

Request for Information: Ref NCC-029536-17

Thank you for your request for information relating to Nottingham County Council postage functions.

Please note, we can only provide an answer for Nottingham County Council as we are unable to comment on other councils postal procedures.

- How much on average do other authorities spend on the postage function annually? Are there any discounts applied by the supplier? I'm assuming the discounts will be on 'clean' mail, is this the case?

Nottingham County Council use Royal Mail to despatch outgoing mail. We use Business Mail rates. This means the address presentation of the mail must be of Royal Mail standard (clean mail). The despatching cost is based on the volume you mail. The larger the daily volume the more competitive the rate is.

- I am also looking to see how Councils go about sending out bulk mail, e.g. Rent statements, Bin Calendars, Council Tax reminders etc.?

Nottingham County Council have a hybrid mail system. This is linked up to teams around the Council who send bulk items to print. This is printed and mailed into envelopes which have pre-printed postage on them. This process is only just beginning but will grow in the near future.

- Do other Councils use a printing company to deal with the bulk main send outs? If so who? Is the pricing competitive / fair?

Nottingham County Council print the majority of the bulk mail in-house. But it can be cost effective on occasions to use mail houses which does happen for some large mail outs.