



Dear Customer

St Breward Mobile Hosted Outreach service

We are making some changes to the Mobile Hosted Outreach Post Office services as detailed below.

Delabole branch closed temporarily in August 2019 due to the resignation of the Postmaster and the withdrawal of the premises for Post Office use. We are pleased to be able to reinstate the Post Office services to Delabole as a temporary Mobile Hosted Outreach service while we continue to seek a permanent solution.

The Postmaster from St Breward will provide the Mobile Hosted Outreach service from the Car Park, at Delabole Primary School, High Street, Delabole, PL33 9AJ.

To accommodate this new Mobile service we have made some minor changes to the current opening hours of the Hosted Outreach services at St Issey, St Kew Highway, Tintagel, Port Isaac, Rock and Crackington Haven, from the week commencing Monday 21 October 2019. The Postmaster from St Breward Post Office will continue to offer the services to the Mobile Outreach locations from a Mobile Post Office® van.

We constantly monitor the number of customers using Post Office services and we are confident that our changes will be welcomed by our customers in the local communities.

Further details of the changes to these services are provided at the end of this letter and posters will now be displayed locally so customers are aware of the change.

We have relocated South Petherwin Mobile service to a new operating location at the Methodist Church Hall on Tavistock Road, South Petherwin, PL15 7LE. This Mobile Hosted Outreach service will be provided by the Postmaster at Gunnislake Post Office, and will operate on Thursdays between 15:00 and 17:00.

Our priority is to safeguard Post Office services to the local community in the longer term. The relocation of South Petherwin Mobile service will enable us to maintain Post Office services to our customers in the local area.

It would be helpful if you could share this information 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.

This notification is being carried out in line with our Principles of Community Engagement which have been agreed with Citizens Advice, Citizens Advice Scotland and the General Consumer Council for Northern Ireland - the independent statutory consumer watchdogs. A copy is available at the end of this letter.

We hope that you and our customers support your local Post Office service.

Yours faithfully

Andy Healey

Andy Healey
Retail Operations Change Manager

How to contact us:

comments@postoffice.co.uk
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.

Details of the temporary Mobile Hosted Outreach service:

Delabole Post Office

Car Park
Delabole Primary School
High Street
Delabole
PL33 9AJ

Opening times

Tuesday	12:00 – 15:00
Wednesday	13:30 – 15:00
Friday	13:30 – 15:00

Services

A wide range of services will continue to be available. Customers can still collect benefits in cash using our everyday banking services or Post Office card account.

Access and facilities

There is a step into the Mobile vehicle, however an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

Transport/parking

Roadside parking is available nearby.

Route

This Mobile Hosted Outreach Post Office service is located approximately 500 metres away from the previous branch, along varied terrain.

Details of the changes to existing Mobile Hosted Outreach services:

St Issey Mobile Post Office

On the road adjacent to the Village Hall, Gardeners Way, St Issey, Wadebridge, PL27 7RN

Current opening times

Wednesday	14:00 – 15:00
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New opening times

Monday	10:15 – 11:15
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St Kew Highway Mobile Post Office

On the road adjacent to St Kew Highway Community Hall, Lemellen Gardens,
St Kew Highway, Bodmin, PL30 3EB

Current opening times

Thursday	14:00 – 15:00
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New opening times

Monday	13:30 – 15:00
Thursday	14:00 – 15:00

Tintagel Mobile Post Office

Tintagel Visitor Centre, Bossiney Road, Tintagel, PL34 0AJ

Current opening times

Tuesday	09:30 – 11:30
Wednesday	09:30 – 11:30
Friday	09:30 – 11:30

New opening times

Tuesday	09:00 – 11:00
Wednesday	09:00 – 11:00
Friday	09:00 – 11:00

Port Isaac Mobile Post Office

Overflow Section of Main Car Park, Trewetha Lane, Port Isaac, PL29 3SB

Current opening times

Wednesday	12:30 – 13:30
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New opening times

Wednesday	12:00 – 13:00
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Rock Mobile Post Office

Rock Methodist Church, 1 Rock Road, Rock, Wadebridge, PL27 6JU

Current opening times

Monday	11:00 – 12:30
Thursday	12:00 – 13:00

New opening times

Monday	12:00 – 13:00
Thursday	12:00 – 13:00

Crackington Haven Mobile Post Office

Village Hall, Crackington Institute, Crackington Haven, Bude, EX23 0JL

Current opening times

Friday	12:45 – 13:45
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New opening times

Friday	12:00 – 13:00
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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
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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.