



Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

Suite 9
Buckingham Row
Brick Kiln Lane
Wigan
WN1 1XX

Email: foi@wwl.nhs.uk

Web: www.wwl.nhs.uk

Ref: FOI/2025/10611

Date Received: 24th March 2025

Response Due: 23rd April 2025

Date: 1st April 2025

Dear Sir/Madam

With reference to your request for information received on 24th March 2025, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

1. **How many 2nd Class Letters were franked in your post rooms in the last 12 months?**
2nd class mail is processed through a mail service provider.
2. **How many 2nd Class Large Letters were franked in your post rooms in the last 12 months?**
Large 2nd class mail is processed through a mail service provider.
3. **How many 1st Class Letters were franked in your post rooms in the last 12 months?**
7,764 1st class letters.
4. **How many 1st Class Large Letters were franked in your post rooms in the last 12 months?**
1,968 large 1st class letters.
5. **What is the name of the person responsible for your postage budget/costs?**
Nick Bastow, Head of Facilities.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 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 blue ink, appearing to read 'T. Gardner', on a light-colored background.

Tabitha Gardner
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, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

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 123 111