



Dear Customer

**Duke Street Post Office®
1 Annfield Place, Glasgow, G31 2XT**

Local public consultation

We are proposing to move Duke Street Post Office to the vacant retail premises which was previously Market Gallery at 322-324 Duke Street, Glasgow, G31 1QZ where it would be run by Christopher Allan.

Why are we proposing this move?

This move is part of the continuing modernisation of our branch network. We believe the most effective way to secure the long term viability of Post Office services in this area of Glasgow is through a carefully selected retail partner, and we are confident that our proposal is the best way of safeguarding services for the community for years to come. The vast majority of our 11,600 Post Office branches, large and small, are successfully operated in this way with retail partners and we believe this is the best approach to keeping Post Offices in main shopping locations and at the heart of communities where they play an important role in local economies.

Alongside modernising our branch network, we're continuing to develop our services to remain relevant for customers. As well as traditional mails and other services, today's Post Office network provides for the collection or return of online shopping, offers a 'click and collect' service for foreign currency available from over 3,500 branches and day-to-day banking for the majority of customers of UK banks - 99 per cent of UK personal banking customers and 75 per cent of business customers can now carry out day to day banking at any of our branches. The same wide range of products and services would still be available.

About our retail partner

Our new retail partner, Christopher Allan, has satisfied us that he would be able to deliver excellent standards of customer service, with trained staff promoting products and services in a modern environment, over extended opening hours and successfully operate Duke Street branch.

Mr Allan is planning to refurbish the vacant premises and install a new modern Post Office alongside his retail offer of stationery, greeting cards and newsagents, and regards the Post Office network as a vital part of community services.

The new Duke Street Post Office branch

The new branch will be a bright, modern open-plan layout which will include a complete internal refurbishment. Access into the store is level with an automatic door at the entrance. We have stringent standards to ensure good access for all customers and our plans for the new branch include wide aisles, low-level counters, PIN pads, hearing loops and customer seating.

Directional signage will be provided from the entrance door through to the new Post Office area which will be within a dedicated area at the back of the premises. There will be four serving positions, which has been based on current and forecast future business levels; two open plan positions, one traditional screened position which will also provide travel money services, and an open plan service point at the retail counter. Open plan serving positions are successfully used across the Post Office network, as an alternative to the more traditional positions and still have a partitioned screen but this is lower, helping to provide for a more personal service and discreet conversations when needed. The serving position located at the retail till will offer customers a selected range of Post Office products and services, without having to join the main queue, over extended hours, providing customers access to services for an extra 5.5 hours a week.

What's next?

We're now starting a period of local public consultation and we'd welcome your views on the proposal. The change of management of the branch to one that is operated by a retail partner rather than by us directly is a commercial decision for Post Office Ltd and therefore we are not seeking feedback on this aspect of the change. However we welcome feedback and comments that can help inform our plans, particularly on the following areas:

- How easy is it to get to the proposed new location?
- Are the new premises easy for you to get into and are they easily accessible once inside?
- Are there any other local community issues which you believe could be affected by or affect the proposed move?
- If the move were to proceed is there anything we could do to make it easier for customers?

You can share your views on the proposed change through our easy and convenient online questionnaire via the link below. When entering the site you can use the search function to find the consultation for this branch either by branch name, postcode or the unique branch code **016832**.

postofficeviews.co.uk

If you have a QR scanner on your mobile phone, all you need to do is scan here:



Any information we receive will be considered as we finalise our plans for the new branch. I've enclosed an information sheet that provides more details about the new location. I've also included information about the Code of Practice over the page and a full copy of the Code will be available in branch.

You can also let us have your comments in the following ways:



postofficeviews.co.uk



FREEPOST Your Comments
**(This is the full address to use.
No further address or name details are required)**



comments@postoffice.co.uk



Customer Helpline: 03452 66 01 15
Textphone: 03457 22 33 55

Dates for local public consultation:

Local Public Consultation starts	10 January 2018
Local Public Consultation ends	21 February 2018
Proposed month of change	April 2018

Post Office Ltd will host a customer forum in the coming weeks, and everyone will be welcome to attend to hear more about the proposed new location. We're currently finalising details of this event and further information will be provided in branch.

Thank you for considering our proposal. At the end of the consultation we will write to anyone who has provided feedback to the consultation to respond to the main issues raised and to explain our final plans.

Yours faithfully

Roger Gale
Network & Sales Director
Post Office Limited

Please note that items sent by Freepost take 2 working days to arrive and don't include Saturday or Sunday. Therefore please do allow sufficient time for your comments to arrive before the end of the consultation period, as we are unable to consider feedback received after the deadline.

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03452 66 01 15 or Textphone 03457 22 33 55.

Duke Street Post Office information sheet				
	Current location		Proposed new location	
Address	1 Annfield Place Glasgow G31 2XT		322 - 324 Duke Street Glasgow G31 1QZ	
Post Office Opening Hours	Mon	09:00 - 17:30	Mon	09:00 - 17:30
	Tue	09:30 - 17:30	Tue	09:00 - 17:30
	Wed	09:00 - 17:30	Wed	09:00 - 17:30
	Thu	09:00 - 17:30	Thu	09:00 - 17:30
	Fri	09:00 - 17:30	Fri	09:00 - 17:30
	Sat	09:00 - 12:30	Sat	09:00 - 17:30
	Sun	Closed	Sun	Closed
	New Opening times of Post Office service at retail counter	Mon - Sat	09:00 - 17:30	
Sun		Closed		
Products & Services	The same wide range of products and services would still be available.			
Serving positions	There would be four serving positions in total; one screened, two open plan and a Post Office serving point at the retail counter. The total number of serving positions has been based on current and future predicted business levels.			
Access and facilities	Access would be level with an automatic door at the entrance to the proposed premises. Low level serving counters, a low level writing desk and hearing loops would be available.			
How far away is it?	Approximately 165 metres away from the current branch, along varied terrain.			
Transport & parking at the proposed new premises	Parking			
	Roadside pay and display parking for 18 vehicles on Duke Street between 09:30 - 16:00 maximum stay 3 hours. Free parking available on several nearby side streets.			
	Buses			
	Public transport available to and from the surrounding areas. The nearest bus stop is approximately 40 metres away from the proposed premises.			
Retail	Stationery, greeting cards and newsagents.			
Local Public Consultation starts	10 January 2018			
Local Public Consultation ends	21 February 2018			
Proposed month of Change	April 2018			

Code of Practice for changes to the Post Office® network

What's a Code of Practice?

The Code of Practice contains guidelines we follow. They tell us how, and when to tell you about changes to your local Post Office services. We've worked with the independent statutory consumer watchdog on these guidelines, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

What kind of changes does it include?

Information about when we're planning to move or close one of our branches or outreach services. This also covers information about when a branch has suddenly closed unexpectedly because of something like a flood or fire.

Who do we tell about changes?

You and your representatives (who are often local MPs or local authorities and councils).

How will we tell you what's happening?

If there's a minor change – like changing opening times, then we'll let you know by putting up posters in the Post Office. If the plan is to move a Post Office then we'll put up posters and hand out letters in the branch as well as writing to your representatives. We'll have a press release and, the relevant information will be easy to find on our website.

How long will it take?

We'll let you know about any changes as soon as we possibly can. Sometimes, change is out of our control but we'll try to keep you as up-to-date about what's happening as much as we can. We try to make sure you have 4 weeks' notice before anything happens. If we're going to make big changes, there'll be a 'consultation period' which lasts about 6 weeks. This means that you've got time to let us know how you feel.

It's easy to let us know what you think...

We want to hear what you and your representatives think about change and to make sure it's easy for you to let us know, all of our contact details can be found on all our posters and letters. You can contact us by email, letter or 'phone.

How will you find out about the final plans?

We'll be letting you know in as many ways as possible. There'll be posters put up in or around your local area, letting you know what's going on. We'll also write to local representatives and, the information will be on our website.

If you let us know what you think, we'll make sure you know about our final plans either by writing to you, or having the information easily available in the Post Office or on our website.

What can you do if you think we haven't followed the Code of Practice?

If you don't think we've followed the Code, then please write to us or email us via the contact details included in this letter and let us know why.

To have a look at the full Code of Practice, it's on our website at: www.postofficeviews.co.uk