

Executive Corridor
Darlington Memorial Hospital
Hollyhurst Road
Darlington
DL3 6HX
Switchboard Tel: 01325 38 0100
Foundation Trust Office: 01325 74 3625
Corporate Records Office: 01325 74 3700

Request for Information Reference: 02.20.48

Email: cdda-tr.cddftfoi@nhs.net

Email only

24 March 2020

Freedom of Information Act 2000 – Request for Information

Thank you for your request for information received on 25 February 2020 in relation to the County Durham and Darlington NHS Foundation Trust (Trust). We are dealing with your request under the provisions of the Freedom of Information Act 2000.

You requested information regarding the Post room. Specifically you requested information as follows:

I am writing a request under the Freedom of information Act 2000. I would be grateful if you could send me answers to the following questions: It is likely that your post room will be able to help with the majority of these questions:

1. Which postal supplier do you use to pick up your physical post?

- ***Royal Mail***
- ***Whisti***
- ***UKMail***
- ***Other***

Answer: Royal Mail and Service Graphics/ formally Paragon UK

2. Do you use franking machines or PPI envelopes in your post room? If yes: Who is the manufacturer of your franking machines?

Answer: Neopost IN-360 Franking Machine.

3. Do you use a hybrid mail solution for some or all of your outbound post requirements? If Yes:

- ***What procurement framework was used***
Answer: CCS

- ***When was the contract awarded***

Answer: 01/05/2019

- ***Who is the supplier***

Answer: Synertec

- ***How long is the contract for***

Answer: 48 months

- ***What percentage of your total outbound post is currently submitted by your hybrid mail supplier***

Answer: The Trust does not record this information.

4. Who is responsible for digital transformation in your organisation?

Answer: Associate Director of Health Informatics: Mr Andrew Izon.

In line with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our disclosure log. Therefore, a version of our response which will protect your anonymity will be posted on the County Durham and Darlington NHS Foundation Trust website.

If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me on the above telephone number or at the above address.

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

The Chief Executive
County Durham & Darlington NHS Foundation Trust
Darlington Memorial Hospital
Hollyhurst Road
Darlington
DL3 6HX

If, you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF

Telephone: 0303 123 1113
Website: www.ico.gov.uk.

There is no charge for making an appeal.

Yours sincerely

Joanna Tyrrell
Freedom of Information Officer