

# briefingpages

August 2004

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## ■ HEALTH AND SAFETY

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### NEW ASBESTOS FACT SHEET

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The Control of Asbestos at Work Regulations 2002 introduced the new duty to manage asbestos in non-domestic premises. These regulations revised previous regulations on the management of asbestos, ensuring that European directives on controlling asbestos were properly implemented in UK legislation. There were two major changes from previous legislation in this area. The first was regulation 4 on the duty to manage asbestos in non-domestic premises. The other was regulation 20 on standards for analysis. Regulation 4 came into force on 21 May 2004 and regulation 20 comes into force on 21 November 2004. The aim of Regulation 4 is to help protect the largest group at risk of exposure to asbestos – building and maintenance workers – thereby helping to prevent thousands of asbestos-related deaths.

Regulation 4 requires those with responsibilities for maintenance activities in non-domestic premises to assess whether there is any asbestos in their premises, and, depending on its condition, either remove it or manage it – making sure that maintenance activities carried out subsequently do not expose the workers to any avoidable risk. They must ensure that information on the location and condition of these materials is given to anyone likely to disturb it.

Amicus and the TUC are calling on safety reps to check their employer is complying with the new legal duties, and have produced a fact sheet with information for safety reps, trade union members and other workers, about Regulation 4 and the effect it will have on them and their workplace. It does not go in to the details of the rest of the regulations, much of which are already in place and with which employers should be complying already. The fact sheet can be downloaded from our website, or contact Chris O'Leary to have it emailed or posted to you.

More information:

HSE duty to manage asbestos campaign <http://www.hse.gov.uk/campaigns/asbestos/index.htm>

### FANCY ANOTHER BANK HOLIDAY?

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The Easter and May bank holidays make Spring a great time for those of us lucky enough to get bank holidays off from work. Unfortunately, according to the TUC, nearly 3 million workers do not get paid for bank holidays, and two thirds of these are women. It is a common misconception that we are all legally entitled to have bank holidays off and still get paid, but this is only the case for those whose contracts of employment specify that bank holidays are a paid holiday. The UK is also the only country where bank holidays can be included in the statutory minimum four weeks holiday under the Working Time Regulations, and many mean employers use this to further restrict their employees' holiday entitlement.

Not only do we suffer from varying entitlements to bank holidays in Britain, but Britain's 8 bank holidays put us at the bottom of the European public holiday league - even Northern

Ireland has 10! The EU average is 11.35, with Slovakia having 18, Cyprus 16, and Malta 14, putting Britain to shame.

The TUC has launched a campaign to put the creation of a new bank holiday on the Government's agenda and is asking everyone to vote on when it should be held. Visit [www.worksmart.org.uk/holiday/](http://www.worksmart.org.uk/holiday/) to cast your vote.

## **FIXED WIRING COLOUR CHANGE**

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After long debate, changes have been made to the colour identification of conductors in fixed wiring systems. Installations commencing after 31 March 2006 are required to use the new colours.

A technical bulletin detailing the changes can be downloaded from our website or email Chris O'Leary for a pdf of this. Hard copies can be requested from Richard Clarke in the Research Department, on 020 7939 7015, [richard.clarke@amicustheunion.org](mailto:richard.clarke@amicustheunion.org).

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## **PRESTON – PART TIME WORKERS PENSIONS CASES UPDATE – JUNE 2004**

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In 2000, thousands of part-time employees, mostly women, won a victory on the principle of entitlement to backdate access to occupational pension schemes. They had previously been denied access because of their part-time status. Amicus has hundreds of members with ongoing cases.

### **Public sector employers**

In 2003, a timetable and procedure was agreed with the aim of settling all claims in the public sector.

The European Court recently ruled that, where a claim is against a local authority, an NHS Trust or a further education college, a claim can succeed without the need to identify a comparator. The ruling does not apply to private sector employees.

## **NHS**

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Many members in the NHS sector should have received their questionnaires by now and may have received settlement or offers of settlement. Some NHS applicants may not have received a questionnaire due to the fact that they were required to apply to join the pension scheme and the tribunals have been hearing a number of appeals on the so-called 'opting-in' cases. These appeals have now been heard and the decisions are complex, but the cases will now proceed.

## **EDUCATION**

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In the education sector, it is now established that where an applicant's employment was transferred from a local authority employer to a college, a claim can still succeed if the applicant can demonstrate a stable employment history, eg a succession of regular and similar contracts. Again, these cases will now progress.

The tribunal office dealing with these cases has recently set out a timetable for the future management of claims. A copy of the most recent bulletin is available at [www.employmenttribunals.gov.uk](http://www.employmenttribunals.gov.uk). The Legal Department is currently advising Officers on our own future management of claims.

In addition, the TUC will be briefing affiliated unions in the near future and we will keep you informed of any further developments.

### FILLING OUT THE BENEFIT PACKAGE FROM DEFINED CONTRIBUTION PENSION SCHEMES

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When defined contribution pension schemes are proposed, attention focuses rightly on the amount of money the employer is offering to put in the members' pension 'pot' (see Activist Edition 4). However, there are other key aspects of scheme benefits which need to be evaluated, notably death in service benefits, ill health cover, the scheme's relationship with the state scheme and early retirement. These can add very substantially to the value of the package and in a typical set-up they may add 60% to the value of the basic headline employer contribution.

#### DEATH IN SERVICE

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Attention tends to focus on the lump sum death benefit – typically of four times the member's salary at the date of death. However of equal concern ought to be the prospective pension received by dependants.

At minimum the benefit is likely to be based on a return of the money in the member's pension pot. Currently this usually has to be converted to a pension, because of an Inland Revenue limit of four times salary on the lump sum, but under the new IR regime after April 2006 it can be payable as a lump sum, if scheme rules allow.

The problem with this benefit is that it lacks any insurance element, ie it takes no account of the pension that would have been built up in respect of future service. Where death in service is at a young age, this can leave dependants poorly protected as the member's pot is small and the cost of securing an income for younger dependants is extremely high.

In final salary schemes, in the event of death in service the dependants' pension is usually based not just on service to date of death but also on prospective service up to normal retirement. This is the insurance element and it can be very valuable.

The best defined contribution schemes are associated with an insured minimum level of dependants pension. Instead of a pension based on the member's pot the dependant's pension is paid at a rate of 25% or 30% of salary. The latter can be seen as equivalent to a benefit of 50% of a two thirds of salary member's pension.

An alternative approach is for the scheme to pay an additional lump sum which (currently) has to be applied to the purchase of a pension (annuity). For example a scheme may pay a lump sum death benefit of 10x salary, under which 4x will be available as lump sum and 6x will supplement the member's pot used to buy a dependants' pension.

#### ILL HEALTH

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A lot of schemes, unfortunately, fail to make any supplementary provision for pension where ill health forces a member to stop working. In this event a member may be able to use their pot to buy an immediate pension but the benefit will tend to be low as they are buying the pension annuity at a young age out of a pot restricted by their shortened service. The result is a low income both before normal retirement age and for the rest of their life. Alternatively they may find that taking the pension is simply not worthwhile and be left with no income apart from state benefits.

In final salary schemes the ill health situation is often covered by paying an ill health pension early with no reduction for being paid early and with pension calculated using all or part of prospective service. Again a valuable insurance.

Permanent Health Insurance ('PHI') is generally the preferred benefit to fill this gap left by DC schemes. A good scheme will pay out a benefit of 65% of salary less state benefits for as long

as the employee is unable to work or until retirement age, whilst at the same time maintaining contributions into their pension scheme so that their prospective pension will be maintained. PHI policies are quite expensive and the premium employers are asked to pay can easily be as much as 2% of pay roll

There are lesser benefits which can be insured, and they may help to maintain the pension but they do not tend to offer immediate income. For example provision may be made for contributions, both employer and employee to continue to be paid during prolonged disability. Sometimes such prospective contributions may be payable immediately as a lump sum with the member using their supplemented pot to buy a pension. However, as with any early retirement from a DC scheme this will produce only a limited benefit (see below).

## **CONTRACTED-IN OR OUT OF S2P**

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Most DC schemes are not contracted-out of S2P (re-modelled SERPS). If you are in a DC scheme and contracted-in you will get an S2P pension in addition to your company scheme pension. But you and your employer will also have to pay the higher rates of National Insurance.

Most final salary schemes are contracted-out with employees and employers, as a result, paying the lower rates of NI

In presenting DC schemes employers will often account for the higher NI cost of contracting-in as part of the overall pension budget and employees may perceive the higher NI they pay as a pension contribution.

The employer NI payment for a contracted-in employee is 3.5% of gross earnings above the contribution threshold (£4732 pa in 2004/5) than it is for a contracted-out employee. The difference for the employee contribution is 1.6%.

## **RETIREMENT AGE AND EARLY RETIREMENT**

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In DC schemes early retirement is often freely available, but the benefit is not generally subsidised in any way. This means that if you do retire early your benefit will be reduced by a combination of factors, ie the cost of buying an annuity with your pot will be higher the younger you are, you will have got less years of investment returns on your past contributions, you will have less years of pension contributions than if you continued working.

The effect of the first factor alone could easily mean that a typical annuity at 60 could be 10-15% less than at 65.

In the absence of any extra contribution being forthcoming in the event of early retirement, another way to provide for a lower retirement age would be to pay a generally higher level of contributions for all years of service eg a scheme where employees were intended to retire at 60 might be established with a higher contribution than one where they were intended to retire at 65.

When assessing the value of employer offerings of DC schemes, projections of benefits should be sought based on likely prospective retirement ages. These may differ from the standard offering of projections based only on age 65. If other employees on a final salary scheme have, as is common, a right to retire on an unreduced pension at age 60 then seeking DC projections based on 65 would be appropriate.

Employers with DC schemes need to consider that if contributions are set too low then in the future they may have to accept a much older workforce than now. A combination of low pensions plus forthcoming legislation which may prevent employers retiring people involuntarily on age grounds will have this outcome.

A recent study by Hewitt Bacon & Woodrow considered the prospect facing a 25 year-old starting work and having a career with a company with a combined employee/employer pension contribution of 10% (which is pretty typical). It asked at what age the employee might be able to retire on a pension of half their salary. If investment was in equities throughout, then they estimated this could be somewhere between the ages of 56-82 depending on investment returns – the best guess being 68. If investment was in government bonds the corresponding answer was between the ages of 77-83 – best guess 80.

*Amicus Pensions Department: Bryan Freake 020 7939 7073 Julian Richards 0207 939 7095*

### **WORKING PARENTS AND CARERS – YOUR RIGHTS AT WORK**

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The Flexible Working Regulations provide a mechanism for working parents to change to more a more family-friendly working pattern. To date, these rights are limited to parents of children under the age of 6, or in the case of disabled children under the age of 18. From 2006, carers of other dependants will also have the statutory right to have a request for flexible working considered by their employer. Some employers provide better rights than the current legal minimum. These will be set out in your employee's contract of employment or staff handbook. You should check with your Amicus representative to see if you are entitled to improved terms.

### **FLEXIBLE WORKING**

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From April 2003, employers have had a legal duty to consider applications for flexible working from employees who are parents of young or disabled children:

- To be eligible to make a request, employees must have responsibility as the parent for a child aged under 6, or for a disabled child aged under 18
- This right extends to biological, adoptive and same sex parents
- Parents must have 26 weeks continuous service with their employer to be eligible
- Parents wishing to adopt a flexible working pattern need to submit a written application to their employer
- This application must set out the desired working pattern and include an explanation of how the employer could accommodate this request
- There is a clearly defined procedure for both employees and employers to follow, which is set out below

### **HOW TO ASK FOR A CHANGE TO FLEXIBLE WORKING HOURS UNDER THE FLEXIBLE WORKING REGULATIONS**

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There is a step by step approach laid out in the Flexible Working Procedural Regulations on how to secure a change in the way that a parent works and to ensure that the employer seriously considers a request.

The initial onus in taking forward an application will be on the parent. They will have to set out the working pattern that they wish to adopt and explain the effect that they envisage it will have on their employer, including how it might be accommodated. The government has produced a standard application form to help parents apply correctly. Copies are available at [www.dti.go.uk/er/workingparents](http://www.dti.go.uk/er/workingparents)

The employer agrees to this request in writing 28 days after receiving the application, specifying the change to the employee's contract and when it will begin. This change will be permanent unless the contract states otherwise.

If the employer does not agree, he will then have to arrange to meet the parent to discuss the request within 28 days of receiving the request.

It will be at this meeting that both parties will explore any potential issues with the request and if appropriate consider alternative work patterns.

The employer subsequently notifies the employee of their decision in writing.

Where an employer agrees to a new working pattern best practice suggests that it will take around eight weeks to implement.

Employers who reject an application have to provide a specific business reason, which must be one of those stated in the legislation, and an explanation as to why the ground applies in the circumstances.

Where an employee is dissatisfied with their employer's handling of their application, the law provides for a right to appeal. This must be in writing within 14 days of being notified of the employer's decision.

## **RIGHTS TO REPRESENTATION**

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The employee making the request can be represented at the meeting by a worker employed by the employer. This includes your trade union representative. Although not provided for in law, you can bring in your Regional Officer in the absence of having a workplace representative, if the employer agrees.

## **APPEALING A REFUSAL**

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An employee can appeal a refusal for any reason.

## **MAKING A CASE TO AN EMPLOYMENT TRIBUNAL UNDER THE EMPLOYMENT ACT AND SEX DISCRIMINATION ACT**

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If a claim is made to an Employment Tribunal under the Employment Act 2002 which implement the Flexible Working Regulations, the claim can only be made on two grounds:

- That the employer gave incorrect facts as grounds for is refusal
- That the employer failed to correctly apply the procedure

Because of this, every claim must also be submitted under the Sex Discrimination Act – claiming indirect sex discrimination for women and direct sex discrimination for men. Under the Sex Discrimination Act, the claim can include reasons why an employee disagrees with the employer's grounds for refusal, or his interpretation of the effects on the business (even where the grounds are factually correct). Under the Sex Discrimination Act, the employer must objectively justify his refusal or lose the case.

## **CHANGING BACK TO FULL-TIME WORK**

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Ideally, an employee's contract should state that a return to full-time hours or a standard pattern of working will be given serious consideration by the employer on request by the employee. This should be agreed before an employee starts on a reduced hours contract. In the case of a jobsharer wishing to return to full-time work, the request should be seriously considered, and the remaining half-post should be advertised.

This is important consideration especially in relation to reduced hours as where a reduction in hours is agreed, this will entail a reduction in occupational and statutory benefits such as pension benefits, and redundancy payments.

## **PROVISIONS FOR CARERS – RECENT AND FUTURE DEVELOPMENTS**

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Many employees care for elderly parents or other dependants. An Institute of Personnel Managers study found that only five out of 500 employers provided some sort of provision for carers. Although the rights to flexible working do not cover those with elderly or other dependants, the government has recently announced that the right to flexible working will be extended to other carers by 2006. However, to assist employers who want to introduce flexible working for all carers, a new toolkit has been devised by Employers for Carers. This toolkit provides guidelines on how to assess the needs of carers in their workforce. See [www.employersforcarers.org.uk](http://www.employersforcarers.org.uk)

Further, in December 2006, older workers will have protection against age discrimination. As older workers are more likely to have elder care responsibilities, an employer that only offers flexible working on the grounds of childcare and not eldercare, could be vulnerable to an age discrimination complaint. This briefing will be updated accordingly. See also Amicus advice on Eldercare and Negotiating Improvements to Flexible Working at [www.amicustheunion.org](http://www.amicustheunion.org)

Other family-friendly rights at work

Amicus has produced advice and guidance on basic statutory rights and on negotiating improvements to terms and conditions – including model workplace policies – on a wide range of family-friendly employment rights:

- Rights to flexible working
- Maternity rights
- Paternity rights
- Parental Leave
- Time-off for Dependants
- Adoption leave
- Childcare
- Eldercare

See the Amicus website at [www.amicustheunion.org](http://www.amicustheunion.org). See also the government's advice at [www.dti.gov.uk/er/workingparents.htm](http://www.dti.gov.uk/er/workingparents.htm)

If you have a concern about your rights, contact your workplace representative for advice. If you have no workplace representative please contact:

Amor Jones, Amicus Equalities and Diversity Research Officer

Tel: 0207 939 7027 Email: [amor.jones@amicustheunion.org](mailto:amor.jones@amicustheunion.org)

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## ■ NEGOTIATING INFORMATION

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### CONSUMER PRICE INDICES – PERCENTAGE CHANGES OVER 12 MONTHS

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	%											
	2004.....				2003.....							
	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	June
All items RPI	2.8	2.5	2.6	2.5	2.6	2.8	2.5	2.6	2.8	2.9	3.1	2.9
CPI formerly HICP	1.5	1.2	1.1	1.3	1.4	1.3	1.3	1.4	1.4	1.4	1.3	1.1
RPIX*	2.3	2.0	2.1	2.3	2.4	2.6	2.5	2.7	2.8	2.9	2.9	2.8
RPIY	2.2	1.8	1.7	1.9	2.0	2.2	2.1	2.4	2.7	2.7	2.8	2.7

\* or underlying rate

(Source: Office for National Statistics)

The all-items retail price index, or RPI, was formerly the main measure of consumer price inflation in the UK

The Consumer Prices Index, or CPI, formerly known as the HICP, is the government's main UK domestic measure of inflation for macroeconomic purposes.

The RPIX is the all-items index excluding mortgage interest payments and is the government's preferred measure of underlying inflation.

The RPIY is the all-items index excluding indirect taxes and mortgage interest payments.

RETAIL PRICES INDEX		
Percentage changes over 12 months		
	RPI	RPIX
<b>2001</b>		
Apr	1.8	2.0
May	2.1	2.4
June	1.9	2.4
July	1.6	2.2
Aug	2.1	2.6
Sept	1.7	2.3
Oct	1.6	2.3
Nov	0.9	1.8
Dec	0.7	1.9
<b>2002</b>		
Mar	1.3	2.3
Apr	1.5	2.3
May	1.1	1.8
June	1.0	1.5
July	1.5	2.0
Aug	1.4	1.9
Sept	1.7	2.1
Oct	2.1	2.3
Nov	2.6	2.8
Dec	2.9	2.7
<b>2003</b>		
Jan	2.9	2.7
Feb	3.2	3.0
Mar	3.1	3.0
April	3.1	3.0
May	3.0	2.9
June	2.9	2.8
July	3.1	2.9
Aug	2.9	2.9
Sept	2.8	2.8
Oct	2.6	2.7
Nov	2.5	2.5
Dec	2.8	2.6
<b>2004</b>		
Jan	2.6	2.4
Feb	2.5	2.3
Mar	2.6	2.1
Apr	2.5	2.0
May	2.8	2.3
RPI (formerly main measure of consumer price inflation)		
RPIX (Government's preferred measure of underlying inflation)		

<b>BASE LENDING RATE (JULY 2004)</b>	4.5%
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AVERAGE EARNINGS			
	Month/year	*% change on year	*% Headline rate
WHOLE ECONOMY	APR 04	4.7	4.3
Service sector	APR 04	4.6	4.3
Manufacturing sector	APR 04	4.7	3.8
Public sector	APR 04	4.1	4.3
Private sector	APR 04	4.9	4.4

\* The headline rate is the centred average of the annual change in the seasonally adjusted series over

RETAIL PRICE INDEX (%) Percentage change over 12 months, 1982–2003																	
	1982	1983	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	
Jan	12.0	4.9	5.1	5.0	5.5	3.9	3.3	7.5	7.7	9.0	4.1	1.7	2.5	3.3	2.9	2.8	
Feb	11.0	5.3	5.1	5.4	5.1	3.9	3.3	7.8	7.5	8.9	4.1	1.8	2.4	3.4	2.7	2.7	
Mar	10.4	4.6	5.2	6.1	4.2	4.0	3.5	7.9	8.1	8.2	4.0	1.9	2.3	3.5	2.7	2.6	
Apr	9.4	4.0	5.2	6.9	3.0	4.2	3.9	8.0	9.4	6.4	4.3	1.3	2.6	3.3	2.4	2.4	
May	9.5	3.7	5.1	7.0	2.8	4.1	4.2	8.3	9.7	5.8	4.3	1.3	2.6	3.4	2.2	2.	
Jun	9.2	3.7	5.1	7.0	2.5	4.2	4.6	8.3	9.8	5.8	3.9	1.2	2.6	3.5	2.1	2.9	
Jul	8.7	4.2	4.5	6.9	2.4	4.4	4.8	8.2	9.8	5.5	3.7	1.4	2.3	3.5	2.2	3.3	
Aug	8.0	4.6	5.0	6.2	2.4	4.4	5.7	7.3	10.6	4.7	3.6	1.7	2.4	3.6	2.1	3.5	
Sept	7.3	5.1	4.7	5.9	3.0	4.2	5.9	7.6	10.9	4.1	3.6	1.8	2.2	3.9	2.1	3.6	
Oct	6.8	5.5	5.4	3.0	4.5	6.4	7.3	1.0	0.9	3.7	3.6	1.4	2.4	3.2	2.7	3.7	
Nov	6.3	4.8	4.9	5.5	3.5	4.1	6.4	7.7	9.7	4.3	3.0	1.4	2.6	3.1	2.7	3.7	
Dec	5.4	5.3	4.6	5.7	3.7	3.7	6.8	7.7	9.3	4.5	2.6	1.9	2.9	3.2	2.5	3.6	
<b>Avg</b>	<b>8.67</b>	<b>4.60</b>	<b>4.96</b>	<b>6.08</b>	<b>3.43</b>	<b>4.13</b>	<b>4.90</b>	<b>7.80</b>	<b>9.45</b>	<b>5.91</b>	<b>3.73</b>	<b>1.57</b>	<b>2.48</b>	<b>3.41</b>	<b>2.44</b>	<b>3.12</b>	
	1998	1999	2000	2001	2002	2003	2004										
Jan	3.3	2.4	2.0	2.7	1.3	2.9	2.6										
Feb	3.4	2.1	2.3	2.7	1.0	3.2	2.5										
Mar	3.5	2.1	2.6	2.3	1.3	3.1	2.6										
Apr	4.0	1.6	3.0	1.8	1.5	3.1	2.5										
May	4.2	1.3	3.1	2.1	1.1	3.0	2.8										
Jun	3.7	1.3	3.3	1.9	1.0	2.9											
Jul	3.5	1.3	3.3	1.6	1.5	3.1											
Aug	3.3	1.1	3.0	2.1	1.4	2.9											
Sept	3.2	1.1	3.3	1.7	1.7	2.8											
Oct	3.1	1.2	3.1	1.6	2.1	2.6											
Nov	3.0	1.4	3.2	0.9	2.6	2.5											
Dec	2.8	1.8	2.9	0.7	2.9	2.8											
<b>Avg</b>	<b>3.42</b>	<b>1.56</b>	<b>2.93</b>	<b>1.84</b>	<b>1.61</b>	<b>2.9</b>											

**UNDERSTANDING INFLATION**

The inflation rate is calculated from the prices of a range of different goods and services selected to represent average spending patterns in the UK. The Office for National Statistics monitors changes in these prices each month, and uses this to work out an average increase for the year. The different items in the basket of goods and services are given different weights, so that things we spend more on, such as housing, motoring and food, are given more importance.

## ■ PAY REVIEW UPDATE

Review Group (No's covered)	Effective Date	Period (months)	Terms of latest pay settlement
<b>CONSTRUCTION</b>			
Currie & Brown – admin. And professional staff (458)	1.4.04	12	Average 2.5 increase.
National Joint Council for the environmental engineering industry – clerical, technical and administrative staff (9,000)	1.4.04	36	First stage of a three-year deal: basic rates increased by 3.5%.
Plumbing mechanical engineering services JIB, England and Wales – plumbers and gas fitters, apprentices and trainees (60,000)	5.1.04	24	First stage of two-year deal: basic hourly rates increased by 6%.
Thermal and insulation contracting industry (3,000)	1.1.04	12	3.9% increase on the basic minimum rates.
<b>ELECTRICITY, GAS AND WATER</b>			
Bristol Water – manual and white-collar staff (450)	1.1.04	12	3% basic pay rise.
Magnox Electric – technical, industrial, admin. And clerical staff (3,500)	1.4.04	24	Second year of two-year deal: March 2004 RPI (2.6%) plus 0.5%, giving a total increase of 3.1%
ScottishPower (Generation) – head office and power station staff (460)	1.4.04	24	Second year of two-year deal: basic rates increased by the equivalent of the highest headline RPI figure recorded between January and March 2004 (2.8%), plus bonuses distributed from a 5% pay pot.
Western Power Distribution – industrial, engineering, technical, clerical and admin. Staff (2,400)	1.4.04	24	First stage of two-year deal: salary points and associated "flow-though" items increased by 3.8%.
Yorkshire Electricity (distribution) – engineering, industrial and clerical staff (1,100)	1.4.04	24	Second year of two-year deal: 3% pay increase.

<b>ENGINEERING AND METALS</b>			
Aerosystems International - all (331)	1.1.04	12	Merit rises ranging from nil to 5%, from a paybill of 3.2%.
Brother Industries - all (145)	1.1.04	12	2.8% basic increase. Weekly hours reduced by three-quarters of an hour per week, giving an additional increase 0.9%.
Calsonic Exhaust Systems - all (195)	1.4.04	12	3% basic pay rise.
Champion Automotive Productions - manuals (293)	1.1.04	12	2.5% across the board for all hourly paid workers.
Cummings Engine Company, Daventry - all (750)	1.2.04	36	Second stage of three-year deal awards 3.3% basic increase (based on December 2003 RPI plus 0.5%).
Electrolux Refrigeration - all (640)	1.4.04	12	3% across the board.
Faurcia - all (450)	1.1.04	36	Second stage of three-year deal: 4% basic increase. In year three, pay will rise by 4% plus September RPI. Settlement also increased long-service holiday awards, giving an extra day at five years' service from 2003, and from 2004, an extra day at 10 years', three extra days at 15 years' and four additional days at 20 years' service.
HS Marston Aerospace - all (283)	1.1.04	12	2.7% basic rise.
Komatsu (UK) - manuals and staff (600)	1.3.04	24	Second phase of two-year agreement based on January 2004 RPI plus 0.5%, making an uplift of 3.1%.
Lander Automotive - all (231)	1.1.04	24	First stage to two-year deal awards 3% rise. All staff/indirect/direct employees to receive a £100 payment in December 2004 and 2005. Significant improvements made to the hourly paid company sick pay scheme from 1 January 2004.
LG Philips Displays, Durham - all (900)	1.1.04	12	2.6% across the board.
Merloni UK (formerly Hotpoint) - all (4,000)	1.4.04	12	3% across the board
Murata Manufacturing - all (140)	1.4.04	12	2% across the board.

Murex Diagnostics - manuals (350)	1.3.04	12	2.8% for all except senior management. Additional merit awards averaging 0.9%.
NEC Technologies UK - all (700)	1.1.04	12	3% rise with small performance element of between 2% and 4% (averaging 3%).
Security Products UK (formerly Yale Security) - manuals (666)	1.1.04	36	First stage of three-year deal awards 2.8%. Agreement also sees the introduction of new disciplinary procedure that awards an extra days' holiday if employees have no absence within a specified six-month period.
Toyota Motor Manufacturing - all seniors and below (4,300)	1.1.04	12	All seniors and below to receive an across-the-board uplift of 3.9%, plus a performance related payment. Full-time staff also receive an extra day's holiday in recognition of their contribution to the company's success.
United Wire - hourly paid (50)	1.1.04	12	3.25% uplift for all hourly paid ISTC employees. Part of the implementation included a new job evaluation system. Remaining seven Amicus employees not settled.
Yorkshire Marine Containers - all (700)	1.10.03	24	Second stage of two-year deal awards 2.9% basic rise, based on September 2003 RPI, plus £1.00 per week on basic rates.
<b>FINANCE</b>			
Abbey - all (28,500)	1.2.04	12	All-merit rises from 3.5% pot. Individual rises range between nil and 5.3%.
AEGON UK - all UK staff (4,000)	1.1.04	12	3% paybill increase for all-merit rises worth up to 15% of base salary.
Dunfermline Building Society - all staff (440)	1.1.04	12	All-merit increases from 3.2% paybill budget.
First Direct - banking representatives, managers and support staff (3,365)	1.4.04	12	3% basic increase.
Fortis Insurance - all (970)	1.4.04	12	£1 million merit budget. Have introduced a new salary structure. Range of increases for individual staff between 3% and 20%.

Friends Provident - staff (3,000)	1.4.04	12	2% merit pot, plus additional 0.25% to address "hotspots", and 0.4% put aside to ensure underpinning (minimum of 1% for everyone). Awards range from 1% to 20%.
HBOS Financial Services - sales staff (200)	1.1.04	12	3% increase on spot rates.
- staff excluding sales (3,500)	1.5.04	12	3% pot for increases based on market movements.
HFC Bank - all staff (4,500)	1.2.04	12	3.1% pot for all-merit rises.
Invesco - all (1,000)	1.1.04	12	All-merit rises from a 3% pot.
Norwich and Peterborough Building Society - staff (900)	1.4.04	12	3% basic increase.
Norwich Union Life - staff excluding salespeople and "Your Move" employees (12,000)	1.4.04	12	3.6% merit pot with individual increases ranging from nil to 11%.
Royal London Mutual Insurance - office staff (2,500)	1.4.04	12	3.2% pot for merit and market increases.
Staffordshire Building Society - staff and managers (473)	1.1.04	12	Merit rises from 2.99% paybill budget, in addition to move to market rates.
Stroud & Swindon Building Society - all staff (408)	1.1.04	12	3% paybill increase for all-merit rises worth up to 5% of base salary. Salary scales increased by 2% at upper limit and 4% at lower limit.
<b>HOTELS AND CATERING</b>			
Pret A Manger - London based restaurant staff (1,500)	1.2.04	12	Rates increased by 10p and 30p an hour, worth between 1.6% and 5.2%.
- management staff (200)	1.2.04	12	Salaries increased by an average of 3%.
- head office staff (130)	1.2.04	12	Average 2.5% pay increase.
<b>HOTELS AND CATERING</b>			
Caledonian Paper - production workers (225)	1.4.04	12	2.9 basic pay rise.

Security Printing and Systems - non-production, team leaders and management grades (60)	1.1.04	12	2.6% increase, plus non-consolidated bonus worth 5% of individual salary.
Western Mail & Echo - all (770)	1.3.04	12	2.7% general pay award, with minimum hourly rate of £5ph established for low-paid staff. Trainee journalists to receive 5% salary increase, payable from 1 May 2004. New profit-sharing scheme to be introduced from 1 March 2004. Previous scheme paid out £225 to all full-time staff (pro rata for part-timers) for year to March 2004.
<b>PUBLIC SERVICES</b>			
South Buckinghamshire District Council - all (150)	1.4.04	12	3% basic increase.
Waverley Borough Council - all (480)	1.1.04	12	3.7% rise across the board.

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