

Customer and Stakeholder Engagement East Grinstead

On 15 March 2022 we announced the closure of 69 branches, including our branch at East Grinstead. The following provides detail of the stakeholder engagement we have undertaken, and feedback received, since our announcement.

Customer and stakeholder contact

On 25th April 2022 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 Mims Davies, constituency MP, on 15 March 2022 to advise of our decision to close the branch and offered to meet to explain the reasons and how we would be supporting all our customers during this period of change.

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

- Which?
- Age UK
- Citizens Advice
- Post Office
- HM Treasury
- Cash Action Group

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

- Julie Holden, Council Clerk
- Dick Sweatman, Leader of the Council
- Steve Leddy, Post Office Area Manager
- Becky Hill, Local Library Manager
- Barry Gilbert, Chief Operations Manager at Age UK
- Julie Holden at East Grinstead Dementia Action Alliance

We published an Impact Assessment on our public website. The assessment provides 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. To view these reports just scan the QR code or visit <https://www.hsbc.co.uk/branch-finder>. Copies are also available in the closing branch.



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 Mims Davies, Constituency MP, and following that our Local Director held a zoom meeting with Mims. Rationale for closure and the steps we are taking to support our customers through this transition were discussed.
- The Network Manager for East Grinstead branch has visited the local Post Office to discuss the closure. No further action was needed and the Post Office are ready to support our customers post closure.
- Customers have shown concern about the members of staff in the branch and have been pleased to learn that the team would be relocating to nearby branches.
- A small number of customers have expressed concerns that they will need to travel further to access counter facilities. We have taken the opportunity to discuss all the alternatives available to our customers requiring this service, particularly sharing with them the benefits of using the Post Office.

Follow up action taken

- We have been supporting customers in setting up telephone and digital banking. The branch team have been speaking to customers who use the counter service, educating them on how to navigate mobile and internet banking, which will enable them to complete transactions using these channels.
- All staff in East Grinstead branch have received vulnerable customer training, to upskill them in holding in-depth conversations to support our customers in finding alternative ways to bank.
- 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

Information correct at the time of publication.

understand our customers specific circumstances, for example, where they live or transport they use. This has allowed us to provide our customers with information on the services that may be suitable for them, such as the local Post Office or digital options available through mobile or online banking.

- We have offered customers the opportunity to attend a HSBC@Home session focused on alternative ways to bank. HSBC@Home is our digital education programme and has been designed to educate and upskill customers on a range of topics from digital tools and services to fraud and financial fitness.

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/waystobank/>
- Contact us on 03457 404 404 (+44 1226 261 010 from outside the UK). Currently open 8am-8pm every day. Here you can:
 - Get help with your day-to-day banking enquiries
 - Talk to us about your closing branch
- Visit any HSBC UK Branch (branch hours can vary so please check our website before you visit at <https://www.hsbc.co.uk/branch-finder>

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