

9 August 2021

Information Rights & Compliance Team
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Our Ref: FOI/04078

Thank you for your request concerning Franking And Postage.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

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

This is not recorded information¹. Please be advised that the FOIA does not oblige a public authority to create information to answer a request if the requested information is not held or exist. The FOIA duty is to only provide the recorded information held.

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

47 pence.

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

There is not one person in charge of the Trust's postage.

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?

We do not operate a post room, each site is responsible for its postage.

Should you require further clarification, please do not hesitate to contact me.

¹ Section 1(1) Any person making a request for information to a public authority is entitled (a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and (b) if that is the case, to have that information communicated to him.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

Sue Smith
Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

