

Membership Application

Title

Surname

Forename(s)

Home address

Postcode

Date of birth

Payroll number

Branch/Office/Dept

Location code

Home telephone

Work telephone

Email address

Job title

Pay band

Date of joining group

Vassar Smith Fund

The Vassar Smith Fund is a registered charity which provides support and financial assistance to current, retired and former members of staff and their dependents.

If you would like to contribute to the Fund place a tick in the box below and we will add 10p to your monthly subscription.

Tick this box to make a monthly contribution of 10p or, if you would like to donate more simply write the amount you would like us to add to your subscription in the same box.

Subscription Category

Bands 1, 2, 3 & 4	£8.95 p.m.	<input type="checkbox"/>
Band 5	£8.55 p.m.	<input type="checkbox"/>
Bands 6, 7 & 8 over 25	£7.95 p.m.	<input type="checkbox"/>
Bands 6, 7 & 8 under 25	£7.15 p.m.	<input type="checkbox"/>
Part time over 15 hrs	£4.35 p.m.	<input type="checkbox"/>
Part time under 15 hrs	£3.35 p.m.	<input type="checkbox"/>

"For the purposes of the Trade Union Act 1984 and other statutory requirements I authorise the Union to use my work address as my "proper address" to which any communications may be sent."

Signature Date

To receive LTU newsletters by email ... tick here



Instructions to your Bank or Building Society to by pay Direct Debit

Please fill in the whole form and send it to:
Lloyds TSB Group Union, St John's Terrace, 3-7 Ampthill Street, Bedford MK42 9EY

Originator's Identification Number

8 3 0 2 7 1



1. Name and full postal address of your Bank or Building Society

To: The Manager

Address Bank or Building Society

Postcode

2. Name(s) of account holder(s)

3. Branch sort code

4. Bank or Building Society Account Number

5. Lloyds TSB Group Union reference no.

6. Instructions to your Bank or Building Society. Please pay Lloyds TSB Group Union Direct Debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with Lloyds TSB Group Union and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

The Direct Debit Guarantee This Guarantee should be detached and retained by the Payer.

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If an error is made by Lloyds TSB Group Union or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- If the amounts to be paid or the payment dates change Lloyds TSB Group Union will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please send a copy of your letter to us.

7th February 2003

Scottish Widows, Chatham

Health & Safety In Chatham

Health and Safety should always be at the top of the list of priorities for everyone Scottish Widows, staff and the Union. The joint LTU and Scottish Widows Health and Safety Committee meets regularly to discuss health and safety issues affecting staff in Chatham. Whilst it is the case that the financial services industry is not amongst the most hazardous industries, accidents do still arise and we need to make sure that everything possible is done to stop them occurring or when they do occur we have in place the facilities to enable accidents to be dealt with effectively.

First-Aid Room For Staff

Whilst there is no accepted legal criterion for providing a first-aid room by reference to staff numbers, it is nonetheless unacceptable in this day and age that an office the size of Chatham, with over 800 staff packed into 11 floors, has no specific facilities available to deal with accidents at work. In fact, Scottish Widows have for sometime been in breach of the Pregnant Workers Directive for not providing a bed in a private area for pregnant women to rest should they need to do so.

Following discussions between LTU and Scottish Widows we have agreed that the HR Interview Room on the 11th Floor will be converted into a fully functioning first-aid room. LTU's Health and Safety Representatives will be undertaking regular inspections of the room to make sure that it has got all the right equipment and that it doesn't revert back to a meeting room at some future stage

New Rest Room

The rest room facilities available for use by staff in Chatham are positively Dickensian when compared to the facilities available to their colleagues in Edinburgh. In Port Hamilton staff have access to vastly superior rest areas, an excellent restaurant, a coffee and pastry shop and an on site Newsagent. At the Dalkeith Road Processing Centre the rest room and restaurant facilities, whilst not as plush as those at Port Hamilton, are nonetheless a world away from the facilities in Chatham. We are not criticising the staff who work in the canteen in Chatham, they do an excellent job in the most difficult conditions, it's just that an estate agent would have difficulty in describing the facilities available to staff as anything other than small and cramped and the range of food available can best be described as basic. The canteen itself seats approximately 20 staff and that's if they can get a seat before the contractors working in Chatham have their lunch.

Air Conditioning System

Time Off For Comfort Breaks

Fax Back your H & S Comments

In fact, at one point last year the canteen was being used for appraisals and meetings because space was so scarce in the rest of the building. Scottish Widows' legal requirements on the provision of rest room facilities are very specific. The Workplace (Health, Safety and Welfare) Regulations 1992 state that " Rest rooms or rooms provided in accordance with the regulations should be large enough, and have sufficient seats with back rests and tables, for the number of workers likely to use them at any one time.". The current facilities in Chatham fall short of those required by the relevant regulations and Scottish Widows is in breach of its legal obligations.

To their credit Scottish Widows have acknowledged in discussions with LTU that the canteen and rest room facilities in Chatham are a problem which needs a longer term solution. In our discussions we have agreed that a new rest room on the 4th Floor will be opened for staff to use. Whilst this is a positive step we still believe that something needs to be done about the canteen facilities in Chatham and our discussions with SW are ongoing.

Air Conditioning System

A problem which is constantly on the agenda of the Health and Safety Committee is the inadequacy of the air conditioning system. There is no way of adjusting the temperature locally and staff can either be too hot or too cold depending on where in the building they sit. On the 4th Floor the coldness is being tackled through increased insulation which should be completed in the next few weeks. In respect of the high temperatures during the summer on some of the other floors, Scottish Widows have said that the space 'freed up' when the Pensions Review finishes should create additional space for staff to work in and that should enable them to feel more comfortable. We will be monitoring this to make sure that it happens and that it works.

Time Off For Comfort Breaks

Last year we reported that some Team Managers were telling staff that time logged out of the AWD system for comfort breaks must be made up at a later date. We gave the example of the member of staff who had two comfort breaks totalling 20 minutes and who was told that they had to make up those 20 minutes at some stage during the remainder of the day. At the time Scottish Widows disowned such practice and informed line management and Team Managers accordingly. At LTU's recent Scottish Widows Section Committee meeting this issue was raised again but as far as we are concerned the position is quite clear: if a member of staff logs out of the system to go for a comfort break they are not required to make that time up at a later date. Staff who are told anything different should speak to Jean Fray, LTU's JAOR in Chatham, who will deal with the issue. Jean can be contacted on 01634 834529, or at jean.fray@scottishwidows.co.uk. Members can also speak to David Knight when he next visits Chatham. In the meantime members with any questions on this newsletter can contact Mark.Brown@ltu.co.uk.

Mark V Brown

Assistant General Secretary

FAX THROUGH YOUR HEALTH AND SAFETY QUESTIONS AND PROBLEMS

Tell us about the Health and Safety issues you would like us to raise with Scottish Widows. The LTU fax numbers are 01234 262821 and 01234 314222.

HEALTH AND SAFETY QUESTIONS / PROBLEMS

NAME: _____ DEPT: _____

TEL NOs. Work: _____ Mob: _____ Home: _____

e-mail: _____

MVB