

Date: Wednesday, 31st August 2022
Our Ref: MB/SH FOI 5293

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

Re: Freedom of Information Request FOI 5293

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 03rd August 2022.

Your request was as follows:

Outbound Mail

1. Does the Trust currently print patient appointment letters and correspondence in house or is this outsourced to a supplier?

[Please see attached.](#)

2. What volume of pages are printed by the trust each year (an average for a rolling 12 month period is fine)?

[Please see attached.](#)

3. If the outbound mail/printing service is outsourced, who is the current contract with?

[Please see attached.](#)

4. If outsourced, when is the current contract due for renewal?

[Please see attached.](#)

5. What is your annual spend for patient appointment letters and correspondence?

[Please see attached.](#)

6. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?

[Please see attached.](#)

7. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.

[Please see attached.](#)

Inbound Mail

8. Does the Trust have a centralised mailroom for all incoming post/mail?

Please see attached.

9. If so, is this managed by Trust employees?

Please see attached.

10. If not, who manages the incoming post/mail on behalf of the Trust and what is the annual cost of the contract?

Please see attached.

11. What are the daily/weekly/monthly/annual volumes of incoming mail managed/received by the Trust?

Please see attached.

12. When is the contract up for renewal?

Please see attached.

13. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?

Please see attached.

14. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.

Please see attached.

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 5293 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