



East London
NHS Foundation Trust

Information Governance

The Green
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Russia Lane
London
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Email elft.foi@nhs.net

Website: <https://www.elft.nhs.uk>

23 December 2021

Our reference: FOI DA3888 and DA4030

I am responding to your request for information received 16 July and 6 December 2021. I apologise for the delay in responding to your initial request received in July. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Keshia Harvey
Information Governance Manager

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Web: www.ico.org.uk

Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention

Chair: Mark Lam

Chief Executive: Paul Calaminus

We care

We respect

We are inclusive

Request:

Good afternoon,

Please would you advise:

Question 1. How many 2nd Class letters were franked through your hospital's franking machine(s) in the past 12 months:

Answer: 10,678 including large letters and 8969 excluding large letters.

Question 2. What is the franking charge currently being paid for a standard size 2nd Class letter?

Answer: The Trust does not pay a franking charge per letter, but does rent franking machines.

Question 3. What is the name of the person responsible for the Trust's Postal budget?

Answer: There is not a central postal budget, this is devolved to each directorate/team.

Question 4. Are your post room staff NHS employees or has the post room function been outsourced to an external company and if so, when does the contract end?

Answer: Some NHS staff have post room tasks.

A majority of letter processing is outsourced to Xerox, contract ends 30 April 2023.