

Date: 03/03/2016

FREEDOM OF INFORMATION REQUEST 012634 – Printer provision and mail room

**The number of people currently employed by the trust**

Headcount of Trust staff is 4676

**Who supplies you printer/copier/scanners across the trust?**

Each printer is purchased through our procurement process where the best value supplier is used.

**What make and model and how many of each of printers/copiers/scanners do you have in your main print room and also across the trust?**

HP and Brother 820 printers

**How long are the print services contracts for?**

We manage printing in house

**What print management software's do you use across the trust?**

HP and Brother print management software

**What scanning software's do you use across the trust?**

Scanning software is not used as a centralised application

**Is it just this site that you do the printing for or is it other sites too?**

We only print for our site

**How much do you spend on printing services across the trust?**

Information is not held in a way that allows us to provide information separating out the spend for printing services for the Trust from other organisations we provide this service for.

**What is the overall cost of the managed print service contract?**

As the Information is not held in a way that allows us to provide information separating out the cost for printing services for the Trust from other organisations we provide this service for, the overall cost for the managed print service contract is under exemption section 43 of the FOI Act commercially sensitive particularly in the current commercial environment.

**What document management software's/systems do you use across the trust?**

Microsoft Sharepoint as a document management software.

**What IT provider do you use?**

We provide print services in house and to our customers

How long is the print room contract and when is the current print room contract due to end?

N/A

**Do you have an in house design department?**

No

**Do you have an in-house mail room?**

No

**Is the mail room contract outsourced or run by the trust**

Outsourced

**What is the average/estimated monthly amount of the following.**

**Letters coming in to the post room?**

18016 not including other external mail

**Letters going out of the post room?**

18016 not including other external mail

**Parcels coming in to the post room?**

350 not including other external mail

**Going out of the post room?**

350 not including other external mail

**Are there any plans to scan and archive all the old patients files?**

This is not currently a clear Trust intention and will be dependent upon the wider IT strategy which includes an intention to introduce an Electronic Health Record.

**If yes to question 17 what is the estimated amount of files?**

N/A

**What is the overall yearly spend on stationary across the trust?**

£146K

**Have you considered 3D printing services?**

No

**Does your post room make deliveries/collections to other sites and if so what sites?**

Yes: see attached list

??

**Does your print room make deliveries/collections to other sites and if so where?**

No our print room does not make collections

**Also could you include the name, title, contact number, and email address for the people responsible for managing the print estate in the trust?**

Richard Danson, Head of Service delivery – Richard.Danson@Dudleyitservice.nhs.uk

**Also could you include the name, title, contact number, and email address for the people responsible for managing the post room estate in the trust?**

Margaret Townsend; Porter Service Manager, 01384 244206, Margaret.townsend@interserve.com