

## Guidelines for Mutual Change-Over of Duties Operated by Syndicates

Mutual changeovers of duties syndicates (Mafia's) exist at many depots to assist Train Operators who require changeovers from the normal roster for various reasons. These include childcare responsibilities, attending college, religious and social purposes.

London Underground Ltd together with Trades Unions believe that well-run syndicates can be an important tool in achieving a positive 'work/life balance'.

Everyone has different needs and priorities, which can vary from time to time. Some people need particular shifts whilst others would rather work their rostered shifts with the ability to change particular rest days at critical times.

The syndicate provides an additional tool for a member of staff to work the duty or shift pattern that they want and reduces the need to request annual leave and special leave etc. It can also allow Train Operators to maintain regular hours, sleep and eating patterns. This has a positive impact on attendance levels and morale.

However, a badly run syndicate that gives advantages to some staff at the expense of others and that suffers from cronyism is not acceptable.

The purpose of these guidelines is to provide Managers, Local Committee Staff Side Secretaries and Syndicate Leaders an acceptable method of working to strengthen the positive sides of 'mutual change-over of duties' without taking away any of the flexibility of a well run syndicate. All syndicates must abide by these guidelines.

- Any Train Operator wishing to establish a syndicate can do so, with the minuted agreement of the level one committee, by getting other operators to sign the authorisation forms.
- No money or gifts should change hands under any circumstances to join syndicates or for preferred turns. This would be in breach of the LUL Code of Conduct and could result in formal disciplinary action being taken.
- The syndicate organisers will have access to the necessary facilities, in line with depot size and overseen by the Level I Committee, to carry out the syndicate work.
- Syndicate members shall sign an authorisation form allowing the syndicate organiser to transact changeovers on their behalf.
- All syndicates will keep a list of members together with standing requests from each person who is a member of the syndicate. The standing requests will specify what aspirations the syndicate member has, for example 06:00 starts, Tuesday rest days, dead lates etc. If a syndicate member wants to change their standing requests or leave the syndicate, this should be done in writing, giving a minimum of two weeks notice.
- Syndicates have a duty to deal equally with all syndicate members in order to avoid accusations of discrimination and favouritism. There will be no favouritism with some Train Operators getting a majority of short turns, spare turns or weekend restdays etc.
- Although it is recognised that the duties that some train operators require, may mean they work longer turns. Organisers must ensure that hours worked by all members must be properly balanced.

- The Framework Agreements and all other agreements reached at Trains Council must be strictly adhered to. The 12-hour rest rule will be maintained without exception; there will be no rest day working and no carrying over of rest days to future weeks (with the exception of night duties).
- It is the responsibility of the local managers to authorise the syndicate changeovers in accordance with normal practice.
- It is the joint responsibility of Train Operators and Management, who join syndicates, to ensure that they maintain the conditions of their licence and route knowledge.
- Allocated duties and changeovers will be posted in a clear and transparent manner and the sheets will be kept at the depot for a minimum of 12 months. (i.e. duties allocated to syndicate members shall be posted as a wall sheet in addition and adjacent to the weekly roster).
- Annual Leave Covers and Pool Operators will not be barred from joining the syndicate. Syndicates are strictly barred from using annual leave cover turns, pool operators duties or uncovered duties (resulting from sickness, poor coverage etc), prior to the duties being allocated and posted at the depot.
- Syndicate Organisers shall not allocate or adjust duties to any person who is not a syndicate member without a signed changeover.

### **Monitoring of syndicates**

Monitoring of syndicates shall be a standing item on the agenda of the Level 1 Committee.

This monitoring shall include:

- That duties are being allocated in a fair and transparent manner
- That these guidelines are fully adhered to
- **The operation of the syndicates shall be continuously monitored by the Trains Council**

Where problems are identified that can not be resolved by the Level One committees these will be referred to the Trains Council who will have the authority to agree the dissolution and temporary barring of syndicates at the depot concerned.

The operation of the syndicate is subject to the normal Management Audits by the Train Operations Manager, Human Resources and by the Trains Council if it so requires. Any abuse of the syndicate guidelines maybe the subject of normal management action.

Signed:

John Robson  
Staff Side Secretary

Signed

Bob Bayman  
Chair of Trains Functional