

16 March 2022

Information Rights & Compliance Team
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Our Ref: FOI/04265

Thank you for your request concerning Plastic Laminating Pouches/sleeves.

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

QUESTIONS:

1. **Could you please provide me the information on how many plastic laminating pouches/sleeves were purchased in:**

- 2019
- 2020
- 2021

We are unable to provide you with the number of laminating pouches/sleeve purchased as this information is not held in a reportable manner. However to be helpful under Section 16 – Duty to Provide Advice and Assistant, we suggest you contact [NHS Supplies Chain](#) who may be able to help you.

2. **Also, any chance you can provide who is responsible for the purchases of these items**

There is no individual responsible for the purchase of stationary. Every Team/Department is able to place a stationary order.

3. **or how much they cost for the trust?**

Please see the answer to questions 1. We are unable to provide the cost for individual stationary items such as laminating pouches because this is not held in a reportable format.

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

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](#).

