



Dear Customer

Branch Unplanned Closure

Cowley Centre Post Office
21 Templars Square, Cowley, Oxford, OX4 3XQ

We are writing to inform you that, regrettably, due to the impending closure of the shopping centre, our retail partner, Midcounties Co-op, will need to close their store. Consequently, the premises will not be available for Post Office use and Cowley Centre Post Office will close on Saturday 25 May 2024 at 13.00.

The Post Office has undertaken a comprehensive review of the network to ensure that it continues to meet evolving customer needs in a very challenging economic climate. This review examined the network at a very detailed, local level, analysing customer demand and accessibility of Post Office products and services. Consequently, it has informed our plans for the Network as we work to ensure that, our funding and resources are allocated to deliver maximum benefit for all customers. At this time, therefore, we are not looking to replace Cowley Centre Post Office.

Additionally, you may already be aware, Midcounties Co-op are planning to operate a new Post Office branch in their store at 74 Rose Hill, Oxford, Oxfordshire, OX4 4HS. Whilst this is not intended as a direct replacement for the closing branch, we hope some customers may find this a convenient new service to use. We will write to you again to provide more information on this new branch.

If you have any questions you would like to raise about this matter, please write to me via the National Consultation Team at the address shown at the end of the letter. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

Any future changes to service provision would be handled in line with our Principles of Community Engagement. An extract relating to Notification is available at the end of this letter.

We will display posters in the branch to inform customers.

If you are a local representative, it would be helpful if you could share this information through your social media channels and with any local groups or organisations that you know within the community, for example on noticeboards, local charities and in GP surgeries, to help our customers and your constituents understand what is happening to the Post Office in the local community. If you would like a supply of posters, please let us know.

We apologise for the inconvenience the closure may cause. We hope that our customers will continue to use Post Office services and details of alternative Post Office branches in the area are shown at the end of this letter. The latest available branch information can be found on our website, www.postoffice.co.uk/branch-finder

If you are a local representative, we will write to you again once we have any news about our plans for future service provision.

Yours faithfully

Damien Haydock

Damien Haydock
Partner Account Manager

How to contact us:

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

Alternative branches

There are times our branches may need to make changes to its opening hours.

The latest available branch information can be found on our website

www.postoffice.co.uk/branch-finder

Littlemore Post Office

40 Cowley Road
Littlemore
Oxford
OX4 4LD

Services

Offers similar services, however excluding a comprehensive range of Travel Money, Passport Check and Send, Vehicle Tax and Document Certification Service.

Access

This branch has a wide door and a step at the entrance.

Opening times

Monday – Friday	08:30 – 19:00
Saturday	08:30 – 17:00
Sunday	10:00 – 16:00

Getting there

This Post Office service is located approximately 0.6 miles away from Cowley Centre branch, along varied terrain. Roadside parking is available outside the branch. Public transport is available to and from the surrounding areas.

Donnington Post Office

297 Iffley Road
Oxford
OX4 4AG

Services

Offers similar services, however excluding Passport Check and Send, Vehicle Tax, Travel Insurance and Document Certification Service.

Access

This branch has a wide door and ramped access at the entrance.

Opening times

Monday – Saturday	08:00 – 20:00
Sunday	10:00 – 16:00

Getting there

This Post Office service is located approximately 1.1 miles away from Cowley Centre branch, along varied terrain. Roadside parking is available nearby. Public transport is available to and from the surrounding areas.

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.

Principles of Community Engagement on changes to the Post Office network (extract)

A full version of this document is available on our Consultation Hub - postofficeviews.co.uk

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
- Unplanned closure¹/ planned service interruption
- Re-opening of a 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
- Franchising of a Directly Managed branch in its existing site where there are no changes to access to the Post Office serving point

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, aiming to provide four weeks' notice. Four weeks' notice may not be possible for an unplanned change, and in these instances, we will provide notice as soon as we are able to. For closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

We notify locally elected representatives including but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Parliament, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council, selected charities, local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. They are also encouraged to share all information additionally with local groups and organisations who they believe have an active interest in changes to their local Post Office.

These Principles have been agreed with Citizens Advice, Consumer 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, Consumer 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.

Postofficeviews.co.uk

Comments@postoffice.co.uk

FREEPOST Your Comments

Call: 03452 66 01 15

Textphone: 03457 22 33 55

¹Where the closure is unplanned, the service provision in the area will be reviewed based on current usage, modelling and availability of any suitable replacement or alternative service model. A commercial decision will be made if to actively seek to replace the closed service and will not be subject to public consultation.