



Dear Customer

Local public consultation – Decision

Llwyngwril Post Office

Previously located at: Riverside Stores, Llwyngwril, LL37 2JX

I'm writing to confirm that following a period of local public consultation and review, we have made the decision to proceed with the re-opening of the above Post Office Hosted Outreach service into Y Ganolfan at Ffordd Y Felin, Llwyngwril, LL37 2YX, where it will be operated by new postmaster from Fairbourne Post Office .

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 restored service.

After careful consideration of the feedback received, we remain confident that the layout and location of the new service location 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 Llwyngwril Post Office Hosted Outreach service closed at the previous location on Wednesday 30 March 2022 and the new Hosted Outreach service will start in Y Ganolfan at Ffordd Y Felin, Llwyngwril, LL37 2YX on Wednesday 29 June 2022 at 09:00.

This information is also available on the Post Office Consultation Hub at: postofficeviews.co.uk

We're carrying out this notification in line with our Principles of Community Engagement. An extract relating to Consultation is available at the end of this letter.

Yours faithfully

Sarah Cottrell

**Sarah Cottrell
Network Provision Manager
Post Office Limited**

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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.

Appendix A

Response to Local Public Consultation

Consultation started 13 April 2022

Consultation ended 25 May 2022

Consultation responses

- 18 responses from customers

Key issues raised

- Opening times
- Privacy

Response to issues raised

Opening hours

Please be reassured that we will continue to monitor and review the customer demand using this service on an ongoing basis. We will try to accommodate the needs of our customers as much as possible, depending on the hours of availability for the premises and postmaster operating the Hosted Outreach service.

Privacy

We will be working closely with the new postmaster to make sure an appropriate level of privacy is provided for Post Office customers. For example, we discuss issues like queue layout and asking customers to stand back from the serving point whilst they are waiting for service or handing a receipt that contains any financial information face down.

Appendix B

Llwyngwrl Post Office Information Summary

Y Ganolfan, Ffordd Y Felin, Llwyngwrl, LL37 2YX

New opening hours

Wed	09:00 - 12:00
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During the Coronavirus pandemic the branch 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

Products & Services

A range of Post Office products and services will still be available.

Serving positions

There will be one serving position located within Y Ganolfan.

Access

Access will be level at the entrance to the new premises. Internally, there will be a hearing loop and space for a wheelchair.

Getting there

The new service will be located approximately 180 metres away from the previous service location, along varied terrain. Parking is available at Y Ganolfan.

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

- Permanent closure of a Post Office branch¹
- 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-week² local public consultation, informing customers, locally elected representatives³, Consumer Advocacy Bodies and selected charities⁴ 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
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FREEPOST Your Comments

¹ 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.

² 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.

³ Locally elected representatives include 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.

⁴ 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 ³ and ⁴ 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.