

**JOINT STATEMENT BETWEEN ROYAL MAIL AND THE CWU COVERING THE
DEPLOYMENT OF INCLINE CONVEYORS FOR PARCEL SORTING IN THE MAIL
CENTRE NETWORK**

CHANGE IN OPERATOR LEVELS

In July 2016 the Joint Statement between Royal Mail and the CWU Covering the Deployment of Incline Conveyors for Parcel Sorting in the Mail Centre Network was agreed and communicated.

Following requests from the field to increase the operators on the flat bed section of the conveyors, joint trial activity was subsequently undertaken from August 2018 under the Terms of Reference between Royal Mail and the CWU Covering the Trial at Bristol Mail Centre for Using Three Operators on the Flat Bed Section of Powered Conveyor Belts.

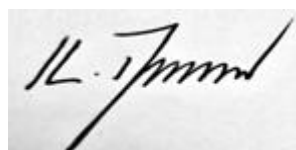
The outputs of the trial activity have now confirmed that it would be operationally beneficial to increase the maximum operator levels from two to three to process small parcels that come in bags or sleeved Yorks, where traffic levels dictate.

It has therefore been agreed that the original agreement in relation to Incline Conveyors will be updated to reflect the change in staffing levels. A copy of the revised agreement is attached to this Joint Statement and supersedes earlier versions.

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



Davie Robertson
Assistant Secretary
CWU



Kevin Thompson
CI Director of Processing
Royal Mail

Date: 23rd November 2018

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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 assess potential ways and automated handling solutions to improve the flow of mail through Mail Centres from both a Health and Safety and operational aspect. Both parties recognise that in a highly automated and modern Mail Centre working environment there may be potentially better alternative solutions available in relation to the efficient processing of mail.

Introduction/Scope

The overall aim of this project is to enable an agreed portfolio of equipment to be identified and agreed as fit for purpose to fully support all aspects of the Mail Centre Operation and will culminate in this information being published and made available as fully tested solutions to support the standardisation of equipment.

The use of Incline Conveyors in the primary sorting of parcels has been trialled in Leeds, Aberdeen, Carlisle, Edinburgh, Tyneside, Glasgow, Northern Ireland, Home Counties North and Gatwick Mail Centres in line with trial Terms of Reference.

The trials have been reviewed Nationally by Royal Mail and the CWU having embraced all aspects of safety, engineering and IR. This review has highlighted the method developed at Edinburgh and Glasgow Mail Centres as the best method. Mail Centres using the standard conveyors for parcel sorting will be expected to move to the standard method.

The only exception will be Home Counties North Mail Centre who will operate their current method, due to the length of the conveyor, but will migrate to the standard method once these conveyors reach their end of life and require replacement.

The overall aim is to enable an agreed portfolio of equipment to be identified and agreed as fit for purpose to fully support all aspects of the Mail Centre and will culminate in this information being published and made available as fully tested solutions to support the standardisation of equipment.

Operational Process

The Incline Conveyor is the standard equipment for the sorting of small parcels that come in bags or sleeved Yorks.

Annex 1 provides an illustration of the Standard Incline Conveyor and the Workplace Organisation.

Annex 2 lists the Mail Centres that will use the standard Incline Conveyor for the primary sorting of parcels.

The table below sets out the operator levels associated with the standard method for sorting parcels using Incline Conveyors.

Operation	Operator levels	
	Minimum	Maximum
Cut & Tip	1	1
Mail Prep	1	3
Load Unload	1	1

Job rotation on the equipment in line with the Safe Working Instructions.

The asset maintenance associated with this change will be carried out by the local Royal Mail Engineer maintenance teams. The routine and performance workload time to fully support the completion of all maintenance tasks will be reflected in the local engineering workload measurement tools.

Deployment

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

Safe Systems of Work, standard operating procedures and maintenance schedules have all been agreed and will accompany any local proposal to deploy.

The deployment of the equipment will need to consider the impact on working conditions and wherever possible take consideration of employees' concerns in respect of any impact e.g. earnings, attendance patterns, etc.

The deployment of the equipment will ensure all new working arrangements and equipment have been fully risk assessed locally and the agreed Safe Systems of Work are in place. In addition Operators and Workplace Coaches will be trained in the changes to the operation, loading and unloading the equipment etc.

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 equipment by an authorised trainer 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.

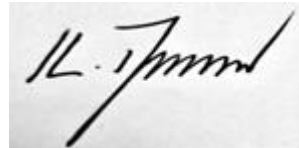
Timely negotiations will take place between local managers and CWU IR Representatives, and Engineering and H&S Reps will be fully involved in all aspects of the planning for and actual deployment of the required new arrangements.

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.



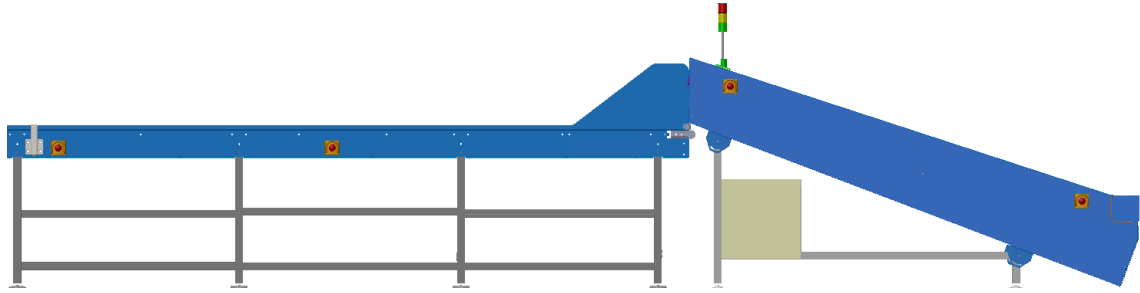
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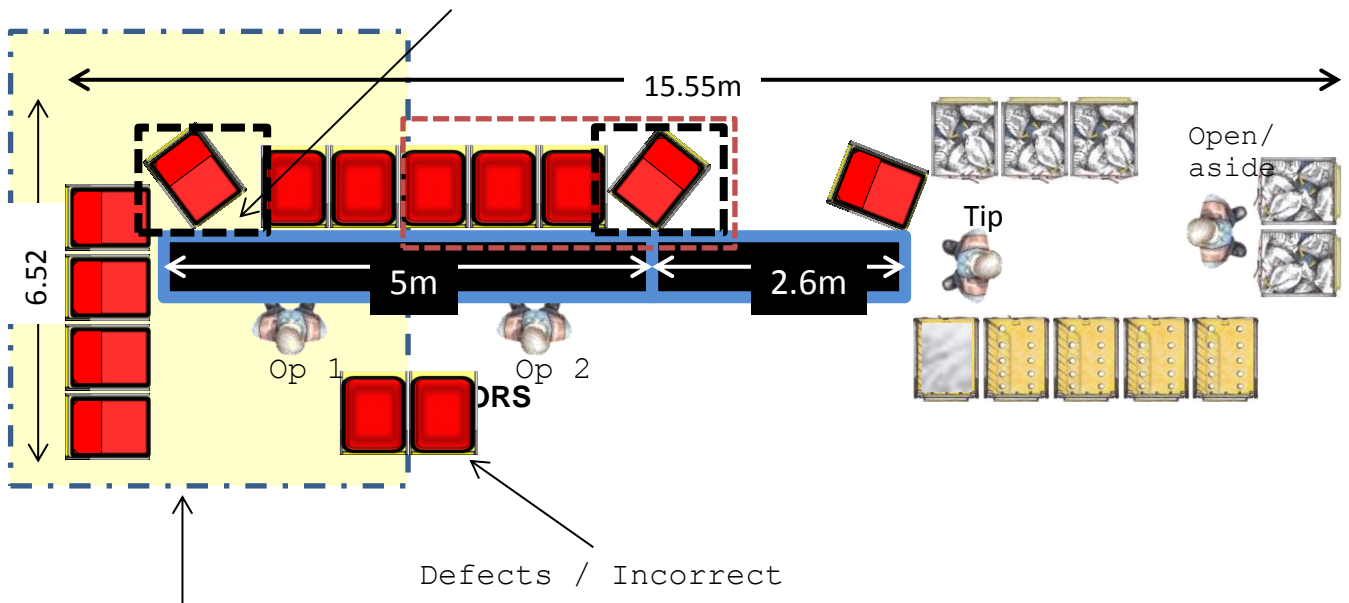
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Annex 1 – Standard Incline Conveyor & Workplace Organisation



UTILISATION OF 2 OPERATORS

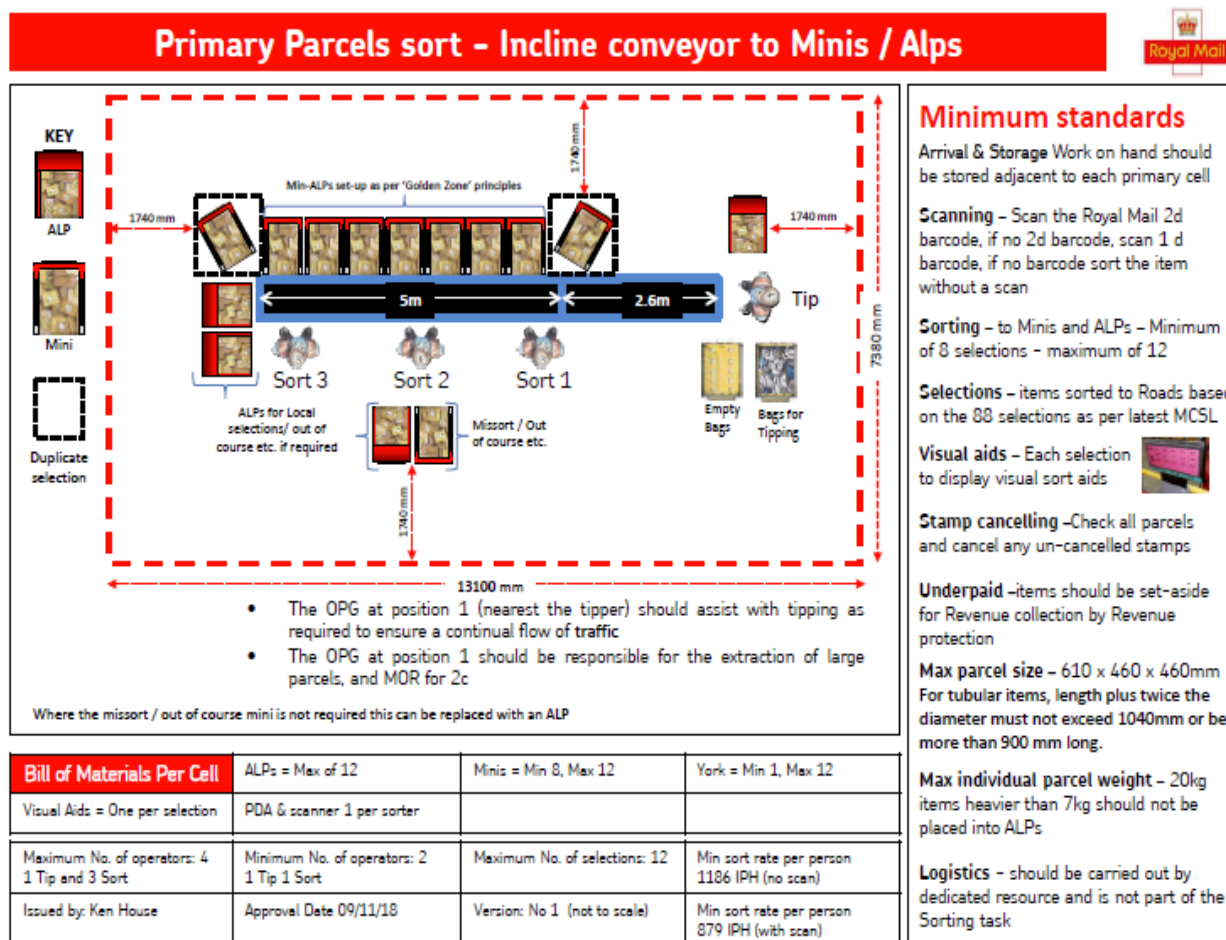
Ensure that motor are not covered by sleeves



Operator 1 zone to sort.
Items not to be sorted to Op 2

 Duplicate

UTILISATION OF 3 OPERATORS



Annex 2 – Mail Centres Operating Standard Method

Mail Centre	Number
Birmingham	9
Bristol	8
Cardiff	6
Central London	6
Chelmsford	8
Chester	4
Croydon	7
Dorset	4
Edinburgh	8
Exeter	2
Gatwick	11
Glasgow	8
Greenford	8
Home Counties North	19
Inverness	2
Jubilee	9
Leeds	11
Manchester	13
Medway	9
North West Midlands	3
Northern Ireland	12
Norwich	2
Nottingham	5
Peterborough	5
Plymouth	1
Preston	8
Romford	2
Sheffield	7
South Midlands	8
Southampton	9
Swansea	2
Swindon	2
Tyneside	7
Warrington	8
Total	233