

No. 194/25

8<sup>th</sup> September 2025

Dear Colleagues,

## Pay Directive

We have received a number of enquiries concerning the eligibility criteria for the pay award and arrears.

Please see attached the pay directive which will apply for CWU represented grades in Royal Mail core operations, including Delivery, Processing, Collections, Professional Drivers, Administration, Fleet, Engineering, Royal Mail Specialist Services, MDEC, Mail Screeners, International and Divisional Reps.

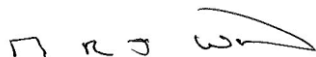
A separate pay directive will apply for CWU represented grades within financial operations, HR Services, Customer Experience, Stamps and Collectables and Parcelforce Worldwide.

As in previous years those who were in post when the pay agreement was reached on 29<sup>th</sup> June 2025 will be eligible for the pay increase and arrears. The pay rise and arrears will not apply to those who left employment prior to 29<sup>th</sup> June 2025.

The pay increase and arrears will be paid to weekly paid staff on 26<sup>th</sup> September 2025 and to monthly paid staff at the end of September

Any enquiries in relation to the content of this LTB should be addressed to the DGS(P) Department.

Yours sincerely,



Martin Walsh  
**Deputy General Secretary (Postal)**

To HR Services

### **Royal Mail – CWU Pay Review 2025**

This directive authorises implementation of the following changes to terms and conditions.

This directive covers employees in grades represented by the CWU in Royal Mail Core Operations including Delivery, Processing, Collections, Professional Drivers, Administrative, Engineering, Fleet, Royal Mail Specialist Services, MDECs, Mail Screeners and International.

This directive does not cover CWU represented grades within Finance Operations, HR Services, Customer Experience, Stamps and Collectables and Parcelforce Worldwide. Separate directives will be issued on behalf of these business units.

This agreement does not cover grades within Property & Facilities Solutions Limited or any casual workers.

The pay and conditions of these employees are varied with effect from the dates set out below.

#### **3 year pay settlement agreed as follows:**

##### **Year 1 – April 2025 Pay Review**

- With effect from 31<sup>st</sup> March 2025 for weekly paid employees and 1st April 2025 for monthly paid employees a 4.2% increase in basic pay or salary (including the London element), Scottish Distant Islands Allowance and Functional Supplements.
- Allowances, Overtime and Scheduled Attendance rates will increase by 4.2% from the same dates.

You are authorised to implement the 4.2% pay increases for employees within Royal Mail Group (and in those other businesses set out above) in the following grades:

|                |                                                                                                                                                |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Postal         | Operational Grade (including weekend workers)<br>Operational Support Grade<br>Mail Screener                                                    |
| Drivers        | Area Professional Drivers (MGV)<br>LGV Professional Drivers (LGC, LGE)                                                                         |
| Administrative | Letters Administrator 1 (LA1)<br>Letters Administrator 2 (LA2)<br>Secretaries (SL2)<br>MDEC Manual Data Keyer<br>CWU Divisional Representative |
| Engineering    | Engineer (ENS, EHS)<br>Engineer Team Coach (ETC)<br>Apprentice Processing Engineer (APE)                                                       |

The revised rates will be implemented in pay week commencing 22<sup>nd</sup> September 2025 for weekly paid employees (pay day 26<sup>th</sup> September 2025) and with September 2025 salaries for those paid monthly.

**Year 2 – April 2026 Pay Review (high level)**

- The equivalent rate of CPI inflation based on the three-month average of CPI inflation in January, February, March 2026, as stated by the office of National Statistics. The award will be effective from the 1st April 2026. This will flow through to all elements of pay as set out in the 2025 award.
- If the average three-month CPI inflation figure is less than 2%, all employees will receive 2%.
- If the average three-month CPI inflation figure is above 3%, there will be a reopener clause for both parties to review the award against the overall financial and operational performance of the business at that time.

**Year 3 – April 2027 Pay Review (high level)**

- The equivalent rate of CPI inflation based on the three-month average of CPI inflation in January, February, March 2027, as stated by the office of National Statistics. The award will be effective from the 1st April 2027. This will flow through to all elements of pay as set out in the 2025 award.
- If the average three-month CPI inflation figure is less than 2%, all employees will receive 2%.
- If the average three-month CPI inflation figure is above 3%, there will be a reopener clause for both parties to review the award against the overall financial and operational performance of the business at that time.

**Implementation Notes**

1. This directive supersedes the rates published in RMPD 06/2024.
2. Existing mark-time supplements will be eroded as per established practice by the basic pay increase.
3. The basic pay increases listed above will be subject to holiday purchase deductions where employees have such an agreement.
4. Payment to employees in grades NOT listed within this Directive or the attached tables should NOT be increased without specific authority.
5. MTSF provides for in perpetuity protection to basic pay rates of employees former grade/Business Unit. The base pay award will need to be applied to employees outside of the in-scope Business Units where employees are covered by MTSF provisions.
6. The pay review and arrears will not apply to any former employees who left employment prior to 29<sup>th</sup> June 2025.
7. Revised Pay rates are set out in the following annexes:
 

|                   |       |
|-------------------|-------|
| RM Letters grades | A – G |
| Logistics grades  | H – R |
| Fleet grades      | S – W |

**Queries**

All policy queries should initially be flagged to the HR Services Advice Centre 0845 6060603, or emailed to Advice Centre Pay. The Advice Centre will flag more complex queries through the escalation process to the relevant Pay Implementation Manager. Technical PSP system enquiries should be directed to PSP Support Team