

LTU Application Form

12 Months' Free Membership for C&G Staff

Please complete in BLOCK CAPITALS and return the whole form to:
Lloyds TSB Group Union, St John's Terrace, 3-7 Amptill Street, Bedford MK42 9EY.

| | | |
|---------------------------------|--------------------|--------------|
| Title: Mr, Mrs, Miss, Ms, Other | | |
| Surname | | Forename(s) |
| Home Address | | |
| Postcode | | |
| Date of Birth | File/Payroll No | Mailing Code |
| Work Sort/Location Code | Branch/Office/Dept | |

Subscription Category

Part Time 15 hours or more Part Time less than 15 hours Staff in bands 6, 7 & 8 and under age 25

Staff in bands 6, 7 & 8 and age 25 or over Bands 2, 3 & 4 Band 5

Pay Band - please specify Other

Job Title

Date of joining Bank/Company

Home Telephone Number

Work Telephone Number

Signed

Date

"For the purpose 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."



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

Originators Identification Number



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

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 in 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
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society.

To join LTU just call 01234 262868 and we'll do the rest.

Headlines

Lloyds TSB Group Union, St John's Terrace, 3-7 Amphill Street, Bedford MK42 9EY
Tel: 01234 262868 Fax: 01234 262821 Email: 24hours@ltu.co.uk Web: www.ltu.co.uk

14th January 2003

Cheltenham & Gloucester

Inside this issue

Mortgage Helpline Transfer Announced

Staff Rights &
Entitlements

C&G Pension
Scheme

LTU Surgery

Senior Management recently announced plans to close the C&G Mortgage Helpline in Barnwood and transfer the work to the Fareham Office

All Mortgage Helpline staff have been told that they will be redeployed into other positions within C&G, should suitable alternative positions be available. If no suitable alternative positions are available then staff must be allowed to leave with a redundancy payment.

Unlike reorganisations which take place in other parts of the Lloyds TSB Group - where LTU has full union representation rights - and where collective arrangements are typically agreed to protect staff, Management has indicated to the staff concerned that it intends to address individual concerns on a one-to-one basis.

This could mean staff are left without full advice, information and protection. In fact, some of the staff have complained that since being told about

the announcement they have received no further information either from their line management or HR about the reorganisation. This information deficit is unacceptable and HR should be proactively seeking to address staff concerns.

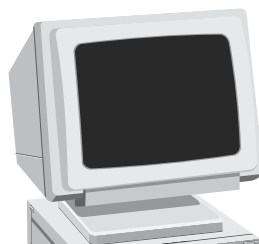
This reorganisation, like the closure of the IT Helpdesk, is just the latest example of why it is no longer satisfactory to continue with existing representation arrangements within C&G.

In the case of C&G IT Staff for example, decisions affecting staff are now being taken on a Group-wide basis by LTSB Group IT Senior Management over which the Staff Association has little real influence. The facade that C&G is acting autonomously is no longer credible.

This Newsletter provides information on staff rights and entitlements.



24 Hours Advice Line



Mark.Brown@ltu.co.uk



Fax No: 01234 262821

Staff Rights Explained

LTU has considerable experience in advising, informing and representing staff affected by reorganisations and closures across all other parts of the Lloyds TSB Group. Furthermore, LTU has an exemplary record of success in protecting staff.

During any reorganisation like that affecting Mortgage Helpline, staff have a number of important rights.

Suitable Alternative Jobs

First and foremost, Management is legally obliged to make every reasonable effort to find all staff 'suitable alternative employment' before contemplating making any staff compulsorily redundant.

'Suitable Alternative Employment' would be:

- a position at the same grade or level of seniority.
- within the skills, competencies and experiences of an individual, subject to adequate training.
- a 'proper job' rather than one of only a short-term nature.
- within reasonable travelling time and distance of home. *Elsewhere within Lloyds TSB, this is a maximum of 25 miles or 1 hour 15 minutes by public transport. Personal and domestic circumstances - such as child care responsibilities - should also be taken into account.*
- with similar working patterns

Staff cannot be obliged to accept a change in their Terms and Conditions of Employment.

Where a member of staff is offered genuinely 'suitable alternative employment' then they cannot unreasonably decline it.

However, if Management is unable to offer a position which meets the definition of 'suitable alternative employment' then it is obliged to offer staff Voluntary Redundancy Terms instead. In some cases this might be the preference of staff.

Need Support or Advice?

LTU alone has the independence, expertise and resources to ensure that any staff affected by reorganisations across the entire Lloyds TSB Group of companies can be properly advised and represented.

LTU support is available in two important ways:

- By telephone to LTU's 24 Hour Advice Line Service on 01234 262868. This allows members to speak in confidence direct to an experienced LTU Official at any time; whether during the day, night or weekend.
- By e-mail to Mark.Brown@ltu.co.uk.

LTU is presently offering all C&G staff a special introductory offer of 12 months full membership absolutely free.

To join LTU just call 01234 262868 and we'll do the rest.