

14 June 2023

Information Rights & Compliance Team  
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Our Ref: FOI/04689

Thank you for your request concerning Postal Services.

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

**If it is possible, I would like this information to be shared across a 5 year period, up until 31st March 2023. If it is not possible to retrieve the data in this exact format, then please share what is available**

1. **How many letters were sent via post**
2. **How many appointment and appointment reminder letters sent via post**
3. **How many change of appointment letters sent via post**
4. **How much is spent on post for change of appointment letters?**
5. **How many pre-admission and pre-arrival letters sent via post**
6. **How much is spent post for pre-admission and pre-arrival letters?**
7. **How many pages are in the average letter sent via post**
8. **How much is the total printing costs of letters sent via post**

We are unable to provide you with the above information because it is not recorded in this manner<sup>1</sup>.

9. **How much is the total stamp / franking costs of letters sent via post**

We currently use Click and Drop via Royal Mail using their tariff.

10. **How much is spent on post in total**

Total expenditure in 2022/23 on Postage and carriage was £169,832

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

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<sup>1</sup> 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](#).

