

Our Ref: 576/2021
July 2021

Re: Your request made under the Freedom of Information Act 2000

I would like to make an FOI request in regards to Franking.

Could you advise please on the following:

- 1) How many 2nd Class letters were franked through your hospital's franking machine(s) in the past 12 months: **731,697**
- 2) What is the franking charge currently being paid for a standard size 2nd Class letter? **£0.45**
- 3) What is the name of the person responsible for the Trust's Postal budget? **James Lowe**
- 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? **NHS Employees**