

Appendix 1

Duty/Rota Change Procedure

Information gathering and implementation

The Duty/Rota Change Procedure is complimentary to the Scheduling Procedure, Company agreements and travel times. This procedure sets out the structure for the creation of duties and rotas at a service change, establishing a defined timeline for information gathering, duty compilation and checking mechanism for all parties.

The dates of changes will vary annually and for good operational and commercial reasons, the Company will try and limit the overall number of changes whenever possible. Under normal circumstances the timeline for information gathering and implementation will apply and will be communicated to those concerned in advance, in the form of an Action Tracker, which will be issued by the Schedules Manager. In the event of a short notice registration, which requires immediate action on the part of the Company, this procedure or parts thereof, will not apply.

Best practice should track duty/rota issues/requests as part of monthly garage meetings, of which the garage Schedules Officer should already be aware of. However, on commencement of the Duty/Rota Change Procedure, garage management teams and the Trade Union should communicate their specific individual priorities in the weeks prior to the change.

Where possible, the Schedules Manager, and relevant Schedules Officer, will try and accommodate all requests, with due consideration given to the priorities of the garage management teams and Trade Union set against prevailing and wider business objectives. After a staff position has been established and agreed (the mix between rota types, DD/SD mix etc.), under normal circumstances, there will be no further alterations or rebuilding of rotas.

Two Trade Union representatives from each location will be guaranteed facility time to check duties and rotas, which will now be undertaken in one location, at Central Garage. This will enable members of the schedules team to be on hand for any advice or clarifications to be sought. Once checking has been completed, a separate meeting will then take place between the Trade Union, garage management team and individual Schedules Officer, to make any final changes and sign off the duties as passed.

The Schedules Manager will provide basic statistics to aid the relevant participants in the checking process. These will be, although not limited to, the number of double weekends and the percentage of Sunday and Saturday days off.

Duty/Rota Change Procedure

Timeline

Week	Action	Notes
-14	Tracker log opened for comments and suggestions	Head of Commercial to open log
-10	Pre-Notification with local authorities	
-10	Meet with GMs to convey service change Gather initial thoughts around duties and rotas GMs should identify their priorities	Head of Commercial / Schedules Manager / Senior Schedules Officer / Network Planning Officer in attendance
-9	Schedules team meet with garage TU for duty and rota feedback	Schedules Manager / Schedules Officer in attendance
-8	Final requests from GMs and TU to be submitted for consideration and final requests for rota set up requirements (this will be the final chance for garages to request changes to style of driver (DD/SD mix)	Schedules Officer
-8 to -6	Duty and rota creation underway Staff Managers consulted on fixed/special shifts	Schedules Officer
-6	Registrations submitted to Traffic Commissioner	
-6*	TU advised of detail of service change. Proposed duties and rotas to GM/TU for checking (minor tweaks only (no rebuilds will be possible).	Schedules Manager / Senior Schedules Officer / Branch Chair & Secretary
-6**	Changes will be made by Schedules Officer in attendance with TU/GM, at individual garage location, after TU check	GM / Schedules Officer / Garage Convenor / Garage Roster Rep
-5	Approved duties and rotas returned to Schedules Officer	TU / Schedules Officer
-5	Duties sent for loading	Operations Support
-4***	Distribution of rotas and duties to garages	Schedules Officer / Garage management teams
0	Implementation	

Minimum timelines as defined in Duty and Roster Discussions letter 29/08/18

*minimum notice to TU, no less than 6 weeks

**minimum notice to TU at garages, no less than 3 weeks

***minimum notice at least 10 days in advance of service change