

No. 355/2018

19th June 2018

For The Immediate Attention Of All:

Postal Branches
Divisional Representative
Area Processing Representatives

**TERMS OF REFERENCE BETWEEN ROYAL MAIL AND THE CWU COVERING THE
DEPLOYMENT PROGRAMME FOR PARCEL SORTING MACHINES WITHIN THE MAIL
CENTRE/ RDC ESTATE**

Dear Colleagues

Branches and representatives will be aware that trial activity in relation to the Parcel Sorting Machines commenced in 2016 at Swindon Mail Centre and was subsequently extended to include Home Counties North, Greenford and Chelmsford Mail Centres.

Following extensive activity at all of the trial sites in relation to the PSM's, associated activity and additional equipment/process requirements, discussions have been taking place with the business to conclude a deployment agreement.

A Terms of Reference to enable deployment activity and engagement to take place has now been finalised and endorsed by your Postal Executive. A copy of the agreement is attached for your information.

Colleagues will note:

- That the attached agreement provides for full CWU IR, H&S and Engineering involvement in the deployment activity.
- A selection process has been concluded in respect of staffing and minimum staffing arrangements for various scenarios that have also been agreed, in order to ensure that the machine is adequately and safely manned at all times.
- All staff using the PSM will be fully trained on the operation of the PSM, the associated Standard Operating Procedure and SSOW, if no training has been given then they will not be able to carry out any roles on the machine.
- Any surplus created by the PSM will be managed in accordance with the relevant national agreement.

- The Parcel Automation Joint Working Group will continue to monitor and review the deployment activity to ensure that it is in line with the agreed framework. Any issues that cannot be resolved at local or Joint Working Group level will be escalated to the National Processing Group (NPG).

Colleagues should note that at present a decision has been made in respect of where 13 of the PSM's will be sited (this includes the aforementioned trial sites) based on traffic profiles and geographical spread. Further consideration is currently taking place in relation to the placement of the remaining 3 machines.

Any enquiries in relation to this LTB should be addressed to Davie Robertson, Assistant Secretary, e-mail: dw Wyatt@cwu.org or shayman@cwu.org quoting reference number: 732.01

Yours sincerely

Davie Robertson
Assistant Secretary