



Royal Mail and CWU Joint Statement and further clarity on the Table Top Delivery Revision activity

Introduction

In line with section 2.3 of the pathway to change Agreement Royal Mail and the CWU have agreed the joint guidelines for the table top rebalancing revisions which will be the criteria for planning the agreed table top revision activity.

Within the agreed guidelines it is accepted that the use of the work hours since March 2020 could not be used as this was not a reliable source of information to gauge WIPWH productivity. Due to the impacts of Covid-19 we have seen a level of USO failures, reduced caller's offices opening times, restrictions on CDVs, extra hours put in on nights, pre starts to ensure social distancing remains, and additional resource including the use of agency staff for the area tagged to one office, along with extra hours for transporting delivery staff to and from delivery points.

Therefore, within the National Joint Guidelines it is jointly agreed to use the reference period 27-30 2019 (4 week October period) and overlay this first with the 27-30 2020 traffic period rather than with the predicted national commercial forecast for 2021/22. The commercial forecast has predicted 0.2% growth.

The spread sheet containing this information will be circulated detailing each unit's targeted hours based on the agreed productivity improvement, in line with the category their unit was classified in 27-30 2019.

In order to carry out the activity outlined within the National Joint Guidelines; Both Royal Mail and the CWU agree the following principles are adopted when DOMs and Local Reps review the spread sheet in line with their local discussions to introduce and deploy the table top revision.

1. The table top revision must be planned on the basis that the unit does not have any COVID specific hours and the assumption that CDVs will be operated with pairings.
2. If COVID restrictions and hours are still needed this will be an allowed variable spend to the WIPWH targeted hours until the COVID restrictions and safeguards are no longer in place, and then removed after joint review so the unit can reach their targeted hours.
3. The unit's targeted hours will include an element of duties, SA, planned overtime and an element of variable spend, such as pressure overtime. This will need to be planned into any table top revision.
4. The hour reduction of the shorter working week will contribute to the offices targeted work hours.

5. In line with the Delivery Guidelines, those units who are working above 196 WIPWH either before or on deployment will need to introduce the hour reduction in the working week. If the targeted work hours do not facilitate this requirement, then this will be raised to the SDL and Divisional Rep for resolution.

6. There are a number of units who have seen their traffic decline from 27-30 2019 as a direct consequence of the Government's work from home policy, along with shop closures, restrictions on air travel and temporary university closures etc. Both Royal Mail and the CWU recognise where and why this has happened to the unit and there will be the need for a pragmatic discussion and solution regarding the units targeted work hours. This is in recognition so that when the COVID restrictions are lifted, some or all of that traffic will return which will help improve the offices productivity to achieve the WIPWH Target.

7. The commercial forecast has been planned on a national level basis and there will be variances throughout the UK. It is important that both parties review their unit's traffic profile when discussing the table top revision. The reason for this is that the calculation for WIPWH is weighted traffic divided by the work hours that will work out your WIPWH figure.

8. The JWG on productivity have recommended to remove unmeasured workload from the calculation for WIPWH. This will be done later in 2021 and will count towards your unit's productivity improvement task in 2022/23. Therefore, the tabletop revision for this year will be planned with unmeasured workload within the target work hours.

9. The table top revision is designed to achieve the Shorter Working Week and the first year's improvement in productivity. Each office will have a three-year flightpath to the local agreed standard performance taking into account the individual unit's layout and local circumstances. It is also the plan that every office will have a structural revision within the local three-year flightpath.

10. Both parties recognise that there is a limit to what an office can do with regards to a table top revision. However, improvements can be made by absorbing traffic growth, absorbing delivery point growth, reducing structural hours from the TM1 / SA / Overtime levels or by resourcing to workload initiatives. Any planned improvement must be agreed by the DOM and CWU local representative.

11. It is recognised that the COVID pandemic is still a real concern and that keeping employees safe is still the overarching priority and that the deployment of the table top revision will need to ensure that this has been factored in and taken into account, especially as the various UK administrations may have different timelines for the lifting of COVID restrictions.

12. It is jointly agreed that we will have a rolling training / communication programme for DOMs / Local Reps., ADRs, Ops Managers, SDLs and Divisional Reps from 16th March 2021, to ensure that we build the confidence to deploy the table top revision in line with the Pathway to Change Agreement, The Table Top guidelines and this Joint Statement.

13. Both parties have agreed in the interim to ring fence any hours spent on introducing Sunday Deliveries within the 500 targeted offices. Therefore, the introduction of Sunday Deliveries this will not have an impact on an offices WIPWH productivity, when an office conducts a table top revision.

14. It is jointly agreed that the impact on workload of the commercial forecast will be sent out by SDL Area to reps and managers. There will be a joint SDL and Divisional Reps meeting to explain the spreadsheet and the principles within this joint statement.



Signed.....

Mark Baulch
Assistant Secretary
CWU



Signed.....

Rob Jenson
National Delivery Director
Royal Mail

Date: 10th March 2021