

## Achieving Local Agreement Template

**Reaching Local Agreement principles:**

- Parties must be driven by the objective of seeking to reach agreement
- Joint discussion can promote consent and understanding and assist in the joint aim of developing employee participation and involvement in Royal Mail
- Discussion is most effective when participants are well informed and have confidence in each other - there must therefore be a willingness to share information, e.g. in relation to quality of service, productivity and costs
- Any proposals put forward by one party should always be considered by the other - they should never be rejected out of hand and in all cases a reasoned response should be given.

<b><u>Unit name &amp; Stage 1/2/3</u></b>		
<b><u>Parties present</u></b>  (Name and Position, Title)	<b><u>Royal Mail</u></b>	<b><u>CWU</u></b>
<b><u>Date of meeting</u></b>		
<b><u>Summary of proposal</u></b>  (Brief description of issue/change)		
<b><u>Points of agreement:</u></b>		

**Have we considered/agreed referral to voluntary mediation?**

**Issue of disagreement:**

<b><u>Points of disagreement:</u></b>	<b><u>Royal Mail Position</u></b>	<b><u>CWU Position</u></b>
<b><u>Outputs of meeting</u></b>  <b><u>(List of points agreed – including outputs facilitated through mediation where applicable):</u></b>		

**Agreed next steps toward resolution**

**(including target dates) if matter is referred to further Stage:**

**Signatories:**

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