



Dear Customer

Paddington Post Office®
1 Holes Lane, Woolston, Warrington, WA1 4AB

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 into AJ Convenience at 534 Manchester Road, Paddington, Warrington, WA1 3TZ, where it will be operated by a retail partner and change to one of our local style branches.

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 Post Office branch at 1 Holes Lane closed on Thursday 19 December 2019. Please accept my apologies for any inconvenience caused due to the early closure.

The new Post Office branch will open at AJ Convenience, 534 Manchester Road, at 13:00 on Wednesday 11 March 2020. If there are any unforeseen schedule changes which mean these dates change, posters will be displayed in the new premises to let customers know.

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

- **Padgate Lane** Post Office, 34 Padgate Lane, Warrington, WA1 3RU
- **Fearnhead** Post Office, 2 Harrier Road, Padgate, Warrington, WA2 0WN

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. A copy is available at the end of this letter.

Yours faithfully

Sarah Cottrell

Sarah Cottrell
Regional Change Manager

postofficeviews.co.uk

comments@postoffice.co.uk

FREEPOST Your Comments

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.

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Appendix A

Response to Local Public Consultation

Consultation started 12 December 2019

Consultation ended 23 January 2020

Consultation responses

- 7 responses from customers

The current postmaster resigned and the premises were no longer be available for Post Office use after Thursday 19 December 2019. We have therefore had to identify an alternative location to continue to offer Post Office services to the local community.

Our priority is to safeguard Post Office services to the local community in the longer term. The relocation of the branch into a retail environment alongside the introduction of one of our local models style will help secure the long term future of Post Office services in the local area.

The new branch will be located approximately 500 metres from the current branch, along level terrain. For customers using their own transport, roadside parking is available nearby the new premises.

Internally, the new branch will be built in line with Post Office specifications, making sure there is sufficient space for the Post Office to operate alongside the retail offer. We will be working closely with the new operator on the internal layout and some fixtures and fittings will be re-aligned or removed to make sure there is there is clear access into the premises. Aisles and the queuing area will be kept free from obstructions and adequate room will be provided for customers and a wheelchair to move around the shop and access Post Office services without difficulty.

The new local style Post Office will operate from a Post Office serving point located at the retail counter, enabling customers to carry out a wide range of Post Office products and services alongside retail transactions. I am also pleased to let you know that we are enhancing the range of products which will be available at the new branch and customers will still be able transact manual banking, Royal Mail and Parcelforce International Services. Additionally cheques will continue to be accepted as a method of payment. The full range of Post Office products and services are available at Latchford Post Office and Warrington Post Office.

While the new branch will not have a cash machine, cash withdrawals can made at the counter free of charge and customers will continue to have access to Post Office card account and everyday banking services throughout the extended opening times provided by our new operator. In the meantime and if required, Post Office card account customers can also access 24 hour ATM facilities at Padgate Lane Post Office branch and Poplars Avenue Post Office.

The change also means that local residents will benefit from significantly longer opening hours, including Saturday afternoon, Sunday opening and longer opening times throughout the week, allowing customers to spread their visits and access our services seven days a week and at times that suit them better. Full details of the new branch are provided at the end of this letter together with a list of the products and services which will be available.

All staff handling Post Office transaction will be fully trained and the staff training approaches used are of the same high standard as those undertaken in all our branches. This includes respecting customer confidentiality and adhering to the stringent security procedures which will be put in place to protect staff and customers. Additionally, any staff that will handle Post Office transactions will also have completed compliance training for a number of areas, including Data Protection and Mail Handling.

We will also be working with the new operator to make sure there is an appropriate level of privacy at the Post Office serving point. For example, we discuss issues like queue layout and asking customers to stand back from the counter whilst they are waiting for service. Similarly with security, as with any other branch in our network there would be strict guidelines and measures put in place to safeguard customers, staff and the cash and stock entrusted to the operator's care. Also staffing levels are aligned to meet customer demand particularly at peak times.

With regards to the post box, our normal procedure is to inform Royal Mail of our proposal as they are responsible for all matters relating to the delivery and acceptance of mail including the siting of post boxes. The decision on whether to relocate or install a new Post Box is therefore for them to make and as a separate business to Post Office Ltd they will have their own procedures to follow, which may include submission of planning applications and consideration of other utilities in the area.

Appendix B

Paddington Post Office information sheet															
Address	AJ Convenience 534 Manchester Road Paddington Warrington WA1 3TZ														
Opening hours	<table border="1"> <tr><td>Mon</td><td>05:30 – 20:00</td></tr> <tr><td>Tue</td><td>05:30 – 20:00</td></tr> <tr><td>Wed</td><td>05:30 – 20:00</td></tr> <tr><td>Thu</td><td>05:30 – 20:00</td></tr> <tr><td>Fri</td><td>05:30 – 20:00</td></tr> <tr><td>Sat</td><td>05:30 – 20:00</td></tr> <tr><td>Sun</td><td>06:00 – 16:00</td></tr> </table>	Mon	05:30 – 20:00	Tue	05:30 – 20:00	Wed	05:30 – 20:00	Thu	05:30 – 20:00	Fri	05:30 – 20:00	Sat	05:30 – 20:00	Sun	06:00 – 16:00
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Sat	05:30 – 20:00														
Sun	06:00 – 16:00														
Distance	Within 500 metres away from the current branch, along level terrain.														
Products & Services	A wide range of products and services will still be available.														
Serving positions	There will be a Post Office serving point provided for use at the retail counter and available during shop opening hours.														
Accessibility	<p>Access and facilities The proposed premises has a wide door and level access at the entrance via an incline from the footpath. Internally, there will be a hearing loop and space for a wheelchair.</p> <p>Parking Roadside parking is available nearby.</p>														
Retail	Convenience store														
Date of move	13:00 on Wednesday 11 March 2020														

Paddington Post Office® services available

For information about product availability call 03457 223344. For details of maximum value of transactions, please speak to the operator. Customers can also shop online at www.postoffice.co.uk

	New branch
Mail	
First & Second Class mail	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓
Special stamps (Christmas issue only) & postage labels	✓
Signed For	✓
Special Delivery	✓
Home shopping returns	✓
Inland small, medium & large parcels	✓
Express & contract parcels	✓
British Forces Mail (BFPO)	✓
International letters & postcards (inc. Tracked & Signed)	✓
International parcels up to 2kg & printed papers up to 5kg	✓
Parcelforce Worldwide International parcels	✓
Articles for the blind (inland & international)	✓
Royal Mail redirection service	✓
Local Collect	✓
Drop & Go	✓
Withdrawals, deposits and payments	
Post Office Card Account	✓
All personal and business banking cash withdrawals, deposits, balance enquiries & enveloped cheque deposits (card, barcoded or manual).	✓
Postal orders	✓
Moneygram	✓
Change giving	✓
Bill payments	
Bill payments (card, barcoded or manual)	✓
Key recharging	✓
Driving	
Car tax	✓
Licences	
Rod fishing licences	✓
Travel	
Pre-order travel money	✓
On demand travel money	Euros/Dollars
Travel insurance referral	✓
On demand travel insurance	x
Mobile Top-ups & E vouchers	✓
Payment by cheque	✓
Products marked x are available at Padgate Lane Post Office, 34 Padgate Lane, Warrington, WA1 3RU	Opening times: Mon – Sat 08:30 – 17:30
and at Fearnhead Post Office, 2 Harrier Road, Padgate, Warrington, WA2 0WN	Opening times: Mon – Sat 08:00 – 21:00 Sun 09:00 – 21:00

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
FREEPOST Your Comments
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Textphone: 03457 22 33 55

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.