

# VACANCIES AT DELIVERY OFFICES CLARIFICATION FROM THE CWU AND ROYAL MAIL

## Introduction

Further to the letter from Royal Mail's Operations Director this joint clarification provides a simple process for delivery offices to follow when dealing with vacancies. All vacancies should be dealt with in line with the national agreements covering efficiency savings, Way Forward (Way of Working) and the Industrial Relations Framework. Both parties confirm that there is no embargo on either full time or part time recruitment,

## Process

1. All impending vacancies should be identified as far in advance as possible, and in sufficient time to fully utilise the IR Framework.
2. Once identified they should form part of the local weekly resourcing meetings and/or monthly resourcing/strategic involvement meetings. Time should be set aside at the weekly resourcing meetings to discuss longer term resourcing issues not just the week ahead.
3. Where a mutually acceptable solution cannot be found at the resourcing meeting then formal proposals regarding the vacancies should be exchanged and the full terms of the IR Framework followed. Both parties will commit to concluding the process within 4 weeks.
4. There will be isolated incidences when unplanned vacancies occur. These should be the exception rather than the rule. When they occur offices will in the short term cover the workload in line with normal local procedures and national agreements. The long term solution should then be agreed in line with process above with each case dealt with on its individual merits.

## Efficiency

Where unplanned vacancies occur and the units agree to fill vacancies on reduced hourage while the process above is being exhausted, any savings agreed in the final deal will be backdated. Savings will be accrued in line with the efficiency agreement from the date the reduced hours are introduced.

Signed.....  
CWU

Signed.....  
Royal Mail

Date.....