



Mr Ian Murray MP - Member of Parliament for Edinburgh South

02 March 2015

Dear Mr Murray

Bruntsfield Post Office®  
115 Bruntsfield Place, Edinburgh, EH10 4EQ

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

We're talking to the Postmaster 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 across the Post Office network to make them more modern and convenient for you and our Postmasters who run them. As part of this programme of investment and modernisation we are talking to the Postmaster about the possibility of changing your branch to one of our new style local branches. This would mean:

- Post Office services would be offered from two tills on the retail counter in a modern open plan branch instead of the separate screened counters
- If the change goes ahead the branch would be open for longer: Mon - Sat 07:00 - 18:00. (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 up to seven days during May/June 2015 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?
- 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?

[www.postoffice.co.uk](http://www.postoffice.co.uk)

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: 30282499


[postofficeviews.co.uk](http://postofficeviews.co.uk)

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

 [postofficeviews.co.uk](http://postofficeviews.co.uk)

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

 [comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)

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

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



 FREEPOST Your Comments

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

We'll accept responses up to and including 31 March 2015. 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 the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

### **When would the changes happen?**

We are planning to make these changes in May/June 2015. 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.

- Morningside Post Office, 265 Morningside Road, Edinburgh, EH10 4RD

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 sincerely

*Dave Ogleby*

Dave Ogleby  
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 the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council, and is being carried out in line with our Code of Practice for changes to the Post Office network, which we have agreed with them. If you'd like copies of the Code they are available in branch, or by contacting us or on our website at: [www.postoffice.co.uk/transforming-post-office](http://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 relevant contact points for the consumer watchdog, so if you are still not satisfied when you have received our response, you can ask them for their assistance.

**Bruntsfield Post Office® services available**

Your Postmaster 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](http://www.postoffice.co.uk)

	Current branch	New branch
<b>Mail</b>		
First & Second Class mail	✓	✓
Stamps, stamp books (1 <sup>st</sup> class 6 & 12 only, 2 <sup>nd</sup> 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	✓	✗
Articles for the blind (inland & international)	✓	✓
Royal Mail redirection service	✓	✓
Local Collect	✓	✓
Drop & Go	✓	✓
<b>Withdrawals, deposits and payments</b>		
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	✓	✓
<b>Bill payments</b>		
Automated bill payments (card or barcoded)	✓	✓
Key recharging	✓	✓
Transcash (without barcode)	✓	✗
<b>Financial services</b>		
NS&I Premium Savings Bonds	✓	✗
<b>Driving</b>		
Car tax (you can pay in cash, by cheque or debit card)	✓	✓
<b>Travel</b>		
Pre-order travel money	✓	✓
On demand travel money	Euros/Dollars	Euros/Dollars
Travel insurance referral	✗	✓
On demand travel insurance	✓	✗
Passport Check & Send	✓	✗
<b>Mobile Top-ups &amp; E vouchers</b>		
Mobile Top-ups & E vouchers	✓	✓
National Lottery Terminal	✓	✓
<b>Payment by cheque</b>	✓	Car tax only
Products marked ✗ are available at <b>Morningside</b> Post Office, 265 Morningside Road, Edinburgh, EH10 4RD	Mon, Wed - Fri Tue Sat	Opening times: 09:00 – 17:30 09:30 – 17:30 09:30 – 12:30