



Chief Executive
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
SOUTHEND ON SEA
SS2 6ER

17 June 2014

Dear Sir/Madam

Eastwood Boulevard Post Office®
27 Eastwood Boulevard, Westcliff-On-Sea, SS0 0BY

Changes to your Post Office® - tell us what you think

We're talking to the subpostmaster about the possibility of making some changes to the above Post Office and we'd like you to tell us what you think about the changes before we finalise our plans.

What's happening?

We're investing in our branches to make them more modern and convenient for customers and our subpostmasters who run them. As part of the programme of investment we are talking to the subpostmaster about the possibility of changing the above branch to one of our new **local** branches. This would mean:

- Post Office services would be offered from one screened counter and one till on the retail counter in a modern branch instead of the separate screened counters
- If the change goes ahead the branch would be open for longer: Mon – Fri 08:00 – 18:00 & Sat 08:00 – 13:00. (Current opening times are: Mon – Fri 09:00 – 17:30 & Sat 09:00 – 12:30)
- Customers will still have most of the Post Office products and services they're used to but some services will no longer be available at this branch. These services are currently available at the branch listed overleaf, and some products, like travel insurance, are available online or by telephone. Please look over the page for details of product availability
- The branch may need to close for approximately three days during August/September 2014 while the refurbishment takes place

You can help shape your service in this store

We want to know what's important to you and would like you to tell us what you think about the changes; particularly on the following areas:

- Why do you use this Post Office and what do you like about it?
- Do you have any comments about the changes to the branch? For example, the Post Office till would be on the retail counter in your newly modernised branch, therefore are there any measures you would like to see in place about the proposed location of the Post Office till or the queuing area.
- Do you have any comments about any changes to the opening hours?

www.postoffice.co.uk

- Do you have any comments about how you will access the Post Office products and services that will no longer be available at the branch if the change goes ahead?
- Do you have any comments about the potential closure period during the refurbishment or access to other branches in the area?


You can share your views on the changes to your Post Office through our easy and convenient new online questionnaire via the link below. When entering the site you will be asked to enter the code for this branch: 07014099

postofficeviews.co.uk

You may also give us your comments in the following ways:

 postofficeviews.co.uk

 comments@postoffice.co.uk

 Customer Helpline: 08457 22 33 44
Textphone: 08457 22 33 55

 FREEPOST Your Comments

Want to tell us what you think
right here and now – scan here



If you don't have a QR code
scanner on your phone, you
can find one in your app store.

Please note this is the full address to use and no further address details are required.

We'll accept responses up to and including 16 July 2014. We won't be replying to you individually but we will write to you again after the above date to let you know how we've considered the feedback. A summary of responses will be provided to Consumer Futures, the independent statutory watchdog.

When would the changes happen?

We are planning to make these changes in August/September 2014. We'll put a poster up in branch at least two weeks before to let customers know the exact date and to tell them how we've considered the feedback. We'll make sure any disruption caused by the refurbishment is kept to a minimum. The following branch will be happy to provide customers with Post Office services during this period.

- Leigh On Sea Post Office, 24-28 Rectory Grove, Leigh-On-Sea, SS9 2HG

We'll also be asking customers for their feedback again once the changes have taken place. A questionnaire will be available in branch for customers to complete shortly after their new look branch opens.

Yours faithfully

A handwritten signature in black ink that reads 'Kevin Shepard'.

Kevin Shepard
Area Manager

To get this information in a different format, for example, in large print, audio or braille please contact the Customer Helpline on 08457 22 33 44

This communication process has been agreed with Consumer Futures, the independent statutory watchdog, and is being carried out in line with our Code of Practice and a Memorandum of Understanding for changes to the Post Office network, which we have agreed with Consumer Futures. If you'd like copies of the Code and the Memorandum they are available in branch, or by contacting us or on our website at: www.postoffice.co.uk/transforming-post-office. If you think that the process has not been properly followed and wish to make a complaint, then please write to us or email us via the contact details included in our posters and letters and let us know why. We'll examine your complaint and respond to you as soon as we can. We will provide you with the Consumer Futures contact points, so if you are still not satisfied when you have received our response, you can ask Consumer Futures for their assistance.

Eastwood Boulevard Post Office® services available

Your subpostmaster / operator or our Customer Helpline on 08457 223344 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions.

Customers can also shop online at www.postoffice.co.uk

	Current branch	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	✓	Express 24 & 48
British Forces Mail (BFPO)	✓	✓
International letters & postcards (inc. signed for & Airsure)	✓	✓
International parcels up to 2kg & printed papers up to 5kg	✓	✓
Parcelforce Worldwide International parcels	✓	x
Articles for the blind (inland & international)	✓	✓
Royal Mail redirection service	✓	✓
Local Collect	✓	✓
Drop & Go	✓	✓
Withdrawals, deposits and payments		
Post Office Card Account	✓	✓
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card & enveloped cheque deposits. Also barcoded deposit slips.	✓	✓
Postal orders	✓	✓
Moneygram	✓	✓
Change giving	✓	✓
Bill payments		
Automated bill payments (card or barcoded)	✓	✓
Key recharging	✓	✓
Transcash (without barcode)	✓	x
Financial services		
NS&I Premium Savings Bonds	✓	x
Licences		
Rod fishing licences	✓	✓
Travel		
Pre-order travel money	✓	✓
On demand travel money	EUROS	EUROS
Travel insurance referral	x	✓
On demand travel insurance	✓	x
Mobile Top-ups & E vouchers	✓	✓
National Lottery Terminal	✓	✓
Payment by cheque	✓	x
<p>Products marked x are available at Leigh On Sea Post Office, 24-28 Rectory Grove, Leigh-On-Sea, SS9 2HG</p> <p>Opening times: Mon, Wed – Fri 09:00 – 17:30 Tue 09:30 – 17:30 Sat 09:00 – 12:30</p>		