end, with the effect of any changes recognised on a prospective basis.

The basis by which depreciation and amortisation is calculated is as follows:

#### Property, Plant & Equipment

Premises – Buildings	10 years
Information Technology & Audio Visual	3 & 5 years
Plant & Machinery	4-5 years
Furniture & Fittings	5 years

#### Intangible Assets

Information Technology Software	3-9 years
Website	2 years
Software Licences	3-7 years

At each reporting period end, CITB NI checks whether there is any indication that any of its property, plant and equipment or intangible non-current assets have suffered an impairment loss. If there is indication of an impairment loss, the recoverable amount of the asset is estimated to determine whether there has been a loss and, if so, its amount.

If there has been an impairment loss, the asset is written down to its recoverable amount, with the loss charged to the revaluation reserve to the extent that there is a balance on the reserve for the asset and, thereafter, to expenditure.

### 1.12 Leases

IFRS 16 Leases replaces IAS17 Leases and is implemented, as interpreted, and adapted for the public sector, with effect from 1 September 2022.

### 1.12 Cash and Cash Equivalents

Cash is cash in hand and deposits with any financial institution repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that are readily convertible to known amounts of cash with insignificant risk of change in value.

### 1.13 Financial Instruments

Financial assets are recognised when CITB NI becomes party to the financial instrument contract or, in the case of trade receivables, when the goods or services have been delivered. Financial assets are derecognised when the contractual rights have expired, or the asset has been transferred.

Financial liabilities are recognised on the Statement of Financial Position when CITB NI becomes party to the contractual provisions of the financial instrument or, in the case of trade payables, when the goods or services have been received.

#### (i) Trade Receivables

Trade receivables are recognised and carried at the lower of their original invoiced value or recoverable amount. Balances are written off when the probability of recovery is assessed as being remote.

#### (ii) Trade Payables

Trade payables are not interest bearing and are stated at their nominal value.

### 1.14 Taxation

No provision for taxation arises as the CITB NI has charitable status approved by HM Revenue & Customs.

### 1.15 Operating Segments

CITB NI's principle aim is to ensure the adequate training of those employed or intending to be employed in the Northern Ireland construction industry. CITB NI provides a range of services, however all of the services provided fulfil the principle aim of the organisation and as such is considered to have only one operating segment. All decisions are made by the Executive Management Team and the Board.

### 1.16 Provisions

Provisions are recognised in accordance with IAS 37 and are valued using the best estimate of the expenditure required to settle the obligation.

## 2. Income

The other operating income included within the Statement of Comprehensive Net Expenditure is detailed below:

	<b>2023-24</b>	<b>2022-23</b>
	<b>£</b>	<b>£</b>
<i>Sale of goods and services</i>		
Direct Training Course Income	91,660	81,373
Room hire/rental income	87,901	89,746
<b>Total Sale of Goods and Services</b>	<b>179,561</b>	<b>171,119</b>
<i>Other operating income</i>		
Statutory Levy Income	4,331,464	4,094,933
Activities funded by NI Government Departments	91,830	62,000
Income from bodies external to NI Government	94,986	75,652
<b>Total Other Operating Income</b>	<b>4,518,280</b>	<b>4,232,585</b>
<b>Total Operating Income</b>	<b>4,697,841</b>	<b>4,403,704</b>

### 3. Expenditure

	2023-24 £	2022-23 £
<i>Staff Costs<sup>2</sup></i>		
Wages and Salaries	1,098,736	957,237
Social Security Costs	92,022	92,674
Other Pension Costs	208,000	260,000
<b>Total</b>	<b>1,398,758</b>	<b>1,309,911</b>
<i>Purchase of Goods and Services</i>		
Running Costs	482,886	409,985
Other Training Services	282,029	196,353
Direct Training Provision	76,310	73,866
Legal Fees	48,947	41,256
Professional Fees	21,919	23,283
<b>Total</b>	<b>912,091</b>	<b>744,743</b>
Depreciation	<b>133,520</b>	<b>145,349</b>
<i>Other Operating Expenditure</i>		
Grants to Employers	2,161,879	1,960,549
Grants to Partner Bodies	112,415	150,862
Research and Development	3,870	9,845
Auditor's Remuneration and Expenses <sup>3</sup>	22,200	20,319
Rentals under Operating Leases	3,585	2,238
Expenses of Boards & Committees	31,759	35,018
Loss on disposal of asset	14	-
<b>Total</b>	<b>2,335,722</b>	<b>2,178,831</b>
<b>Total Operating Expenditure</b>	<b>4,780,091</b>	<b>4,378,834</b>

The auditor's remuneration and expenses include an external audit fee of £22,200 (2022-23: £19,000). CITB NI did not purchase any non-audit services from its auditor, the Northern Ireland Audit Office during the year (2022-23: £1,319).

<sup>2</sup> A breakdown of the staff costs into permanent and temporary staff can be found in the Staff Report within the Accountability Report.

<sup>3</sup> Auditors Remuneration includes £2,500 which was under accrued in the 2022-23 financial year.

#### 4. PROPERTY, PLANT AND EQUIPMENT

	Land	Buildings	Information Technology	Plant & Machinery	Furniture & Fittings	Payments on Account & Assets under Construction	Total
	£	£	£	£	£	£	£
<b>Cost or valuation</b>							
At 01 Sept 2023	1,093,000	1,207,000	253,555	288,068	234,264	83,386	<b>3,159,273</b>
Adjustments	-	(2,090)	-	-	-	-	<b>(2,090)</b>
Additions	-	-	579	-	4,583	9,238	<b>14,400</b>
Disposals	-	-	(3,352)	(18,918)	(870)	-	<b>(23,140)</b>
Revaluations	-	102,090	-	-	-	-	<b>102,090</b>
<b>At 31 August 2024</b>	<b>1,093,000</b>	<b>1,307,000</b>	<b>250,782</b>	<b>269,150</b>	<b>237,977</b>	<b>92,624</b>	<b>3,250,533</b>
<b>Depreciation</b>							
At 01 Sept 2023	-	-	245,898	216,595	203,956	-	<b>666,449</b>
Charged in year	-	83,645	6,146	18,361	17,340	-	<b>125,492</b>
Disposals	-	-	(3,352)	(18,919)	(855)	-	<b>(23,126)</b>
Revaluations	-	(83,645)	-	-	-	-	<b>(83,645)</b>
<b>At 31 August 2024</b>	<b>-</b>	<b>-</b>	<b>248,692</b>	<b>216,037</b>	<b>220,441</b>	<b>-</b>	<b>685,170</b>
<b>Carrying amount at 31 August 2024</b>	<b>1,093,000</b>	<b>1,307,000</b>	<b>2,090</b>	<b>53,113</b>	<b>17,536</b>	<b>92,624</b>	<b>2,565,363</b>
<b>Carrying amount at 31 August 2023</b>	<b>1,093,000</b>	<b>1,207,000</b>	<b>7,657</b>	<b>71,473</b>	<b>30,308</b>	<b>83,386</b>	<b>2,492,824</b>

**Note 4.1** - Land and buildings have been included on the basis of professional valuations performed by Land & Property Services who have provided an updated valuation of the land and buildings as at 31 August 2024. The valuation was carried out by a qualified member of the Royal Institution of Chartered Surveyors.

#### Asset Financing

	Land	Buildings	Information Technology	Plant & Machinery	Furniture & Fittings	Payments on Account & Assets under Construction	Total
	£	£	£	£	£	£	£
Owned	1,093,000	1,307,000	2,090	53,113	15,201	92,624	<b>2,563,028</b>
Leased	-	-	-	-	2,335	-	<b>2,335</b>
<b>Carrying amount at 31 August 2024</b>	<b>1,093,000</b>	<b>1,307,000</b>	<b>2,090</b>	<b>53,113</b>	<b>17,536</b>	<b>92,624</b>	<b>2,565,363</b>

#### 4. PROPERTY, PLANT AND EQUIPMENT (continued)

	Land	Buildings	Information Technology	Plant & Machinery	Furniture & Fittings	Payments on Account & Assets under Construction	Total
	£	£	£	£	£	£	£
<b>Cost or valuation</b>							
At 01 Sept 2022	1,070,000	1,030,000	255,802	272,381	216,678	1,092	<b>2,845,953</b>
Adjustments to opening balances*	-	-	-	15,687	16,953	-	<b>32,640</b>
Additions	-	13,784	-	-	1,193	82,294	<b>97,271</b>
Disposals	-	-	(2,247)	-	(560)	-	<b>(2,807)</b>
Revaluations	23,000	163,216	-	-	-	-	<b>186,216</b>
<b>At 31 August 2023</b>	<b>1,093,000</b>	<b>1,207,000</b>	<b>253,555</b>	<b>288,068</b>	<b>234,264</b>	<b>83,386</b>	<b>3,159,273</b>
<b>Depreciation</b>							
At 01 Sept 2022	-	-	236,689	177,951	179,793	-	<b>594,433</b>
Adjustments to opening balances*	-	-	-	11,112	6,446	-	<b>17,558</b>
Charged in year	-	70,821	11,456	27,532	18,277	-	<b>128,086</b>
Disposals	-	-	(2,247)	-	(560)	-	<b>(2,807)</b>
Revaluations	-	(70,821)	-	-	-	-	<b>(70,821)</b>
<b>At 31 August 2023</b>	<b>-</b>	<b>-</b>	<b>245,898</b>	<b>216,595</b>	<b>203,956</b>	<b>-</b>	<b>666,449</b>
<b>Carrying amount at 31 August 2023</b>	<b>1,093,000</b>	<b>1,207,000</b>	<b>7,657</b>	<b>71,473</b>	<b>30,308</b>	<b>83,386</b>	<b>2,492,824</b>
<b>Carrying amount at 31 August 2022</b>	<b>1,070,000</b>	<b>1,030,000</b>	<b>19,113</b>	<b>94,430</b>	<b>36,885</b>	<b>1,092</b>	<b>2,251,520</b>

\* Adjustments to opening balances relates to the implementation of IFRS 16.

#### Asset Financing

	Land	Buildings	Information Technology	Plant & Machinery	Furniture & Fittings	Payments on Account & Assets under Construction	Total
	£	£	£	£	£	£	£
Owned	1,093,000	1,207,000	7,657	70,819	23,887	83,386	<b>2,485,749</b>
Leased	-	-	-	654	6,421	-	<b>7,075</b>
<b>Carrying amount at 31 August 2023</b>	<b>1,093,000</b>	<b>1,207,000</b>	<b>7,657</b>	<b>71,473</b>	<b>30,308</b>	<b>83,386</b>	<b>2,492,824</b>



## 5. INTANGIBLE ASSETS

	IT Software	Website	Software Licences	Payments on Account & Assets under Construction	Total
	£	£	£	£	£
<b>Cost or valuation</b>					
At 1 September 2023	384,279	121,238	50,043	70,554	<b>626,114</b>
Adjustments	-	(2,033)	-	-	<b>(2,033)</b>
Additions	-	-	-	201,602	<b>201,602</b>
Reclassifications	-	-	-	-	-
Revaluations	-	-	-	-	-
<b>At 31 August 2024</b>	<b>384,279</b>	<b>119,205</b>	<b>50,043</b>	<b>272,156</b>	<b>825,683</b>
<b>Amortisation</b>					
At 1 September 2023	379,041	119,205	46,070	-	<b>544,316</b>
Charged in year	4,055	-	3,973	-	<b>8,028</b>
Reclassifications	-	-	-	-	-
Revaluations	-	-	-	-	-
<b>At 31 August 2024</b>	<b>383,096</b>	<b>119,205</b>	<b>50,043</b>	<b>-</b>	<b>552,344</b>
<b>Carrying amount at 31 August 2024</b>	<b>1,183</b>	<b>-</b>	<b>-</b>	<b>272,156</b>	<b>273,339</b>
<b>Carrying amount at 31 August 2023</b>	<b>5,238</b>	<b>2,033</b>	<b>3,973</b>	<b>70,554</b>	<b>81,798</b>
<b>Asset Financing</b>					
	IT Software	Website	Software Licences	Payments on Account & Assets under Construction	Total
	£	£	£	£	£
Owned	1,183	-	-	272,156	<b>273,339</b>
<b>Carrying amount at 31 August 2024</b>	<b>1,183</b>	<b>-</b>	<b>-</b>	<b>272,156</b>	<b>273,339</b>

## 5. INTANGIBLE ASSETS (continued)

	IT Software	Website	Software Licences	Payments on Account & Assets under Construction	Total
	£	£	£	£	£
<b>Cost or valuation</b>					
At 1 September 2022	384,279	119,204	50,043	43,938	<b>597,464</b>
Additions	-	2,034	-	26,616	<b>28,650</b>
Reclassifications	-	-	-	-	-
Revaluations	-	-	-	-	-
<b>At 31 August 2023</b>	<b>384,279</b>	<b>121,238</b>	<b>50,043</b>	<b>70,554</b>	<b>626,114</b>
<b>Amortisation</b>					
At 1 September 2022	371,922	116,774	38,358	-	<b>527,054</b>
Charged in year	7,119	2,431	7,712	-	<b>17,262</b>
Reclassifications	-	-	-	-	-
Revaluations	-	-	-	-	-
<b>At 31 August 2023</b>	<b>379,041</b>	<b>119,205</b>	<b>46,070</b>	<b>-</b>	<b>544,316</b>
<b>Carrying amount at 31 August 2023</b>	<b>5,238</b>	<b>2,033</b>	<b>3,973</b>	<b>70,554</b>	<b>81,798</b>
<b>Carrying amount at 31 August 2022</b>	<b>12,357</b>	<b>2,430</b>	<b>11,685</b>	<b>43,938</b>	<b>70,410</b>
<b>Asset Financing</b>					
	IT Software	Website	Software Licences	Payments on Account & Assets under Construction	Total
	£	£	£	£	£
Owned	5,238	2,033	3,973	70,554	<b>81,798</b>
<b>Carrying amount at 31 August 2023</b>	<b>5,238</b>	<b>2,033</b>	<b>3,973</b>	<b>70,554</b>	<b>81,798</b>

## 6. FINANCIAL INSTRUMENTS

IFRS 7, *Financial Instruments: Disclosures*, requires disclosure that enables evaluation of the significance of financial instruments for CITB NI's financial position and the nature and extent of risks arising from financial instruments to which the organisation is exposed during the period and at the reporting date, and how the organisation manages those risks.

Because of the largely non-trading nature of its activities, CITB NI is not exposed to the degree of financial risk faced by other business entities.

The majority of financial instruments relate to contracts to buy non-financial items in line with CITB NI purchase and usage requirements. CITB NI is therefore exposed to little credit, liquidity, or market risk.

CITB NI has not identified any financial instruments which are complex or play a significant medium to long-term role in its financial risk profile.

## 7. TRADE AND OTHER RECEIVABLES

	2023-24 £	2022-23 £
<b>Amounts falling due within one year:</b>		
Levy receivables	194,617	223,614
Provision for Bad Debts (Levy)	(82,372)	(42,304)
Trade receivables	20,860	10,905
Prepayments and accrued income	93,748	104,473
<b>Total</b>	<b>226,853</b>	<b>296,688</b>

## 8. CASH AND CASH EQUIVALENTS

	Total £
Balance at 01 September 2023	3,841,367
Net change in cash and cash equivalents	459,633
Balance at 31 August 2024	<b>4,301,000</b>

	2023-24 £	2022-23 £
The following balances at 31 August were held at:		
Commercial banks and cash in hand	4,301,000	3,841,367
<b>Total</b>	<b>4,301,000</b>	<b>3,841,367</b>

## 9. TRADE AND OTHER PAYABLES

	2023-24 £	2022-23 £
<b>9.1 Amounts falling due within one year:</b>		
Accrued grants to employers	1,354,419	1,168,877
Accruals and deferred income	313,828	144,745
Other payables	28,591	13,610
Other Liabilities - Current part of leases	2,021	4,799
<b>Total</b>	<b>1,698,859</b>	<b>1,332,031</b>

	2023-24 £	2022-23 £
<b>9.2 Amounts falling due after more than one year:</b>		
Leases	-	2,021
<b>Total</b>	<b>-</b>	<b>2,021</b>

## 10. PENSION LIABILITY

### 10.1 Northern Ireland Local Government Officers' Superannuation Committee Scheme

CITB NI participates in the Local Government Pension Scheme for Northern Ireland which is administered by the Northern Ireland Local Government Officer's Superannuation Committee (NILGOSC) for the majority of its employees. The NILGOSC scheme is a "multi-employer", defined benefit scheme, which provides members of participating employers with the benefits related to pay and services at rates which are defined under statutory regulations. To finance these benefits, assets are accumulated in the scheme and are held separately from the assets of the employers. The scheme is funded by employers participating in the NILGOSC scheme who pay contributions at a rate determined by an independent, professionally qualified actuary on the basis of regular valuations.

In April 2009, NILGOSC introduced a banding scheme for employee contribution rates, based on pensionable pay. These rates effective from 01 April 2024 are as follows:

Band	FTE Range (£)	Contribution Rate
1	0 to 18,000	5.5%
2	18,001 to 27,700	5.8%
3	27,701 to 46,300	6.5%
4	46,301 to 56,300	6.8%
5	56,301 to 111,700	8.5%
6	more than 111,700	10.5%

In 2023-24 the employer's contribution rate was 19%.

Contribution rates are due to remain similar in 2024-25 with only slight increases to the banding limits.

### 10.2 The McCloud Judgement

Claims of age discrimination were brought in relation to the terms of the transitional protection by groups of firefighters and members of the Judiciary in the McCloud /Sargeant legal case (referred herein as "McCloud") and the Court of Appeal handed down its judgement on this claim on 20 December 2018, ruling that the transitional protection arrangements were discriminatory on the basis of age. As a result, the cost control element of the 2016 scheme valuation was paused whilst the Government addressed the need to remedy this discrimination across all public service pension schemes.

In July 2020 HM Treasury consulted on changes to the transitional arrangements to the 2015 schemes as a result of this judgement and, at the same time, an update on the Cost Control Element of the 2016 valuations was published. In this update, the Government announced that the pause should be lifted and the cost control element of the 2016 valuations could be completed. This update also set out that the McCloud costs would fall into the "member cost" category of the control element of the valuations process. It is also noted that by considering the increased value as a result of the McCloud remedy, scheme

cost control valuation outcomes will show greater costs than otherwise would have been expected.

The reformed public service schemes in Northern Ireland incorporate similar age-based transitional protections. The Department of Finance ran a consultation from 19 August 2020 to 18 November 2020 consulting on proposals to I) remove discrimination in unfunded public service schemes made under the Public Service Pensions Act (Northern Ireland) 2014 for the future; and II) remedy the effect of any discrimination scheme members may have incurred since April 2015. The Department of Finance issued its consultation response on 25 February 2021. It proposes to proceed with the deferred choice underpin. This approach means all eligible members will receive a choice at the point of retirement whether to take legacy or reformed scheme benefits for the period between 1 April 2015 and 31 March 2022, known as the remedy period.

All public servants who continue in service from 1 April 2022 onwards will do so as members of their respective reformed scheme (alpha pension scheme). These proposals have been developed at the Collective Consultation Working Group, which is the recognised forum for consultation on pension policy for devolved schemes and where both public service employers and employees are represented.

Full data was not available in the 2022 valuation data to calculate the McCloud/Sargeant liability accurately, so an approximate method has been used which is consistent with the method adopted last year.

### **10.3 GMP Indexation and Equalisation**

Guaranteed Minimum Pension (GMP) is a portion of pension that was accrued by individuals who were contracted out of the State Second Pension prior to 6 April 1997. All of the public service schemes, including the LGPS (NI) were contracted out.

On 26 October 2018 the High Court ruled in the Lloyds Bank case that equalisation for the effect of unequal GMPs is required. The ruling confirmed that trustees have a duty “to equalise benefits for men and women so as to alter the result which is at present produced in relation to GMPs”.

The Actuary’s standard approach is to value full CPI inflation pension increases on GMPs of members whose State Pension Age (SPA) is on or after 6 April 2016. This is an approximate method of recognising the cost of the Government’s commitment to compensate public service scheme members from the removal of the Additional Pension element of the State Pension from this date, and for the outcome of the Lloyds judgement which found GMPs to be illegally sex discriminatory. Government has consulted on its approach to compensating affected members and announced on 23 March 2021 that it would adopt a long-term policy of uprating GMPs in line with CPI inflation for members whose SPA is on or after 6 April 2016. The consultation response recognised that this solution will not address all inequalities for a minority of members. Further guidance is expected from MHCLG (to an undefined timetable) on how they propose to deal with this. It is expected that any remaining gender inequalities will be small and that the Actuary’s approach, is in line with current government policy and is a reasonable estimate.

In October 2020 a second ruling in the Lloyds bank case clarified that compensation would be required to members who transferred benefits out since May 1990. At time of writing Government has not yet acknowledged a liability in public service schemes nor indicated an approach to rectifying this. There would be a significant time and cost involved in estimating a potential liability. The Actuary has not made any allowance for a potential liability resulting from this ruling.

## 10.4 Cost Management in the LGPS

Legislation requires HM Treasury to undertake periodic valuations to monitor the cost of the LGPS to ensure it remains sustainable and affordable.

The outcomes of the review relating to the 2016 Valuation recommended no changes to the provisions of the Scheme. However, the legality of Government's decision to include McCloud costs as a member cost within the 2016 HMT process is being challenged by a Judicial Review brought by the Trade Unions. If the Judicial Review is successful, this may cause the 2016 HMT process to be re-run and could result in changes in benefits or member contributions backdated to 1 April 2019.

No allowance has been made for the potential cost of improving members' benefits under these reviews for the accounting period ending 31 August 2024.

## 10.5 Economic Assumptions

The latest actuarial valuation of CITB NI's liabilities took place at 31 March 2022. The principal assumptions used by the actuary in updating the latest valuation of the Fund for IAS19 purposes at 31 August 2024 were:

	2024	2023
Discount Rate	5.0%	5.2%
CPI Inflation	2.5%	2.7%
Pension Increases	2.5%	2.7%
Pension accounts revaluation rate	2.5%	2.7%
Salary Increases	4.0%	4.2%

## Mortality Assumptions

These assumptions have been based on the recent actual mortality experience of members within the Fund and allow for expected future mortality improvements.

Assumed life expectancy	31 August 2024	31 August 2023
<b>Males</b>		
Member aged 65 at accounting date	21.5	21.7
Member aged 45 at accounting date	22.1	22.6
<b>Females</b>		
Member aged 65 at accounting date	24.4	24.5
Member aged 45 at accounting date	25.2	25.5

## 10.6 Reconciliation of Funded Status to Statement of Financial Position

	2024	2023
	£000's	£000's
Fair value of assets	13,779	12,659
Present value of funded defined benefit obligation	(11,722)	(11,349)
<b>Funded Status</b>	<b>2,057</b>	<b>1,310</b>
Unrecognised asset	(2,057)	(1,310)
<b>Closing funded defined benefit obligation</b>	<b>0</b>	<b>0</b>

The surplus in 2023-24 is restricted to nil based on the asset ceiling determination in compliance with IAS 19 *Employee Benefits* interpreted by IFRIC 14 - *The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interactions*. Under IFRIC 14, entities are required to measure any economic benefits available to them in the form of refunds or reductions in future contributions at the maximum amount that is consistent with the terms and conditions of the plan.

In consideration of any benefit that can be recognised, the actuary has calculated the economic benefit from a reduction in future contributions i.e. the difference between the future value of expected current service costs less the future value of employer contributions that are required to be paid to the Fund. Applying these estimates the actuary has concluded the recognisable surplus to be £nil.

## 10.7 Reconciliation of Unfunded Status to Statement of Financial Position

	2024	2023
	£000's	£000's
Present value of unfunded defined benefit obligation	(79)	(77)
<b>Closing unfunded defined benefit obligation</b>	<b>(79)</b>	<b>(77)</b>

## 10.8 Reconciliation of Total Status to Statement of Financial Position

	2024	2023
	£000's	£000's
Fair value of assets	13,779	12,659
Present value of funded & unfunded defined benefit obligation	(11,801)	(11,426)
<b>Funded &amp; Unfunded Status</b>	<b>1,978</b>	<b>1,233</b>
Unrecognised asset	(2,057)	(1,310)
<b>Closing total defined benefit obligation</b>	<b>(79)</b>	<b>(77)</b>

## 10.9 Changes to the Present Value of Defined Benefit Obligation are as Follows:

	2024	2023
	£000's	£000's
Opening defined benefit obligation	11,349	12,581
Current Service Cost	208	260
Interest Expense	581	521
Contributions by members	62	57
Actuarial (gains)/ losses – Financial Assumptions	(4)	(2,408)
Actuarial (gains)/losses – Demographic Assumptions	(101)	(110)
Actuarial (gains)/losses due to liability experience	50	924
Net benefits paid out	(423)	(399)
Past service cost (inc, curtailments)	0	0
<b>Closing defined benefit obligation</b>	<b>11,722</b>	<b>11,426</b>

#### 10.10 Changes to the Fair Value of Assets are as Follows:

	<b>2024</b>	<b>2023</b>
	<b>£000's</b>	<b>£000's</b>
Opening fair value of assets	12,659	13,628
Interest income on assets	654	569
Remeasurement gains/(losses) on assets	637	(1,380)
Contributions by the employer	190	184
Contributions by employees	62	57
Net benefits paid out	(423)	(399)
<b>Closing fair value of assets</b>	<b>13,779</b>	<b>12,659</b>

#### 10.11 The Actual Return on Assets is as Follows:

	<b>2024</b>	<b>2023</b>
	<b>£000's</b>	<b>£000's</b>
Interest income on assets	654	569
Remeasurement (loss) / gain on assets	636	(1,380)
<b>Actual return on assets</b>	<b>1,290</b>	<b>(811)</b>

#### 10.12 Asset Allocation

The approximate split of assets for the Fund as a whole is shown in the table below. The Fund is large and largely liquid and as a consequence there will be no significant restriction on realising assets if a large payment is required to be paid.

	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2023</b>
	<b>Quoted</b>	<b>Unquoted</b>	<b>Total</b>	<b>Total</b>
Equities	39.9%	0.1%	<b>40.0%</b>	<b>42.9%</b>
Property	0.0%	9.1%	<b>9.1%</b>	<b>10.4%</b>
Government Bonds	16.6%	0.0%	<b>16.6%</b>	<b>18.7%</b>
Corporate Bonds	4.2%	0.0%	<b>4.2%</b>	<b>2.9%</b>
Multi Asset Credit	13.0%	0.0%	<b>13.0%</b>	<b>13.0%</b>
Cash	11.1%	0.0%	<b>11.1%</b>	<b>6.2%</b>
Other	0.1%	5.9%	<b>6.0%</b>	<b>5.9%</b>
<b>Total</b>	<b>84.9%</b>	<b>15.1%</b>	<b>100.0%</b>	<b>100%</b>



## 10.13 Sensitivity Analysis

The approximate impact of changing the key assumptions on the present value of the funded defined benefit obligation as at 31 August 2024 and the projected service cost for the year ending 31 August 2025 is set out below. Sensitivity analysis has not been performed on unfunded benefits on materiality grounds.

<b>Funded LGPS benefits</b>			
<b>Discount rate assumption</b>			
Adjustment to discount rate	<b>+0.1% p.a.</b>	<b>Base figure</b>	<b>-0.1% p.a.</b>
Present value of total obligation (£000's)	11,546	11,722	11,898
% change in present value of total obligation	-1.5%	-	1.5%
Projected service cost (£000's)	0.205	0.212	0.219
Approximate % change in projected service cost	-3.2%	-	3.3%
<b>Rate of general increase in salaries</b>			
Adjustment to salary increase rate	<b>+0.1% p.a.</b>	<b>Base figure</b>	<b>-0.1% p.a.</b>
Present value of total obligation (£000's)	11,745	11,722	11,699
% change in present value of total obligation	0.2%	-	-0.2%
Projected service cost (£000's)	0.212	0.212	0.212
Approximate % change in projected service cost	0.0%	-	0.0%
<b>Rate of increases to pensions in payment, deferred pension and revaluation of pension accounts assumptions</b>			
Adjustment to pension increase rate	<b>+0.1% p.a.</b>	<b>Base figure</b>	<b>-0.1% p.a.</b>
Present value of total obligation (£000's)	11,874	11,722	11,570
% change in present value of total obligation	1.3%	-	-1.3%
Projected service cost (£000's)	0.219	0.212	0.205
Approximate % change in projected service cost	3.3%	-	-3.2%
<b>Post retirement mortality assumption</b>			
Adjustment to mortality age rating assumption*	<b>-1 year</b>	<b>Base figure</b>	<b>+1year</b>
Present value of total obligation (£000's)	12,027	11,722	11,417
% change in present value of total obligation	2.6%	-	-2.6%
Projected service cost (£000's)	0.219	0.212	0,205
Approximate % change in projected service cost	3.4%	-	-3.4%

\*A rating of +1 year means that members are assumed to follow the mortality pattern of the base table for an individual that is 1 year older than them.

#### 10.14 The Net Cost Recognised in the Statement of Comprehensive Net Expenditure:

	2024 £000's	2023 £000's
<b>Operating Cost</b>		
Current service cost*	208	260
Past service cost (incl. curtailments)	0	0
<b>Financing Cost</b>		
Interest on net defined benefit liability/(asset)	(1)	(48)
<b>Pension expense recognised in profit and loss</b>	<b>207</b>	<b>212</b>
<b>Remeasurements in other comprehensive expenditure</b>		
Return on plan assets (in excess of)/below that recognised in net interest	(637)	1,380
Actuarial (gains) / losses due to change in financial assumptions	(4)	(2,408)
Actuarial (gains) / losses due to changes in demographic assumptions	(101)	(110)
Actuarial (gains) / losses due to liability experience	59	924
Adjustment (gain)/loss due to restriction of surplus	679	1,310
<b>Total amount recognised in comprehensive net expenditure</b>	<b>(4)</b>	<b>(1,096)</b>
<b>Total amount recognised in statement of comprehensive net expenditure</b>	<b>(203)</b>	<b>(1,308)</b>

\* Allowance for administrative expenses included in current service cost (£000's)

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#### 11. CONTINGENT LIABILITIES DISCLOSED UNDER IAS 37

##### Legal Cases

CITB NI is aware of an ongoing Industrial Tribunal case in relation to the NILGOSC pension scheme which may lead to possible future obligations. It is not possible to assess the timing, likelihood, or amount of any financial impact at this time. CITB NI will continue to monitor the ongoing developments in this area.

## 12. LEASES

IFRS 16 Leases replaces IAS 17 Leases and was implemented, as interpreted and adapted for the public sector, with effect from 1 April 2022.

### 12.1 Quantitative disclosures around right-of-use assets

#### Right-of-use assets under IFRS 16

	<b>2023-24</b>		
	Plant & Machinery	Equipment Furniture & Fittings	Total
	£	£	£
As at 01 September 2023	<b>654</b>	<b>6,421</b>	<b>7,075</b>
Additions	-	-	-
Depreciation Expense	(654)	(4,086)	<b>(4,740)</b>
<b>As at 31 August 2024</b>	<b>0</b>	<b>2,335</b>	<b>2,335</b>

### 12.2 Quantitative disclosures around lease liabilities

<b>Maturity Analysis</b>	
	£
Equipment, Furniture & Fittings:	
Not later than one year	2,040
Later than one year and not later than five years	-
Later than five years	-
<b>Total</b>	<b>2,040</b>
Less interest element	(20)
<b>Present value of obligations</b>	<b>2,020</b>
<b>Total Present Value of Obligations</b>	<b>2,020</b>

### 12.3 Quantitative disclosures around cash outflow for leases

	<b>2023-24</b>		
	Plant & Machinery	Equipment Furniture & Fittings	Total
	£	£	£
Capital Element of Lease payment	658	4,141	<b>4,799</b>
Interest Element of lease payment	6	59	<b>65</b>
<b>Total Cash Outflow for lease</b>	<b>664</b>	<b>4,200</b>	<b>4,864</b>

## 12.4 Other Leases

At 31 August 2024 CITB NI had contracted with tenants for the following future minimum lease payments.

	2023-24 £	2022-23 £
Not later than one year	40,193	39,393
Later than one year and not later than 5 years	16,000	3,600
Later than 5 years	-	-
<b>Total</b>	<b>56,193</b>	<b>42,993</b>

## 13. RELATED PARTY TRANSACTIONS

CITB NI is a Non-Departmental Public Body (NDPB) sponsored by the Department for the Economy (DfE). DfE is regarded as a related party with which CITB NI has had various material transactions during the year.

In addition, several Board members are associated with organisations who have undertaken material transactions with CITB NI during the year.

CITB NI received the following funding from DfE.

	2023-24 £	2022-23 £
Project Income	56,660	62,000
	<b>56,660</b>	<b>62,000</b>

Amounts owed by DfE at 31 August 2024 amounted to £3,699 (2022-23: NIL).

### 13. RELATED PARTY TRANSACTIONS (CONTINUED)

CITB NI invoiced levy from the following levy payers associated with Board members:

Board Member	Company	Nature of Relationship	2023-24 £	2022-23 £
G.Gordon	Combined Facilities Management	Non-Executive Director	41,311	38,028
J McKeown	Henry Brothers Ltd	Director & Shareholder	30,997	27,774
D McCreadie	SACRYR Limited	Director	12,148	15,960
S Young	McLaughlin & Harvey Limited	Employee	7,908	8,002
L Graham	Edgewater Contracts & Specialist Joinery Limited	Employee	7,650	7,119
G Graham	QMAC Construction Limited	Employee	7,345	6,333
L Graham	Swift Interiors	Employee	3,694	440
N McKee	Mannings Northern Limited	Pre-Construction & surveying services	3,555	-
N McKee	Dellmont Developments Limited	Part-Time Business Development Services	440	-

Amounts owed from the above parties at 31 August 2024 amounted to £440 (2022:23: NIL)

The balances owed per individual organisation are listed below:

Board Member	Company	Nature of Relationship	2023-24 £	2022-23 £
N McKee	Dellmont Developments Limited	Part-Time Business Development Services	440	-

### 13. RELATED PARTY TRANSACTIONS (CONTINUED)

CITB NI paid and accrued grants to the following levy payers and organisations associated with Board members:

Board Member	Company	Nature of Relationship	2023-24 £	2022-23 £
G.Gordon	Combined Facilities Management	Non-Executive Director	40,312	28,120
J McKeown	Henry Brothers Ltd	Director & Shareholder	23,120	29,674
D McCreadie	SACRYR Limited	Director	160	848
S Young	McLaughlin & Harvey Limited	Employee	6,179	8,302
L Graham	Edgewater Contracts & Specialist Joinery Limited	Employee	13,958	17,725
G Graham	QMAC Construction Limited	Employee	852	1,759
N Brady S Young	University of Ulster	N Brady – Council Member S Young – Casual Teaching Assistant	2,678	-

Amounts owed to the above parties at 31 August 2024 amounted to £37,165 (2022:23: £22,000). The balances owed per individual organisation are listed below:

Board Member	Company	Nature of Relationship	2023-24 £	2022-23 £
G.Gordon	Combined Facilities Management	Non-Executive Director	25,575	20,500
J McKeown	Henry Brothers Ltd	Director & Shareholder	1,390	-
L Graham	Edgewater Contracts & Specialist Joinery Limited	Employee	8,000	1,500
G Graham	QMAC Construction Limited	Employee	200	-

To ensure that grant payments are not influenced unduly by Board members, CITB NI has the following arrangements in place:

1. Register of Board members Interests updated regularly.
2. Declaration of Interests stated at every Board meeting.
3. Clear Terms and Conditions of Direct Grant Payment and segregation of duties in place.
4. Grant payments audited annually by Internal Audit.
5. Board member will be excluded from specific agenda items at Board meetings if a decision on grant payments is required, that affects the related organisation.
6. Grant decisions on training in partnership grants, within delegated limits are made by the Executive Management Team excluding Board members.

#### **14. EVENTS AFTER THE REPORTING PERIOD**

There were no events between the end of the reporting period and the date the financial statements were authorised for issue which would impact on these accounts.

##### **Date of Authorisation for Issue**

The Accounting Officer authorised these financial statements for issue on 03 February 2025.

## Appendix 1 Balanced Scorecard

CITB NI Balanced Scorecard (Sept 2023 - Aug 2024)									
CSF No.	Report by	Strategy Link	Critical Success Factors	Performance Indicators	12 mth target	Performance (Cumulative)			
						3 mth Sept - Nov	6 mth Dec - Feb	9 mth Mar - May	12 mth June - Aug
			<b>Stakeholders and Customers</b>						
1	KP	1,5	Compliance with Government requirements for NDPB's	Internal audit - Compliance awarded satisfactory assurance	Satisfactory Assurance			Satisfactory Assurance	
2	KP	1,5	Compliance with Government requirements for NDPB's	External audit - Unqualified audit opinion	Unqualified audit opinion				
3	RB	1,2,5	Contribution to DfE skills strategy	Contribute to five themes (Demand, Quality & Relevance, Productivity, Barriers & Engagement)	5		5		
4	RB	1,2,5	Increased employer awareness of services	Employer Tracking Survey - Awareness of services	90%				
5	RB	All	Employers see our services adding value by improving their performance	Employer Tracking Survey - Importance of CITB NI services. Mean score out of 5 (Very important)	> or = 3.5 out of 5				
6	Wm	All	Delivery of organisational objectives	Business Delivery Plan - 90% of actions progressing or complete	29	32	32	32	32
			<b>Financial</b>						
7	LL	4	Collection of levy payments due	95% of total Levy recoverable is collected	95%	49%	55%	83%	97%
8	AMcL	1,4	Maximise levy income returned in benefits to industry	90% of budgeted levy income (£4,266,251) is returned in benefits	£3,839,628	£760,836	£1,720,841	£2,782,039	£3,755,232
9	AMcL	All	Maintaining grant spend within budget	Management accounts	£2,140,000	£419,365	£1,005,892	£1,629,061	£2,160,217
10	AMcL	4	Reduction in working capital reserves	Management accounts - Maintain reserves at an appropriate level (6 months operating costs)	£2.2m	£2,348,082	£2,413,975	£2,451,633	£2,276,456
			<b>Processes</b>						
11	RB	1,2,3,5	Identify training needs of the industry	Completion of training needs research projects	1				1
12	Wm	1,2,3,5	Setting occupational training standards	Progress the strands relevant to NI, in the Construction Skills Strategy (CSS)	10			10	
13	IM/PM /AMcC	1,2,3,5	Small employers use services available to them	Percentage of employers who have less than 10 employees and who have benefited from direct grant, Training in Partnership grants and other CITB NI services	20%	7.6%	10.3%	11.6%	15.1%
			<b>People/Competence (Learning and Growth)</b>						
14	ED	All	Organisational knowledge and competence	Leadership competence matrix	80%	78%	78%	78%	78%
15	KP	1,4	Board member participation	Maximum score of 2 (Good) in each of the five areas in Board member appraisal (Teamwork, Communications, Constructive Challenge, Strategic Thinking, Analytical & Effective decision making) (Max Score 2 X 5 = 12 board members) - Lower score = better performance	120				60
<b>Strategic Plan Aims</b> 1 CITB NI is seen as the hub for all training carried out by the construction sector 2 CITB NI should be at the cutting edge of training needs within the NI industry 3 CITB NI should deliver the highest quality in all our endeavours 4 CITB NI should be more commercially minded and identify ways to develop other income streams 5 CITB NI should build strong strategic partnerships to develop and enhance our activities									
						Target will not be achieved Target on schedule to be achieved Target achieved			
						Traffic light 			



## **APPENDIX 2**

### **BOARD MEMBERSHIP AND ATTENDANCE AT MEETINGS**

#### **September 2023 – August 2024**

Membership of the Board is determined by the Department for the Economy and through formal appointment by the Minister.

#### **Board Chairman**

N Brady	7 out of 7
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#### **Employer Representatives:**

G Gordon, Combined facilities Management	6 out of 7
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D McCreadie, SACYR UK Ltd	6 out of 7
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J McKeown, Henry Group Ltd	6 out of 7
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J Payne, Incrementum Ltd	5 out of 7
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S Young, McLaughlin and Harvey Ltd	6 out of 7
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#### **Employee Representatives:**

G Graham, QMAC Construction Ltd	7 out of 7
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L Graham, Edgewater Contracts & Specialist Joinery Ltd	5 out of 7
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C King, NRG Panel	2 out of 7
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K Smyth, Cunningham Contracts	3 out of 7
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N McKee, NVM Consulting	5 out of 7
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#### **Education Representatives:**

D McKee, Dorothy McKee consulting	5 out of 7
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A Sloane, Belfast Metropolitan College	1 out of 7
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#### **Observer:**

DfE Representative	7 out of 7
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Department of Education	1 out of 7
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