

[REDACTED]

8 March 2019

INFORMATION REQUEST REFERENCE 19-011

Dear [REDACTED]

Thank you for your information request, received on 21 February 2019. You asked the London Legacy Development Corporation (Legacy Corporation) to provide the following information under the Freedom of Information Act 2000 (FOIA):

Can you please respond to the following questions relating to the London Legacy Development Corporation:

- 1. What are your annual outbound mail volumes for your last financial year? If available can you please provide the annual breakdown by mail pack sizes e.g. C5, C4 etc.*
- 2. What was your annual outbound mail expenditure for your last financial year? If available can you please provide the annual breakdown by mail pack types i.e. 2nd class, 1st class, Special Delivery etc.*
- 3. What was your annual expenditure in your last financial year for mail franking machines?*
- 4. Do you insert any printed materials into your mail packs? If so, please provide volumes for your last financial year.*
- 5. What was your expenditure in your last financial year on mailroom staff together with the number of FTEs in place?*
- 6. What is the level of automation you currently have for outbound mail?*
- 7. Do you utilise a hybrid mail solution and if so, please confirm if the hybrid mail solution is on premise or outsourced?*

I can confirm that the Legacy Corporation holds information which falls within the scope of your request.

The information relevant to your request is below:

At LLDC we use a franking machine to send mail. This gives us the option of sending 1st, 2nd or recorded /signed for. The reporting on the franking machine is limited and only gives a figure for total items sent and cannot be set by date period. We are on a credit agreement for our franking machine where we top up funds when they are low and pay this by Direct Debit, so are not able to provide the breakdowns you request.

We only send a small number of items by mail and therefore do not have dedicated post room staff. Colleagues pack their mail themselves so we are unable to provide details of pre-printed items.

If you are unhappy with our response to your request and wish to make a complaint or request an internal review of our decision, you should write to:

Deputy Chief Executive
London Legacy Development Corporation
Level 10, 1 Stratford Place
Montfichet Road
London, E20 1EJ

Email: FOI@londonlegacy.co.uk

Please note: complaints and requests for internal review received more than two months after the initial response will not be handled.

If you are not content with the outcome of the internal review, you may appeal directly to the Information Commissioner at the address given below. You should do this within two months of our final decision. There is no charge for making an appeal.

Further information on the Freedom of Information Act 2000 is available from the Information Commissioner's Office:

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Telephone 08456 30 60 60 or 01625 54 57 45

Website www.ico.gov.uk

Yours sincerely

FOI / EIR Co-ordinator
London Legacy Development Corporation