

# **JOINT STATEMENT BETWEEN ROYAL MAIL AND THE CWU COVERING THE DEPLOYMENT NEW PROCESS MAIL PREPARATION OF DSA & MAILSORT BAGGED MECH LETTERS IN MAIL CENTRES WITH INTEGRATED MAIL PROCESSOR TECHNOLOGY**

## **Background**

The Business Transformation Agreement 2010 commits Royal Mail and the Communication Workers Union to work together at the development stage of key business policies which are best supported by transparency and good information share. This commitment is acknowledged as the key enabler for Royal Mail and the Union to engage and to develop mutual interest solutions that will aid/improve efficiency within the operation while responding to the needs of CWU represented grades.

In keeping with the National Generic Trial/Deployment Frameworks both parties have agreed to jointly access potential ways and automated handling solutions to improve the flow of mail through Mail Centres from both a Health and Safety and operational aspect. Against that backdrop both parties recognise that in a highly automated and modern Mail Centre working environment there may be potentially better alternative solutions available as opposed to Mail Centre staff manually pushing mail in wheeled containers.

## **Introduction/Scope**

An initial assessment of a new Op Mode on the IMP was tested in Gatwick and Manchester followed by an operational trial in Romford Mail Centre in line with Trial Terms of Reference.

Following a National review of this trial by Royal Mail and the CWU the following has been agreed as the deployment programme to enable the introduction of this new process in those Mail Centres with IMP automation.

## **Operational Process**

The new operational process enables via a new IMP mode DSA and Mailsort mech bagged letters to be tipped and processed through the IMP A Feed whilst the B Feed continues to process trayed mail at the same time to maximise throughput.

This new process only affects Mail Centres with IMP technology and the DSA & Mailsort bagged letter stream. The list of Mail Centres currently with IMP technology and affected by this process change is documented in Annex A.

There is no change to the existing Standard Operating Procedure or Safe System of Work to load the IMP A Feed.

## **Deployment**

There will be effective meaningful consultation between local management, CWU representatives and employees/members on the changes to be deployed. The introduction of any revised duty/attendance arrangements will be negotiated at local level in line with the IR Framework.

Training will be provided in the form of WTLL (Work Time Listening and Learning), and subsequently supported by Workplace Coaches. The Operators and relevant Workplace Coaches will be trained in the operation of the new process or a suitably accredited Royal Mail trainer.

A local deployment programme will identify any requirement for transitional arrangements to ensure there is no adverse effect on quality of service and/or health and safety and/or security standards within the Mail Centre.

The proposed local deployment plan will be subject to local discussion as detailed above prior to implementation and will take into account/focus on all possible concerns, risks or difficulties associated with this project. This will ensure any unforeseen employee concerns are also resolved as quickly as possible, local parties will also meet regularly to monitor and review deployment arrangements.

CWU representatives shall be given appropriate additional release to facilitate this and enable them to consult with members on the proposed change.

Any questions of interpretation, implementation, or application of this Joint Statement shall be referred to the respective Headquarters for resolution.

A handwritten signature in black ink, appearing to read 'T. Pullinger', with a large, stylized flourish underneath.

Terry Pullinger  
Assistant Secretary  
CWU

A handwritten signature in black ink, appearing to read 'Francis Williams', with a large, stylized flourish underneath.

Francis Williams  
Head of Process Design  
Royal Mail

Date: 5<sup>th</sup> August 2014

**List of Mail Centres with IMP Technology**

- ❖ Leeds MC
- ❖ Preston MC
- ❖ Sheffield MC
- ❖ North West Mids MC
- ❖ Manchester MC
- ❖ Romford MC
- ❖ Newcastle MC
- ❖ Birmingham MC
- ❖ Bristol MC
- ❖ Nottingham MC
- ❖ Chelmsford MC
- ❖ Cardiff MC
- ❖ Greenford MC
- ❖ Gatwick MC
- ❖ Belfast MC
- ❖ Southampton MC
- ❖ Swansea MC
- ❖ Carlisle MC
- ❖ Chester MC
- ❖ Plymouth MC
- ❖ Truro MC