

**Freedom of Information Request: Our Reference CTHB\_355\_16**

**You asked:**

- 1. On average, how many pieces of mail does the Trust send on an annual basis?**

1,250,001 – 1,500,000.

- 2. Within your Trust do you use:**

- a. Franking Machines.**

Yes.

**If yes, how many franking machines do you have?**

Seven.

**If yes, who supplies your franking machines?**

Pitney Bowes, Neopost and FRAMA.

- b. PPI Envelopes (envelopes with pre-printed indices).**

No.

**If yes, do you have an envelope machine(s) to automate folding and enveloping documents?**

The Health Board does not use PPI envelopes but do have two letter inserter machines.

**Who supplies your envelope machine(s)?**

Pitney Bowes.

- 3. For the majority of your postal communication do you use:**

- a. Internal mail Room**

Yes.

- b. External Mail Supplier**

Yes.

**If yes, please provide the name of External Mail Supplier.**

Royal Mail

- c. If External Hybrid Mail Supplier**

No.

**If yes, please provide the name of External Hybrid Mail Supplier**

N/A.

- 4. Does your Hybrid supplier provide you with any of the following mail services?**

N/A.

**5. Which supplier(s) do you use to pick up your post?**

Royal Mail and Whistl.

**6. Which procurement frameworks does your Health Board use/belong to?**

Crown Commercial Service RM1063

**7. How long is left on the current mailing contract?**

Expires 16/02/2018.

**8. Please supply the name of the person(s) responsible for Transformation projects in your trust and the department they work in if available? (If you are unable to give names please indicate by Job Title)**

N/A.