

FOI Ref

7806

Response sent

9 Oct 20

(CCC) Postal Services

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]

Response:

Thank you for your request for information above, which we have dealt with under the terms of the Freedom of Information Act 2000.

I hope the following will answer your query:

Please see the attached workbook which contains the responses to your request.

Further queries on this matter should be directed to foi@cambridge.gov.uk

	Actual
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 –	2018/19
• Stamps	1,113.77
• Franking	41,287.00
• Other Royal Mail Postage Charges	142,354.14
• Other	94,267.09
TOTAL	279,022.00
2. If using a franking system, please specify supplier and model	Francotyp Pos
3. Is the equipment owned or leased through the supplier or 3rd party finance house	Owned
4. If the equipment is owned outright - the month, year and cost of purchase plus the annual maintenance and consumable costs	Bought in 200
5. If the equipment is leased - the month, year and term of lease plus quarterly / annual costs including maintenance and consumable costs	n/a
6. What is the typical decision process within your organisation for mail and postal services ?	This depends Leadership Te
7. Who is ultimately responsible for making decisions such as the allocation of contracts for postal equipment and expenditure ?	This depends Senior Leader
8. Are you mandated to procure through a framework agreement and if so the name of the framework	No

Actuals	Budget
2019/20	2020/21
6,042.52	
48,202.00	273,020.00
130,521.09	
188,160.39	
372,926.00	273,020.00

We are unable to split between Royal Mail online services and Royal Mail PPI so have instead split between Royal Mail and Other. Budget cannot be split between the specific costs.

stalia

14/05 for £15,463.00

on the type of decision being made. If it is a relatively small decision then it would go to the Senior Team, however if it is a major decision then it would go to committee.

on the cost of the contracts. Procurement are involved in the decision making procedure along with the Shipping Team for smaller contracts and for larger contracts decision would be made by committees.