

Information Governance

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01 August 2023

Our reference: FOI DA4854

I am responding to your request for information received 27 July 2023. 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,

Information Rights Coordinator

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



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'what matters' to everyone, achieve a better quality
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Chief Executive: Paul Calaminus
Chair: Eileen Taylor

Request:

Question 1: Are patient letters printed in-house and mail franked, or is this process outsourced?

Answer: The Trust has reviewed question 1 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:
(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

The information requested is accessible here:

<https://www.elft.nhs.uk/sites/default/files/2022-09/ANON%20Response%20-%20FOI%20DA4208.pdf>

Question 2: Who is responsible for managing contracts of franking machines and mail collections?

Answer: Dr Mohit Venkataram - Executive Director of Commercial Development.

Question 3: Do you have a hybrid mail service (print and post)?

Answer: Yes.

Question 4: Which departments use this?

Answer: The service is used Trust wide.

Question 5: Who is your current supplier(s)?

Answer: The Trust has reviewed question 5 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:
(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

The information requested is accessible here: Question 6b:

<https://www.elft.nhs.uk/sites/default/files/2022-09/ANON%20Response%20-%20FOI%20DA4208.pdf>

Question 6: Who is the procurement lead(s)?

Answer: Dr Mohit Venkataram - Executive Director of Commercial Development.

Question 7: Do you have a particular cost saving target through back-office process efficiencies – who is responsible for this?

Answer: Yes. The Trust does have a savings target. The point of contact overseeing the wider savings programme is Sarah Barnett - Financial Viability Programme Manager.

Question 8: Who oversees procurement and manages the procurement process for office and IT services with ELFT?

Answer: Dr Mohit Venkataram - Executive Director of Commercial Development.



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