



Ref: FOIA Reference 2023/24-805

Date: 11th March 2024

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 21st February 2024 requesting information under the Freedom of Information Act (2000) regarding printing-

On 22nd February 2024 we contacted you via email with the following:
continue with your request we require clarification on what printing and postage you are referring to, and a timeline, in order to collate any information:

On the same day you replied via email with:

'I was referring to know the printing cost of transfer sheets or discharge checklist sheets and Nurse hand over sheets per years for the last 5 years if that is possible,'

On 23rd February 2024 we contacted you again by email as we required further information:
Please can you narrow this down to a department as ALL departments will have their own budget for printing, you also asked about postage, which you have yet to clarify.

What postage are you referring to, and to where?

On the same day you replied via email with:

'Will I be able to get an average rate within departments for printing please. The Postage is about how much is spent on communication with the patients e.g. letters.'

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 I am a student nurse who is looking for data from the FOI regarding postage and printing costs. Will that be possible?

A1 Following on from the question above looking at the spend report running back till July 2017 I can confirm the Trust have spent £30,445.09 on the transfer sheets, discharge checklist sheets and also nurse hand over sheets. This can be broken down into the following:

- Discharge checklists - £29,066.35 (ex VAT)
- Nurse hand over sheets - £344 (ex VAT)
- Transfer sheets - £1034.74 (ex VAT)

Postage costs for UHNM for 2018-2023. Whilst this includes patient communications, patient communications only cannot be provided, as that information is not held.

£3,358,659

*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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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.

Yours,



University Hospitals
of North Midlands
NHS Trust

Rachel Montinaro
Data Security and Protection Manager - Records

