



Ref: FOIA Reference 2019/20-654

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

Date: 6th February 2020

Email foi@uhnm.nhs.uk

Dear

I am writing in response to your email dated 5th February 2020 (received into our office 6th February) requesting information under the Freedom of Information Act (2000) regarding Council 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 How much 1st class mail does the council send annually?

A1 UHNM is a NHS Hospital Trust therefore this request is not applicable

Q2 How much 2nd class mail does the council send annually?

A2 As answer 1

Q3 Does you use a downstream access provider (DSA) for sending mail, if so how much do you send annually?

A3 As answer 1

Q4 Does the council use a Hybrid Mail solution, if so how much do you send annually?

A4 As answer 1

Q5 Do you have a mail room?
a. How many?

A5 As answer 1

Q6 How many full time staff work in the mail room?
a. How many hours per week does a full time employee work?
b. What is the average hourly pay/rate?

A6 As answer 1

Q7 How many part time staff work in the mail room?
a. How many hours per week does a part time employee work?
b. What is the average hourly pay/rate?

A7 As answer 1

- Q8 Do you scan inbound mail into a workflow system?**
- What scanning solution do you use?**
 - If so is this function operated by the mail room?**
 - If not then which department run this operation?**

A8 As answer 1

- Q9 Do you scan any other documents historical or current into the system?**
- What scanning solution do you use?**
 - If so is this function operated by the mail room?**
 - If not then which department run this operation?**

A9 As answer 1

*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.

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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.

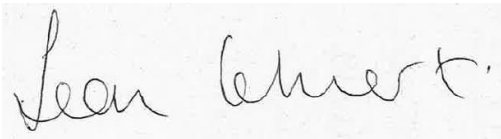
Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and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

A handwritten signature in black ink on a light-colored background. The signature reads "Jean Lehnert" in a cursive script.

Jean Lehnert
Information Governance Manager