



Dear Customer

**Gainsborough Post Office®  
Unit 9 Lindsey Centre, 5 Heaton Street, Gainsborough, DN21 2EA**

**Local public consultation decision**

I'm writing to confirm that following a period of local public consultation and review we have made the decision to proceed with the move of the above Post Office to: 11 – 13 Market Street, Gainsborough, DN21 2BL

I would like to thank everyone who took the time to let us have their comments and provide information. All the feedback we received helped us to better understand the views of customers and their representatives and this was taken into account along with all other relevant factors, in making our decision. A summary of the feedback is enclosed along with an information sheet providing further details about the new branch.

After careful consideration of the feedback received, we remain confident that the layout and location of the new branch will continue to meet customer needs and deliver an excellent service, whilst securing the long-term viability of Post Office services in the local community.

The current branch will close at 13:00 on Thursday 16 July 2020, with the new branch opening, at 11 – 13 Market Street, at 09:00 on Wednesday 22 July 2020. If there are any unforeseen schedule changes which mean these dates change, posters will be displayed in branch to let customers know.

During transfer of the branch customers requiring Post Office facilities may use any convenient Post Office service. Details of three possible alternative Post Office branches are provided below for your convenience:

- Ropery Road Post Office, 294 Ropery Road, Gainsborough, DN21 2PD
- Queensway Post Office, 28 Queensway, Gainsborough, DN21 1SN
- Retford Post Office, 10 Spa Lane, Retford, DN22 6EA

Details of other alternative Post Office branches can also be found using our website [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

This information is also available on the Post Office Consultation Hub at: [postofficeviews.co.uk](http://postofficeviews.co.uk)

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

Yours faithfully

*Lesley McNally*

**Lesley McNally  
Change Area Manger**

How to contact us:

postofficeviews.co.uk

comments@postoffice.co.uk

FREEPOST Your Comments

## **Appendix A**

### **Response to Local Public Consultation**

**Consultation started** 11 February 2020

**Consultation ended** 24 March 2020

#### **Consultation responses**

- 20 responses from customers and local representatives

#### **Key issues raised**

- Parking
- Access
- Staff

#### **Response to issues raised**

##### **Parking**

While I acknowledge the concerns raised about parking in the area, it is fair to say this is a problem faced in many locations nationwide. When looking at Post Office service provision in an area, we are mindful of the needs of our customers. However as I am sure you will understand, the availability of parking and road conditions are outside the direct control of Post Office Limited. I have conducted a further review which has confirmed that Roseway Pay & Display car park is located behind the new premises with free parking spaces for disabled and one hour's free parking for other customers. Additionally time restricted roadside parking is available for the disabled customers within 10 metres of the new premises and close by time restricted roadside parking for other customers. I am therefore satisfied there is adequate parking provision in the vicinity of the proposed branch to meet the needs of customers using the Post Office.

##### **Access**

We recognise that the Post Office plays an important role in the lives of customers, particularly to our elderly and disabled customers, and we want to make our services as accessible as possible. The new premises, which are currently empty, will be fully refurbished to incorporate a Post Office. Access at the new premises will be via a permanent ramp with a handrail and a wide automatic door. We will be working closely with the operator on the design of the new branch to make sure that the internal layout provides adequate space and privacy for Post Office customers and access into and inside the premises, including the aisles and queuing area are kept clear and free of obstacles.

##### **Staff**

I can confirm the current staff will be transferred to the new premises.

## Appendix B

<b>Gainsborough Post Office information sheet</b>															
<b>Address</b>	11 – 13 Market Street Gainsborough DN21 2BL														
<b>Opening hours</b>	<table border="1"> <tr><td>Mon</td><td>08:30 – 17:30</td></tr> <tr><td>Tue</td><td>09:00 – 17:30</td></tr> <tr><td>Wed</td><td>09:00 – 17:30</td></tr> <tr><td>Thu</td><td>09:00 – 17:30</td></tr> <tr><td>Fri</td><td>09:00 – 17:30</td></tr> <tr><td>Sat</td><td>09:00 – 14:00</td></tr> <tr><td>Sun</td><td>Closed</td></tr> </table>	Mon	08:30 – 17:30	Tue	09:00 – 17:30	Wed	09:00 – 17:30	Thu	09:00 – 17:30	Fri	09:00 – 17:30	Sat	09:00 – 14:00	Sun	Closed
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Sat	09:00 – 14:00														
Sun	Closed														
<b>Distance</b>	200 metres away from the current branch, along varied terrain.														
<b>Products &amp; Services</b>	A wide range of products and services will still be available.														
<b>Serving positions</b>	There will be four serving positions, which will be a mixture of two screened and two open plan counters.														
<b>Accessibility</b>	<p><b>Access and facilities</b> The new premises will have a wide automatic door and a ramp with a handrail. Internally, there will be a hearing loop and space for a wheelchair.</p> <p><b>Parking</b> Time restricted roadside parking is available nearby. Additionally, Roseway Pay &amp; Display car park is located behind the new premises with free parking spaces for disabled and one hour's free parking for other customers.</p>														
<b>Date of move</b>	09:00 on Wednesday 22 July 2020														

**To get this information in a different format, for example, in larger print, audio or braille call 03457 22 33 44 or Textphone 03457 22 33 55.**

## **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 closure<sup>1</sup>/ 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 representatives<sup>2</sup>, the Consumer Advocacy Bodies and selected charities<sup>3</sup>, 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 branch<sup>4</sup>
- 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-week<sup>5</sup> 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.

**postofficeviews.co.uk**  
**comments@postoffice.co.uk**  
**FREEPOST Your Comments**  
**Call: 03457 22 33 44**  
**Textphone: 03457 22 33 55**

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

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

<sup>5</sup> 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.