**Agreed process for handling all projects/trials at Medway Mail Centre that require a “Terms of Reference”.**

The Mail Centre is currently undertaking, and will continue to look for, improvement projects/trials. In order that there is a consistent and open joined up approach for dealing with any ideas or proposals the following has been agreed.

**Projects/trials that will, or will potentially, impact on more than one shift**

* All proposals will be presented to the CWU APR/CWU unit safety rep, by a manager who has responsibility for more than one shift, for consideration before being shared at shift level.
* If the project/trial is agreed to take place a Terms of Reference will be drafted at this level.
* The draft T.O.R. will then be shared with the appropriate shift/work area managers & CWU shift I.R. & H/S reps for their input.
* Having taken into account any issues raised, the aim will be to reach an agreed T.O.R. which can be signed.
* The T.O.R. will detail the individuals from management/CWU who will oversee the project/trial.
* It will be the responsibility of the signatories of the T.O.R. to ensure that the relevant staff are briefed. This does not necessarily mean that they will carry this out personally.

**Projects/trials that will affect only one shift**

* All proposals will be presented to the CWU lead I.R. rep/CWU shift safety rep by the relevant shift manager.
* If the project/trial is agreed to take place a Terms of Reference will be drafted at this level.
* The draft T.O.R. will then be shared with the appropriate work area managers & CWU work area reps for their input.
* Having taken into account any issues raised, the aim will be to reach an agreed T.O.R. which can be signed.
* The T.O.R. will detail the individuals from management/CWU who will oversee the project/trial.
* It will be the responsibility of the signatories of the T.O.R. to ensure that the relevant staff are briefed. This does not necessarily mean that they will carry this out personally.

In both cases, the level of involvement of frontline staff will be jointly agreed.

Where management believe that changes are planned that will not require a T.O.R. to be produced, the proposals must still be shared with the CWU at the above levels in a timely manner to allow any issues/concerns to be raised.

Neil Molloy …………………………………………………

Paul Cox …………………………………………………