



Dear Customer

**Nottingham Post Office®
Queen Street, Nottingham, NG1 2BN**

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 proposal to move the above Post Office into WHSmith, Victoria Shopping Centre, 124-126 Victoria Street, Nottingham, NG1 3QD, where it will be run by WHSmith High Street Ltd, with extended opening hours including Sundays.

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 key issues raised in consultation and our response to each key issue 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 new branch will continue to meet customer needs and deliver an excellent service, whilst securing the long-term viability of Post Office services in Nottingham.

The current branch will close at 17:30 on 8 May 2019, with the new branch opening at 09:00 on 9 May 2019. You can also find a copy of this letter on our website at postofficeviews.co.uk. When entering the website you will be asked to enter the code for this branch: **007227**.

Posters will now be displayed in branch to let customers know about this decision.

Yours faithfully

A handwritten signature in black ink, appearing to read "Roger Gale".

**Roger Gale
Network & Sales Director
Post Office Limited**

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

Appendix A – Response to Local Public Consultation

Consultation started 24 October 2018

Consultation ended 5 December 2018

Consultation responses

- 215 responses from customers and local representatives

Customer forum event

Held on 26 November 2018 attended by 2 members of the public and the local MP.

Key issues raised

- Location of WHSmiths within shopping centre
- Access within WHSmiths
- Staffing and customer service
- Range of products and services

Getting to the new location

With any relocation it is inevitable that whilst some customers will have an easier journey to the new location, regrettably others will have further to travel. We carefully considered factors such as the local terrain, parking and transport links when developing our proposal. We also took account of whether there were any particular local road traffic issues that may negatively impact accessibility.

The new branch will be located in the intu Victoria Centre approximately 455 metres away from the current branch, along varied terrain. Access into the store from the shopping centre is level, through automated doors and the entrances to WHSmith are kept open during store opening times. For customers using their own transport there is a fee paying multi-storey car park at the Victoria Shopping Centre with 2700 spaces and 110 designated disabled bays available. For those using public transport to get to the new branch, there is a bus stop serving all major bus routes located at the rear of the Victoria Centre, approximately 218 metres from the new branch.

For customers with limited mobility there are a number of options available at the intu Shopping Centre. Manual wheelchairs can be hired for free at the customer service desk on the Lower Mall. Intu Victoria Centre also has a Shopmobility centre, operated by Nottingham City Council, located on Level 1 of the White Zone Car Park. Wheelchairs and other mobility options are available free of charge and the council staff are on hand to offer specialist advice on your needs. For more information on the Shopmobility service, or to book in advance, please call 0115 876 1313.

To assist customers with autism spectrum conditions (ASC), sensory or additional needs, intu have been working in partnership with East Midlands Autism and their team of autism specialists, to develop a number of helpful resources for individuals with autism and their parents/ carers. All these items can also be collected from the intu customer service desk. I can also confirm music is restricted to a small space around the Digital product area, located on the ground floor of the WHSmith so should not impact our Post Office customers.

Accessibility

We know that the Post Office plays an important part in the lives of customers, including our elderly and disabled customers. WHSmith is located in the intu Victoria Centre over 2 floors. The new branch will operate from a newly built open plan Post Office located on the first floor of the WHSmith store, which can be accessed by customer lift, an up escalator or stairs, if entering the premises by the ground floor entrance. Access into the store from both entrances of the shopping centre is level with the entrance doors to WHSmith being kept open during store opening times. Externally the store front will include Post Office signage and an opening hours board.

There will be directional signage from the entrance door through to the new Post Office area. To make sure there is sufficient space for Post Office customers, including wheelchair users, to move around the store and reach the Post Office area without hindrance, the entrance area and shopping aisles will be kept free of obstructions. The Post Office counter will be built to Post Office specifications and will include lighting to industry standards, low level counters, PIN pads and hearing loops. There will be space for people to wait for service and customer seating will also be provided.

We recognise that some customers, particularly wheelchair users and those with limited mobility, would like additional reassurance about how easy it will be for them to move around the WHSmith store and get to the new Post Office area. Therefore before the move, we'll also be contacting local disability groups to take them through the layout of the new branch.

Staffing and customer service

There will be six counter serving positions which has been based on current and forecast future business levels; four open plan positions and two traditional floor to ceiling screened position which will also provide travel money services. Additionally there will be five self-service kiosks for mails transactions including Parcelforce, most home shopping returns, E Top-Ups, and a range of bill payments. Following the move, the Post Office will be open on Sundays, providing customers with more flexibility around their visits. We will continue to monitor service demand in the Nottingham area, along with customer usage at the new branch following the move and will work with WHSmith to make sure service standards are maintained.

Any person employed to work in Nottingham Post Office will be trained to the highest Post Office standards and, just as with branches we run ourselves, the branch staff will receive on-going training on products and services, as well as general operational and service related matters. Post Office Area Managers will work with WHSmith and the branch team to provide support, in the same way they already do in existing Post Office branches operated by us or other retail partners. In respect of the team working at the current branch, we have a strong track record of supporting our people through change. We will do all that we can to find a solution that works for each individual within the options available.

Range of products and services

A wide range of services would still be available at the branch, with the exception of a cash machine. The nearest alternative external cash machine can be found approximately 1.4 miles away at Hyson Green Post Office, 54 Gregory Boulevard, Nottingham, NG7 5JD. All Post Office branches offer free access to cash for the major high street banks and customers will be able to use their debit card to withdraw cash at the counter of the new branch, during all the extended opening hours.

The UK Visa and Immigration Biometric Enrolment Service for the Home Office service is currently available nationwide by agreement with the Home Office, and is provided through a mix of directly managed and WH Smiths branch locations. The Home Office recently awarded a new contract for this service to another supplier and announced that our role in this service was due to come to an end in November 2018, although we are continuing to support the Home Office until March 2019. The UK Visa and Immigration Biometric Enrolment Service for the Home Office will not be available at the new branch.

Impact on the local community and rationale for the move:

The Post Office and WHSmith benefit from each other's service range and customer loyalty. We are both an integral part of services provided on the high street across the UK, and both absolutely committed to providing excellent customer service. We believe the best approach to retaining this branch, so it can continue to serve its community effectively and sustainably, is to transfer to a third party retailer. WHSmith already successfully operate over 130 Post Office branches to very high standards. We are confident that Nottingham Post Office will meet those same high standards.

Appendix B

Nottingham Post Office information sheet															
Address	WHSmith Victoria Centre 124-126 Victoria Street Nottingham NG1 3QD														
Opening hours	<table border="1"> <tr><td>Mon</td><td>09:00 – 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 – 17:30</td></tr> <tr><td>Sun</td><td>10:30 – 14:30</td></tr> </table>	Mon	09:00 – 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 – 17:30	Sun	10:30 – 14:30
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Products & Services	A wide range of services will still be available at the branch, with the exception of a cash machine.														
Serving positions	There will be six serving positions in total; two screened and four open plan. The total number of serving positions has been based on current and future predicted business levels.														
Additional Facilities	Five self-service kiosks for mails transactions including home shopping returns, E Top-Ups, and a range of bill payments.														
Access & facilities	<p>Access into WHSmith from the shopping centre on both floors is level, with the entrances being kept open during store opening times. Low level serving counters, a low level writing desk and hearing loops will be available.</p> <p style="text-align: center;">Parking</p> <p>There is a fee paying multi-storey car park at the Victoria Shopping Centre with 2700 spaces and 110 designated disabled bays available.</p> <p style="text-align: center;">Buses</p> <p>Public transport available to and from the surrounding areas.</p>														
Route	Approximately 455 metres away from the current branch, along varied terrain.														
Retail	Cards and Stationery														
Date of move	9 May 2019														

To get this information in a different format, for example, in larger print, audio or braille please call 03452 66 01 15 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 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.

postofficeviews.co.uk
comments@postoffice.co.uk
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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.