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|  | **Information Request under the Freedom of Information Act 2000** |
|  | **Under the Freedom of Information Act 2000, can you please provide details on the following:** |
|  | **Organisation Name:**  |  |
|  | **Question** | **Answer** |
|  | **Revenues and Benefits** |  |
| 1 | Please supply email address and direct telephone number for your Transformation Manager or equivalent | caroline.agnew@nottscc.gov.uk  |
| 2 | Please supply email address for your Chief Financial Information or equivalent | nigel.stevenson@nottscc.gov.uk  |
| 3 | Please supply email address and direct telephone number for your Revenues and Benefits Manager or equivalent | N/A |
| 4 | Please supply email address and direct telephone number for your Procurement Manager or equivalent | corporate.procurement@nottscc.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. | District/Borough Council responsibilities |
| 6 | Please confirm if this supplier also produces Council Tax and Business Rates Bills and associated documents for the council during the year (ie., “adhoc” billing), or if the council produces these internally | District/Borough Council responsibilities |
| 7 | If the council uses an outside supplier for the printing and mailing, can you confirm when that contract is due to end? | N/A |
| 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?  | N/A |
| 9 | What is the council’s annual spend, including postage costs, on Council Tax and Business Rates Bill printing and mailing? | N/A |
| 10 | How many ‘packs’ does the Council produce each year for its annual/daily billing requirements (a pack is one envelope with contents) | Approx. 220k |
| 11 | Which revenues software system do you use (e.g. Northgate, Capita, Civica) | Civica Payments (Icon) |
|  | **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) | £450k |
| 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 | OMS500 - Neopost |
| 13 | Please provide the name, email and telephone number of the person who is responsible for the hybrid mail solution | Ian Hardy – 0115 977 3829 |
| 14 | When is your hybrid mail contract up for renewal | N/A - Purchased solution |
| 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?  | Tender framework |
| 16 | How many packs per month do you create via the solution | Approx. 80k |
| 17 | What cost do you pay for the creation and mailing of each ‘pack’ | From approx. £0.33  |
| 18 | How many users are using the solution in the office and working from home | 5,500 |
|  | **Additional Information** |  |
| 19 | Please confirm who provides you with all printing & mailing requirements/services for the following departments:-HousingFinanceParkingSocial CarePlanning Electoral Administration | Housing – N/A DistrictsFinance – In-houseParking – In-houseSocial Care – In-housePlanning – N/A DistrictsElectoral Administration - N/A Districts |
| 20 | Please provide associated costs for the printing & mailing of the above departments | Corporately £450k |
| 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 |
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