



Lewes District Council



Working in partnership with Eastbourne Homes

Date Provided: 23 February 2018

Postage

Ref: FOI / 6298

Information Request and Response by Lewes District Council

Question		Answer
	Revenues and Benefits	
1	Please supply email address and direct telephone number for your Transformation Manager or equivalent	Lee Banner – lee.banner@lewes-eastbourne.gov.uk
2	Please supply email address for your Chief Financial Information or equivalent	Alan Osborne – alan.osborne@lewes-eastbourne.gov.uk
3	Please supply email address and direct telephone number for your Revenues and Benefits Manager or equivalent	Steve Jump – steve.jump@lewes-eastbourne.gov.uk
4	Please supply email address and direct telephone number for your Procurement Manager or equivalent	Rob Brennan – rob.brennan@lewes-eastbourne.gov.uk
5	Please confirm the name of the supplier(s) who prints and arranges the posting of your Annual Council Tax and Business Rates Bills.	Internal

6	Please confirm if this supplier also produces Council Tax and Business Rates Bills and associated documents for the council during the year (ie., “ad hoc” billing), or if the council produces these internally	Internal
7	If the council uses an outside supplier for the printing and mailing, can you confirm when that contract is due to end?	OBA account
8	What method would be used to procure a new contract once the existing contract ends? For example, does the council use a tender framework or portal to choose a supplier?	Procurement portal
9	What is the council’s annual spend, including postage costs, on Council Tax and Business Rates Bill printing and mailing?	Postage/franking costs PA £39244.32 (within council) Council Tax also use an external mail house for bulk mail outs
10	How many ‘packs’ does the Council produce each year for its annual/daily billing requirements (a pack is one envelope with contents)	This data is not available
11	Which revenues software system do you use (e.g. Northgate, Capita, Civica)	Civica, Capita (Academy)
	Postage Volumes and Costs	
12	Please provide costs for any postage sent out from the authority as a whole using any mail provider (e.g. Royal mail, Neopost, Pitney Bowes)	286261.19 per month
13	Please provide the name of your mail provider/s	Royal Mail
	Hybrid Mail Solution	
12	Do you utilise a hybrid mail solution...if so which one and who is the contract with	N/A
13	Please provide the name, email and telephone number of the person who is responsible for the hybrid mail solution	
14	When is your hybrid mail contract up for renewal	
15	What method would be used to procure a new hybrid mail contract once the existing contract ends? For example, does the council use	

	a tender framework or portal to choose a specific hybrid mail supplier?	
16	How many packs per month do you create via the solution	
17	What cost do you pay for the creation and mailing of each 'pack'	
18	How many users are using the solution in the office and working from home	
	Additional Information	
19	Please confirm who provides you with all printing & mailing requirements/services for the following departments:- Housing Finance Parking Social Care Planning Electoral Administration	In house
20	Please provide associated costs for the printing & mailing of the above departments	Housing: £5210.48 Finance: £9578.76 Parking: N/A Social Care: N/A Planning: £7508.17 Electoral Administration: £22809.08 - Electoral Services also use an external mail house for their bulk mail outs. Elections should be able to assist.
21	Please identify whether the service is contracted or provided 'in-house'	In House
22	If one or all of the service areas above are contracted please provide date when the contract expires.	N/A