

**CHRISTMAS WORKING 2022****CORPORATE SERVICES**

Service Area: REGISTRARS

Head of Service: ANDREA JONES

	Sunday 25 <sup>th</sup> December 2022	Monday 26 <sup>th</sup> December 2022	Tuesday 27 <sup>th</sup> December 2022	Wednesday 28 <sup>th</sup> December 2022	Thursday 29 <sup>th</sup> December 2022	Friday 30 <sup>th</sup> December 2022	Saturday 31 <sup>st</sup> December 2022	Sunday 1 <sup>st</sup> January 2023	Monday 2 <sup>nd</sup> 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 <sup>th</sup> December 2022	Monday 26 <sup>th</sup> December 2022	Tuesday 27 <sup>th</sup> December 2022	Wednesday 28 <sup>th</sup> December 2022	Thursday 29 <sup>th</sup> December 2022	Friday 30 <sup>th</sup> December 2022	Saturday 31 <sup>st</sup> December 2022	Sunday 1 <sup>st</sup> January 2023	Monday 2 <sup>nd</sup> 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 <sup>th</sup> December 2022	Monday 26 <sup>th</sup> December 2022	Tuesday 27 <sup>th</sup> December 2022	Wednesday 28 <sup>th</sup> December 2022	Thursday 29 <sup>th</sup> December 2022	Friday 30 <sup>th</sup> December 2022	Saturday 31 <sup>st</sup> December 2022	Sunday 1 <sup>st</sup> January 2023	Monday 2 <sup>nd</sup> 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 <sup>th</sup> December 2022	Monday 26 <sup>th</sup> December 2022	Tuesday 27 <sup>th</sup> December 2022	Wednesday 28 <sup>th</sup> December 2022	Thursday 29 <sup>th</sup> December 2022	Friday 30 <sup>th</sup> December 2022	Saturday 31 <sup>st</sup> December 2022	Sunday 1 <sup>st</sup> January 2023	Monday 2 <sup>nd</sup> January 2023	
Total hours required to cover core service	<b>Augusta House is closed from Midday on Christmas Eve until the PM of 27th December 2022</b>	<b>Augusta House is closed from Midday on Christmas Eve until the PM of 27th December 2022</b>	3 x PM shifts  <b>22 ½ hrs</b>	3 x Am shift 3 x PM shifts  <b>45 hrs</b>	4 x Am shift 3 x PM shifts  <b>51 hrs</b>	3 x Am shift 3 x PM shifts  <b>41 hrs</b>	3 x Am shift 3 x PM shifts  <b>45 hrs</b>	3 x Am shift 3 x PM shifts  <b>45 hrs</b>	3 x Am shift 3 x PM shifts  <b>41 hrs</b>	
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  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>
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 Lelog – Supported Living – Provider Services

Head of Service: Alison Minett

	Sunday 25 <sup>th</sup> December 2022	Monday 26 <sup>th</sup> December 2022	Tuesday 27 <sup>th</sup> December 2022	Wednesday 28 <sup>th</sup> December 2022	Thursday 29 <sup>th</sup> December 2022	Friday 30 <sup>th</sup> December 2022	Saturday 31 <sup>st</sup> December 2022	Sunday 1 <sup>st</sup> January 2023	Monday 2 <sup>nd</sup> January 2023
Total hours required to cover core service	3 x Am shift 3 x PM shifts  <b>42 hrs</b>	6 x Am shift 3 x PM shifts  <b>49 ½ hrs</b>	4 x Am shift 3 x PM shifts  <b>45 hrs</b>	6 x Am shift 3 x PM shifts  <b>49 ½ hrs</b>	5 x Am shift 3 x PM shifts  <b>47 hrs</b>	5 x Am shift 3 x PM shifts  <b>47 hrs</b>	3 x Am shift 3 x PM shifts  <b>42 hrs</b>	3 x Am shift 3 x PM shifts  <b>42 hrs</b>	6 x Am shift 3 x PM shifts  <b>49 hrs</b>
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  <b>8 ½ hrs</b>	1 x night shift  <b>8 ½ hrs</b>	1 x night shift  <b>8 ½ hrs</b>	1 x night shift  <b>8 ½ hrs</b>	1 x night shift  <b>8 ½ hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>8 ½ hrs</b>	1 x night shift  <b>8 ½ hrs</b>
Job Title & Grade	Night Support Worker – scale 5 (time and third)	Night Support Worker – scale 5 (time and third)	Night Support Worker – scale 5 (time and third)	Night Support Worker – scale 5 (time and third)	Night Support Worker – scale 5 (time and third)	Night Support Worker – scale 5 (time and third)	Night Support Worker – scale 5 (time and third)	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 <sup>th</sup> December 2022	Monday 26 <sup>th</sup> December 2022	Tuesday 27 <sup>th</sup> December 2022	Wednesday 28 <sup>th</sup> December 2022	Thursday 29 <sup>th</sup> December 2022	Friday 30 <sup>th</sup> December 2022	Saturday 31 <sup>st</sup> December 2022	Sunday 1 <sup>st</sup> January 2023	Monday 2 <sup>nd</sup> January 2023
Total hours required to cover core service	2 x Am shift 2 x PM shifts  <b>27 ½ hrs</b>	3 x Am shift 2 x PM shifts  <b>31 hrs</b>	3 x Am shift 2 x PM shifts  <b>30 ½ hrs</b>	3 x Am shift 2 x PM shifts  <b>31 ½ hrs</b>	3 x Am shift 2 x PM shifts  <b>30 ½ hrs</b>	3 x Am shift 2 x PM shifts  <b>31 hrs</b>	2 x Am shift 2 x PM shifts  <b>27 ½ hrs</b>	2 x Am shift 2 x PM shifts  <b>27 ½ hrs</b>	3 x Am shift 2 x PM shifts  <b>31 ½ hrs</b>
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  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>	1 x night shift  <b>9 hrs</b>
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 <sup>th</sup> December 2022	Monday 26 <sup>th</sup> December 2022	Tuesday 27 <sup>th</sup> December 2022	Wednesday 28 <sup>th</sup> December 2022	Thursday 29 <sup>th</sup> December 2022	Friday 30 <sup>th</sup> December 2022	Saturday 31 <sup>st</sup> December 2022	Sunday 1 <sup>st</sup> January 2023	Monday 2 <sup>nd</sup> 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 <sup>th</sup> December 2022	Monday 26 <sup>th</sup> December 2022	Tuesday 27 <sup>th</sup> December 2022	Wednesday 28 <sup>th</sup> December 2022	Thursday 29 <sup>th</sup> December 2022	Friday 30 <sup>th</sup> December 2022	Saturday 31 <sup>st</sup> December 2022	Sunday 1 <sup>st</sup> January 2023	Monday 2 <sup>nd</sup> 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