Freedom of Information Request

Reference Number: EPUT.FOI.20.1724
Date Received: 30th October 2020

Information Requested:

1. How many 2nd Class letters were franked through your hospital’s franking machine(s) in the past 12 months?
   Approximately 195,805 2nd class letters

2. What is the franking charge currently being paid for a standard size 2nd Class letter?
   43p Standard charge from Royal Mail

3. What is the name of the person responsible for the Trust’s Postal budget?
   Postal budgets are covered under the following Directorates:
   
   Faye Swanson (Director of Compliance and Assurance/ Trust Secretary)
   Fiona Benson (Head of Estates and Facilities)
   Alex Green (Interim Executive Chief Operating Officer)

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?
   NHS employees

Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT’s Publication Scheme is located on its Website at the following link https://eput.nhs.uk