

REPORT

To: CORPORATE SERVICES COMMITTEE		Subject: CIVIC SQUARE POST OFFICE, 39 CIVIC SQUARE, MOTHERWELL	
From: HEAD OF DEMOCRATIC AND LEGAL SERVICES			
Date: 10 April 2015	Ref: MS/MR		

1. Purpose of Report

To advise of correspondence received from Post Office Limited regarding the relocation of the Civic Square Post Office from 39 Civic Square, Motherwell to alternative premises at Family Shopper, 224 Airbles Street, Motherwell.

2. Background

2.1. Members may recall that at the meeting of this Committee held on 1 May 2014 when it had been reported of a proposal by Post Office to relocate the Civic Square Branch to alternative premises at 27 Leven Street, Motherwell. At that time, the Council made representation objecting to the proposals on the grounds that the Council, the local community and local businesses would be disadvantaged due to the distance from the current location at the Civic Square.

2.2. After the consultation period, and the volume of representations received, Post Office confirmed that they would not be proceeding with the move.

3. Proposals

3.1. Correspondence has now been received from Post Office Limited advising that they were now proposing, with the Postmaster's agreement, to move the Civic Square Branch to an alternative location at Family Shopper, 224 Airbles Street, Motherwell.

3.2. The Council's offices at the Civic Centre, adjacent to the Civic Square, houses 70 Elected Members and over 470 employees with the Mail Room staff using the Civic Square Post Office on a daily basis for Royal Mail Recorded Delivery, Royal Mail Special Recorded Delivery, First Class Royal Mail and Airsure via Royal Mail.

3.3. The amount of mail processed amounts to a significant volume, all of which is taken physically to the Post Office to be processed and for which a receipt of postage is required to enable items to be tracked where necessary.

3.4. The Council anticipates that the proposed move of the Post Office to premises further away from the Civic Centre would result in a serious resource implication for the Council, given the volume of mail involved, and consequently impact negatively on the Council's ability to provide sufficient mail services to Elected Members and staff within the Civic Centre complex. The Council also believes that this proposal disadvantages the local community and businesses who will need to travel further away for Post Office services.

3.5. The Head of Democratic and Legal Services has made a separate objection to the proposals and a copy of the letter received from Post Office has been forwarded to the local Elected Members for their information.

4. **Recommendations**

It is recommended that Members consider the foregoing.



Head of Democratic and Legal Services

Members seeking further information on the contents of this report are asked to contact Margaret Shankland on extension 2726.