



Data Protection Officer  
Freedom of Information  
NW Leicestershire District Council  
Whitwick Road  
Coalville  
Leicestershire  
LE67 3FJ  
Telephone: 01530 454763

Date: 15 September 2020

## **FREEDOM OF INFORMATION REQUEST 1266**

I write further to your email dated 18 August 2020.

Your request has been dealt with under the terms of the Freedom of Information Act 2000 (FOIA), explained on our [freedom of information](#) page.

Your request:

Firstly, please can you confirm or correct the list of names of the staff in the following roles, including email address and the address that they are located:

There may be positions that do not apply to North West Leicestershire District Council, in these instances could you please mark the position with "no post" or indicate a higher-level staff member who might oversee similar responsibilities.

*As a result of the pandemic many officers are currently homeworking, however they may all be contacted at:*

*Council Offices  
Whitwick Road  
Coalville  
LE67 3FJ*

- **Chief Executive**  
*Bev Smith – [bev.smith@nwleicestershire.gov.uk](mailto:bev.smith@nwleicestershire.gov.uk)*
- **Chair of the Housing Committee**  
*Cllr Mr Roger Bayliss – [roger.bayliss@nwleicestershire.gov.uk](mailto:roger.bayliss@nwleicestershire.gov.uk)*
- **Finance Director**  
*Tracy Bingham – [tracy.bingham@nwleicestershire.gov.uk](mailto:tracy.bingham@nwleicestershire.gov.uk)*
- **Head of Planning**  
*Chris Elston – [chris.elston@nwleicestershire.gov.uk](mailto:chris.elston@nwleicestershire.gov.uk)*
- **Head of Housing**  
*Chris Lambert – [chris.lambert@nwleicestershire.gov.uk](mailto:chris.lambert@nwleicestershire.gov.uk)*
- **Asset Management**  
*Chris Lambert – [chris.lambert@nwleicestershire.gov.uk](mailto:chris.lambert@nwleicestershire.gov.uk)*
- **Supported Housing Manager**  
*Chris Lambert – [chris.lambert@nwleicestershire.gov.uk](mailto:chris.lambert@nwleicestershire.gov.uk)*
- **Head of Maintenance** – (Housing Maintenance Budget)  
*No post. This is part of the Head of Housings remit, see Head of Housing above.*
- **Head of Maintenance** (Housing Stock)  
*No post. This is part of the Head of Housings remit, see Head of Housing above.*

- **Head of DLO**  
*No position. Covered by the Commercial Services Manager, Richard James – [richard.james@nwleicestershire.gov.uk](mailto:richard.james@nwleicestershire.gov.uk)*
- **Stores Manager**  
*No post.*
- **Head of Architects Department**  
*No post.*
- **Chief Surveyor**  
*Nigel Hooper – [nigel.hooper@nwleicestershire.gov.uk](mailto:nigel.hooper@nwleicestershire.gov.uk)*
- **Head of Technical Services** (Person responsible for things like electrical and gas servicing)  
*Nigel Hooper – [nigel.hooper@nwleicestershire.gov.uk](mailto:nigel.hooper@nwleicestershire.gov.uk)*
- **Head of Procurement**  
*Tracy Bingham – [tracy.bingham@nwleicestershire.gov.uk](mailto:tracy.bingham@nwleicestershire.gov.uk)*
- **IT Department**  
*Sam Outama – [sam.outama@nwleicestershire.gov.uk](mailto:sam.outama@nwleicestershire.gov.uk)*
- **Head of Development**  
*No post.*
- **Head of Energy Efficiency**  
*Role covered by Asset Management Team Manager (currently vacant)*

My second enquiry refers to confirmation of details of the Councils DLO (Direct Labour Organisation). I have a few questions below regarding the Direct Labour Organisation (DLO) offices and external stores of “North West Leicestershire District Council”, which I hope you might be able to help with.

1. Could you please confirm whether “North West Leicestershire District Council Repairs” is the name of the “North West Leicestershire District Council” DLO to manage repairs and maintenance?  
*The repairs service (DLO) does not have a separate name or brand.*
2. Does “North West Leicestershire District Council Repairs” have its own stores?  
*No. Parts and materials are provided by a builders merchant through a managed service arrangement.*
3. If so, does the “North West Leicestershire District Council Repairs” manage its own stores (in-house) or is this store management function contracted out to such firms like Jewsons, Wolseley UK/Integrated Services/Managed Services, Travis Perkins etc.?  
*See the response to Q2 above.*
4. If “North West Leicestershire District Council Repairs” does not have its own stores, does it use local trades and firms such as Jewsons, Wolseley and Travis Perkins etc. for supplies only?  
*See the response to Q2 above.*
5. Could you indicate roughly how many staff are employed by “North West Leicestershire District Council Repairs”  
*Less than 100*
6. Could I please confirm the DLO and any stores are located at the following address – “Council Offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ”?  
*The repairs service is delivered from that address but the supplies of parts of materials is contracted out and primarily delivered from a builders merchants premises within the district.*

7. Finally, may I please confirm who is responsible for managing the entire “North West Leicestershire District Council Repairs” department?

*Richard James – [richard.james@nwleicestershire.gov.uk](mailto:richard.james@nwleicestershire.gov.uk) - based at “Council Offices, Coalville, LE67 3FJ”*

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## **GOING FORWARD**

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

Please remember to quote the Authority’s four digit reference number given at the top of this email in any future communications.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to [DPO@NWLeicestershire.gov.uk](mailto:DPO@NWLeicestershire.gov.uk) or the address above.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at [accessicoinformation@ico.org.uk](mailto:accessicoinformation@ico.org.uk).

Yours sincerely

Mackenzie Keatley  
Information Governance Officer