

## Request title: Postal Facilities

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**Date of Response: 05<sup>th</sup> December 2016**

Further to your Freedom of Information request, the Trust has answered your questions in the order they appear in your request.

### Request

- 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 **Yes**
  - vi. Greater than 1,500,000
  
- 2) Within your Trust do you use:
  - a. Franking Machines (Y/N). **Yes**
    - i. If yes, how many franking machines do you have? **2**
    - ii. If yes, who supplies your franking machines?  
**Pitney Bowes**
  
  - b. PPI Envelopes (envelopes with pre-printed indices) (Y/N) **Yes**
    - 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)?  
**Prepaid envelopes printed via Royal Mail as part of Response Plus**
  
- 3) For the majority of your postal communication do you use:
  - a. Internal mail Room **Yes**
  - b. External Mail Supplier
    - i. If yes, please provide the name of External Mail Supplier
  - 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? **N/A**
  - i. Offsite printing
  - ii. Posting letters
  - iii. Other
  
- 5) Which supplier(s) do you use to pick up your post?
  - i. Royal Mail **Yes**
  - ii. Whistl
  - iii. UKMail
  - iv. Other (please specify)
  
- 6) Which procurement frameworks does your Trust use/belong to?  
**Many frameworks, depending on service.**
  
- 7) How long is left on the current mailing contract?  
**3 Years.**

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)

Tracey Cottam - Director of Transformation and Organisational Development.