**Resolution to Stage 2 Disagreement Regarding Cancellation of WTLL Sessions**

As a result of a stage 2 disagreement regarding the cancellation of WTLL sessions on the night shift the following has been agreed to a) resolve the immediate issue & b) explain the agreed process to be adopted should an operational need to cancel scheduled sessions occur in the future.

1. The subject matter from the cancelled meetings will be shared with all affected members of staff during w/c 9th May 2016. This will be in addition to the scheduled WTLL and it is recognised that this will mean the sessions being extended by a period of time. The specific length of additional time required is unknown but will not exceed 30 minutes.
2. It is recognised that WTLL sessions form part of the duty holder’s job description and as such should not be cancelled. However, in the event of a critical workplace issue or mandatory message from Royal Mail or the CWU, the following will apply;

There will be a discussion on the affected shift(s) between the shift manager and CWU shift rep to look at the planned content of the WTLL and messages that need to be cascaded. They will then consider & decide jointly which of the following options are appropriate;

1. Whether the WTLL sessions affected can be rescheduled during the same week.
2. Whether any of the content/messages can be conveyed at the daily huddles
3. Whether any of the content/messages can be shared in a written format
4. Whether any of the content/messages can be held over until the following week.

It is jointly agreed that the above should only apply in exceptional circumstances and that any cancellation of scheduled WTLL sessions must have a valid reason.

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Darren Goulder Paul Cox

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Date Date