



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

Date: 10 February 2021

FREEDOM OF INFORMATION REQUEST 1490

I write further to your email dated 05 February 2021.

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:

1. How do you complete ergonomic/DSE workstation assessments, including to meet the requirements of the Health and Safety (Display Screen Equipment) Regulations and make "reasonable adjustments" in line with the Equality Act?
At NWLDC online assessments have been produced in house for 10 years. The latest 2021 version was produced on DASH, we have more than 90% completion rate annually. The online questions have always been based on INDG 36 and L26. "Access to work" are used if there are reasonable adjustments highlighted within assessment to enable us to comply with the Equalities Act.
2. What companies do you use for both providing workstation assessments and supplying DSE equipment recommended?
The assessments as mentioned above are completed in house. We use our ICT suppliers and go with the best price.
3. Were these products or services purchased through a tender or framework? If so, which one?
No framework as less than the requirement for a framework
4. Are you under contract with your current supplier(s) for the above assessment/supply services? If so, what is the start and end date of the contract?
No.
5. Can you confirm your annual spend on assessments and equipment?
*There is zero cost for the assessment.
In 2020 we spent approximately £100,000 on devices and DSE set up, this is however not typical.*
6. Can you provide contact details for the person(s) responsible in procurement?
Kathy Mardon, Interim Procurement Officer, kathy.mardon@nwleicestershire.gov.uk
7. Can you provide contact details for the department responsible for managing this service?
Sam Outama, IT Manager, sam.outama@nwleicestershire.gov.uk

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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 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.

Yours sincerely

Mackenzie Keatley
Information Governance Officer