

Date: 25/11/2016

FREEDOM OF INFORMATION REQUEST FOI/013141 – Mail room

1) On average, how many pieces of mail does the Trust send on an annual basis?

**i. 250,000-500,000**

2) Within your Trust do you use:

a. Franking Machines **(Y)**.

i. If yes, how many franking machines do you have? **One**

ii. If yes, who supplies your franking machines?

Pitney Bowes

Neopost

Other – please specify

b. PPI Envelopes (envelopes with pre-printed indices) **(Y)**

i. If yes, do you have an envelope machine(s) to automate folding and enveloping documents? **YES**

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:

a. **Internal mail Room**

b. External Mail Supplier

i. If yes, please provide the name of External Mail Supplier Royal Mail

c. If External Hybrid Mail Supplier

i. 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? **Crown Commercial for Whistl**

7) How long is left on the current mailing contract? **Not applicable as the franking machine was purchased**

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) **Head of Service Improvement, Service Improvement Department**