



Ref: FOIA Reference 2018/19-641

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

Date: 13<sup>th</sup> March 2019

Email [foi@uhnm.nhs.uk](mailto:foi@uhnm.nhs.uk)

Dear

I am writing in response to your email dated 30<sup>th</sup> January 2019 requesting information under the Freedom of Information Act (2000) regarding mailroom management.

As of 1<sup>st</sup> November 2014 University Hospitals of North Midlands NHS Trust (UHM) 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 Please can you advise me how many people work in the Trust's mailroom(s)?**

A1 Information for the Royal Stoke University Hospital is not held as this service is not in-house  
  
At County Hospital (Stafford) information not held as this role is not assigned to one person, but managed by the Portering Service

**Q2 Is the Trust's mailroom; managed in-house or outsourced?**

A2 RSUH is outsourced; County Hospital (Stafford) the post room is managed in-house

**Q3 If the mailroom is outsourced, which company manages it and when is the contract due for renewal?**

A3 RSUH – Sodexo- service provision is part of the PFI contract, which commenced in June 2007 and will be in place for 37 years.

County Hospital (Stafford) – In house

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

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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](http://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,



Leah Carlisle  
**Deputy Head of Quality, Safety & Compliance**