

## **REQUEST**

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

This information can be found on the following website

[http://foi.west-midlands.police.uk/mail-systems12645\\_17/](http://foi.west-midlands.police.uk/mail-systems12645_17/)

#### **a.How many?**

As above

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

1

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

36.5 hours per week

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

Band B,

see [http://foi.west-midlands.police.uk/wp-content/uploads/2017/08/0002\\_PAYSCALES.pdf](http://foi.west-midlands.police.uk/wp-content/uploads/2017/08/0002_PAYSCALES.pdf)

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

= 1

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

30 hours per week, term time only

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

Band B (see Q2b)

### **4. Is the traffic camera enforcement department part of the mailroom?**

All incoming mail is received by the mail room

#### **a.If so is the mail volumes for this activity?**

There is no recorded information held

#### **b.Or is it a separate entity?**

N/A

#### **c.If so who is the contact for this?**

N/A

**5.Do you have a delivery/collection service for mail across the force?**

See Q1

**6.How do you do this?**

As above

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

We have 20 vans that are used across the force for a wide variety of uses not solely for the purpose of despatch movements

**a. How often are these replaced?**

As and when necessary

**b.Are the drivers of these vehicles part of the mail room staff?**

No

**i.If not;**

**ii.What department do they work for?**

Transport Operations

**iii.How many hours do they work?**

39

**iv.What is the average hourly/pay rate?**

Band B

**8.Do you have a digital mail room?**

See Q1

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

As above

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

As above

**b.If not then which department run this operation?**

N/A

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

N/A

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

N/A

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

N/A

**Print/Production**

**10.Do you have a print room?**

See Q1

**a.How many?**

As above

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

As above

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

As above

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

As above

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

None

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

N/A

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

N/A