

Ref: FOI/GS/ID 7667

**Please reply to:**  
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[www.mtw.nhs.uk](http://www.mtw.nhs.uk)

20 October 2022

## **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 Print, post and scanners.

*You asked:*

- 1. How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for?*
- 2. How many letters are received by the trust on an annual basis?*
- 3. Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)?*
- 4. What make of Scanner do you use?*
- 5. Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications?*
- 6. Do you currently use an outsourced scanning service?*
- 7. What volume of your current inbound post is scanned and sent digitally throughout your organisation?*
- 8. Who has responsibility for digital transformation in your organisation?*
- 9. Who is responsible for your post room (i.e., who is your post room manager)?*
- 10. Who is the Director of IT in your organisation?*
- 11. Who is the procurement manager responsible for print and post solutions in your organisation?*

Trust response:

Please see the following table.

1.	<b>How many inpatients, outpatient and waiting list patients in total is your trust currently responsible for?</b> Section 21 Exemption please see below re ID 7362
2.	<b>How many letters are received by the trust on an annual basis?</b> These are not measured.
3.	<b>Does your print and post room currently scan and distribute inbound communications (i.e., physical letters received by the trust)?</b> – No, mail is hand delivered
4.	<b>What make of Scanner do you use?</b> Not applicable
5.	<b>Do you have scanning software or extraction software linked to your scanner to help identify and categorise your inbound communications?</b> Not applicable
6.	<b>Do you currently use an outsourced scanning service? Yes</b> If yes, who supplies you with your scanning service? Xenos Hybrid Mail How many images do you send to the supplier a year? Approximately 6 million letters What is the cost of each image / page communication? Section 43 exemption please see below
7.	<b>What volume of your current inbound post in scanned and sent digitally throughout your organisation?</b> Total number scanned letters - These are not measured
8.	<b>Who has responsibility for digital transformation in your organisation?</b> Section 21 Exemption please see below re ID 7362
9.	<b>Who is responsible for your post room (i.e., who is your post room manager)?</b> Section 21 Exemption please see below re ID 7362
10.	<b>Who is the Director of IT in your organisation?</b> Section 21 Exemption please see below re ID 7362
11.	<b>Who is the procurement manager responsible for print and post solutions in your organisation?</b> Section 21 Exemption please see below re ID 7362

ID 7362 - Under Section 21 of the Act we are not required to provide information in response to a request if the information is already reasonably accessible to you. The information you requested is available from the trust website [WWW.MTW.NHS.UK](http://WWW.MTW.NHS.UK) Please enter Communications into the search box and the response will be shown. Alternatively, please use the following link: <https://www.mtw.nhs.uk/wp-content/uploads/2022/04/Communications.-080422.pdf>

Exemption 43: The Trust is applying Section 43(2) FOIA which provides an exemption from disclosure of information which would or would be likely to, prejudice the commercial interests of any person (including the public authority holding it). This is a qualified exemption, and is therefore subject to the public interest test.

The Trust believes that the information requested contains details which would be likely to damage the company's ability to win new business opportunities

for their services and to perform them within a commercially competitive market.

The Trust has concluded that the public interest in maintaining the exemption, and therefore protecting the commercial interests of the suppliers and preserving its ability to compete fairly in a commercial market, outweighs the public interest in disclosure in this case.

#### Supplier Transactions

All NHS bodies are required to publish details of individual invoices and transactions that are over £25,000. This is in response to guidance from HM Treasury which sets out the scope of the data. Details can be found on our website using the following link: [www.mtw.nhs.uk/about-us/our-quality-story/finance/](http://www.mtw.nhs.uk/about-us/our-quality-story/finance/)