



Wing Post Office® is changing

Earlier this year we asked your views on some key areas about our plans to change your Post Office to one of our new-look **local** branches. We received **2** submissions about the possible changes. While it's not possible to respond to each individual issue raised, a summary of the main comments we received is provided below.

We've now finalised our plans and your new-look Post Office is scheduled to open at the current location on Thursday 11 October 2018 at 13:00. To make this change happen, the branch will need to close for refurbishment on Saturday 6 October 2018 at 13:00

We asked why you use this Post Office and what you like about it.

You said..... that you use this branch as it is conveniently located and the staff are friendly, helpful and efficient.

You'll be glad to know that most of what you like about your branch won't change. Your new postmaster is keen to provide the same high standard of service as is currently received. The new style local format is a simpler operating model than a traditional style Post Office. It is designed to handle products and services that are automated, meaning that customers can be served quickly and efficiently and transactions processed more quickly.

We asked for your comments about the changes to the branch.

You said..... you are concerned about lack of space whilst queuing and the possible congestion this may cause, especially at peak times.

We fully recognise people can be wary of change and we are pleased that you took the time to let us know what's concerning you. The new style Post Office will operate from an open plan counter located at the end of the retail till on the left side of the shop as you enter, enabling customers to carry out a wide range of Post Office products and services alongside retail transactions. During identified busy periods and to help manage waiting times, the postmaster is expected to manage staffing levels at retail and Post Office service points appropriately.

Lastly, there will be sufficient space for Post Office customers to move around within the store, including wheelchair users, so they can reach the Post Office area without hindrance.

We asked for your comments about any changes to the opening hours.

You said.....you were concerned that there would not be sufficient staff to cover the extended opening times.

When the new branch opens customers will benefit from longer opening hours:

Monday – Sunday 06:30 – 21:30

We already have over 3000 branches offering Post Office services in this new way. Feedback from customer satisfaction surveys supports that customers particularly like the longer opening hours the local style branch offers. This means that customers can choose to visit their local branch at times that suit their lifestyle better, whether this be first thing in the morning, during the day, or later in the evening, which also helps to spread customer visits throughout the day. The postmaster is responsible for making sure that there is sufficient staff available to meet customer needs.

We asked if you have any comments about the change to the range of Post Office products and services at the branch if the change goes ahead.

You said..... that the changes to the products and services are minimal and will not affect you.

The new-style local format is a simpler operating model than a traditional style Post Office. It is designed to handle products and services that are automated meaning that customers can be served quickly and efficiently and transactions processed more quickly. You may need to go to an alternative Post Office for a small number of transactions which are more complex or manual, paper based transactions, like Parcelforce Worldwide International Parcels. But the majority of services will still be available, including the acceptance of Royal Mail international letters, parcels up to 2kg and printed papers up to 5kg.

The small number of services that will no longer be available at Wing Post Office will continue to be offered at Leighton Buzzard Post Office.

We asked for your comments about the potential closure period during the refurbishment or access to other branches in the area.

You said..... the closure period will be inconvenient for many customers.

We recognise that even a short term closure will be inconvenient, for which we apologise. However we've been working with the postmaster to keep the closure to a minimum and we will ensure that the nearest alternative branches are displayed and publicised. We've also given you 2 weeks' notice of the closure period, so you have time to make necessary alternative arrangements.

Please look at the poster displayed in branch for more details about the change.

We'd like to thank all those who took the opportunity to let us have their views about the changes.

How to contact us:

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 03452 66 01 15 or Textphone 03457 22 33 55.