

FOI REF: 23/303

3rd July 2023

Tel: 0300 131 4500
Website: www.esht.nhs.uk

FREEDOM OF INFORMATION ACT

I am responding to your request for information under the Freedom of Information Act. The answers to your specific questions are as follows:

Under the Freedom of Information Act 2000, I would like to request the following information in regards to use of postal services by East Sussex Healthcare NHS Trust:

- **How many letters were sent via post**

Period	Total Letters Sent	Total Cost of Postage for letters sent
01/01/20 - 31/03/20	140,115	£ 71,442
01/04/20 - 31/03/21	511,613	£ 273,775
01/04/21 - 31/03/22	526,819	£ 292,982
01/04/22 - 31/03/23	470,464	£ 290,727
01/04/23 - 06/06/23	75,631	£ 55,589

NB. Appointment letters are in the main sent out via Synertec who send by post and electronically and this figure is detailed in the table below within the last question.

- **How many appointment and appointment reminder letters sent via post**

We do not hold this information broken down to this level.

- **How many change of appointment letters sent via post**

We do not hold this information broken down to this level.

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- **How much is spent on post for change of appointment letters?**

We do not hold this information broken down to this level.

- **How many pre-admission and pre-arrival letters sent via post**

We do not hold this information broken down to this level.

- **How much is spent post for pre-admission and pre-arrival letters?**

We do not hold this information broken down to this level.

- **How many pages are in the average letter sent via post**

We do not hold this information broken down to this level.

- **How much is the total printing costs of letters sent via post**

Please see table below.

- **How much is the total stamp / franking costs of letters sent via post**

Please see table above.

- **How much is spent on post in total**

Please see table below.

If it is possible, I would like this information to be shared across a 5 year period, up until 31st March 2023. If it is not possible to retrieve the data in this exact format, then please share what is available.

Expense Description	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Grand Total
POSTAGE	10,502	10,919	26,378	49,836	78,477	68,763	5,253	250,127
POSTAGE - FRANKING MACHINE	496,862	453,799	480,336	565,013	458,191	366,100	1,310	2,821,612
POSTAGE - MAINTENANCE STOCK	15,375	15,886	19,073	7,668	3,295	761	0	62,059
Grand Total	522,740	480,604	525,787	622,518	539,963	435,625	6,562	3,133,798

ES2 Description	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Grand Total
Synertec	218,447	261,749	272,530	236,532	307,375	375,213	12,734	1,684,580
Grand Total	218,447	261,749	272,530	236,532	307,375	375,213	12,734	1,684,580

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If I can be of any further assistance, please do not hesitate to contact me.

Should you be dissatisfied with the Trust's response to your request, you have the right to request an internal review. Please write to the Freedom of Information Department (esh-tr.foi@nhs.net), quoting the above reference, within 40 working days. The Trust is not obliged to accept an internal review after this date.

Should you still be dissatisfied with your FOI request, you have the right of complaint to the Information Commissioner at the following address:

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

Telephone: 0303 123 1113

Yours sincerely

Linda Thornhill (Mrs)
Corporate Governance Manager
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