

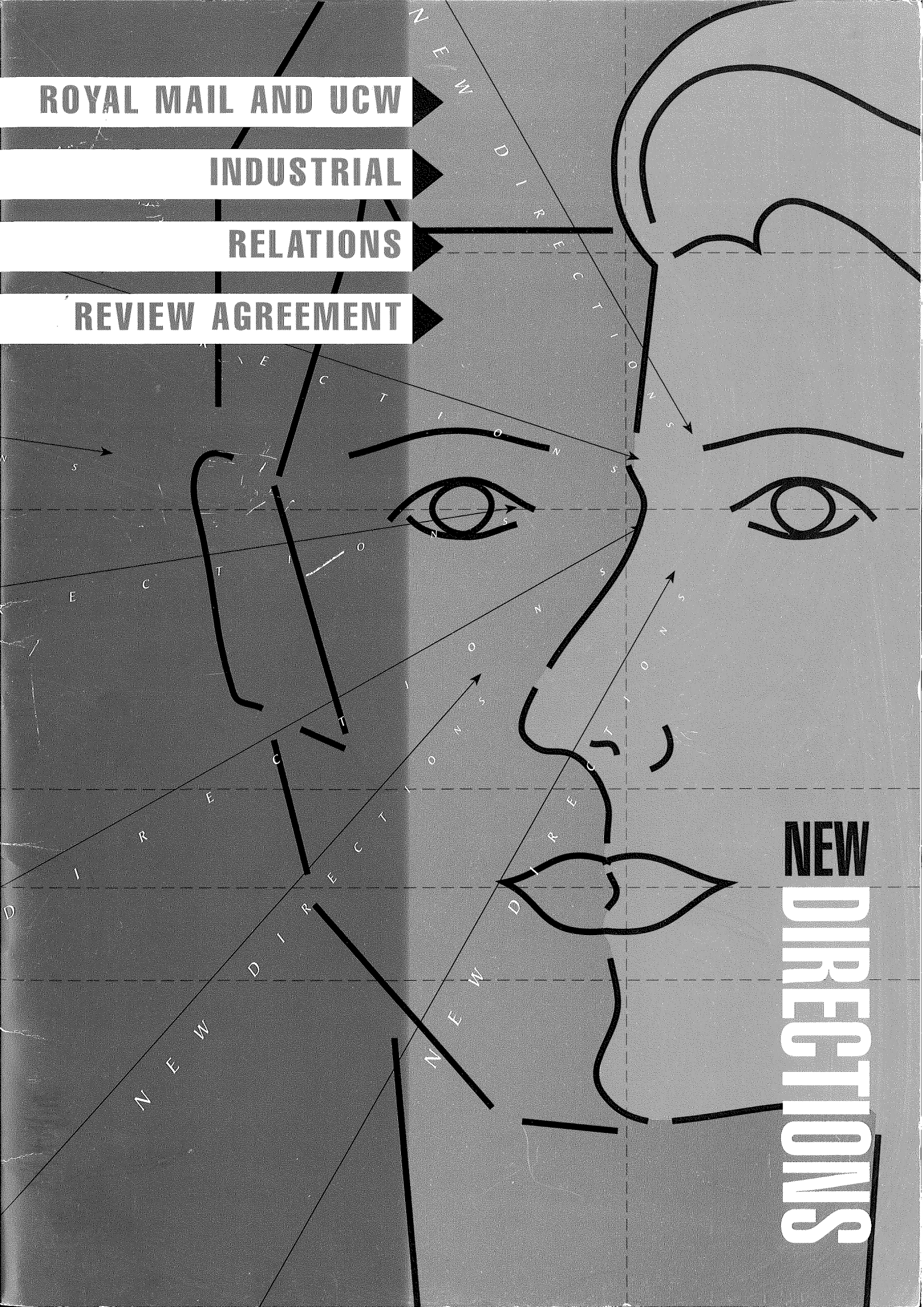
ROYAL MAIL AND UCW

INDUSTRIAL

RELATIONS

REVIEW AGREEMENT

**NEW
DIRECTIONS**





ROYAL MAIL AND UCW INDUSTRIAL RELATIONS REVIEW AGREEMENT

CONTENTS

SECTION 1	INDUSTRIAL RELATIONS REVIEW AGREEMENT	4
-----------	---------------------------------------	---



APPENDICES

APPENDIX 1	INVOLVEMENT AND PARTICIPATION WITHIN ROYAL MAIL	10
APPENDIX 2	SUGGESTED ACAS APPROACH FOR IMPROVING COMMUNICATIONS	13
APPENDIX 3	MAPS IDENTIFYING THE SYSTEM	14
APPENDIX 4	AGREEMENT FOR DEDUCTION OF UNION MEMBERSHIP SUBSCRIPTIONS	21



SECTION 1

INDUSTRIAL RELATIONS REVIEW AGREEMENT

1 Following lengthy national negotiations March 1992 saw the launch of the Royal Mail and UCW Industrial Relations Framework. It had been jointly recognised, following Business Development which radically altered the structure of the Business, that the existing Industrial Relations agreements required more positive direction, together with a clearer definition of the representational interface between the employer and the Union. This direction took the form of a Statement of Principles which is summarised as follows:

- Royal Mail and the UCW are committed to the provision of a consistently reliable and professional service to the customer and to the development of a working environment which encourages respect for, and the involvement of, all employees, concern for their well-being and recognition of the value of their contribution.

- The UCW's important role in the Business is established.

- Recognition that the views of the staff on collective issues should be expressed through the Union alongside other measures to ensure two way communication and employee involvement.

- An encouragement of trade union membership and participation to enable UCW to be fully representative.

- A commitment by Royal Mail and the Union to foster positive working relationships at all levels and a recognition of the importance of establishing well understood and observed procedures to ensure that both parties can work together constructively.

2 The Industrial Relations Framework has now been in place for some two years and Royal Mail and the UCW have completed the joint review to consider whether the principles that underpinned that agreement

are still valid and whether they have been adhered to by the parties involved.

3 The general consensus is that the framework is sound, however a number of problems have been identified. These problems are due to failures to understand the framework or, indeed, to apply it.

4 It is therefore essential that we jointly relaunch the Industrial Relations Framework. We need to pay particular attention to the requirements for meaningful strategic involvement, recognising that the Industrial Relations Framework is founded on joint problem-solving to achieve positive benefits for the Business and its employees, and is not a collection of tedious procedures that present obstacles to be avoided or overcome.

5 It is jointly recognised that if the framework is to fulfil its potential we must refocus on communication and training at both local and area level in order to ensure the provision of information at all levels and the recognition of the key role of local-

ities and areas in the decision-making processes of the Business. Royal Mail and the UCW have accordingly agreed that further steps to improve industrial relations will be taken as follows.

BUILDING COMMITMENT TO THE FRAMEWORK

6 We are jointly concerned as to the level of commitment of some key players to our agreements. There are a number of examples where people have acted outside the framework. We agree some immediate steps are necessary to reaffirm our support for the principles set out in our agreement:

the Industrial Relations Framework is founded on joint problem-solving to achieve positive benefits for the Business and its employees

NEW
INITIATIVES



- we agree the strategic involvement section of the IR Framework, attached at Appendix 1.

- we will attach copies of National Agreements and resolutions of In Principle Disagreements to future NJNC minutes. By the end of 1994 we will construct a jointly agreed list of extant national agreements.

- we agree that Area Representatives will meet at quarterly intervals with national officers to discuss issues and negotiations being conducted at national level. The purpose of these 4 one day meetings will be to build understanding and expertise.

- speakers will be provided by Royal Mail and UCW Headquarters and Royal Mail will provide paid leave from work for these forums and any required travelling time to and from the forum.

- whilst it remains the Union's decision who it sends to Conference, it is recognised by the UCW that the key players in the representational interface between employer and Union must form a part of the Conference decision process. It is jointly recognised that there is also a formidable group of unit representatives which we must train and point in a positive direction.

- As part of this agreement there are revised arrangements for conference funding which will be reviewed later.

- we are committed to the deployment of our Joint Problem Solving agreement to every area no later than June 1995. By end of September 1994 we will construct a programme to do this including what capability needs to be provided to deploy JPS successfully.

COMMUNICATION ISSUES

- We both agree that communications could be considerably improved. This is a key activity for us which we will tackle as a priority. We will take as a starting point the approach suggested following our meeting on Communications at ACAS. Details of the approach are set out at Appendix 2.

- More immediately we would look at what communications/hardware/software could be used to speed up communication and thereby improve the

decision-making processes.

SPEEDY RESPONSE TO ISSUES

- We are both concerned that issues are tending to 'drag', not necessarily because of their content, but because of our respective 'machines'. Our concern focuses on the operation of the NJNC. We will look again at this forum as the start point for a root and branch review of our negotiating machinery as to whether it meets the needs of a modern decision-making process. We agree to contact ACAS by end of September 1994 for their assistance in conducting this review.

IMPROVING QUALITY OF TRAINING

- The UCW has initiated independent evaluation of its training programme. The Area Rep course has been evaluated. During the next school cycle starting in October all other courses will be evaluated. We agree that in future Union training be authorised after an independent evaluation of the effectiveness and efficiency of pilot courses. For its part, Royal Mail are conducting a root and branch review of management IR capability and will share the results of that assessment (which will not identify individuals) with the UCW by December 1994.

DETAILED APPLICATION OF THE AGREEMENT

- A number of issues require clarification in order to raise understanding of the existing provisions of the IR framework. These issues are:

- that all UCW members may ask for their Area Representatives to represent them in an individual procedure when the case is being dealt with by a JV2 manager or above.

- that UCW Safety representatives are covered by the disciplinary procedure for Union representatives.

- that where a shift representative is absent on leave and another representative from the same function does not work on that shift, a representative from another shift in the same function can exercise representation rights for the 'uncovered' constituency.





INDUSTRIAL RELATIONS REVIEW AGREEMENT

- that the representation provisions of the framework do allow UCW to nominate an Area Representative to be the 'lead negotiator' where a cross functional issue is being negotiated with a number of Area managers. Where this is the case, the Section 1 to 3 provisions of Achieving Local Agreement will apply 'across the board' unless mutually agreed otherwise by all the Area Representatives and managers involved.

- that the principle of Cashco employees wishing to stand for election to Area Distribution Reps has been established.

FIELD STRUCTURE

7 Leading into the merged Union, we both recognise that we will need to readdress the issue of field structure. It is therefore important that by the end of October 1994 we should review the field structure, including Divisional Representatives, sub-Divisional, Area and Local Representatives. This of course would encompass the full time release provision to ensure that the business and Union got value for money out of 27 Divisional Representatives and to ensure that those Representatives have the necessary strategic and operational involvement required for their roles in order to guarantee the most effective and efficient representation structure within the merged Union. As part of this review we will address Divisional Representative substitution arrangements. Branch Secretary paid release time is subject to a separate review by March 1995.

FURTHER IMPROVING INDUSTRIAL RELATIONS

8 We jointly recognise the search for the best industrial relations is a continuous one. We agree that we must adopt a rigorous and systematic approach to ensure that we use principles and facts rather than prejudice and posture to identify what further improvements can be made. We therefore agree the following:

- **The first step** is to describe what the industrial relations system is. This can be done with maps which can identify the system and where and at what level the Union enter the framework and the method of identifying where misunderstandings occur or what elements may have been missed out. The first version of the maps is attached at Appendix 3.

- **The second step** will be to go out jointly to all those who have a place in the system and identify where they think the problems are, how serious those problems are, what improvements are being made and by whom. We agree that this work should be completed by December 1994.

- **The third step** will be to develop jointly agreed measurements of industrial relations performance. These measures will be collected and used by managers and representatives at all levels to compare and improve performance. Measures may include e.g. number of and reasons for disputes, number of agreements, ratio of disagreements to agreements, speed of resolution of issues, level of employee involvement. Measures will be in place and displayed/ communicated by March 1995.

- **The fourth step** is to use our joint problem solving approach at national level to identify and implement improvements that require national action or support.

We jointly recognise the search for the best industrial relations is a continuous one

FINANCIAL SUPPORT FOR UNION ORGANISATION

9 Due to changed legal requirements, we have agreed that:

- The arrangements for the collection of union subscriptions via payroll are at Appendix 4.
- As set out above, Area Representatives shall receive paid leave for meeting with national officers 4 times each calendar year. In addition, they shall receive paid leave for attending Annual Union conference as shall EC members, SOC members and Divisional representatives.

NEW
SUBSCRIPTIONS



INDUSTRIAL RELATIONS REVIEW AGREEMENT

● Part paid release for conference is abolished as part of this agreement. In addition to Area Reps the following will be granted full paid release for annual conference:

- two delegates per branch
- two trainee delegates (local reps) per branch
- one functional local representative where the branch concerned does not have an Area Representative representing members working in an operational function. This facility does not apply to 'Admin' Branches or LCT/LRT/TP
- tellers and stewards for host branches

Facilities for special conferences should be discussed at HQ level as the occasion arises. It is the responsibility of delegates to provide appropriate credentials when claiming paid release well in advance of annual conference. Release shall be granted subject to operational requirements.

● In addition, following Customs and Excise advice from 1 October 1994 unpaid leave for union purposes will not have VAT levied on it. As part of this agreement, from the same date provisions for central billing will be introduced. Representatives and officials (including Regional Secretaries) may elect to take release for union purposes on a regular basis subject to the following:

- the operational needs of their office
- payment for any substitution (including O/T) required to cover the hours (recognising lapsing will reduce the number of hours requiring cover)
- that no abatement of pay will be made. Income tax, NI, POSSS/POPS contributions should be continued to be deducted normally.
- Bills should be generated for this release no less often than monthly. The Bills should be sent in the first instance to the individual released for concurrence. Once concurrence is received, but in any event no later than 4 weeks after the Bill is generated, the Bills should be sent to:

The General Treasurer, Union of Communication Workers, UCW House, Crescent Lane, Clapham Common, LONDON SW4 9RN

- the Bill should include (including London ranges) pay, non-assigned allowances including RRIS and employers' NI/Pension contributions and substitution costs
- otherwise preparation and processing of bills should be as set out in appendix 6 to the IR framework.

● Both parties agree that these central billing provisions are dependent on commitment to the IR framework. Specifically, if evidence arises that individuals/representatives have been instructed to break the industrial relations framework by local officials/committees, then these central billing provisions may be withdrawn to the officials/ committee concerned for a period of 12 months. (Royal Mail shall, after appropriate investigation, give 4 weeks notice of withdrawal during which time UCW HQ may present reasons why withdrawal should not take place.)



CONCLUSION

10 Royal Mail and UCW stress that the key issue remains how to build commitment to the principles of the Industrial Relations Framework. We both accept that managers, Union representatives and employees require leadership at all levels, particularly in the areas where the framework does not appear to produce real benefits at present.

This review is reaffirmation of the commitment of both Royal Mail and UCW to the principles of our framework. We recognise that in order to be proud of our industrial relations - to promote it as the 'best' not just within Royal Mail, but to the public, customers and other Unions, we need to undertake a lot of hard work. Rather than insert a review clause in this agreement and as an expression of our long term relationship, we commit that the most senior negotiators in our respective organisations will, on a quarterly basis, monitor IR performance and promote improvement.

NEW DIRECTIONS



INDUSTRIAL RELATIONS REVIEW AGREEMENT

John Fisher

JOHN FISHER : Head of Industrial Relations
Royal Mail

SEPTEMBER 1994

Date

Derek Hodgson

DEREK HODGSON : Deputy General Secretary
Union of Communications Workers

SEPTEMBER 1994

Date

NEW
SERIES
SERIES
SERIES

SECTION 1



APPENDICES



APPENDICES





APPENDIX 1

INVOLVEMENT AND PARTICIPATION WITHIN ROYAL MAIL

INTRODUCTION

1 Royal Mail and UCW agree that involvement of all employees is key to the future success of Royal Mail, and every avenue for achieving it needs to be well planned and implemented. They agree that this agreement will provide the arrangements called for in section 2 of the new IR Framework.

2 These detailed arrangements are not intended to provide a further negotiating opportunity, but do demand real commitment in terms of time and resource and behaviours. They should provide an additional two-way communication channel between Royal Mail and its employees, including their representatives in particular, and as an opportunity to influence behaviour, in both directions.

3 This agreement sets out a clear process at National and Divisional level which must be followed, together with minimum standards for local and area activity.

4 All Business Units are committed to the IR Framework and the spirit of the Strategic Involvement Process, though it may vary slightly in SBUs and Business Centres to reflect their different organisational structures.

BENEFITS OF INVOLVEMENT

5 There are a number of clear benefits - and hence objectives - for greater involvement of employees and their representatives:

(a) Early involvement of employees and their representatives will lead to improved policies and planning, because early involvement leads to more informed decision making.

(b) The implementation of change will be made smoother because a degree of understanding will have been established at the planning stage.

(c) Improved understanding of the overall direction of the Business will allow input to the next plan to be better informed; thus a virtuous circle will be created.

(d) The relationship between Royal Mail and the unions will be more constructive.

(e) The education opportunity offered by the process will further Royal Mail and its unions' aim for the Business to become a learning organisation.

NATIONAL LEVEL

6 Nationally, with the NJNC monthly meetings remaining the central negotiating forum, the following activity will take place:

February/March - Managing Director presents the Royal Mail Business Plan at the Strategic Joint Forum to Union General Officers with the aim of sharing understanding of the business environment and the implications for Royal Mail. At this stage, key strategic issues requiring more detailed discussion will be identified and lead roles specified.

Throughout the Year - The five Royal Mail Strategic Directors meet with General Officers at least twice a year to review progress, take their views and discuss issues.

October - Managing Director and General Officers meet to review the business environment and discuss the planning assumptions for the forthcoming Business Plan, as well as reviewing the performance of the Business at mid-year.

DIVISIONAL LEVEL

7 A similar process will operate at Divisional level:

February/March - DGM presents the Divisional

NEW DIRECTIONS



INVOLVEMENT AND PARTICIPATION WITHIN ROYAL MAIL

Business Plan to Divisional Representatives with the aim of sharing understanding of the key objectives of the Plan and the implications for the Division. A commitment will be made at this stage to keep the Divisional Representatives up-to-date on an ongoing basis.

February - June - All Divisional Directors will hold meetings with the Divisional Representatives in each of the key strategic areas to review action plans flowing from the current plan, and take input to the next year's Plan.

September - November - DGM and Divisional Representatives meet to review the Business Plan that will be proposed to the Royal Mail Executive Committee and also to review the performance of the Division at mid-year.

SUB-DIVISIONAL LEVEL

8 The detailed process must be developed with Divisional Representatives against the following standards:

(a) Area and Local Representatives should be given opportunities to discuss with managers the implications of major plans and policies, normally stemming from the Divisional Business Plan, but also including major unforeseen events. One such opportunity should be taken as soon as possible after the Spring meetings at paragraph 6 above and concentrate on the effects of the Plan at individual area and local unit level, set in the context of the whole Divisional Plan.

(b) As part of the existing commitment to involvement and consultation, Managers and Area/Local Representatives have met on a regular basis (3 times every 6 months). In future, these meetings should, in part, be used to discuss issues to input to Divisional level for future planning.

9 In addition it is agreed that it is also necessary for managers to ensure that all employees have both a knowledge and understanding of key Business Unit strategies and policies and how this will affect them. Mechanisms should be put in place to communicate Business Unit Business Plans and to enable feedback on those plans to be taken into account for future planning.

SUPPORT FOR INVOLVEMENT AND PARTICIPATION

10 Both Royal Mail and UCW recognise that understanding is needed from managers and representatives that capability and trust both take time to build and consistent goodwill is a shared objective. There needs to be a willingness to address issues constructively, and commitment to and training support for the process whilst capability is increasing.

11 Initially, business procedures may have to be explained (e.g. Management Process, Profit and Loss, Budget Process, Allocation of Capital, etc) but the value of employee involvement will increase as knowledge and understanding increases. The education resulting from participation in the process is likely to contribute to awareness generally. At each level of the process participants should identify what education is required and how best it may be delivered.

12 The involvement and participation process should not be seen as excluding dialogue on development of policy at other times, as appropriate, and is to run alongside other processes to encourage employee involvement and participation e.g. through Customer First and team briefing.

EVALUATION

13 It is agreed that the effectiveness of the implementation of strategic involvement must be evaluated in addition to the benefits of the involvement.

Questions asked could include:

- How well did we implement the process?
 - Did we keep to the jointly agreed agenda?
 - Were the meetings timely?
 - Were the meetings well planned and managed?
- How did the input received affect the Business Plan?
- How did the dialogue affect the implementation of the Business Plan?
- Do the representatives involved, and the people they represent, feel that they had an opportunity for genuine input to policy?

NEW
SCHEDULE

APPENDICES



INVOLVEMENT AND PARTICIPATION WITHIN ROYAL MAIL

● Have we jointly reviewed the process and addressed the improvement opportunities identified?

At each level the parties will determine at what point they will evaluate the process and the mechanism for doing so.



NEW
SCHEDULE

APPENDICES



APPENDIX 2

SUGGESTED ACAS APPROACH FOR IMPROVING COMMUNICATIONS

JOINT OBJECTIVE

To establish a communication process for collective issues that creates and supports an environment of integrity and trust between Royal Mail, the Union, managers, representatives and employees, which builds upon the foundations of the Industrial Relations Framework.

ISSUES TO BE ADDRESSED

- 3 key areas for improvement:
 - National RM/UCW communications consistency
 - Local RM/UCW management of issues
 - Local RM/UCW communications
- To ensure the relative roles of communication and negotiation are understood.
- To balance the flow of information against the capability to deal with the information communicated e.g. don't overload people with 'detail' put in a form people find accessible.
- Recognise that more information can lead to insecurity/uncertainty and therefore requires building of confidence.

POSSIBLE ACTIONS TO BE TAKEN

- (a) Development of joint policy on communications - should this be a policy, an agreement, guidelines or a local statement?
- (b) Reviews of security process to ensure integrity.

(c) Model developed for the communications process as well as policy.

(d) Opportunities to implement policy in the spirit of the Industrial Relations Framework agreement as an educational process to be developed.

(e) Terms of Reference for a joint group should be developed along with a purpose/outputs for joint communications on collective issues.

JOINT GROUP TERMS OF REFERENCE NEED TO INCLUDE

- 1 Timing
- 2 Confidentiality
- 3 The use of joint problem solving
- 4 'Strategic involvement' vs local needs
- 5 Creation of process models and resulting actions
- 6 Creation of agreement/local model
- 7 Involvement
- 8 Education
- 9 Usage/abuse of information/integrity
- 10 Spirit of agreement, partnership, together we go forwards
- 11 Communication of communication approach. Need to move from an unconscious to a conscious approach to communication





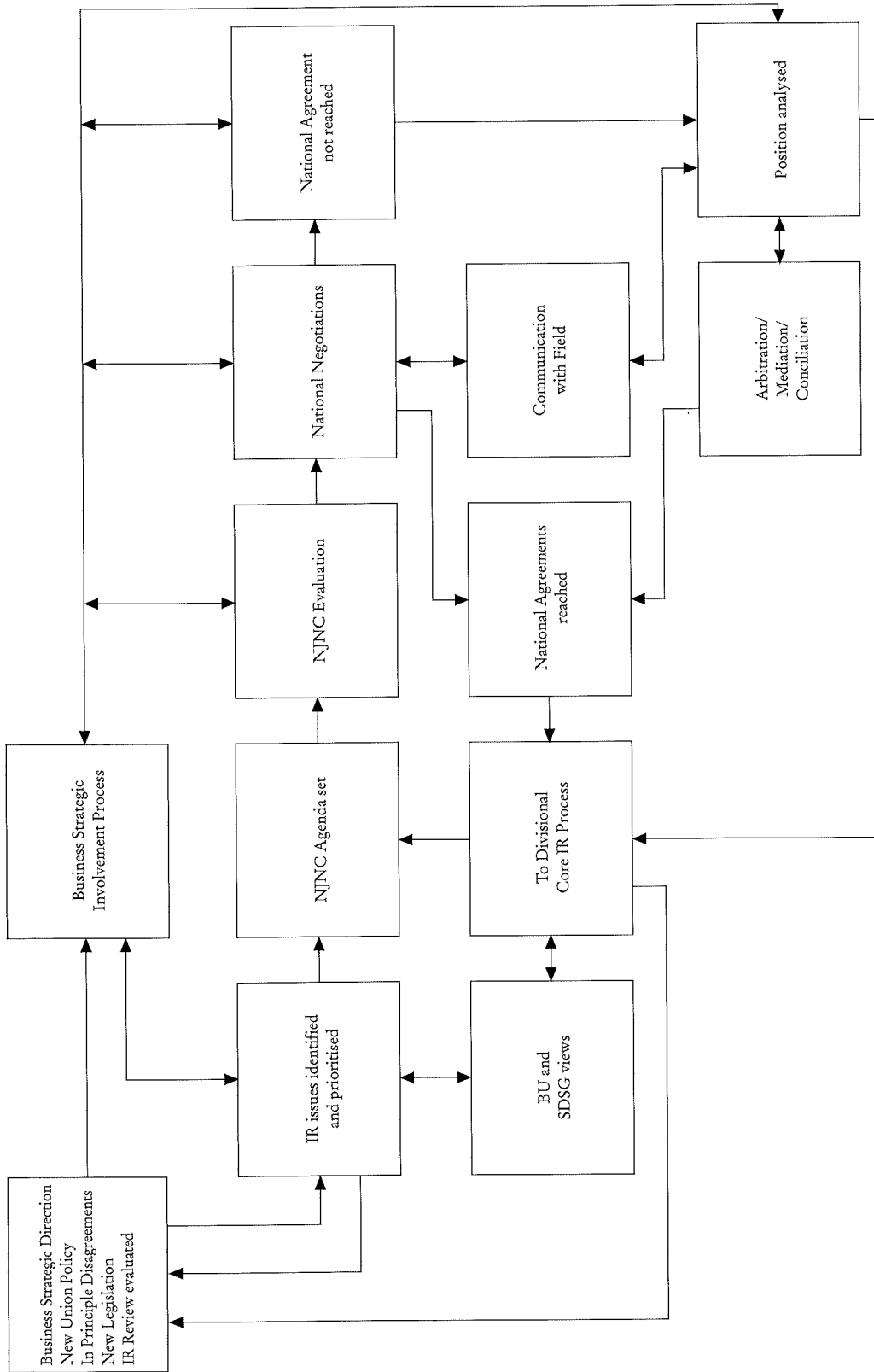
APPENDIX 3

MAPS IDENTIFYING THE SYSTEM

NATIONAL IR PROCESS

PROCESS PURPOSE:

To ensure shared understanding and effective deployment of change through a process of two way involvement



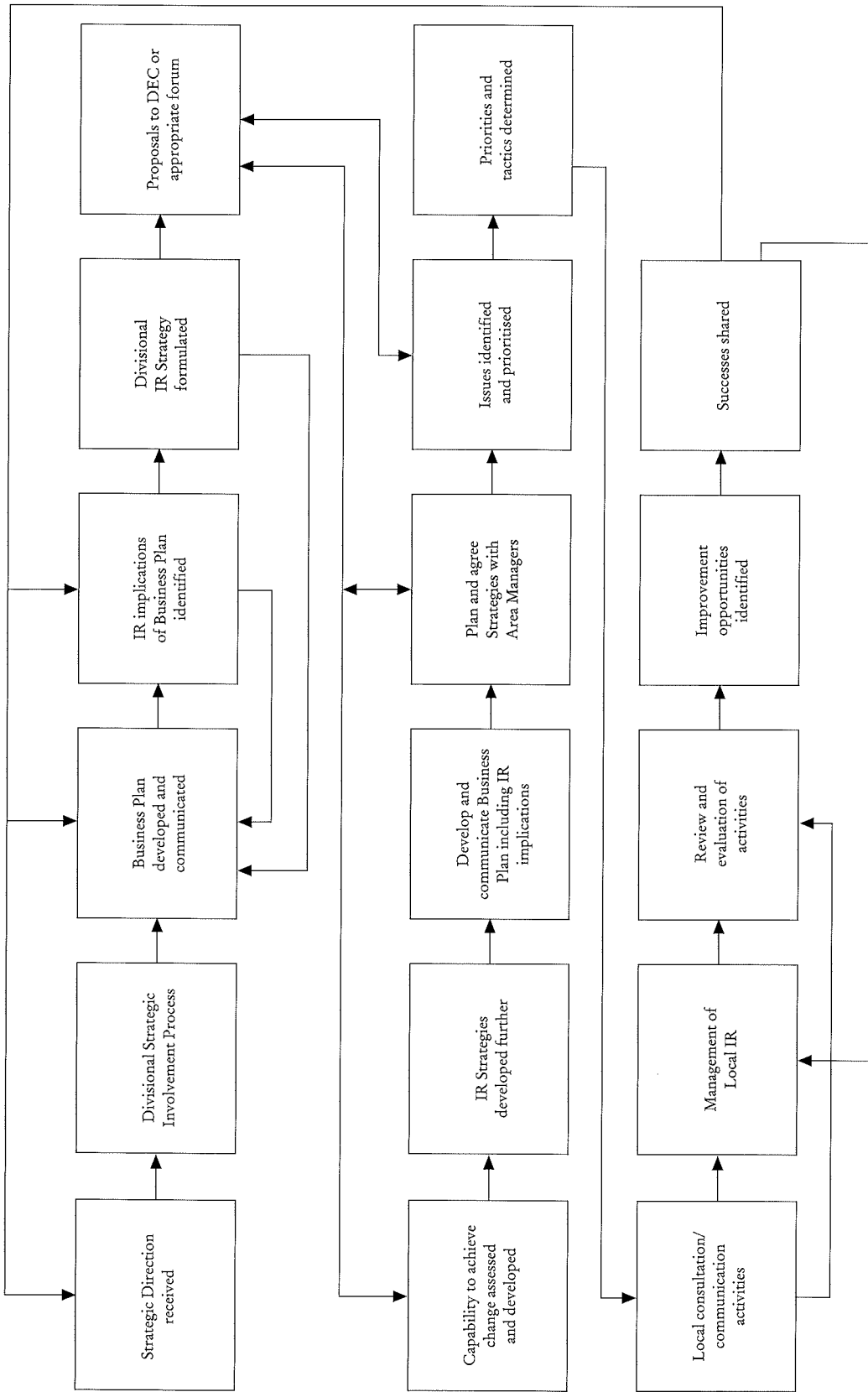


MAPS IDENTIFYING THE SYSTEM

DIVISIONAL IR PROCESS

PROCESS PURPOSE:

To ensure shared understanding and effective deployment of change through a process of two way involvement

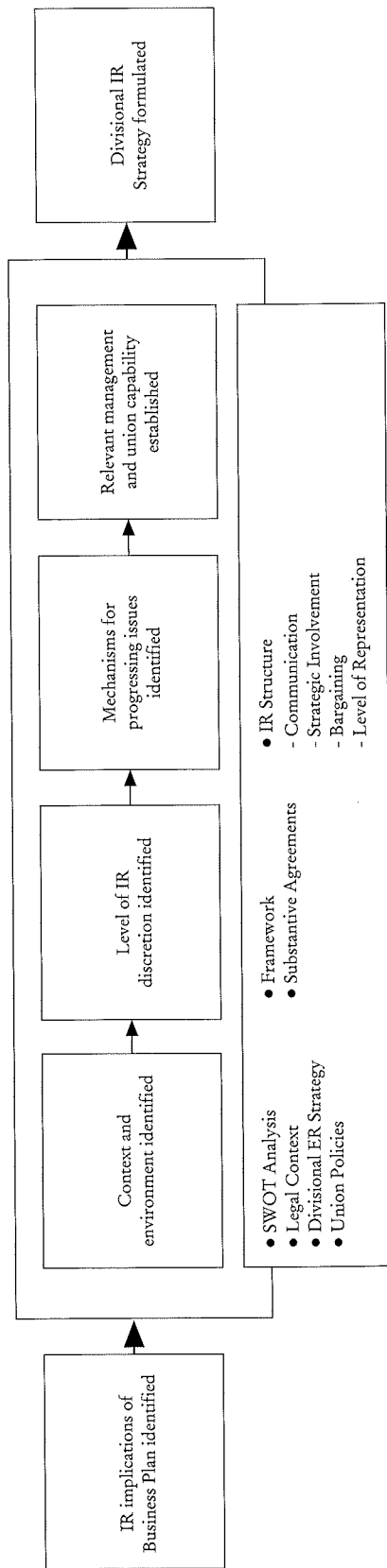


NEW DIRECTIONS

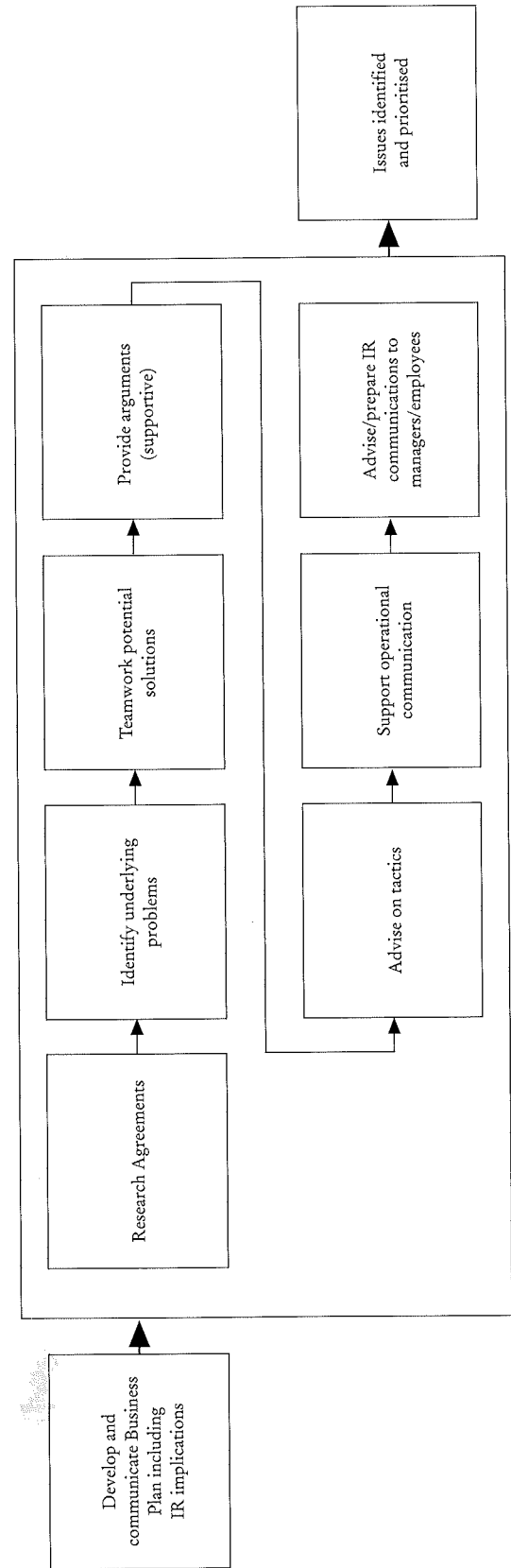


MAPS IDENTIFYING THE SYSTEM

DIVISIONAL IR STRATEGY DEVELOPMENT SUB-PROCESS



PLAN AND AGREE POSTCODE PARTNERSHIP IR STRATEGIES - SUB-PROCESS

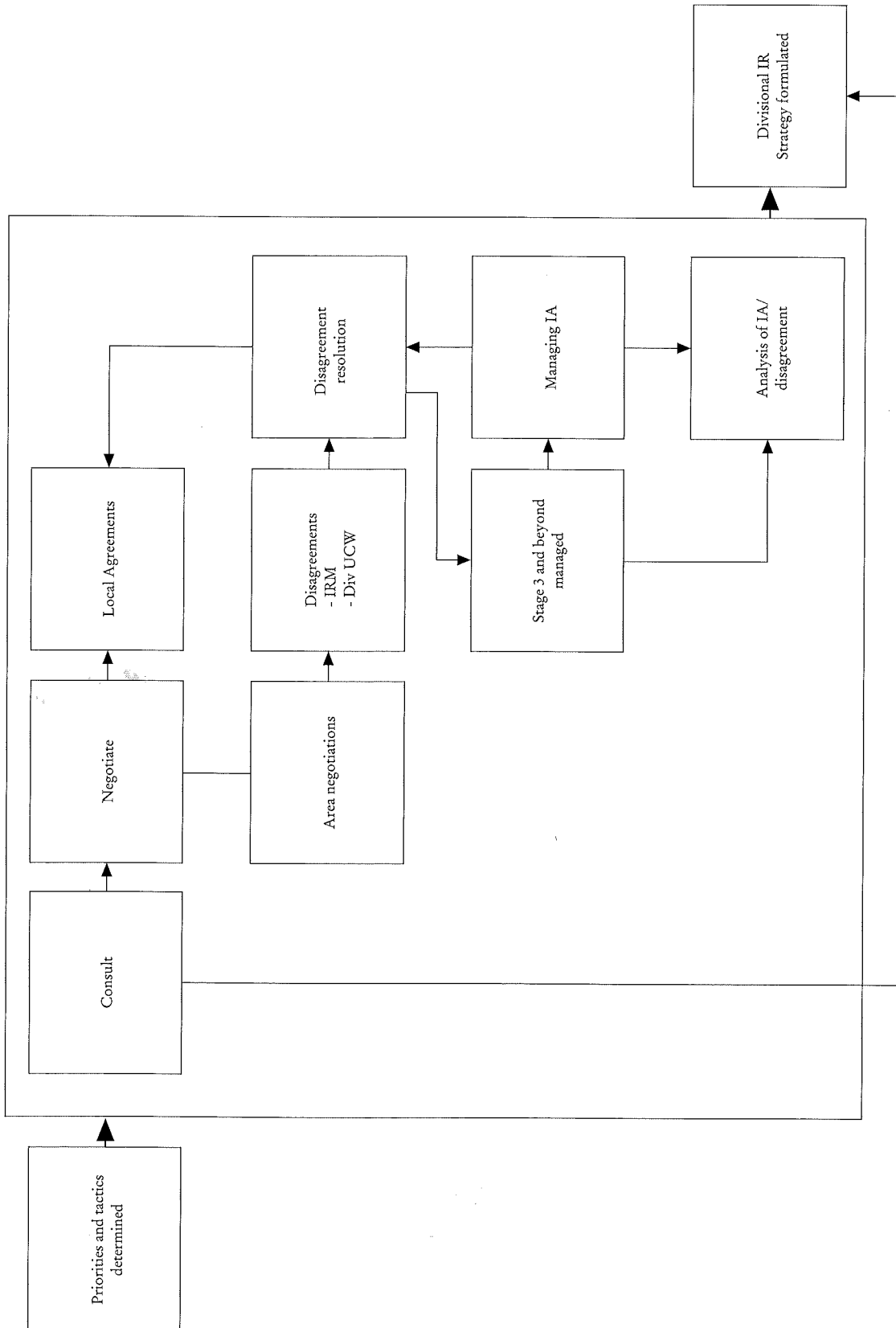


NEW INITIATIVES



MAPS IDENTIFYING THE SYSTEM

MANAGEMENT OF LOCAL IR ISSUES - SUB-PROCESS

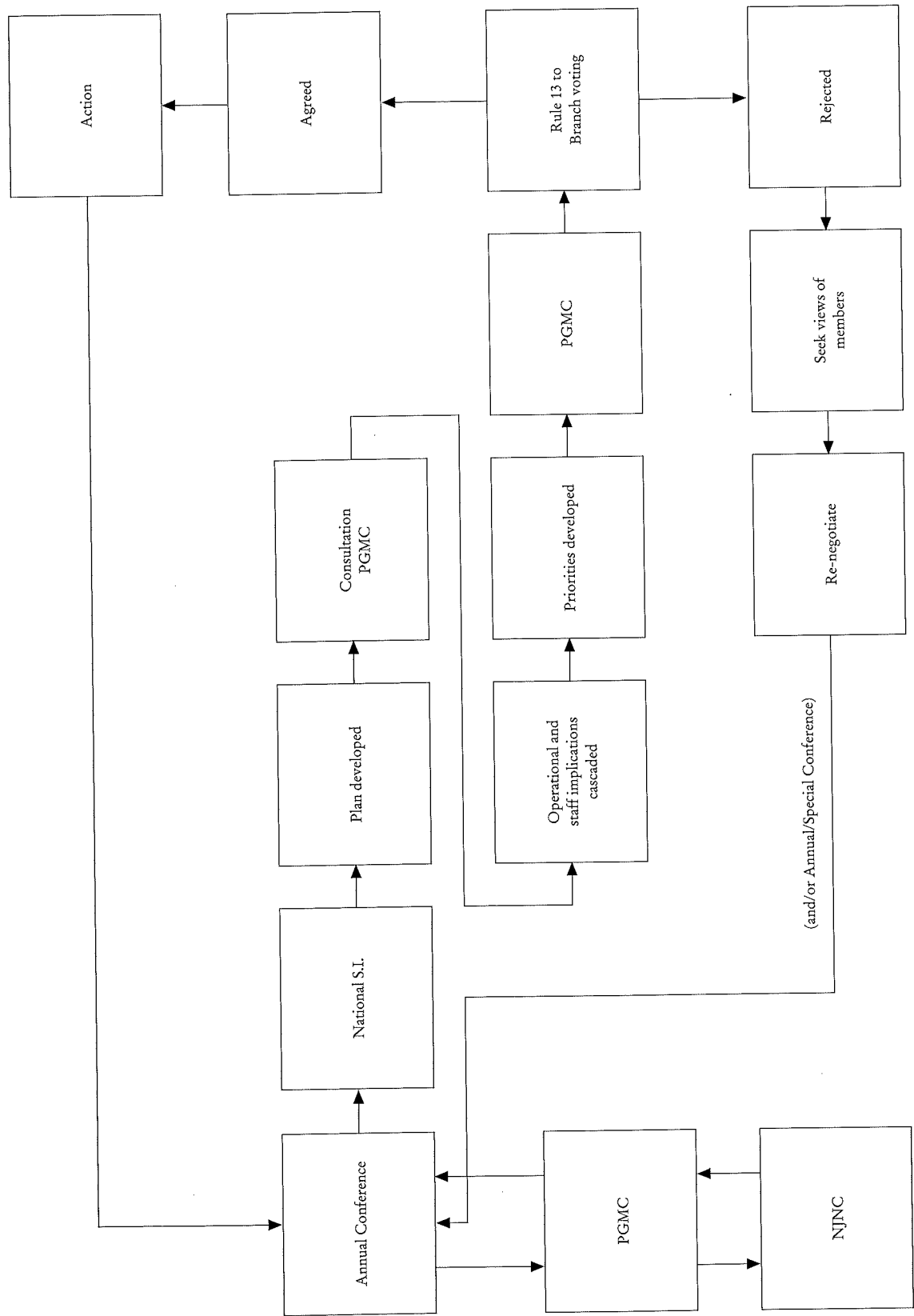


NEW DIRECTIONS



MAPS IDENTIFYING THE SYSTEM

UCW NATIONAL INDUSTRIAL RELATIONS PROCESS



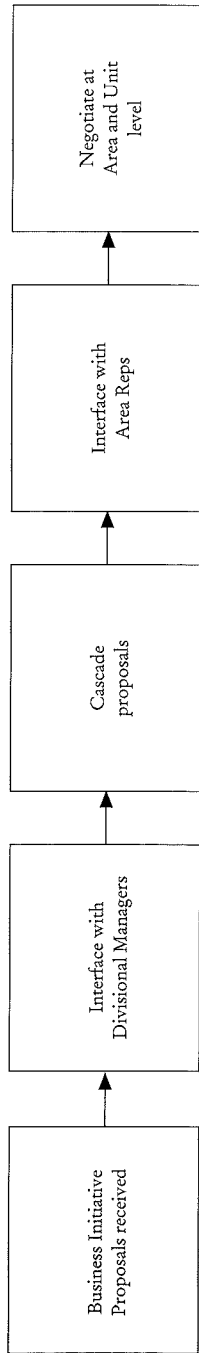
NEW DIRECTIONS

APPENDICES

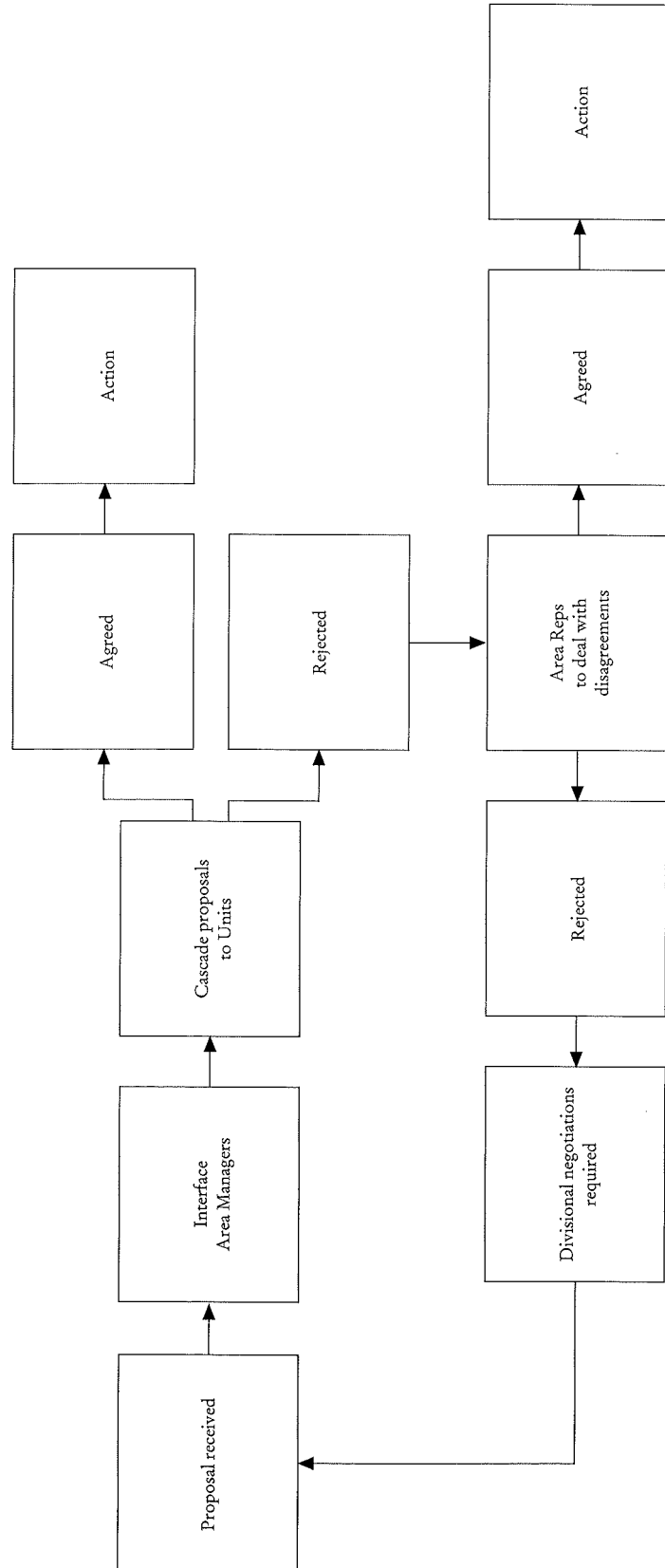


MAPS IDENTIFYING THE SYSTEM

UCW DIVISIONAL INDUSTRIAL RELATIONS PROCESS



UCW AREA INDUSTRIAL RELATIONS PROCESS



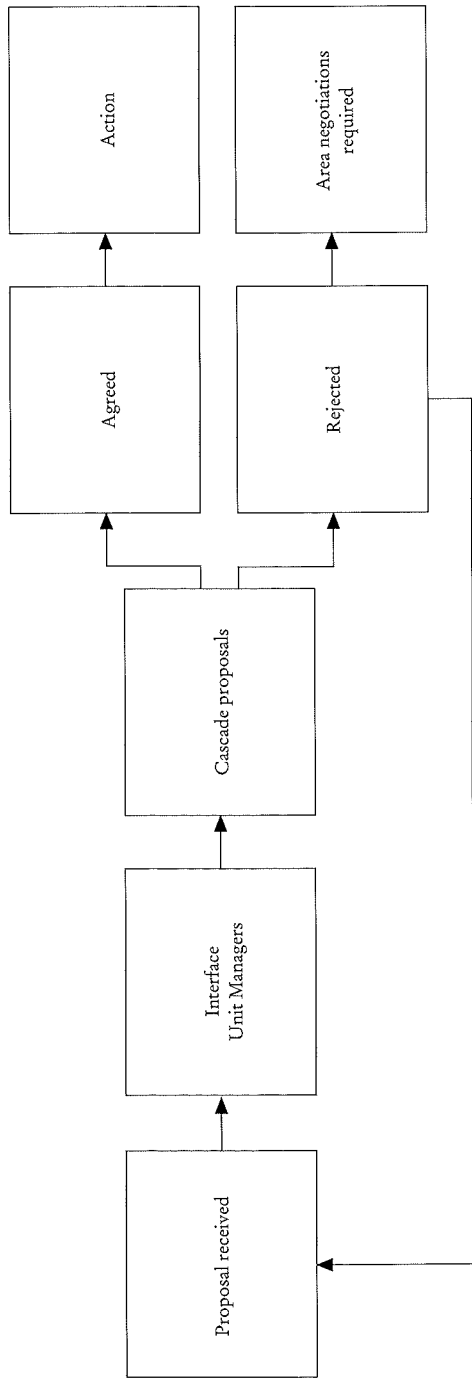
NEW DIRECTIONS





MAPS IDENTIFYING THE SYSTEM

UCW UNIT INDUSTRIAL RELATIONS PROCESS



NEW
SUNSHINE
SCHEDULES

APPENDICES



APPENDIX 4

AGREEMENT FOR DEDUCTION OF UNION MEMBERSHIP SUBSCRIPTIONS

THIS AGREEMENT is made the 30th day of August 1994 BETWEEN ROYAL MAIL (a part of the Post Office) whose head office is at 148 Old Street, London, EC1V 9HQ (hereinafter called "RM") on the one part and the UNION OF COMMUNICATION WORKERS whose headquarters is at Crescent Lane, London, SW4 9RN (hereinafter called "UCW") of the other part.

WHEREAS:

- i) UCW is desirous of maintaining a method of deduction of subscriptions from the wages/salaries of its members who are employees of the Post Office, working for RM.
- ii) RM agrees that such deductions may take place provided they are in accordance with statutory provisions, in particular the provisions of Section 15 of the Trade Union Reform and Employment Rights Act 1993.
- iii) The UCW proposes a merger with the National Communications Workers' Union during the currency of the Agreement. It is intended by the parties that this Agreement will apply to the merged Union (CWU) as it does to the UCW.

NOW this Agreement provides as follows:

1 RM agrees to deduct UCW membership subscription from the pay of consenting Post Office Employees working for RM who are UCW members during the currency of this section of this Agreement in accordance with the arrangements provided for herein.

2 The UCW agrees to pay RM a collection fee of 2.5% of subscriptions collected hereunder after the 1st September 1994, which payments may be deducted by RM from the subscriptions collected before the balance is remitted to the UCW by RM.

3 This section of the Agreement is intended to be a permanent arrangement which may normally only be terminated by either of both parties, giving to

the other 12 months notice in writing to terminate.

The only circumstances in which Royal Mail would invoke this clause with less than one year's notice, would be where unlawful industrial action caused a deterioration in relationships.

In such circumstances, notice would not be less than 24 weeks and would only be served after 14 days had elapsed to allow the circumstances of such industrial action to be referred to the NJNC for analysis and consideration as to whether local parties have adhered to the jointly agreed national procedures.

UCW and RM confirm their commitment to ensure that their officials and managers act within the law and jointly agreed national procedures.

If notice is served, it will be signed by the Managing Director of Royal Mail and delivered to the General Secretary.

4 All costs, expenses or other financial penalty or payment whatsoever incurred by RM as a result of the provision of any incorrect information whatsoever by UCW to RM, or failure by UCW to observe the obligations on its part in this section of the Agreement, shall be borne by UCW who will re-imburse RM in respect of such costs, expenses or other financial penalty or payment as soon as reasonably practicable.

5 The deduction of UCW membership subscriptions by RM pursuant to Clause 1 hereof shall be in accordance with the following arrangements:

5.1 Each RM personnel unit shall on or before the 30 April 1994 give UCW HQ Organising Department lists of current members of the UCW in its area whose subscriptions are presently deducted from RM payroll, together with the total number of members eligible for membership of the UCW in its area.

5.2 Thereafter, UCW will send RM personnel units





AGREEMENT FOR DEDUCTION OF UNION MEMBERSHIP SUBSCRIPTIONS

signed and dated authorisations from each member whose name appears in the original list provided by RM and any other member whose name does not appear on the original list but who has signed and dated an authorisation. RM shall make deduction from wages in accordance with the signed authorisations.

5.3 RM will provide UCW as soon as reasonably practicable after 30 August 1994 with a "Closure Report" containing details of all individual members from whose wages UCW membership subscriptions have been deducted in accordance with the said authorisations, together with the number of employees at each RM location who are eligible for UCW membership but who have not submitted an authorisation hereunder.

5.4 At the anniversary of the said "Closure Report", or as soon as reasonably practicable thereafter, RM will provide UCW with an updated list of the names and locations of those of its employees with the area of each personnel unit who are members of the UCW and from whose wages subscriptions are deducted together with the number of employees in each such area who are eligible for membership of the UCW but from whose wages subscriptions are not deducted.

5.5 Facilities for access to buildings and recruitment activities shall be governed by the IR Framework agreement current at the material time.

5.6 The UCW shall agree with RM the style and content of the form upon which the said authorisations are to be given by UCW members. The form shall state the appropriate subscription rate at the date of signature by the member.

5.7 The UCW subscriptions must be for the regular weekly amounts for weekly paid employees and for a regular monthly amount for the monthly paid employees. RM undertakes to provide UCW with all

material changes of employment status of members including details of less than full pay during periods of prolonged absence. The precise detailed information required, and the mechanism for providing it, will be determined during the course of September 1994.

5.10 RM shall make deduction of UCW subscriptions in accordance with this section of the Agreement during any payment period in respect of which wages are due to a member who has authorised such deductions, including periods of sickness and holidays.

5.11 Any increase in the amount of UCW subscriptions shall be notified to RM at least two months before the date upon which it is proposed that the increase shall be effective. RM shall notify members of the UCW whose subscriptions are to be increased in the manner and at a time as is required by S.68 of the Trade Union and Labour Relations (Consolidations) Act 1992. Such notification shall not take place more than once in each calendar year unless subsequently mutually agreed between the parties to this agreement.

5.12 No subscription shall be deducted from the wages of any employee of RM who withdraws the authorisation of deduction within time for it to be reasonably practicable for RM not to make the deduction.

5.13 RM will use best endeavours to ensure that all lists supplied to the UCW hereunder are accurate but does not guarantee the total accuracy of any such list.

5.14 The parties to this section of the Agreement shall again implement the provisions of Clause 5.1 and 5.2 above on a timetable to be agreed between the 1 July 1996 and the 25 February 1997 and/or at any other time as may be agreed.

6 Any question in dispute or claim under this section of the Agreement shall be construed in accordance with the provisions of the English law.

NEW DIRECTIONS

John Fisher

JOHN FISHER : Head of Industrial Relations
Royal Mail

SEPTEMBER 1994

Date

Derek Hodgson

DEREK HODGSON : Deputy General Secretary
Union of Communications Workers

SEPTEMBER 1994

Date

APPENDICES