

Date: Thursday, 12th November 2020
Our Ref: MB/SH FOI 4517

Sid Watkins Building
Lower Lane
Fazakerley
Liverpool L9 7BB
Tel: 01515253611
Fax: 01515295500
Direct Line: 01515563038

Re: Freedom of Information Request FOI 4517

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 30th October 2020.

Your request was as follows:

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

Here at The Walton Centre NHS Foundation Trust (WCFT) there have been 25 Second Class letters sent through the franking machine. The reason the figure is low as we do not frank 1st and 2nd class mail, there are the odd exceptions to the rule. WCFT use Whistl, who collect the mail in transport boxes that are filled by an onsite WCFT postman and then they are franked by Whistl at their warehouse.

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

43 pence.

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

We do not disclose individual names of staff members responsible for WCFT Postal budget.

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?

The individuals working in the post room at The WCFT are employed by ISS Healthcare. They are employed within a larger integrated facilities service contract that currently extends until September 2021.

Please see our response above in blue.

Re-Use of Public Sector Information

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at www.opsi.gov.uk where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at www.opsi.gov.uk/advice/psi-regulations/index.htm



If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Freedom of Information Office at the address above.

Please remember to quote the reference number, FOI 4517 in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Mike Burns

Mr. Mike Burns, Executive Lead for Freedom of Information