



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Cadeirydd/Chair: **Emma Woollett**
Prif Weithredwr/Chief Executive: **Mark Hackett**

gofalu am ein gilydd, cydweithio, gwella bob amser
caring for each other, working together, always improving

Rydym yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg. Atebir gohebiaeth Gymraeg yn y Gymraeg, ac ni fydd hyn yn arwain at oedi.
We welcome correspondence in Welsh or English. Welsh language correspondence will be replied to in Welsh, and this will not lead to a delay.

Cais Rhyddid Gwybodaeth / Freedom of Information request **Ein Cyf / Our Ref: 22-H-055**

You asked:

Outbound Mail

1. Does the Health Board currently print patient appointment letters and correspondence in house or is this outsourced to a supplier?

In house

2. What volume of pages are printed by the Health Board each year (an average for a rolling 12 month period is fine)?

I can confirm that the number of pages printed by the Health Board is not held centrally. Each printer is managed departmentally across the Health Board. However, we are able to provide you with the volumes of letters sent in the 12 months to July 2022;

Morrison Hospital - 661,768
Singleton Hospital - 250,167
Neath Port Talbot Hospital - 337,250

3. If the outbound mail/printing service is outsourced, who is the current contract with?

Not currently outsourced

4. If outsourced, when is the current contract due for renewal?

Not applicable

5. What is your annual spend for patient appointment letters and correspondence?

I can confirm this information is not held. Patient letters are sent from central post rooms that also send out other types of correspondence. However I can confirm the postal classes used for the letters sent in Q2 are as below;

1st Class

Morrison Hospital - 0.05%



Pencadlys BIP Bae Abertawe, Un Porthfa Talbot, Port Talbot, SA12 7BR / Swansea Bay UHB Headquarters, One Talbot Gateway, Port Talbot, SA12 7BR

Bwrdd Iechyd Prifysgol Bae Abertawe yw enw gweithredu Bwrdd Iechyd Lleol Prifysgol Bae Abertawe
Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board

Singleton Hospital – 30%
Neath Port Talbot Hospital – 6%

2nd Class (or equivalent)

Morrison Hospital – 99.95%
Singleton Hospital – 70%
Neath Port Talbot Hospital – 93%

6. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?

Not applicable

7. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.

Keir Warner – Head of Procurement

Inbound Mail

8. Does the Health Board have a centralised mailroom for all incoming post/mail?

The Health Board has mail rooms on each of its sites

9. If so, is this managed by Health Board employees?

Yes

10. If not, who manages the incoming post/mail on behalf of the Health Board and what is the annual cost of the contract?

Not applicable

11. What are the daily/weekly/monthly/annual volumes of incoming mail managed/received by the Health Board?

This information is not recorded

12. When is the contract up for renewal?

Not applicable

13. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?

Not applicable

14. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.

Not applicable

