Further to your Information request FOI64743 please find your questions and our responses below in blue:

**FOI64743**

We are, under the Freedom of Information Act, requesting the following information from yourselves.

1. Your postal spend in 2011 and 2012 on the following - exact costs where possible or if unavailable please provide estimated costs –
   - 1st class post including number of items

**Response:**

A breakdown is not available for postal spend in 2011 so we have provided it for 2012
- 1st Class Letter - £34,433 - 81,130 items
- 1st Class Large Letter - £4,556 – 5,475 items
- 2nd class post including number of items
- 2nd Class Letter - £88,707 - 332,196 items
- 2nd Class Large Letter - £12,615 – 17,501 items
- Other postal spend

**Response:**

Other postage including Recorded, Special Delivery, Air Mail, Packet £10,849
Other costs are for Response licences, underpayment on postage, consumables.

2. How do you process your mail? – stamps, franking, Postage Paid Impressions (PPI), Down Stream Access (DSA), DX or if any other service please specify

**Response:** Mail processed in various ways, in house franking, PPI, DSA and DX as below

3. If DSA please indicate service provider and agreed current rates –
   e.g. OGC pricing or bespoke / machine readable letters and non-machine readable letters

**Response:**

- TNT – machine readable
- 2nd Class Letter 26.26p
- 2nd Class Large Letter 41p
- 2nd Class Packet 189p
4. If you use a Royal Mail discounted service such as Clean Mail or Business Mail advance, how much has been received in refunds within the last 12 months?

**Response:** Not used

5. If using a postal franking system, please specify supplier and model

**Response:**

Franking machine 1  
FP, Centromail, multi carrier

Franking machine 2  
Neopost, IS-440

6. Is the equipment owned or leased through supplier / 3rd party finance house

**Response:** Leased as below

7. If equipment is owned outright, the month, year and cost of purchase plus the annual maintenance costs

**Response:** Leased as below

8. If leased, the month, year and term of lease plus quarterly / annual costs including maintenance

**Response:**

Franking machine 1  
ING Lease (UK Ltd (sup 105207))  
Six year lease, started January 2011  
Quarterly lease £1999.64  
Annual maintenance £1900.71

Franking machine 2  
Neopost Finance Ltd  
Six year lease, started September 2011  
Quarterly lease including maintenance £719.75

9. Will the 2013 budget be an increase on the 2012 spend? If so what is the estimated 2013 postal budget?

**Response:** Reduced

10. What is the reduction, as a percentage, that your postal services will be tasked with in 2013?
Response: Looking for a 4% reduction

11. What is the typical decision process within your organisation for postal services?

Response: Tender process via Government Procurement Service for Postal Services Framework Agreement

12. Who is ultimately responsible for making decisions such as the allocation of contracts for postal and affiliated services for your organisation?

Response: Decision for awarding of postal services will be a board made up of representatives from procurement, post room manager and business service manager.

This concludes your request FOI64743.

If you require translation of the information you have been sent please do not hesitate the contact us.

If you are unhappy with the information we have provided in response to your request please write to:

Information Management Team Manager
Royal Borough of Windsor & Maidenhead
Town Hall, St Ives Road
Maidenhead
SL6 1RF

or send an e-mail to martin.tubbs@rbwm.gov.uk

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http://www.rbwm.gov.uk/web/foi_information_requests.htm

We are keen to hear about your experience with the Information Management Team here at the Royal Borough of Windsor & Maidenhead and look forward to receiving any comments you have about the way your information request was processed.

Please send any feedback to the Information Management Team Manager either by e-mail martin.tubbs@rbwm.gov.uk or in writing to the address above.
Yours sincerely

Ben Savage
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