

Homerton University Hospital NHS Foundation Trust  
Hackney College  
Defoe Building, Room 10  
50 Hoxton Street  
N1 6LP

21st December 2016

Email: [foi@homerton.nhs.uk](mailto:foi@homerton.nhs.uk)

Dear Sir or Madam,

Ref: FOI 2899

Thank you for your recent Freedom of Information request regarding Homerton hospital's mailing and post service.

The Trust can provide the following information:

- 1) **On average, how many pieces of mail does the Trust send on an annual basis?**
  - i. 250,000-500,000
  - ii. 500,000-750,000
  - iii. **750,001- 1,000,000**
  - iv. 1,000,001 – 1,250,000
  - v. 1,250,001 – 1,500,000
  - vi. Greater than 1,500,000
- 2) **Within your Trust do you use:**
  - a. **Franking Machines (Y/N).**
    - i. If yes, how many franking machines do you have? 1
    - ii. If yes, who supplies your franking machines?
      - **Pitney Bowes**
      - Neopost
      - Other – please specify
  - b. **PPI Envelopes (envelopes with pre-printed indices) (Y/N) Yes**
    - i. If yes, do you have an envelope machine(s) to automate folding and enveloping documents? Yes
    - ii. If yes, who supplies your envelope machine(s)? Two-fold provides them in the OPD
      - Pitney Bowes
      - Neopost
      - **Other – please specify envelope machine are purchase at department level.**
- 3) **For the majority of your postal communications do you use:**
  - a. **Internal mail Room**
  - b. External Mail Supplies
  - i. If yes, please provide the name of External Mail Supplier
  - c. If External Hybrid Mail Supplier i. If yes, please provide the name of External Hybrid Mail Supplier **This is only currently being implemented**

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

- i. Offsite printing **yes**
- ii. Posting letters **yes**
- iii. Other

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

- i. **Royal Mail**
- ii. Whistl
- iii. UKMail
- iv. Other (please specify)

**6) Which procurement frameworks does your Trust use/belong to?**

**The Trust requires more time to provide you with a response for the above question.**

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

**The Trust requires more time to provide you with a response for the above question**

**8) Please supply the name of the person(s) responsible for Transformation projects in your trust and the department they work in if available?** Director of Organisation Transformation  
Daniel Waldron.

If you have any queries about this response please contact the information governance manager at [foi@homerton.nhs.uk](mailto:foi@homerton.nhs.uk) , in the first instance. If following that, you still have any concerns, you may contact the Information Commissioner either by letter, FOI/EIR Complaints resolution, Wycliffe House, Water Lane, Wilmslow, Cheshire SM9 5AF, or by email [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) to take them further.

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Yours sincerely

Mohamed Uddin  
FoI Administrator

Mike Dunne  
Information Governance Manager