



Dear Customer

Calderbank Post Office®
43-45 Firview, Calderbank, Airdrie, ML6 9SW

Branch Temporary Closure

We are writing to advise you that, for operational reasons, the above branch closed temporarily on Tuesday 11 June 2019. Please accept our apologies for the late notification on this occasion.

We are working to restore Post Office services at Calderbank and I would like to apologise for any inconvenience this temporary closure may cause locally. In the interim, we hope that our customers will continue to use Post Office services and full details of alternative Post Office branches in the area are shown at the end of this letter.

We're carrying out this notification in line with our Principles of Community Engagement. A copy is available at the end of this letter.

If you are a local representative we will ensure that you are kept advised of developments in due course.

We would like to thank you for your patience at this time.

Yours faithfully

Angela Smith

Angela Smith
Change Manager

How to contact us:

comments@postoffice.co.uk
postofficeviews.co.uk
FREEPOST Your Comments

To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.

Alternative branches:

Chapelhall Post Office

85 Lauchope Street
Chapelhall
Airdrie
ML6 8SW

Opening times

Monday	08:30 – 22:00
Tuesday	08:30 – 22:00
Wednesday	08:30 – 22:00
Thursday	08:30 – 22:00
Friday	09:00 – 22:00
Saturday	09:00 – 22:00
Sunday	12:30 – 22:00

Services

The same range of services will continue to be available with the addition of Comprehensive range of Travel Money, Car Tax and National Lottery.

Access and facilities

This branch has a wide door and level access at the entrance. Internally, there is a hearing loop and space for a wheelchair.

Transport/parking

There is a car park within 100 metres of the branch, with dedicated marked disabled bays. There are local buses serving the surrounding area.

Route

This Post Office service is located approximately 1.3 miles away from Calderbank branch, along varied terrain.

Airdrie Post Office

18-20 Bank Street
Airdrie
ML6 6AF

Opening times

Monday	08:30 – 17:30
Tuesday	08:30 – 17:30
Wednesday	08:30 – 17:30
Thursday	08:30 – 17:30
Friday	08:30 – 17:30
Saturday	08:30 – 16:00
Sunday	Closed

Services

The same range of services will continue to be available with the addition of Comprehensive range of Travel Money, Car Tax, Passport Check & Send and National Lottery.

Access and facilities

This branch has a wide automatic door and level access at the entrance. Internally, there is a hearing loop and space for a wheelchair.

Transport/parking

Roadside parking is available nearby and there is a car park on Mill Street within 50 metres of the branch.

There is a regular bus service available between Calderbank branch and this Post Office service. The nearest bus stop is within 200 metres.

Route

This Post Office service is located approximately 2.2 miles away from Calderbank branch, along varied terrain.

New Stevenston Post Office

29 Stevenston Street
Motherwell
ML1 4LR

Opening times

Monday	05:00 – 20:00
Tuesday	05:00 – 20:00
Wednesday	05:00 – 20:00
Thursday	05:00 – 20:00
Friday	05:00 – 20:00
Saturday	06:00 – 20:00
Sunday	07:00 – 17:00

Services

The same range of services will continue to be available with the addition of Comprehensive range of Travel Money and Car Tax.

Access and facilities

This branch has a wide door and level access via a ramp with a handrail at the entrance. Internally, there is a hearing loop and space for a wheelchair.

Transport/parking

Roadside parking is available nearby. There are local buses serving the surrounding area.

Route

This Post Office service is located approximately 2.4 miles away from Calderbank branch, along varied terrain.

Principles of Community Engagement on changes to the Post Office network

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following Principles will be adopted when communicating about changes to your local Post Office branch.

We will **Notify** - where we are informing customers of changes around:

- Opening hours
- Temporary closure¹/ temporary service interruption
- Re-opening of a temporarily closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, providing four weeks' notice. Where four weeks' notice is not possible, we will provide notice as soon as we are able to. For temporary closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

We will **Engage** - where we are seeking feedback on a decision that has been made on:

- Re-opening of a temporarily closed branch in a new location (where the branch has been closed for more than three months)
- Franchising of a Directly Managed branch in its existing site

While the decision to proceed will have already been made, we will welcome suggestions about specific aspects of the change such as access arrangements and the internal layout. We will provide four weeks' notice or, where extenuating circumstances prevent this, we will provide as much notice as possible.

During this period we will display a poster in branch and provide information online. We will contact locally elected representatives², the Consumer Advocacy Bodies and selected charities³, providing clear information on any changes to services or access arrangements at the branch. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.). We will publish the outcome of the engagement online and in branch, providing a summary of key issues raised with a clear response to each and any changes made to our original plans.

We will **Consult** - where we are seeking feedback on proposals prior to a decision being made on the:

- Permanent closure of a Post Office branch⁴
- Permanent relocation of a Post Office branch (including the franchising of a Directly Managed branch to a new site)

We will carry out a six-week⁵ local public consultation, informing customers, locally elected representatives, Consumer Advocacy Bodies and selected charities of the proposal. This information will also be made available online and for a Directly Managed branch a press release will be issued to local media. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.).

The consultation will ask specific questions on areas where we would like feedback on access to Post Office services and will confirm when the change will happen if the decision is made to proceed. We will provide clear information on any changes to services as well as access to and into the new branch.

We welcome all feedback with the following factors being taken into account in making our decision, which we expect to make within four weeks of the close of consultation:

- Customer access to, into and inside the new or alternative branch/branches with particular regard to vulnerable consumers
- Any local community issues which could be affected by or affect the proposal

At the end of the consultation process we will write to locally elected representatives, Consumer Advocacy Bodies and respondents to the consultation (where practical) to confirm our decision and provide a summary of key issues raised with a clear response to each. This information will be made available online and in branch (where possible).

These Principles have been agreed with Citizens Advice, Citizens Advice Scotland and the General Consumer Council for Northern Ireland; the independent statutory consumer watchdogs.

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer watchdog (Citizens Advice, Citizens Advice Scotland or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The watchdog will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

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¹We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

² Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Assembly, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

³ Selected charities are local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. All parties referred to in 2 and 3 above are encouraged to share all information with local groups and organisations who they believe have an active interest in changes to their local Post Office.

⁴ There may be a small number of cases where due to circumstances outside our control we have no option other than to permanently close a branch in a particular location. In these cases the consultation will seek feedback on alternative Post Office service provision in the area.

⁵ If the consultation includes more than four weeks in July in Scotland and Northern Ireland or more than four weeks in August in England and Wales we will extend the period by one calendar week. We will not start any local public consultation during the two-week period which includes the Christmas and New Year bank holidays.