



Customer and Stakeholder Engagement Edinburgh, Princes Street Branch

On 19 January 2021 we announced the closure of 82 branches, including our branch at Edinburgh, Princes Street. The following provides detail of the stakeholder engagement we have undertaken, and feedback received, since our announcement.

Customer and stakeholder contact

On 25th January we wrote to all customers who either hold accounts at the branch, use it frequently or live nearby. The letters advised customers of the reasons behind our decision and effective date of closure. They also provided customers with details of the nearest alternative HSBC UK branch, alternative ways to continue to access their usual banking services and how to access the closure Impact Assessment.

We wrote to Deidre Brock, constituency MP, on 19 January 2021 to advise of our decision to close the branch and offered to meet to explain the reasons and how we would be supporting all of our customers during this period of change.

At announcement we wrote to a number of key stakeholders. These included:

- Which?
- Age UK
- Citizens Advice
- Alzheimer's Society
- Post Office

On 25th January our Local Director additionally wrote to the following key local stakeholders to advise of our decision to close:

- Jo Mowat, Conservative Local Councillor, at City of Edinburgh Council
- Local Post Offices at Frederick Street, Waverley Mall and Tollcross
- Midlothian Council
- Age Scotland
- Edinburgh Chamber of Commerce
- Edinburgh Libraries
- Alzheimer Scotland
- Citizens Advice Edinburgh
- RNIB Scotland
- North Edinburgh Dementia Care
- Young Scott
- Step Change Debt Charity

Information correct at the time of publication.

- Community Money Advice

We have published an Impact Assessment on our public website. We also made copies of the report available in the closing branch. The assessment includes further details on the reasons behind our decision, the information used, the nearest HSBC UK and Post Office branches, alternative ways to bank and how to contact the bank for additional support. These reports can be accessed at www.hsbc.co.uk/branch-finder.

Posters have been displayed at the branch with information on the nearest HSBC UK branch and cash machine as well as the nearest Post Office counter.

We provided extensive training to our branch teams in order that they could fully support both personal and business customers with accessing alternative ways to bank. Following this training our branch staff have been proactively engaging with customers, particularly those who are reliant on the branch services, to help them look at the alternatives that are available, including the services provided by the Post Office.

We have also been engaging with the nearest Post Office counters to the branch to ensure they know we are closing, are aware of the services they can provide to our customers and to address any queries or concerns they may have in meeting the needs of our customers.

Customer and stakeholder reaction/feedback

- We wrote to Jo Mowat, Conservative Councillor at City of Edinburgh Council regarding the closure of Edinburgh, Princes Street branch. We received an email from Jo seeking confirmation of our continued presence at Edinburgh, Hanover Street branch. We were able to confirm our commitment at Edinburgh, Hanover Street where we are in the process of completing a full refurbishment which represents a significant investment in the branch.
- We have proactively contacted our vulnerable customers who use the branch to understand how they currently bank. During these calls we have taken the time to understand our customer's specific circumstances for example, where they live or transport used. This has allowed us to provide our customers with information on the services that may be suitable for them such as local Post Office or digital options available through our app or online banking.
- Customers are pleased that we are in the process of completing a full refurbishment at Edinburgh, Hanover Street branch which is 5 minutes' walk away and that they will still be able to complete all of their banking transactions there. Hanover Street branch is due to reopen on Monday 26th April.
- We have identified a number of potentially vulnerable small business banking customers who regularly use the branch and we have contacted these customers to discuss suitable alternative ways to bank. A number of these customers were not aware of the Post Office services available and were pleased they no longer need to make a long trip to a branch to pay in cash.

Follow up action taken

- High number of first direct customers currently use the branch and we have taken the time to educate our customers on how to pay in cheques through the first direct app. This has been very well received by our customers.
- Due to local lockdown restrictions we have contacted the 3 local Post Offices by email to ensure they are aware of the closure of Edinburgh, Princes Street branch and the services they can provide to our customers.
- All staff in Edinburgh, Princes Street branch have received tailored vulnerable customer training to upskill them in holding in depth conversations to support our customers in finding alternative ways to bank.

Contacting the bank after closure

Following the closure of this branch, if you have any questions or need advice on how to access our services, you can contact us in the following ways:

- Visit us at <https://www.hsbc.co.uk/ways-to-bank/>
- Contact us on 03457 404 404 (+44 1226 261 010 from outside the UK). Currently open 8am-8pm every day.
- Visit any HSBC UK branch (branch hours can vary so please check our website before you visit)

Braille, Large Print and Audio copies of this document can be provided upon request.