

**Request for Information: Ref NCC-026689-17**

Thank you for your request for information about staffing of the print room, mail room and distribution unit at Nottinghamshire County Council.

I am pleased to advise that we are able to provide the following information

**1. Do you have a mail room? Yes**

**a. How many? 1**

**2. How many full time staff work in the mail room? 3**

**a. How many hours per week does a full time employee work? 37**

**b. What is the average hourly pay/rate? £9.23**

**3. How many part time staff work in the mail room? 0**

**a. How many hours per week does a part time employee work? N/A**

**b. What is the average hourly pay/rate? N/A**

**4. Do you have a delivery/collection service for mail across the authority? Yes**

**5. How do you do this? Internal courier service & Hybrid Mail Solution**

**6. If you use a van (s), how many? 1**

**a. How often are these replaced? Every 5 years**

**b. Are the drivers of these vehicles part of the mail room staff? Sometimes, we have a dedicated courier driver**

**ii. How many hours do they work? 37**

**iii. What is the average hourly/pay rate? £7.66**

**7. Do you have a digital mail room? Yes**

**8. Do you scan inbound mail into a workflow system? Yes**

**a. If so is this function operated by the mail room? Partly**

**b. If not then which department run this operation? Working in conjunction with the Mail Room is our in-house scanning and capture team – Solutions4Data**

**i. How many staff do this operation? 1**

**ii. How many hours per week do they work? 37**

**iii. What is the hourly pay/rate? £10.91**

**Print/Production**

**9. Do you have a print room? Yes**

**a. How many? 1**

**10. How many full time staff work in the print room? 4**

**a. How many hours per week does a full time employee work? 37**

**b. What is the average hourly pay/rate? £13.48**

**11. How many part time staff work in the print room? 3**

**a. How many hours per week does a part time employee work?**

1x 24 hrs

1x 21 hrs

1x 29.76 hrs

**b. What is the average hourly pay/rate? £12.81**

I hope that you find this information helpful, however, if you are unhappy with the way in which your request has been handled, please email us at [foi@nottscc.gov.uk](mailto:foi@nottscc.gov.uk) and quote the reference number NCC-026689-17