

CHRISTMAS WORKING 2022**CORPORATE SERVICES**

Service Area: REGISTRARS

Head of Service: ANDREA JONES

	Sunday 25 th December 2022	Monday 26 th December 2022	Tuesday 27 th December 2022	Wednesday 28 th December 2022	Thursday 29 th December 2022	Friday 30 th December 2022	Saturday 31 st December 2022	Sunday 1 st January 2023	Monday 2 nd January 2023
Total hours required to cover core service	Service Closed	Service Closed	Service Closed	4 hours	4 hours	4 hours	Service Closed	Service Closed	Service Closed
Job Title & Grade				Deputy Registrar Grade 5	Deputy Registrar Grade 5	Deputy Registrar Grade 5			
Total hours required to cover core service					4 hours	4 hours			
Job Title & Grade					Deputy Registrar Grade 5	Deputy Registrar Grade 5			
Total hours required to cover core service						4 hours (If required)			
Job Title & Grade						Deputy Registrar Grade 5			

REGENERATION AND COMMUNITY SERVICES

Service Area: Neighbourhood Services [Community Services]

Head of Service: Clive Rogers

	Sunday 25 th December 2022	Monday 26 th December 2022	Tuesday 27 th December 2022	Wednesday 28 th December 2022	Thursday 29 th December 2022	Friday 30 th December 2022	Saturday 31 st December 2022	Sunday 1 st January 2023	Monday 2 nd January 2023
Total hours required to cover core service	Service closed	Service closed	326.5 hours	322.5 hours	326.5 hours	322.5 hours	311.5 hours	Service closed	322.5 hours
Job Title & Grade			CSO level 1 Grade 4	CSO level 1 Grade 4	CSO level 1 Grade 4	CSO level 1 Grade 4	CSO level 1 Grade 4		CSO level 1 Grade 4
Total hours required to cover core service			184 hours	180 hours	184 hours	180 hours	199 hours		180 hours
Job Title & Grade	Service closed	Service closed	CSO level 2 Grade 5	CSO level 2 Grade 5	CSO level 2 Grade 5	CSO level 2 Grade 5	CSO level 2 Grade 5	Service closed	CSO level 2 Grade 5
Total hours required to cover core service			20 hours		20 hours		20 hours		20 hours
Job Title & Grade	Service closed	Service closed	Environment Operatives Grade 3	Service closed	Environment Operatives Grade 3	Service closed	Environment Operatives Grade 3	Service closed	Environment Operatives Grade 3
Total hours required to cover core service			15 hours	15 hours	15 hours	15 hours	15 hours		15 hours
Job Title & Grade	Service closed	Service closed	Supervisor [Waste] Grade 6	Supervisor [Waste] Grade 6	Supervisor [Waste] Grade 6	Supervisor [Waste] Grade 6	Supervisor [Waste] Grade 6	Service closed	Supervisor [Waste] Grade 6

Appendix 1

	Sunday 25 th December 2022	Monday 26 th December 2022	Tuesday 27 th December 2022	Wednesday 28 th December 2022	Thursday 29 th December 2022	Friday 30 th December 2022	Saturday 31 st December 2022	Sunday 1 st January 2023	Monday 2 nd January 2023	Comments
	Officer – Scale 6	Officer – Scale 6	Officer – Scale 6	Officer – Scale 6	Officer – Scale 6	Officer – Scale 6	Officer – Scale 6	Officer – Scale 6	Officer – Scale 6	ongoing tenants with complex needs. Funded from Housing Support Grant Funding (staff costs).

SOCIAL SERVICES

Service Area: Augusta House – Provider Services

Head of Service: Alison Minett

	Sunday 25 th December 2022	Monday 26 th December 2022	Tuesday 27 th December 2022	Wednesday 28 th December 2022	Thursday 29 th December 2022	Friday 30 th December 2022	Saturday 31 st December 2022	Sunday 1 st January 2023	Monday 2 nd January 2023	
Total hours required to cover core service	Augusta House is closed from Midday on Christmas Eve until the PM of 27th December 2022	Augusta House is closed from Midday on Christmas Eve until the PM of 27th December 2022	3 x PM shifts 22 ½ hrs	3 x Am shift 3 x PM shifts 45 hrs	4 x Am shift 3 x PM shifts 51 hrs	3 x Am shift 3 x PM shifts 41 hrs	3 x Am shift 3 x PM shifts 45 hrs	3 x Am shift 3 x PM shifts 45 hrs	3 x Am shift 3 x PM shifts 41 hrs	
Job Title & Grade			Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	
Total hours required to cover core service			1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs
Job Title & Grade			Night Support Worker – scale 5 (time and third)	Night Support Worker – scale 5 (time and third)	Night Support Worker – scale 5	Night Support Worker – scale 5 (time and third)	Night Support Worker – scale 5	Night Support Worker – scale 5	Night Support Worker – scale 5 (time and third)	Night Support Worker – scale 5 (time and third)

Service Area: Ty Pabi – Supported Living – Provider Services

Head of Service: Alison Minett

	Sunday 25 th December 2022	Monday 26 th December 2022	Tuesday 27 th December 2022	Wednesday 28 th December 2022	Thursday 29 th December 2022	Friday 30 th December 2022	Saturday 31 st December 2022	Sunday 1 st January 2023	Monday 2 nd January 2023
Total hours required to cover core service	2 x Am shift 2 x PM shifts 27 ½ hrs	3 x Am shift 2 x PM shifts 31 hrs	3 x Am shift 2 x PM shifts 30 ½ hrs	3 x Am shift 2 x PM shifts 31 ½ hrs	3 x Am shift 2 x PM shifts 30 ½ hrs	3 x Am shift 2 x PM shifts 31 hrs	2 x Am shift 2 x PM shifts 27 ½ hrs	2 x Am shift 2 x PM shifts 27 ½ hrs	3 x Am shift 2 x PM shifts 31 ½ hrs
Job Title & Grade	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5	Support Workers – scale 5
Total hours required to cover core service	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs	1 x night shift 9 hrs
Job Title & Grade	Night Support Worker – scale 5 (time and third) mainly	Night Support Worker – scale 5 (time and third) mainly	Night Support Worker – scale 5 (time and third) mainly agency covering	Night Support Worker – scale 5 (time and third) mainly agency covering	Night Support Worker – scale 5 (time and third) mainly	Night Support Worker – scale 5 (time and third) mainly agency covering	Night Support Worker – scale 5 (time and third) mainly	Night Support Worker – scale 5 (time and third) mainly agency covering	Night Support Worker – scale 5 (time and third) mainly agency covering

Service Area: Care Management Adult Services

Head of Service: Alyson Hoskins

	Sunday 25 th December 2022	Monday 26 th December 2022	Tuesday 27 th December 2022	Wednesday 28 th December 2022	Thursday 29 th December 2022	Friday 30 th December 2022	Saturday 31 st December 2022	Sunday 1 st January 2023	Monday 2 nd January 2023
Total hours required to cover core service	0	0	15hrs	15hrs	37.5 hrs	37.5 hrs	0	0	15hrs
Job Title & Grade			Scale 8 Social Work x2	Scale 8 Social Work x2	Scale 8 Social work x5	Scale 8 Social work x5			Scale 8 social worker x 2
Total hours required to cover core service					30 hrs	30 hrs			
Job Title & Grade					Scale 6 IAA wellbeing workers x 4	Scale 6 IAA wellbeing workers x 4			
Total hours required to cover core service					7.5 hrs	7.5 hrs			
Job Title & Grade					Scale 11 Team Manager	Scale 11 Team Manager			
Total hours required to cover core service					7.5 hrs	7.5 hrs			

Service Area: Community Options – Community Meals

Head of Service: Alyson Hoskins Mary Welch

	Sunday 25 th December 2022	Monday 26 th December 2022	Tuesday 27 th December 2022	Wednesday 28 th December 2022	Thursday 29 th December 2022	Friday 30 th December 2022	Saturday 31 st December 2022	Sunday 1 st January 2023	Monday 2 nd January 2023
Total hours required to cover core service				14hrs	14hrs	14hrs			
Job Title & Grade				CM's Driver grade 3	CM's Driver grade 3	CM's Driver grade 3			
Total hours required to cover core service				6hrs	6hrs	6hrs			
Job Title & Grade				Cook – grade 4	Cook – grade 4	Cook grade 4			

EDUCATION

- No workers