

TERMS OF REFERENCE FOR THE CONSULTATION FURTHER INITIATIVES SCOPING STRANDS ASSOCIATED WITH THE CONTINUING JOURNEY TO RECOVERY AND PROFITABILITY AGREEMENT

INTRODUCTION

In the spirit of the joint approach to business recovery Parcelforce Worldwide and CWU agree to establish a series of joint initiative scoping strands to identify, agree and recommend further improvement areas for continued business recovery as part of the 2004/05 business plan.

Parcelforce Worldwide and CWU agree that the talks will be conducted in a positive way with all briefings or communications being shared or discussed prior to being acted upon.

Both parties recognise that there are a further number of benefits to the business and employee morale that can be realised through good industrial relations.

Such benefits can be best summarised as follows:

- The early involvement of CWU can lead to improved policies and planning because early involvement leads to more informed decision making.
- The implementation of change will be made smoother because a greater degree of understanding will have been established at the planning stage.
- Improved understanding of the overall direction of the business and employee needs, which will allow for better informed input into future and present plans.

PURPOSE

The process described in this agreement builds upon the foundation established inside previous business recovery agreements for developing positive and constructive strategic planning between Parcelforce and the CWU. Its structure may be built upon where there is agreement and where it benefits both parties to do so. Its success is dependant on the quality exchange of information which delivers a common understanding, encourages dialogue at all levels and an open and honest exchange of views.

With regard to the progressive development of the strands it is agreed that local managerial or CWU expertise will be used to supplement the strand groups where necessary.

The integral role of the CWU representatives within the strand groups is fully recognised as well as the requirement release in respect of an individual supplementing the group in order for individuals to meaningfully prepare and participate. To this end it is agreed that local managers will be informed that release for this purpose should not be unreasonably withheld.

CONTRACT OF WORKING

It is agreed that the scoping and understanding exercise will be on the basis of sharing the maximum information available. This will allow for a better understanding of the direction required and the shape of the strategic plan for 2004/05. Equally it will allow for a better understanding of the direction to be taken and allow for the opportunity of a more informed consultation and negotiation process in regard to agreed recommendations and deployment.

It is agreed that both parties will share their operational expertise

TERMS OF REFERENCE FOR EACH STRAND

- **To confirm the proposed agenda for the strand, identify any missing issues, identify appropriate links to other strands and record these issues for action**
- **To develop mutual understanding of the issues for scoping under consideration within the strand and their potential impact, and identify any new issues requiring clarification.**
- **To reach if possible a common recommendations on each item under discussion, or if not to identify and clarify the outstanding points of difference and refer these upwards**
- **To draft agreements for the deployment of agreed recommendations or for further discussion, where appropriate, and sign off by lead negotiators**
- **To take notes of all meetings, and agree these as the basis for future discussion**
- **To review progress against timescales at each meeting and identify any possible shortfalls**
- **To consider appropriate communication of the progress of the strand**