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All members' newsletter Pay, Job Security and People Policies

Pay 2012: Proposals Published

The Lloyds Banking Group has today published its proposals for the pay budget and distribution arrangements for the April 2012 Pay Review.

The headlines are a 2.5% budget for staff in grades A to D and a 2% budget for staff in grades E to G. It is proposed that the pay ranges for grades A to C do not increase in 2012 but the ranges for grades D to G increase by 2%.

The biggest change from past practice, however, is the proposal to distribute the 2012 pay budget with little reference to the performance assessment outcomes that staff have achieved for the year ended 31st December 2011. Instead, for most staff, the percentage award will be determined only by reference to their position in their pay scale – i.e. whether they are below, at or above the relevant “market rate” for their grade.

However, staff who are appraised as “under performing” and the majority of those with personal salaries above 120% of the market rate of pay for the role they carry out will get nothing. The proposed distribution matrix for grades A to D is below:

	Top/Strong/Good/ Developing Performer	Under Performer
Market Primary or below	3%	0%
Market	2%	0%
Market Plus	1%	0%
Over Maximum	0%	0%

Full details of the bank's proposals are available on the Interchange or can be viewed [here](#).

Whilst the pay budget may be “around the going rate” given the depressed state of the economy, acceptance of it would mean a cut in the real value of salaries for all HBOS staff – irrespective of performance – as inflation is currently running at above 5%.

The bank maintains that, given its need to control costs and the state of the employment market generally, the offer should be seen in a favourable light but this will be for Accord members to decide.

However, having worked all year towards a performance assessment that they expected to be used in a performance related pay system, we understand that some members will be more concerned about perceived inequities in the distribution of the pay budget for 2012 rather than the budget itself.

Since mid October, Accord's negotiating team have been meeting with the union's workplace reps all over the UK and listening to their views about members' expectations for pay and reward 2012.

The team will be meeting reps in the London region today (6/12/11) and the last of the current round of meetings will be in the South region tomorrow (7/12/11).

Accord's Principal Executive Council (PEC) has determined that, as a member led union, it is Accord's members who should decide on whether the offer should be accepted and if not, what other steps should be taken.

The PEC knows from the recent meetings with reps just how difficult 2011 has been for HBOS staff and how exhausted many members are. The PEC has, therefore, decided to carry out a consultation exercise involving all relevant members early in the New Year.

More information will follow. Any comments or queries in the meantime can be referred to Ged.Nichols@AccordHQ.org

Job Security Agreement Extended

Accord is pleased to announce that following extensive discussions, an agreement has been reached between Accord, Unite and the Lloyds Banking Group to extend the main terms of the HBOS Security of Employment Agreement (B324) until the end of 2013.

The current Agreement was due to expire on 31st May 2012 and, although there are some minor changes to pension options, the main compensation terms in the event of redundancy remain in place.

Accord's General Secretary Ged Nichols said: "Things are very tough at the moment. The bank has said that it plans to reduce the workforce further through its Strategic Review, so this news gives more certainty to those Accord members who are worried about their futures. We will continue to work with the bank to reduce the impact of job losses and will remain opposed to compulsory redundancies."

The union is very disappointed that the bank plans to reduce the redundancy terms available to new recruits from 1st January 2012. Continues Ged: "We think this move creates another tier to the workforce where employment terms are inferior for existing staff. We plan to campaign at every opportunity for better terms for all new staff." Any queries should be referred to Ged.Nichols@AccordHQ.org

New Rules on People Policies

From 1 January 2012, there will be new policies on:

- Health & Attendance
- Disciplinary
- Grievance
- Harassment
- Career Break
- Sabbatical Leave

These new policies will cover all colleagues in Lloyds Banking Group. It's important that members understand the new rules that will apply and to help we'll be publishing some guidance for members soon. In the meantime, do take time to visit the intranet and have a read through.

If members are asked to attend a formal meeting under any of the first four policies listed above, they should get in touch with Accord HQ on 01189 341 808. Accord staff will then arrange for a representative to attend with you.

Our workplace reps who attended the recent round of General Meetings were provided with an overview of the new policies and will soon receive an information pack to add to their Rep's Manual. Accord has also arranged for all reps to have access to the series of short e-learning modules provided by the bank. More details on how to access the modules will follow.

New Pay Slip Delivery Process

We've been contacted by many members who were unhappy at the bank's revised pay slip process method, whereby individual pay slips have been delivered to workplaces rather than home addresses with effect from October 2011. Although there is no contractual right to have your wage slip delivered to your home address, you are entitled to receive it in a timely manner and, more importantly, you are entitled to expect the bank to keep your personal information secure.

Accord has been in touch with the bank on a number of individual cases and we're pleased to report that – to our knowledge – most have now been resolved.

So that we can gauge what, if anything, further we need to do, please let us know if:

- You have still not received your October or November pay slip;
- You had to request a duplicate because the original got lost and has still not turned up;
- You continue to have any other problem with the delivery of your pay slip.

The bank has reassured us that it is looking at ways to enhance the current distribution method.

Turning to the information shown on the new style pay slips, members have complained about the lack of clarity in relation to overtime payments in particular. The Bank has confirmed that it is looking at ways to improve the information shown – they will be able to confirm the exact nature of the improvements soon but the issue around showing actual hours of overtime worked is a key area that will be looked at, with the intention being to show this information on pay slips as soon as possible.

Send your feedback to Paula.Tegg@AccordHQ.org

Long Service Awards

We are still awaiting a formal response to our collective petition, delivered to the HR Director Policy, Programmes and Employee Relations. A reminder was sent yesterday.

Professional Subscriptions

We have had several exchanges with the Bank throughout the year on this subject. As you may recall, last December despite Accord and Unite making strong representations LBG went ahead without union agreement and communicated its new Professional Development Policy to take effect from 1st January 2011.

The new policy withdrew bank support for professional subscriptions. It refused to even consider transitional arrangements. This landed many members with unexpected bills amounting to several hundreds of pounds in some cases.

Both sides have exchanged legal opinions since then which, not surprisingly, disagree.

Our current legal advice is that, to continue to challenge the bank's policy, we will need to put forward some individual contractual cases, and possibly raise a collective grievance on the subject. To do this, we need some personal evidence from affected members as to how the commitment on the part of the Bank arose. We've emailed members who responded to the initial call for support asking for specific information. If you are impacted and haven't had an individual email, but would like to join in the possible collective action, please send an email to Paula.Tegg@AccordHQ.org with the following information:

1. Details of the relevant course, exams taken and qualifications obtained.
2. Hours of study and length of time involved.
3. The amount of the annual subs and how long these have been paid for.
4. Written communications between the member and line manager or HR on the subject.

Please reply with this information as soon as possible so that we can review the strength of our case(s).

Getting to Work in Bad Weather

We might be getting a bit ahead of ourselves, but wanted to remind members and Reps of the union's advice on travelling to work during bad weather.

The Bank's position is that it expects colleagues to take a common sense approach to travelling to work in the event of severe weather conditions. If colleagues are unable to get to work or could potentially endanger themselves by doing so, they should inform their manager and, where possible, they should work from home or from a workplace that is accessible. If they are unable to work, then the Bank

encourages managers and colleagues to consider how best to apply flexible working arrangements.

This 'loose' wording caused some local difficulties last year, so we are repeating our view that a sensible decision should be taken in discussion with colleagues, depending on their individual circumstances. If someone walked to work and lived five minutes away, their situation would clearly warrant a different approach to someone travelling in from 20 miles away on public transport that is not running. A 'one size fits all' solution is not the most reasonable way of dealing with exceptional weather conditions. We certainly wouldn't agree that anyone who can't get into work through no fault of their own, despite every possible effort, should be made to make up the time or take holiday.

We will support any member who feels their manager has reacted unreasonably to their individual situation, but it's important to try to resolve matters sensibly at local level first. If you want the help of a local workplace rep, but don't know who that is, email Hollie.Suter@AccordHQ.org and she'll put you in touch.

Although Accord's primary aim is to protect your interests at work, we also provide a range of excellent benefits which make membership great value for money.

Legal Helpline All union members and immediate families are entitled to use the legal helpline. The advice is completely confidential, **FREE** and easily accessible at all hours of the day or night. **Call 0800 884 0118.**

Personal Injury Claim line If you've been injured in an accident, our legal experts can help. It's a **FREE** service to members and their families. **Call 0800 884 0114.**

Personal Accident Insurance Your Accord membership automatically provides you with **FREE** personal accident insurance. For details call **0870 905 0668.**

Accord Travel Club Before you book **ANY** holiday / tour / flight / hotel / car **ANYWHERE**, ring **0800 953 1263** and checkout your Accord Travel Club Discount.

Commission Cashback Scheme The Union's Commission Cashback Scheme specialises in sourcing level and decreasing term assurance, critical illness and income protection policies for Accord members and their families. Members then receive cashback of up to 9 times their monthly premium. The average lump sum cashback paid out this year under the scheme is **£400**. Ring our brokers on: **Lifeline: 01189 349800 or Valley: 01706 218719**

Tax & Pensions Advice Line For **FREE** confidential access to taxation and financial specialists you can call **0870 428 1909.**