

Ref: FOI/2023/8878

Date Received: 4th May 2023

Response Due: 5th June 2023

Date: 30th May 2023

Dear Sir/Madam

You asked:

Under the Freedom of Information Act 2000, I would like to request the following information in regard to use of postal services by Wrightington, Wigan and Leigh NHS Foundation Trust:

1. How many letters were sent via post.

The approximate total of items posted from Leigh Infirmary, Royal Albert Edward, Wrightington and Thomas Linacre over the last 12 months is 858624 items.

This does however include some small parcels which we are unable to extrapolate.

The approximate total of items posted from these sites over the past 5 years is 4,293,1444.500.

2. How many appointment and appointment reminder letters sent via post.

Unable to ascertain, as multiple departments across the Trust generate their own letters using different systems.

3. How many change of appointment letters sent via post.

Unable to ascertain, as multiple departments across the Trust generate their own letters using different systems.

4. How much is spent on post for change of appointment letters?

Unable to ascertain.

5. How many pre-admission and pre-arrival letters sent via post.

Unable to ascertain, as multiple departments across the Trust generate their own letters using different systems.

6. How much is spent on post for pre-admission and pre-arrival letters?

Unable to ascertain.

7. How many pages are in the average letter sent via post.

We do not record this information.

8. How much is the total printing costs of letters sent via post.

Unable to ascertain.

9. How much is the total stamp / franking costs of letters sent via post.

The approximate total cost of mail posted from Leigh Infirmary, Royal Albert Edward, Wrightington and Thomas Linacre in the last 12 months is £550719.96.

The approximate total cost of mail posted from these sites over the past 5 years is £275,359,980.

The costs stated above include all post including some parcels.

10. How much is spent on post in total?

Due to the Trust having multiple departments that generate post through various methods and sources, we are unable to provide an accurate figure for the total we spend on post.

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.

Please note that we are unable to provide the information requested for a 5-year period as this information is not recorded centrally.

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