

<p>1. Your postal spend in 2009 and 2010 on the following - exact costs where possible or if unavailable please provide estimated costs –</p> <ul style="list-style-type: none"> - 1st class post including number of items - 2nd class post including number of items 	<p>2009 total for 1st and 2nd class £66,110.93.(227011 items).2010 total for 1st and 2nd class £58,303.12 (197357 items).Can not separate 1st and 2nd class.This is post that goes through the Franking machine.</p>
<p>Other postal spend</p>	<p>Contract post (from elections, housing and Council tax)</p>
<p>2. How do you process your mail ? – stamps, franking, Postage Paid Impressions (PPI), Down Stream Access (DSA) , DX or if any other service please specify</p>	<p>Franking</p>
<p>3. If DSA please indicate service provider and agreed current rates – e.g. OGC pricing or bespoke / machine readable letters and non machine readable letters</p>	<p>N/A</p>
<p>4. If using a postal franking system, please specify supplier and model</p>	<p>Neopost IJ70 model</p>
<p>5. Is the equipment owned or leased through supplier / 3rd party finance house</p>	<p>Owned</p>
<p>6. If equipment is owned outright , the month, year and cost of purchase plus the annual maintenance costs</p>	<p>(Approx £5,000 in 2001 with a Maintenance costs £800</p>
<p>7. If leased, the month, year and term of lease plus quarterly / annual costs including maintenance</p>	<p>N/A</p>
<p>8. Does the outgoing mail need to be reconciled to show breakdown of departmental spend ?</p>	<p>Yes</p>
<p>9. If so, for how many cost centres are utilised ?</p>	<p>115</p>
<p>10. Will the 2011 budget be an increase on the 2010 spend ? If so what is the estimated 2011 postal budget ?</p>	<p>No, the intention is to decrease usage</p>
<p>11. What is the reduction, as a percentage, that your postal services will be tasked with in 2011?</p>	<p>7% reduction</p>

12. What is the typical decision process within your organisation for postal services ?	Operational decisions undertaken by Facilities Management, with Corporate decisions reported to Corporate Team
13. Who is ultimately responsible for making decisions such as the allocation of contracts for postal and affiliated services for your organisation ?	Mike Hammond Facilities Manager/ Civil Contingencies Manager