

Freedom of Information Act 2000 disclosure log entry

Reference

16-17223

Date sent

08/11/2016

Subject

Postage, Franking and PPI

Details of enquiry

- 1) On average, how many pieces of mail does the Trust send on an annual basis?
 - i. 250,000-500,000
 - ii. 500,000-750,000
 - iii. 750,001- 1,000,000
 - iv. 1,000,001 – 1,250,000
 - v. 1,250,001 – 1,500,000
 - vi. Greater than 1,500,000
- 2) Within your Trust do you use:
 - a. Franking Machines (Y/N).
 - i. If yes, how many franking machines do you have?
 - ii. If yes, who supplies your franking machines?
 - Pitney Bowes
 - Neopost
 - Other – please specify
 - b. PPI Envelopes (envelopes with pre-printed indices) (Y/N)
 - i. If yes, do you have an envelope machine(s) to automate folding and enveloping documents?
 - ii. If yes, who supplies your envelope machine(s)?
 - Pitney Bowes
 - Neopost
 - Other – please specify
- 3) For the majority of your postal communication do you use:
 - i. Internal mail Room
 - ii. External Mail Supplier
 - If yes, please provide the name of External Mail Supplier
 - iii. If External Hybrid Mail Supplier
 - If yes, please provide the name of External Hybrid Mail Supplier
- 4) Does your Hybrid supplier provide you with any of the following mail services?
 - i. Offsite printing

- ii. Posting letters
 - iii. Other
- 5) Which supplier(s) do you use to pick up your post?
- i. Royal Mail
 - ii. Whistl
 - iii. UKMail
 - iv. Other (please specify)
- 6) Which procurement frameworks does your Trust use/belong to?
- 7) How long is left on the current mailing contract?
- 8) Please supply the name of the person(s) responsible for Transformation projects in your trust and the department they work in if available? (If you are unable to give names please indicate by Job Title)

Response Sent

Your request for information, as detailed in your email below, has been considered and the information requested follows below, in the same order as your questions.

- 1. i. Between 250-5000 mail items
- 2. a. Yes we use a franking machine
 - i. We have one franking machine
 - ii. Neopost
- 2. b. No, we do not use PPI Envelopes
- 3. a. Internal Mail room
- 4. not applicable
- 5. Royal Mail
- 6. For Mailroom services, this does not apply
- 7. not applicable – we do not have a mailing contract
- 8. We do not have anyone in this post