

FOI 0109/2022 Response

Outbound Mail

- 1. Does the Trust currently print patient appointment letters and correspondence in house or is this outsourced to a supplier?**

Patient letters are printed in house.

- 2. What volume of pages are printed by the trust each year (an average for a rolling 12 month period is fine)? **Clarification relates to printing for letters**

The Trust is unable to provide a response to your query.

This is because obtaining the requested information will require an exhaustive and manual search that exceeds the threshold of carrying out this task.

The Trust therefore, rely on exemption Section 12 if the Freedom of Information Act 2000 to deny this aspect of your request.

- 3. If the outbound mail/printing service is outsourced, who is the current contract with?**

Xerox – Hybrid Mail

- 4. If outsourced, when is the current contract due for renewal?**

2023

- 5. What is your annual spend for patient appointment letters and correspondence?**

The Trust does not explicitly record the spend for patient appointment letters and correspondence.

- 6. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?**

CCS Framework

- 7. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.**

The trust is unable to answer this query.

This is because we do not routinely release staff members personal information for those under a band 8C role.

However, the Trust can provide the Procurement Team's email address and they will be able to forward any information to the relevant department.

Procurement Team email: Bsmhft.trustprocurement@nhs.net

Inbound Mail

8. Does the Trust have a centralised mailroom for all incoming post/mail?

No

9. If so, is this managed by Trust employees?

N/A – please refer to the answer provided in question 8.

10. If not, who manages the incoming post/mail on behalf of the Trust and what is the annual cost of the contract?

Sites have individual deliveries from Royal Mail, sorted by on site receptions or staff.

11. What are the daily/weekly/monthly/annual volumes of incoming mail managed/received by the Trust?

Unable to answer this query as we do not record the requested information.

12. When is the contract up for renewal?

N/A – please refer to the answer provided in question 8.

13. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?

N/A – please refer to the answer provided in question 8.

14. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.

N/A – please refer to the answer provided in question 8.