

## **Request**

**Sent:** 28 July 2025 08:29

**To:** RNN FOI <foi@rnnngroup.co.uk>

**Subject:** Request for Information under Freedom of Information Act 2000 (FOIA)

Dear RNN Group

Please answer the following questions regarding your Print / Mail Room set up:

### **Print Room**

1. Do you have a print room equipped with one/more high-speed production device/s to handle large volume printing?
2. Is this run by your own staff or outsourced to a third-party provider?
3. If run internally, how many full-time equivalent (FTE) run this facility?
4. Number of devices & model type/s?
5. Name of incumbent supplier?
6. Contract start / end date and length of any option to extend?
7. If outsourced, please advise contract start / end date and length of any option to extend?
8. Was this contract awarded through a framework? If yes, which one used?
9. Annual spend (ex VAT) covering equipment and staff costs or total outlay if this service outsourced

### **External print**

1. Do you outsource any print requirement to an external supplier/s (for example booklets, prospectuses, leaflets, manuals, posters, banners, forms, etc)?
2. Name of incumbent supplier/s?
3. If this arrangement provided under contract, please advise start / end date and length of any option to extend?
4. Was this contract awarded through a framework? If yes, which one used?
5. Alternatively was this awarded through a DPS arrangement?
6. Annual spend (ex VAT) for this service over the past 12 months?

### **Mail Room (Inbound and/or Outbound)**

1. Do you have your own in-house Mail Room operation?
2. If yes, how is the service run - physical or digital mail distribution?
3. Is this run by your own staff or outsourced to a third-party provider?
4. If run by your own staff, how many full-time equivalent (FTE) staff run this facility?
5. If outsourced, please advise name of current provider, contract start / end date and length of any option to extend?
6. Was this contract awarded through a framework? If yes, which one used?
7. Annual spend (ex VAT) covering running and staff costs or total outlay if this service outsourced?

Finally, who handles these arrangements on behalf of the College?

Please acknowledge receipt of this request and I look forward to receiving your full response within the next 20 working days.

**Our Ref:** FOIA262

**Your Ref:** N/A

**Date:** 31<sup>st</sup> July 2025

Dear [REDACTED]

**FREEDOM OF INFORMATION REQUEST (FOI): Questions Relating to Print Room/Mail Room**

Thank you for your request for information, which we received on Monday 28<sup>th</sup> July 2025. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Any correspondence regarding this should be addressed to [FOI@rnngroup.ac.uk](mailto:FOI@rnngroup.ac.uk)

Please note that we will be providing a response on behalf of the RNN Group as a whole, rather than any individual college or organisation within the Group.

The RNN Group main centres of operations are located at the following sites:

Site Name	Address
Rotherham College	Eastwood Lane, Rotherham. S65 1EG
North Nottinghamshire College	Carlton Road, Worksop. S81 7HP
Dinnington Campus	SITE NO LONGER IN OPERATION*
Dearne Valley College	Wath upon Dearne, Swinton. S63 7EW
University Centre Rotherham	Doncaster Gate, Rotherham. S65 1DJ
RNN Training	Carlton Road, Worksop. S81 7HP
Idle Valley Rural Centre	North Road, Retford. DN22 8SG
Construction Centre Rotherham	Rawmarsh Road, Rotherham. S60 1RU
Skills Centre Shireoaks	SITE NO LONGER IN OPERATION*
National Fluid Power Centre	Carlton Road, Worksop. S81 7HP
Create Skills Ltd	SUBSIDIARY COMPANY CEASED TRADING*
Charnwood Training	SUBSIDIARY COMPANY CEASED TRADING*
Aston Recruitment & Training	NO LONGER OWNED BY THE RNN GROUP*
Rotherham Education Services	Eastwood Lane, Rotherham. S65 1EG
Retford Post 16 Centre	Old Hall Drive, Retford. DN22 7EA
Nottinghamshire Children & Family Partnership	PARTNERSHIP HAS CEASED*

\*Data from these sites have been re-located to other centres within the RNN Group, and if applicable, have formed part of the search for the information requested.



Below is the information you requested:

#### **Print Room**

1. Do you have a print room equipped with one/more high-speed production device/s to handle large volume printing?
2. Is this run by your own staff or outsourced to a third-party provider?
3. If run internally, how many full-time equivalent (FTE) run this facility?
4. Number of devices & model type/s?
5. Name of incumbent supplier?
6. Contract start / end date and length of any option to extend?
7. If outsourced, please advise contract start / end date and length of any option to extend?
8. Was this contract awarded through a framework? If yes, which one used?
9. Annual spend (ex VAT) covering equipment and staff costs or total outlay if this service outsourced

**THE GROUP DOES NOT HAVE A CENTRAL PRINT ROOM AT ANY OF ITS SITES**

#### **External print**

1. Do you outsource any print requirement to an external supplier/s (for example booklets, prospectuses, leaflets, manuals, posters, banners, forms, etc)? **YES**
2. Name of incumbent supplier/s? **THE GROUP DOES NOT USE ONE SPECIFIC SUPPLIER**
3. If this arrangement provided under contract, please advise start / end date and length of any option to extend? **NO CONTRACT - ALL UNDER QUOTE AND TENDER THRESHOLD AS PER FINANCIAL REGULATIONS**
4. Was this contract awarded through a framework? If yes, which one used? **N/A**
5. Alternatively was this awarded through a DPS arrangement? **N/A**
6. Annual spend (ex VAT) for this service over the past 12 months? **N/A**

#### **Mail Room (Inbound and/or Outbound)**

1. Do you have your own in-house Mail Room operation? **MAIL ROOM FORMS PART OF THE MAIN RECEPTION AT EACH SITE**
2. If yes, how is the service run - physical or digital mail distribution? **FRANKING MACHINE - DIGITAL LABELS**
3. Is this run by your own staff or outsourced to a third-party provider? **GROUP STAFF**
4. If run by your own staff, how many full-time equivalent (FTE) staff run this facility? **N/A - THE GROUP DOES NOT EMPLOY MAIL ROOM OPERATIVES, THIS DUTY IS INTEGRATED INTO THE PRIMARY JOB ROLE**
5. If outsourced, please advise name of current provider, contract start / end date and length of any option to extend? **N/A**
6. Was this contract awarded through a framework? If yes, which one used? **N/A**
7. Annual spend (ex VAT) covering running and staff costs or total outlay if this service outsourced? **N/A**

Please note, whilst you have exercised your right to information under FOI, the RNN Group may not release some data it has on record. For example, if it contains personal details of individuals or if other exemptions apply, as detailed within the FOI legislation. See the Information Commissioners Office (ICO) website for further details as to what this means to you and the request you have made:

<https://ico.org.uk/for-the-public/official-information/what-to-expect-after-making-an-information-request/>

In keeping with the spirit and effect of the FOIA, and in keeping with the RNN Group's transparency agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you may now be published on the Group's website at [www.rnngroup.co.uk/IG](http://www.rnngroup.co.uk/IG) together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

Attached is Appendix A, giving contact details should you be unhappy with the service you have received from the RNN Group in regards to this FOI request.

If you have any queries about this letter then please do not hesitate to contact us.

Yours sincerely

The RNN Group Information Governance and Assurance Team

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## Appendix A

If you are unhappy with the service you have received in relation to your request, you may make a complaint or appeal against our decision under chapter 36, part 1, section 17 (7) of the Freedom of Information Act or under chapter 12, part 6, section 165 of the Data Protection Act (Article 57(1)(f) and (2) and 77 of the General Data Protection Regulations), within 40 working days of the date of this letter.

A copy of our complaints process can be found on the RNN Group website by following the link below and selecting the Feedback and Complaints section:  
<https://www.rnngroup.co.uk/IG>

If you are not content with the outcome of the internal review of your complaint, the DPA gives you the right to apply directly to the Information Commissioner for a decision.

Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted the RNN Group's own complaints procedure.

The Information Commissioner can be contacted at:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF