

Ref: FOIA Reference 2019/20-690

Royal Stoke University Hospital
Quality, Safety and Compliance Department
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 5th March 2020

Email foi@uhnm.nhs.uk

Dear

I am writing in response to your letter dated 20th February dated (received into our office 27th February) requesting information under the Freedom of Information Act (2000) regarding the mail room.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 Which postal supplier do you use to pick up your physical post?

- Royal mail yes/no?
- Whistl yes/no
- UK mail yes/no?
- Other- please specify

A1 Royal mail

Q2 Do you use franking machines or PPI envelopes in your post room? If yes:

Who is the manufacturer of your franking machine?

A2 Pitney Bowes

Q3 Do you use a hybrid mail solution for some or all of your outbound post requirements? If yes:

- What procurement framework was used?
- When was the contract awarded?
- Who is the supplier?
- How long is the contract for?
- What percentage of your total outbound post is currently submitted via your hybrid mail supplier?

A3 This question is not applicable as UHNM has no hybrid mail

Q4 Who is responsible for digital transformation in your organisation?

A4 Heidi Poole: (Acting Head of Service Development) IM & T Department.

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

Where the Trust owns the copyright in information provided, you may re-use the information in line with the conditions set out in the Open Government Licence v3 which is available at <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>. Where information was created by third parties, you should contact them directly for permission to re-use the information.

An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

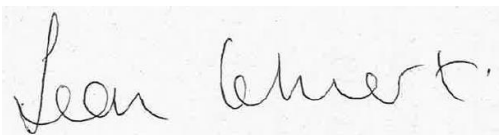
Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,



Jean Lehnert
Information Governance Manager