

FOI_173_20/21 – FOI request concerning – Franking

I confirm that we hold the information as below.

- 1) How many 2nd Class letters were franked through your hospital's franking machine(s) in the past 12 months:**

262,105

- 2) What is the franking charge currently being paid for a standard size 2nd Class letter?**

Three different rates apply to franking charges for standard size 2nd class letters, these are: 32.8p, 43p, 45p

- 3) What is the name of the person responsible for the Trust's Postal budget?**

No one person has sole responsibility for the Trust's postal budget, however this is overseen by Richard Walker, Head of Facilities

- 4) Are your post room staff NHS employees or has the post room function been outsourced to an external company and if so, when does the contract end?**

The post room staff are NHS employees