



Ref: FOIA Reference 2018/19-107

Royal Stoke University Hospital
Quality, Safety and Compliance Department
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 18th May 2018

Tel: 01782 676474
Email foi@uhn.nhs.uk

Dear

I am writing in response to your email dated 15th May 2018 requesting information under the Freedom of Information Act (2000) regarding postage.

On 16th May 2018 we contacted you via email as we required a timeframe for this request.

You replied via email the following:

“Last financial year would suffice, or average annual volumes”

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 How much 1st class mail (DL & C5 envelopes up to 100gsm) does the Trust send annually?

- a. What is the mail cost per mail piece?
- b. What is the annual cost for this service?

A1 The Trust does not offer 1st class mail.

Q2 How much 2nd class mail (DL & C5 envelopes up to 100gsm) does the Trust send annually?

- a. What is the mail cost per mail piece?
- b. What is the annual cost for this service?

A2 2017/18 the Trust sent 501,543 2nd class mail items in the sizes stated above.
a. £0.39p
b. £199,357.13 in 2017/18 financial year

Q3 Does the Trust manage its own incoming mail or is this service outsourced?

A3 The Trust manages its own incoming mail

Q4 If outsourced, who is the current provider, when did the contract start and what is the contract term?

A4 Not outsourced

Q5 Does the Trust have any hybrid mail services for sending letters or other correspondence?

A5 There is no Hybrid services

Q6 If yes, who is the hybrid mail provider, when did this contract start and what was the contract term?

A6 As answer 5

Q7 If yes, what volume of mail is sent out by the hybrid mail provider?

A7 As answer 5

Q8 What is the total volume of outgoing mail sent by the Trust?

A8 1,672,651 items sent in 2017/18 Financial year

Q9 Can you please provide the contact details including email address, of the person responsible for mail services within the Trust?

A9 simon.barker@uhn.nhs.uk Simon Barker Facilities Business Manager

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,

A handwritten signature in black ink, consisting of a large, loopy initial 'M' followed by a horizontal line.

Mojgan Casillas
Interim Information Governance Manager