

Model Terms of Reference for a Pegasus/Geo Route Revision

Introduction

This Terms of Reference agreed between Royal Mail ----- and CWU ----- covers the planning, data gathering, implementation and maintenance of a Pegasus/Geo Route walk revision.

Both sides recognise that there is no national agreement on Pegasus/Geo Route and that the inputs have to be accurate and entered correctly for the system to be credible. It is also recognised that the outputs from the system are not the final state and are subject to local/area negotiation in line with the IR Framework. The full involvement of the CWU and front line staff is essential for this type of planning tool to be successful, and appropriate training and release will be given to facilitate this.

Purpose

The primary function of Pegasus/Geo Route is as a walk/delivery route equalisation tool to assist Units in agreeing a set of delivery duties that are achievable and seen as fair and manageable by front line staff. It is not a mechanism to establish pre-determined savings targets and cut costs within a Unit.

If savings are identified, they will be dealt with within the terms of the relevant national agreement in place at the time. Alternatively, if extra work load is identified, then additional resource will need to be put in place unless it is agreed that it will be absorbed with any payments to staff being made in line with the relevant national agreement in place at the time.

Revision Process

1. The length of the delivery span to be optimised will be agreed at the outset. This will be shorter than 3.30 min to allow for attendance calls, terrain, collecting 2nd pouches, customer enquires and toilet breaks. Travelling to and from the delivery is not part of the total delivery span.
2. Town/residential and Rural Call Rates will be jointly agreed locally. Business/Firms Call Rates will be set at 100%
3. All known developments that will be built in the next 12 months will be included in the revision.
4. Both parties accept that the walking and cycle speeds used by the system have not been agreed with the CWU. However, they both acknowledge that they will form part of the ongoing negotiations, with the CWU reserving the right, taking into consideration local circumstances, to make adjustments to the results of the final optimisation.
5. The local CWU representative will receive training on all aspects of A-Plus. The local DOM and CWU representative will jointly confirm with each duty holder that the A-Plus information regarding their walk/delivery route is up to date before it is loaded into the Pegasus system. This will then be signed off by the local DOM and CWU representative.

6. Each duty holder will be fully involved in all aspects of Mapping Verification, and will walk through the optimised walk/delivery route on the computer to verify that the on the ground picture is consistent with the proposed final state.
7. Once the final optimisation has produced a set of walk/delivery routes, negotiations will then take place to determine the final number of walk/delivery routes for the Unit. Front line staff will be fully consulted during this process.
8. All Health and safety requirements contained within the SDD agreement and any other relevant national agreements covering H&S will be included in the revision before deployment.
9. All the new walk logs will be in place and will include the total number of delivery points that will be used for D2D payments before deployment.
10. The final set of agreed walk/delivery routes will be subject to ratification of the CWU membership prior to deployment.
11. The implementation timetable will be jointly agreed.

Future Growth

Pegasus/Geo Route can determine the extra workload required for new delivery points. It is therefore accepted that a copy of the revision will be saved and will become the base data for future revision activity and growth. The total number of delivery points will be recorded and will form the baseline for all future growth to be compared against to determine any extra workload required. Any future introduction date of extra delivery point workload will be to local agreement, and will remain under constant review at weekly resource meetings.

Maintenance and Review

A review of the revision will take place 12 weeks after deployment. It is accepted that the A-Plus system, walk logs, and associated data will need to be continually kept up to date for any future Pegasus/Geo Route revision activity and updating D2D payments. Therefore as part of the revision appropriate time to maintain this data will be included within the designated indoor duty that performs A-level tasks. Maintenance and review will be an agenda item in the weekly resourcing meetings.

DOM

CWU Rep