



FREEDOM OF INFORMATION REQUEST

Request No: AD-IG-01(2)-2016-145
Key Word: Postal Mail
Subject: Postal Mail
Request: **Date Received:** 08/11/2016
 Monitoring Date: 09/11/2016
 Date of Response: 24/11/2016

Thank you for your request for information received on 8 November 2016 and which was dealt with under the terms of the Freedom of Information Act 2000. We would also inform you that Northern Ireland Ambulance Service (NIAS) Health and Social Care Trust has now completed its search for the information you requested and which is detailed below.

Question1

On average, how many pieces of mail does the Trust send on an annual basis?

- (a) 250,000-500,000
- (b) 500,000-750,000
- (c) 750,001- 1,000,000
- (d) 1,000,001 – 1,250,000
- (e) 1,250,001 – 1,500,000
- (f) Greater than 1,500,000

Answer 1

None of the above. NIAS would confirm that less than 250,000 pieces of mail are sent on an annual basis.

Question 2

Within your Trust do you use:

- (a) Franking Machines (Y/N).

If yes, how many franking machines do you have?

If yes, who supplies your franking machines?

- Pitney Bowes
- Neopost
- Other – please specify

- (b) PPI Envelopes (envelopes with pre-printed indices) (Y/N)

If yes, do you have an envelope machine(s) to automate folding and enveloping documents?

If yes, who supplies your envelope machine(s)?

- Pitney Bowes
- Neopost
- Other – please specify



Answer 2

- (a) Yes the Trust uses one Franking machine and the supplier is other, namely Copy Text.
- (b) Yes, The Trust uses PPI envelopes. The Trust does not have an envelope machine to automate folding and envelope documents.

Question 3

For the majority of your postal communication do you use:

- a. Internal mail Room
- b. External Mail Supplier

If yes, please provide the name of External Mail Supplier

- c. If External Hybrid Mail Supplier
If yes, please provide the name of External Hybrid Mail Supplier

Answer 3

- (a) Internal mail room

Question 4

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

- (a) Offsite printing
- (b) Posting letters
- (c) Other

Answer 4

Not applicable as Hybrid supplier is not used.

Question 5

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

- (a) Royal Mail
- (b) Whistl
- (c) UKMail
- (d) Other (please specify)

Answer 5

- (a) Royal Mail

Question 6

Which procurement frameworks does your Trust use/belong to?

Answer 6

The letting and management of contracts for goods and services is carried out by the Procurement and Logistics Services (PALs), Business Services Organisation on behalf of all Health and Social Care organisations across Northern Ireland.

Question 7

How long is left on the current mailing contract?

Answer 7

The current contact is on a rolling basis and is reviewed 3 months.

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? (If you are unable to give names please indicate by Job Title)

Answer 8

The person responsible for transformation projects is Assistant Director of Human Resources and Corporate Services, Human Resources Directorate.

I hope the above fully assists you.

Please note that, under the Re-use of Public Sector Information Regulations, if you wish to publish or otherwise use this information besides for your own means, you will need to seek our permission to do so.

In the event that you require a review to be undertaken, you can do so by writing to the Finance and ICT Director, Northern Ireland Ambulance Service (NIAS) HSC Trust, Site 30, Knockbracken Healthcare Park, Saintfield Road, Belfast, BT8 8SG.

If following an internal review, carried out by an independent decision maker, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the Trust has complied with the terms of the Freedom of Information Act.

You can write to the Information Commissioner at:

Website: ni@ico.org.uk

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, CHESHIRE SK9 5AF

Telephone: 028 9027 8757 or 0303 123 1114 (Belfast based Office)

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion. Please be advised that NIAS replies under Freedom of Information may be released into the public domain via our website @ <http://www.niamb.co.uk>.

Personal details in respect of your request will have, where applicable, been removed to protect confidentiality.

Yours sincerely

Alison Vitty

Alison Vitty (Miss)
CORPORATE MANAGER