

Ref: FOI/CAD/ID 3165

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
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03 October 2016

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to printing, mail room and stationary.

1. *The number of people currently employed by the trust?*
2. *Who supplies you printer/copier/scanners across the trust?*
3. *What make and model and how many of each of printers/copiers/scanners do you have in your main print room and also across the trust?*
4. *How long are the print services contracts for?*
5. *What print management software's do you use across the trust?*
6. *What scanning software's do you use across the trust?*
7. *Is it just this site that you do the printing for or is it other sites too?*
8. *How much do you spend on printing services across the trust?*
9. *What is the overall cost of the managed print service contract?*
10. *What document management software's/systems do you use across the trust?*
11. *What IT provider do you use?*
12. *How long is the print room contract and when is the current print room contract due to end?*
13. *Do you have an in house design department?*
14. *Do you have a in-house mail room?*
15. *Is the mail room contract outsourced or run by the trust?*
16. *What is the average/estimated monthly amount of the following?*
 - A: *Letters coming in to the post room?*
 - B: *Letters going out of the post room?*
 - C: *Parcels coming in to the post room?*
 - D: *Parcels going out of the post room?*
17. *Is there any plans to scan and archive all the old patients files?*
18. *If yes to question 17 what is the estimated amount of files?*
19. *What is the overall yearly spend on stationary across the trust*
20. *Also could you include the name, title, contact number, and email address for the people responsible for managing the print estate in the trust?*
21. *Also could you include the name, title, contact number, and email address for the people responsible for managing the post room estate in the trust?*

1. This information can be found on the Trust website
<http://www.mtw.nhs.uk/wp-content/uploads/2015/08/Agenda-and-Reports-Part-1-July-2016-updated-20.07.16.pdf>

2. Danwood and Smart Office Solutions

3. Main: Danwood - circa 600 operational
Also: Smart Office Solutions - 23 operational

Brands:

Hewlett-Packard

Kyocera Mita

OKI

Samsung

Sharp

Xerox

4. Evergreen + 60 months

5.

1. Netcall for SMS messaging

2. Xerox for Hybrid mail

3. Describe for incoming referral scanning

6. Kodak

7. Danwood currently has printers located at:

- Maidstone Hospital
- Tunbridge Wells Hospital
- Abbey Court
- Crowborough Hospital OPD and Birthing Centre
- Edenbridge War Memorial Hospital
- Hawkhurst Community Hospital
- Kent & Canterbury Hospital
- Medway Maritime Hospital
- Sevenoaks Hospital
- High Brooms (Transport)
- Pembury High Street (MTW Accommodation)
- Paddock Wood (MTW Health Records)
- Rowan House (MTW Accommodation)
- Parkwood (MTW Laundry)
- Magnitude House (IT Support Office)

8. £579,994.03 this figure includes printer maintenance and consumables.

9. Please see Q8.

10. eHealth Innovations

11. In house

12. Maidstone and Tunbridge Wells NHS Trust does not have a print room.

13. No

14. Trust has an in-house mail room on each site

15. Mail rooms are run in-house by the Trust

16. The average monthly amount of letters coming in/out of the post room at Tunbridge Wells Hospital is 48,000 items and an average at Maidstone Hospital is 70,000 items. No letters remain in the mail room. Around 20 parcels each month come in/out of the post room at Tunbridge Wells Hospital and 140 parcels at Maidstone Hospital. The majority of parcels are delivered via the goods inwards department not the post room as they arrive at the hospitals via courier services not delivered by Royal Mail.

17. Yes

18. 1.2m patient records

19. In 2015/16 the Trust spend on desktop stationery was £140,696.40 that was off the core list, £12,070 + VAT off our catalogue.

20. Donna-Marie Jarrett, Director of Health Informatics. donnajarrett@nhs.net

21. Jeanette Rooke, Director of Estates and Facilities.
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