



Assurance Group  
London Borough of Barnet,  
2 Bristol Avenue, Colindale,  
London NW9 4EW  
14 September 2020  
Our ref: 6583028

Thank you for your request received on 14 September 2020, for the following information:

**In order to enable us to offer these savings, we are, under the Freedom of Information Act, requesting the following information from you.**

**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**

**\* Franking**

**\* Royal Mail on line services**

**\* Royal Mail Postage Paid Impressions ( PPI )**

**2. If using a franking system, please specify supplier and model**

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

**4. If the equipment is owned outright - the month, year and cost of purchase plus the annual maintenance and consumable costs**

**5. If the equipment is leased - the month, year and term of lease plus quarterly / annual costs including maintenance and consumable costs**

**6. What is the typical decision process within your organisation for mail and postal services ?**

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

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

We have processed this request under the Freedom of Information Act 2000.

## **Response**

The council holds the information requested and it is attached/ the answers to your questions are below

***In order to enable us to offer these savings, we are, under the Freedom of Information Act, requesting the following information from you.***

***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 N/A
- \* Franking N/A
- \* Royal Mail on line services As below
- \* Royal Mail Postage Paid Impressions ( PPI ) Our postal spend for 2019 was approx £250,000 PA. This value has been stable for a while and we would estimate the same level for next 2 years.

***2. If using a franking system, please specify supplier and model***

It is a Pitney Bowes - model Connect+

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

It was 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.***

The machine is old, so we just pay service charge

***6. What is the typical decision process within your organisation for mail and postal services ?***

New initiatives will be present by Mailroom Manager, but then needs agreement through the usual Council Governance channels.

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

All contracts are agreed through the usual Council Governance channels.

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

We will look for the most advantageous way to procure services, we are currently utilising the Crown Commercial Services Framework .

**Further information**

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

**Advice and Assistance : Direct Marketing**

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link [www.ico.org.uk](http://www.ico.org.uk)

**For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.**

### **Your rights**

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: [foi@barnet.gov.uk](mailto:foi@barnet.gov.uk). Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website [www.ico.org.uk](http://www.ico.org.uk)). There is no charge for making an appeal.