

Executive Corridor  
Darlington Memorial Hospital  
Hollyhurst Road  
Darlington  
DL3 6HX  
Switchboard Tel: 01325 38 0100

Request for Information Reference: 10.20.62

Email: [cdda-tr.cddftfoi@nhs.net](mailto:cdda-tr.cddftfoi@nhs.net)  
Email only

25 November 2020

### **Freedom of Information Act 2000 – Request for Information**

Thank you for submitting a request for information which we received on 30 October 2020 in relation to County Durham and Darlington NHS Foundation Trust (the Trust). Your request has been processed under the provisions of the Freedom of Information Act 2000 and I am now able to provide you with a response.

Your request was in relation to franking machines and I am providing the following information in response to your specific questions:

**1) How many 2<sup>nd</sup> Class letters were franked through your hospital's franking machine(s) in the past 12 months?**

Zero.

**2) What is the franking charge currently being paid for a standard size 2<sup>nd</sup> Class letter?**

43 pence.

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

Mr William Thompson.

**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?**

Staff are Synchronicity Care Limited (a subsidiary company) and Private Finance initiative partner staff.

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 on the Trust's website. However please be assured that we anonymise all responses prior to adding them to the disclosure log.

I hope that this response has provided you with the information you had requested. If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me by telephone or in writing. If however, you are dissatisfied with the way in which your request has been handled and would like an internal review, you will need to contact me in writing at the above address or via [cdda-tr.cddftfoi@nhs](mailto:cdda-tr.cddftfoi@nhs).

If you remain dissatisfied with our response following an internal review you have the right to appeal to The Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. More information is available on their website; [www.ico.gov.uk](http://www.ico.gov.uk).

Yours sincerely



**Joanna Tyrrell**  
Freedom of Information Officer