

**AGREEMENT BETWEEN ROYAL MAIL MANAGEMENT AND
CWU FOR THE DELIVERY OF
ELECTION MATERIAL**

1. This agreement covers all aspects and arrangements for dealing with Election material for General, European, London (GLA) and by-elections up to and including February 2003.
2. Under the terms of the Post Office regulations covered by the Post Office Act Section 91, the maximum weight of a single Election communication will be 60 gms per item. The weight for items is not however expected to exceed 200 gms. If this weight is exceeded further discussions with CWU will take place at Divisional level.
3. All Election material including poll cards (where appropriate) will attract a core unit rate payment of 3.5p per item and a Quality Payment rate of 2.5p per item.
 - 3.1 The previous Quality Measurement System (QMS) will be used and the extra Quality Payment will be paid subject to achievement of the quality criteria in Annex A. The QMS is not optional.
 - 3.2 In addition 12p will be paid for every signature obtained, up to a maximum of two per Road/Street, obtained as part of the quality system.
4. The appropriate Delivery Officer must ensure all Election material is cleared within the specification for Election communications three days for addressed material (including Poll Cards) and seven days for unaddressed material. This approach must not jeopardise the normal delivery of mail.
5. All payments will be made within two weeks of completion of delivery with the exception of payments for signatures which will be paid at the earliest date after completion of deliveries. If any Delivery Officer is subsequently found to have not delivered correctly as per the QMS, the quality payment will be reclaimed in accordance with the process at Annex B.
6. Bulk deliveries, e.g. nursing homes, hospitals, colleges etc are to be counted as one drop. Delivery arrangements will be agreed locally.
7. Area level discussions will determine any appropriate arrangements for distribution of the items and relevant IPS issues.

8. CWU Unit Reps or their nominated substitutes will be released as necessary to facilitate the smooth distribution to walks, arrangements will be agreed locally.

9. It is jointly recognised that Royal Mail has a legal obligation to secure the delivery of Election material for all political parties.

9.1 Whilst it is expected that in most instances delivery will be secured by the individual due to undertake the particular delivery, local management will deal sympathetically with genuine requests to deviate from this arrangement.

9.2 Such cases may arise as a result of personal circumstances or beliefs or where an individual believes that delivery of a particular item may incur personal risk.

9.3 If such instances arise, alternative measures will be used to secure delivery and may include the use of volunteers from within the Unit or neighbouring Units to cover more than one delivery, or as a last resort, agreed levels of casuals.

10. Management and CWU undertake to co-operate fully in resolving any difficulties over the interpretation of this agreement.

Signed.....

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Derek Sutch
Election Project Manager
Service Delivery

Dave Ward
Norman Candy
Mark Baulch
On behalf of CWU London
Divisional Committee

Date.....

Date.....

Annex A**QUALITY PAYMENT CRITERIA****FOR DELIVERY OF ELECTION MATERIAL**

1. The Delivery Office Manager will arrange the breakdown of Election material to deliveries
2. A Quality Check Card is issued to all Delivery Officers along with Election items for their delivery
3. The Delivery Officer completes the card whilst delivering items and gets a signature from two dwellings in each street/road/block of flats etc on their delivery
4. Failure to complete and return Quality Check Cards daily (in arrears) may result in loss of Quality payment for the individual concerned. It is the responsibility of the Delivery Officer to ensure all cards are completed correctly and returned to the Delivery Office Manager. If failures occur the process at Annex B will be used to determine what, or if, any action should be taken.
5. The Delivery Officer must ensure all Election material is cleared with the delivery specification for Election communications, i.e. 3 days for addressed (including Poll Cards) and seven days for unaddressed.
6. The completed cards must be handed to the DOM as soon as the Delivery Officer returns to the office. All cards will be retained for audit purposes
7. The cards are then independently checked by a member of the Election team. The local CWU Rep will be consulted on any difficulties relating to failures.
8. On confirmation of correct delivery, to time, an extra payment of 2.5p per item will be authorised and 12p per signature obtained (to a maximum of two per road/street/block of flats).
9. Payment will be made two weeks after delivery

10. Any failure in quality on a particular delivery will result in loss of the Election quality payment (2.5p per item and 12p per signature) to the individual Delivery Officer and not the whole unit.
11. It will be the responsibility of the Delivery Office Manager to ensure that all payments are made with due regard being taken of paragraph 4 above.
12. The Quality Measurement system and payments are an integral part of this agreement and are therefore not optional.

**PROCESS FOR ELECTION DELIVERY QUALITY MEASUREMENT
SYSTEM (QMS) PAYMENTS**

(To be read in conjunction with Annex B flowchart)

- (a) Once the Delivery Officer has delivered his/her allocated items he/she will present their manager with the relevant paperwork in order to receive payment.

(Note – it is the postperson’s responsibility to ensure this is handed to the manager along with all Quality cards)

- (b) The DOM must send the signed payment sheets to the Wages Department at Almeida Street, N1 1AA.
- (c) The Delivery Officers are paid in the normal way. The full amount per item will be paid assuming quality has been achieved but subject to verification.
- (d) Auditors, either local or from the Election team, will audit a selection of Quality cards.
- (e) Where delivery/quality is verified, i.e. – customers confirm they have received the Election items. No further action is required.
- (f) Where delivery/quality cannot be verified, i.e. – the cards are missing or the customers in any particular Street/Road cannot confirm delivery, the DOM will be informed who in turn will discuss the situation with the local CWU Representative.
- (g) A decision will be made (during these discussions) as to whether the explanation by the Delivery Officer is acceptable or not.
- (h) If the explanation is deemed “acceptable”, no further action should be taken.
- (i) Where the explanation is deemed “unacceptable” the Delivery Officer will be informed.
- (j) The DOM will then complete a “Payment Reclaim Sheet” which is sent to the Wages Branch.

- (k) On receipt of this sheet, the Wages Branch will make the necessary deductions from the individual's pay, which will be the quality proportion of the overall payment. The amount deducted will be based on the number of delivery points in those Roads/Streets that could not be verified.