

Date: 23/08/2019

FREEDOM OF INFORMATION REQUEST FOI/014923 – Post

Under freedom of information, I was wondering if you could provide information on the following:

1. how much do the Trust pay on postage overall?

- Total spend in 2018/19, £216,586, see below

2.what volumes of post do the Trust post?

- Total volume of items sent in 2018/19 395,254, see below

3.what class is post sent out e.g. 1st class, 2nd and special delivery and can you breakdown the costs spent on each of these and volumes?

- See below

4. Is postage done in house or do you use an external company? If external what volumes are the external company posting?

- Postage is completed in house

Postage analysis 2018/19

Category	No of items	Value of items
1st Class, Inland, Large Letter	4565	4144.17
1st Class, Inland, Letter	4197	3333.04
1st Class, Inland, Medium Parcel	224	795.83
1st Class, Inland, Small Parcel	2773	8964.68
2nd Class, Inland, Large Letter	35962	24946.55
2nd Class, Inland, Medium Parcel	329	2108.17
2nd Class, Inland, Small Parcel	6844	18630.44
Business Mail Mailmark, Inland, 1st Adv.	11764	6914.4
Business Mail Mailmark, Inland, Advanced	322245	124143.1
Global Value, Zone 4, none	1	20.16
Imprint, Inland, Manual	27	154.66
Imprint, Inland, Zero	400	0
Intl. Letter, Europe EU, none	26	30.5
Intl. Letter, Europe EU, Track&Sign	1	6.4
Intl. Letter, RoW Z1, none	11	14.05
Intl. Sm P, Europe EU, none	1	4.2
Intl. Sm P, Europe EU, Tracked*	1	10.56
Intl. Lrg Let, Europe EU, none	5	12.5
Intl. Lrg Let, RoW Z1, none	3	9.3
Intl. Lrg Let, RoW Z2, none	2	13.81
Intl. P.P., RoW Z1, Track&Sign	3	27.9

RM Signed For, Inland, 1st Letter	124	208.48
RM Signed For, Inland, 1st Lrg Let.	154	322.9
RM Signed For, Inland, 1st Med. Par	11	160.36
RM Signed For, Inland, 1st Sm Par.	30	128.65
RM Signed For, Inland, 2nd Letter	496	740.84
RM Signed For, Inland, 2nd Lrg Let.	2811	5346.31
RM Signed For, Inland, 2nd Med. Par	26	337.85
RM Signed For, Inland, 2nd Sm Par.	293	1089.96
SpDel 1pm 500, Inland, none	1804	11872.5
SpDel 1pm 1000, Inland, none	7	115.21
SpDel 1pm 500+SG, Inland, none*	10	134.82
SpDel 1pm 2500, Inland, none	5	91.75
SpDel 9am 50, Inland, none*	96	1690.16
SpDel 9am 50+SG, Inland, none*	2	42.36
SpDel 9am 1000, Inland, none*	1	19.3
Total 2018/19	395254	216585.87