

DEPLOYMENT GUIDELINES FOR WALK SEQUENCING TRIALS

The following document details the agreed guidelines and process to be used in respect of the Walk Sequencing Trials.

1. Walk Sequencing Machine Locations

The offices which will have sequencers and the offices which will receive sequential mail are detailed in Appendix 1.

2. Technical Evaluation

The technical evaluation profile for testing are attached at Appendix 2.

3. Staffing Levels

Initially the intention is to run the machines with one operator in line with other administrations which use these two machine, but this will be reviewed during the trial in light of operational requirements.

4. Resourcing Process

The Walk Sequencing Machine Operator posts will be advertised internally to be filled on a temporary basis for the period of the trial. The actual numbers will be assessed locally to ensure there are sufficient people to facilitate working arrangements of approximately 2 hours on the machine followed by 2 hours on other associated work and cover for sickness/leave. The interim resourcing process to be used is contained in Appendix 3 which includes a Machine Operator Assessment. Applicants will be sought from 24th September 2006.

5. Training

The level of training required is a key part of the trial but initial training on how to operate the machine will be given to all successful candidates prior to live working.

6. Pay/Allowances

Individuals who assist us with these trials will have their basic pay and allowances protected in line with the National Agreement and a TPM Allowance will also be paid for the period of the trial on a without prejudice basis.

7. Duty Impact

Where it is identified that the trial impacts on duties at the Walk Sequencing Machine locations, the Units that receive the sequenced mail or the processing and network function these will be dealt with locally in line with the IR Framework.

8. Sustainable Savings

Where it can be established that a Unit has achieved sustainable savings during the trial these will be paid as a lump sum based on the share contained in the current Efficiency Agreement at the conclusion of the trial providing the savings are subsequently agreed on a permanent basis. The projected ongoing savings from Walk Sequencing will be evaluated and inform the discussions on the improved remuneration package contained in Para 8 of the SOF Agreement.

Phase 1 Testing

The phase 1 tests are designed to test the technical capability of the machines and to validate the operating procedures. A variety of tests have already been completed using test mail and engineering operators. Some of these tests will be validated through the use of live mail.

1. Test Case 1 – To establish cost and speed of commissioning and decommissioning the machines.
2. Test Case 2 – To establish the cost and success of training provision.
3. Test Case 3 - To assess the maintenance/engineering interface of the machines.
4. Test case 4 – To assess the operator interface functions of the machine.
5. Test case 5 – To assess the administrator/manager interface of the machine.
6. Test case 6 – To assess the operator physical processes for de-stacking, re-circulation, clearing, overflow, jams, machine start & stop, visibility.
7. Test case 7 – To assess the maintenance physical processes of different engineering and TPM tasks.
8. Test case 8 – To assess the accuracy of the MIS data displays and actual manual counts.
9. Test case 9 - Assess the machine limits for different mail attributes including oversize, undersize, metal content and stiffness.
10. Test Case 10: To assess codemark reading performance of different ink configurations and codemarks.
11. Test Case 11: Assessment of machine electrical running costs and operating characteristics including noise and light levels.
12. Test Case 12: To assess machines operational performance including batch sizes, cycle times, rates for rejects and jams and causes of missorts.
13. Test Case 13: To establish comparative cycle times for different machine operating and mail handling processes across Mail Centres and Delivery offices.
14. Test Case 14: To establish base line performance of the machine for evaluation of machine types using a defined test pack.
15. Test Case 15: Indoor Workload Reduction at DOs – To establish/review planning values for workload reduction against different walk types – towns, firms, rurals.

2 Phase 2 Testing

Once completed the technical evaluation criteria for Phase 2, will be shared with the CWU and the trial sites and then appended to the guidelines.

Appendix 3

Interim Resourcing Process for Walk Sequencing Machines

This resourcing process for Operators of Walk Sequencing Machines will be applicable for the period of the trials and reviewed jointly at their conclusion to evaluate whether amendments are required should the posts become permanent positions. Although this is only an interim process both parties are committed to ensure it is unbiased to any individual, transparent and fair.

1 Advertisement

Volunteers will initially be sought internally from operational grade applicants within the Unit for these temporary positions. Should there be insufficient volunteers applications will be accepted from neighbouring offices.

2 Period

Those who volunteer will be expected to fill the positions for the period of the trial unless there are unforeseen personal or domestic reasons which would necessitate them to revert to their permanent job.

3 Selection

In view of the fact that these jobs will be classed as a specialised skills role following an initial introduction to the operators tasks individuals will have to demonstrate their ability to work safely without supervision and their aptitude to operate machines efficiently to the specification required. This will be assessed by an Engineer and a discussion with the Work Area Manager in a similar way to the agreed resourcing process for specialist skills/advanced TPM positions.

4 Training

Training will be provided to successful applicants on all aspects of how to operate the Walk Sequencing Machine.

5 Specialised Skills Allowance

These temporary posts will attract the TPM Allowance for the period of the trial (on a without prejudice basis). In addition the individuals will have their basic pay and allowance protected in line with the National Agreement.

6 Permanent Positions

The duties of the individuals who cover these Walk Sequencing Operator Posts will also be advertised and covered on a temporary basis for the period of the trial.

COMMUNICATIONS WORKERS UNION

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WALK SEQUENCING ENGINEERING MAINTENANCE SUPPORT

Following discussion with Royal Mail Engineering interim agreements on arrangements for engineering maintenance for walk sequencing machinery during the phase 2 trial has been agreed (agreed form of words below).

1. Royal Mail Engineering and the CWU TSS have been holding discussions with regard to Phase 2 of Walk Sequencing maintenance support. Both parties are jointly committed to an in-house engineering maintenance solution.
2. To recognise the urgent need to provide maintenance support for Phase 2 from August 2006 the following approaches will be jointly explored:-
 - * A maintenance approach where engineering support is provided to a number of machines at different locations by engineering resource operating within the Mail Centre environment.
 - * A maintenance approach where engineering support is provided to a number of machines at different locations by itinerant engineering resource.
 - * As a matter of urgency HoTM proposals on the proposed method to be adopted will be presented to the appropriate CWU territorial representatives. Territorial discussions will determine the most suitable method of providing support.
3. Changes to Terms and Conditions will be jointly agreed in full at national level, and both approaches will be jointly evaluated in terms of practical viability as part of Phase 2 maintenance.
4. Long-term maintenance approach(es) will be agreed at the conclusion of phase 2.

The agreement commits both parties to in-house engineering maintenance support. It provides for two alternative methods of delivering in-house engineering support, one by engineering operating out of the local Mail Centre and the other utilising itinerant engineering support – which method adopted in each of the trial locations will be determined by territorial level discussion between CWU and RME. Those approaches will be jointly evaluated by CWU and RME at national level as part of the phase 2 maintenance – any changes to terms and conditions will of course require joint agreement at national level.

Long term maintenance approach(es) will be agreed between RME and CWU at conclusion of Phase 2.

This is an important step forward in ensuring that engineering maintenance on walk sequencing machines is carried out in-house. It provides an agreed way forward with strong CWU input on engineering maintenance issues during the phase 2 trial at both territorial and national level.

Compact sequencing machine locations

