

Mr A Furey  
Assistant Secretary  
Communication Workers Union  
150 The Broadway  
LONDON  
SW19 1RX

20<sup>th</sup> November 2007

Dear Andy

**Re: Post Office Ltd, CWU Admin Grades Pay Offer  
2007 – Without Prejudice**

Further to our recent meetings, I am writing to confirm the details of the 2007 admin pay offer. This information is provided without prejudice.

The offer applies to all admin CWU represented grades within Post Office Ltd including POs, Pas, secretaries and typists working in the following areas:

Finance Operations, Marketing, Network, Operations (excluding Supply Chain), Trainers, P&OD and Sales.

We have constructed a two-year pay offer the majority of elements starting on the 1<sup>st</sup> October 2007, which we believe makes the best use of the monies available.

**Postal Assistants**

- ❖ A consolidated pay increase, flowing through to overtime and all other allowances, of **£25.00 per week** with effect from 1<sup>st</sup> October 2007 until 31<sup>st</sup> March 2009.
- ❖ With effect from 1<sup>st</sup> April 2008, there will be a **one hour reduction** in the net working week, from 36 to 35hrs, for all Postal Assistants, outside of London. This change impacts on the hourly rate going forwards and the change to the operation will need to be self-funding as the reduction will be absorbed, i.e. the hours will not be replaced. This reduction is equivalent to an increase in the hourly rate of 2.86%. I can confirm that part time individuals will not have their contracted hours reduced to absorb the hour.

### **Postal Officers**

- ❖ A consolidated pay increase, flowing through to overtime and all other allowances, of **£1,000 per annum** from 1<sup>st</sup> October 2007 until 31<sup>st</sup> March 2008. A further consolidated pay increase of £300 pa from 1<sup>st</sup> April 2008 until 31<sup>st</sup> March 2009.
- ❖ With effect from 1<sup>st</sup> April 2008, there will be a **one hour reduction** in the net working week, from 36 to 35hrs, for all Postal Officers outside of London. This change impacts on the hourly rate going forwards and the change to the operation will effectively be self-funding as the reduction will be absorbed, i.e. the hours will not be replaced. This reduction is equivalent to an increase in the hourly rate of 2.86%. I can confirm that part time individuals will not have their contracted hours reduced to absorb the hour.

### **Secretaries and Typists**

- ❖ A consolidated pay increase, flowing through to overtime and all other allowances, of 5.4% of base pay from 1<sup>st</sup> October 2007 until 31<sup>st</sup> March 2008. A further consolidated pay increase of £ 1.5% pa from 1<sup>st</sup> April 2008 until 31<sup>st</sup> March 2009.
  
- ❖ With effect from 1<sup>st</sup> April 2008, there will be a **one hour reduction** in the net working week, from 36 to 35hrs, for all secretaries and typists in POL outside of London. This change impacts on the hourly rate going forwards and the change to the operation will effectively be self-funding as the reduction will be absorbed, i.e. the hours will not be replaced. This reduction is equivalent to an increase in the hourly rate of 2.86%. I can confirm that part time individuals will not have their contracted hours reduced to absorb the hour.

## **London Weighting**

- ❖ With effect from 1<sup>st</sup> January 2008 we will introduce London Weighting rates equivalent to those in Royal Mail Letters. Parity with Royal Mail will be maintained going forward.

## **Saturday Premium**

- ❖ To compensate for the withdrawal of Saturday premium in April 09 a lump sum payment of 3.5x actual Saturday Premium earnings for 08/09 will be paid in April 09. For employees who are on maternity leave or absent due to long term ill health the Saturday premium earnings in the 12 months immediately prior to the period of absence will be used to calculate the payments. Saturday premium payments will continue until end March 2009.

The next pay review date for all grades will be 1<sup>st</sup> April 2009.

## **ColleagueShares**

- ❖ £1200 potential payment from ColleagueShare scheme, split as follows:
  - £600 for achievement of Post Office Ltd's profit target for 07/08.
  - £200 for achievement of Group profit in 07/08.
  - £200 for achievement of Post Office Ltd's profit target for 08/09.
  - £200 for achievement of Group profit in 08/09.
  - £200 for achievement of Post Office Ltd's profit target for 09/10
  - £200 for achievement of Group profit in 09/10.

- ❖ Shares potentially worth £3700 by March 2011, based on company performance and value.

I would be happy to answer any further queries on the offer outlined above.

Yours sincerely

Debbie Moore  
P & OD Director