

Information Governance Department

Wrightington Hospital
Hall Lane
Appley Bridge
Wigan
WN6 9EP

Tel: 01257 256284
Email: foi@wwl.nhs.uk
Web: www.wwl.nhs.uk

Ref: FOI2020/7155

Date Received: 30th October 2020

Response Due: 27th November 2020

Date: 17th November 2020

Dear Sir/Madam

INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

You asked:

- 1) How many 2nd Class letters were franked through your hospital's franking machine(s) in the past 12 months:**

102,540

- 2) What is the franking charge currently being paid for a standard size 2nd Class letter?**

43p

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

Nick Bastow - Trust Facilities Manager

- 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?**

In-house service

I trust that this information is helpful to you, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. If we do not hear from you within 28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ian Boyle', with a stylized, cursive script.

Ian Boyle
Chief Finance Officer

PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Wrightington Hospital, Hall Lane, Appley Bridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

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

Helpline number: 0303 123 1113