



**GIG**  
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**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board



## **Freedom of Information Request: Our Reference CTMUHB\_495\_25**

### **You asked:**

#### **Print Room**

**1. Do you have a print room equipped with one/more high-speed production device/s to handle large volume printing?**

Yes, CTMUHB have one large device of this capacity.

**2. Is this run by your own staff or outsourced to a third-party provider?**

Own staff.

**If run internally, how many full-time equivalent (FTE) run this facility?**

1 WTE.

**3. Number of devices & model type/s?**

One device - varioPRINT mono device.

**4. Name of incumbent supplier?**

Canon (UK) Ltd.

**5. Contract start / end date and length of any option to extend?**

03/10/2019 - 02/10/2025.

**6. If outsourced, please advise contract start / end date and length of any option to extend?**

N/A.

**7. Was this contract awarded through a framework? If yes, which one used?**

Yes, CCS RM378.

**8. Annual spend (ex VAT) covering equipment & staff costs or total outlay if this service is outsourced**

Spend is not easily extractable because equipment and staffing are funded through separate budgets.

## **External Print**

- 1. Do you outsource any print requirement to an external supplier/s (for example to print forms, booklets, leaflets, manuals, posters, banners etc)?**

Yes, for Medical forms.

- 2. Name of incumbent supplier/s?**

HARLOW PRINTING LTD.

- 3. If this arrangement provided under contract, please advise start / end date and length of any option to extend?**

Yes, 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2026.

- 4. Was this contract awarded through a framework? If yes, which one used?**

No.

- 5. Alternatively, was this awarded through a DPS arrangement?**

No.

- 6. Annual spend (ex VAT) for this service over the past 12 months?**

£54,295.

## **Mail Room (Inbound and/or Outbound)**

- 1. Do you have your own in-house Mail Room operation?**

Yes.

- 2. If yes, how is the service run - physical or digital mail distribution?**

Internal run Service.

- 3. Is this run by your own staff or outsourced to a third-party provider?**

Own Staff.

- 4. If run by your own staff, how many full-time equivalent (FTE) staff run this facility?**

7 FTE.

**5. If outsourced, please advise name of current provider, contract start / end date and length of any option to extend?**

N/A.

**6. Was this contract awarded through a framework? If yes, which one used?**

N/A.

**7. Annual spend (ex VAT) covering running and staff costs or total outlay if this service outsourced?**

N/A.

**8. Do you use a Hybrid Mail service as part of your patient communications approach?**

No.

**9. If yes, please (a) name supplier (b) contract start / end date (c) framework through which this awarded?**

N/A.

#### **Medical records / Digital Forms / Storage**

**1. Have you yet to start, partly started or completed scanning your medical records?**

We have started scanning records.

**2. If started or completed, was this handled in-house or by an external company? If yes, please name the supplier**

An external company was used at the start; this continues in-house.

**3. Have you digitalised all your forms and are running a PiP (Paperless in Patient) approach (from the point of patient presentation to them leaving are all patient records digitalised)?**

No.

**4. If you are not using a PiP approach, do you scan your end of episode material?**

Yes.

**5. Do you store medical records on site or is this handled off site by an external company? If yes, please name supplier**

They are stored on CTMUHB premises.

**6. Do you use a digital HR staff onboarding and administration system that interfaces with ESR to support HR processes and workflows?**

The Health Board uses Trac recruitment management software for all recruitment purposes, which interfaces with ESR.

**Finally, who at the Health Board is responsible for these arrangements?**

The Director of Digital.