



Data Protection Officer
Freedom of Information
NW Leicestershire District Council
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Telephone: 01530 454763

Date: 08 October 2020

FREEDOM OF INFORMATION REQUEST 1292

I write further to your email dated 14 September 2020.

Your request has been dealt with under the terms of the Freedom of Information Act 2000 (FOIA), explained on our [freedom of information](#) page.

Your request:

1. Your postal spend in 2019 and projected spend for 2020 /2021 on the following - exact costs where possible or if unavailable please provide estimated costs –
 - Stamps - *Nil*
 - Franking -

	2019/20	2020/21 forecast
<i>Timed delivery of mail</i>	<i>£3,813.00</i>	<i>£4,000.00</i>
<i>DX post</i>	<i>£1,000.04</i>	<i>£1,047.04</i>
<i>Franking</i>	<i>£66,989.50</i>	<i>£60,640.00</i>
<i>Leasing</i>	<i>£8,939.93</i>	<i>£8,649.41</i>
<i>Service</i>	<i>£459.98</i>	<i>£460.00</i>

- Royal Mail online services - *Nil*
 - Royal Mail Postage Paid Impressions (PPI) Unknown service - *Nil*
2. If using a franking system, please specify supplier and model.
Quadient - IS-5000
 3. Is the equipment owned or leased through the supplier or 3rd party finance house.
Leased.
 4. If the equipment is owned outright - the month, year and cost of purchase plus the annual maintenance and consumable costs.
N/A
 5. If the equipment is leased - the month, year and term of lease plus quarterly / annual costs including maintenance and consumable costs
5/2019, 2 years, costs as above plus ink £640pa and online stats fee £90pa.
 6. What is the typical decision process within your organisation for mail and postal services?
The council is required tenders all contracts over £25k, either by using a PCR2015 compliant framework or tendering on the open market. The postal contract is managed by the Customer Services Team Manager.

7. Who is ultimately responsible for making decisions such as the allocation of contracts for postal equipment and expenditure?

Contracts are approved by team managers, heads of service, directors of service, chief executive or cabinet, depending on the value of the contract.

8. Are you mandated to procure through a framework agreement and if so the name of the framework.

Our contract procedure rules require us to source goods and services via PCR 2015 (as amended) compliant frameworks. If no suitable frameworks are available, we would look to tender on the open market.

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GOING FORWARD

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

Please remember to quote the Authority's four digit reference number given at the top of this email in any future communications.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to DPO@NWLeicestershire.gov.uk or the address above.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at accessicoinformation@ico.org.uk.

Yours sincerely

Mackenzie Keatley
Information Governance Officer