



Kent and Medway

NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Sent via email

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Dear [REDACTED]

Request for Information

I write further to your request FOI ID OP 121 under the Freedom of Information Act 2000 regarding: -

Total spend and usage of post

Your request is set out below:

- How many letters were sent via post

KMPT do not have a centralised location where all post is sent from and delivered to, all post is sent from individual teams. In order to collate the requested information would require a manual exercise to identify and review all letters sent and received by each team and this would exceed the appropriate time limits, as per the Freedom of Information Act 2000 section 12(1) which does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

- How many appointment and appointment reminder letters sent via post

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- How many changes of appointment letters sent via post

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Trust Chair – Dr Jackie Craissati

Chief Executive – Helen Greateorex

oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

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

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

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

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

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

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

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- How much is spent on post in total

The total cost of postage and carriage for the last financial year was £236,811

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department