

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](#)
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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>