

FOI 055/2023 Response

1. *How many letters were sent via post.*

Hybrid mail started in October 2018 – so the figure for 2018/19 is for only 6 months.

	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Amount Sent	234,465	333,987	385,107	373,772	330,368
Total Spend	£98,279.00	£90,375.00	£183,859.00	£206,228.00	£201,513.00

Please note the following:

- The above figures are for all 1st and 2nd class mail sent via Xerox for Trust wide letters.
- The Trust is unable to split the numbers further or identify the types of letters sent e.g. appointment letters, Care Plans, Referrals, Letters to staff, Compliant responses etc. This is because the Trust do not capture the data in the requested format.
- Hybrid mail started in October 2018 – so the figure for 2018/19 is for only 6 months.

2. *How many appointment and appointment reminder letters sent via post.*

The Trust is unable to provide the requested information.

This is because the Trust do not capture the data in the requested format.

3. *How many change of appointment letters sent via post.*

The Trust is unable to provide the requested information.

This is because the Trust do not capture the data in the requested format.

4. *How much is spent on post for change of appointment letters?*

The Trust is unable to provide the requested information.

This is because the Trust do not capture the data in the requested format.

5. *How many pre-admission and pre-arrival letters sent via post.*

The Trust is unable to provide the requested information.

This is because the Trust do not capture the data in the requested format.

6. How much is spent post for pre-admission and pre-arrival letters?

The Trust is unable to provide the requested information.

This is because the Trust do not capture the data in the requested format.

7. How many pages are in the average letter sent via post.

The Trust is unable to provide the requested information.

This is because the Trust do not capture the data in the requested format.

8. How much is the total printing costs of letters sent via post.

Please see the data below and note that the Trust can only provide data from 18/11/2022-06/12/2022 and 06/12/2022-31/03/2023 for in house post.

This is because there have been changes in post machines and licences as well as machine issues that resulted in complete system failure.

18/11/2022-06/12/2022

Row Labels	Sum of Pieces	Sum of Postage
First Class (Large Letter)	69	£105.27
First Class (Letter)	1426	£1,112.28
First Class (Medium Parcel)	4	£24.80
First Class (Small Parcel)	5	£19.75
RM Signed For First Class (Large Letter)	8	£26.08
RM Signed For First Class (Letter)	41	£89.38
RM Signed For First Class (Medium Parcel)	2	£15.10
RM Signed For First Class (Small Parcel)	3	£15.15
RM Signed For Second Class (Large Letter)	1	£3.13
Second Class (Large Letter)	135	£150.03
Second Class (Letter)	797	£406.47
Second Class (Medium Parcel)	6	£27.70
Second Class (Small Parcel)	9	£25.65
Surcharge Payment	1	£3.50
Grand Total	2507	£2,024.29

06/12/2022-31/03/2023

Row Labels	Sum of Pieces	Sum of Postage
First Class (Large Letter)	241	£369.05
First Class (Letter)	7859	£6,130.02
First Class (Medium Parcel)	13	£84.35
First Class (Small Parcel)	25	£98.75
International Signed Small Parcels/Printed Papers	2	£24.30
No Class	1	£45.75
RM Signed For First Class (Large Letter)	66	£208.78
RM Signed For First Class (Letter)	378	£824.04
RM Signed For First Class (Medium Parcel)	5	£37.25
RM Signed For First Class (Small Parcel)	29	£146.45
RM Signed For Second Class (Large Letter)	1	£2.33
RM Signed For Second Class (Letter)	1	£1.91
RM Signed For Second Class (Medium Parcel)	5	£28.85
RM Signed For Second Class (Small Parcel)	81	£319.95
Second Class (Large Letter)	1259	£1,520.41
Second Class (Letter)	5215	£2,659.65
Second Class (Medium Parcel)	8	£41.20
Second Class (Small Parcel)	94	£267.90
Surcharge Payment	2	£1.50
Grand Total	15285	£12,812.44

9. **How much is the total stamp / franking costs of letters sent via post.**

The Trust is unable to provide the requested information.

This is because the Trust do not capture the data in the requested format.

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Grand Total	2507	£2,024.29

10. **How much is spent on post in total.**

Please see the data below and note that the Trust can only provide data from 18/11/2022-06/12/2022 and 06/12/2022-31/03/2023 for in house.

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