

## North Staffordshire Postal Branch Learning Agreement

This agreement is between the Communications Workers Union North Staffordshire Postal Branch and Royal Mail.

This agreement covers all members of the CWU in the ST sector.

Aims:

- To provide access to lifelong learning.
- To build a learning partnership in the workplace.
- To establish learning centres in offices where possible.
- Stoke Delivery Office and Stafford Delivery Office to have a Learning Centre.
- To build upon the Governments current learning initiatives.
- To work with organisations such as the TUC Learning Services to ensure the learning partnership is a success.
- To allow workplace Union Learning Representatives time off every 3 months to attend learning meetings, to be held at the branch office, for educational purposes. This will not be expected over the Christmas period.

The employer will undertake to ensure that this agreement will not be used as an alternative to collective bargaining with the CWU and agrees to maintain and use existing negotiating procedures and arrangements other than those specified in this agreement. All parties agree that any and all grievances arising from any educational or learning initiative shall be subject to the existing grievance/disagreement procedure.

The CWU and Royal Mail recognise and are committed to working together to promote and support lifelong learning, and to ensure equality of access to learning opportunities. The continual changing nature of work means we need to update existing skills and learn new skills on an ongoing basis.

Royal Mail recognise and support the new and developing role of Trade Union Learning Representatives in the policy, planning, implementation and continuous improvement to develop training and learning for all employees.

ULR's will be responsible for undertaking a training needs analysis of union members in the workplace, Royal Mail and the CWU agree that any learning needs analysis is jointly undertaken with the full co-operation and that any such analysis will be solely for learning and educational purposes. The analysis will not be used in relation to other issues such as pay, performance appraisal, redundancy, disciplinary procedures etc.

- The CWU will be responsible for appointing and training Union Learning Representatives.
- Paid time off, will be granted to ULR's to enable them to carry out their role and function.
- Paid time off will be granted to ULR's for training, conferences, seminars, National ULR Networking events, etc. Initial training will take place as soon as practically possible following appointment but will be within 6 months of appointment.
- ULR's will be afforded suitable facilities, where possible in an office, e.g. office/room/branch office, filing cabinets, stationary, and access to electronic equipment including phone and email, noticeboards etc.

- Resources will be available to ULR's for them to offer support, advice and guidance to members and to work with the business to introduce a learning culture in to the workplace.
- All parties will encourage members to participate in lifelong learning opportunities.

All parties to this agreement agree to establish a joint union/employer Lifelong Learning Committee, which will be responsible for introducing, implementing and monitoring learning initiatives. The main responsibilities of this Committee will include:

- Identifying the learning needs of both the employees and employer.
- Prioritising the learning needs identified.
- Produce a Learning Plan that sets goals and targets for the provision of workplace learning, which will include the establishment of a Learning Centre. The Committee will also be the Steering Group for the Learning Centre.
- Ensuring that the Learning Plan is effectively implemented, so that goals and targets for learning provisions are met.
- Establishing agreed standards for the learning provided, and monitoring the available provision of learning opportunities.
- To meet once every 3 months, excluding the Christmas period, to discuss Lifelong Learning.

#### Time Off for Workplace Union Learning Representatives

- Workplace ULR's will be granted time off to attend the ULR Committee meetings.
- Workplace ULR's will be able to request adhoc release, with reasonable notice, to enable them to consistently carry out their ULR duties. Any request will be given proper consideration and will not be unreasonably refused.

On behalf of CWU

Signed: *A. Jackson*

Print: *A. JACKSON*

Date: *28/02/2020*

On behalf of Royal Mail

Signed: *[Signature]*

Print: *B STONE BAILLIE*

Date: *28 feb 2020*