

PAPER 8

Management Day Services (Actual, as at July 2003)

Establishment	Post	Number	Hours	FTE	Vacancies
Beck Meadow	Deputy Manager	1	37	1.00	
Whitewater	Deputy Manager	1	37	1.00	1 vacancy
Willow Wood	Deputy Manager	1	37	1.00	
Red Oaks	Deputy Manager	1	37	1.00	
Greenacre	Deputy Manager	1	37	1.00	
Barncroft	Deputy Manager	1	37	1.00	
Barncroft	Manager	1	37	1.00	
Greenacre	Manager	1	37	1.00	
Beck Meadow	Manager	1	37	1.00	
Whitewater	Manager	1	37	1.00	
Willow Wood	Manager	1	37	1.00	
Friary Service	Manager	1	37	1.00	
Red Oaks	Manager	1	37	1.00	
Day Service Co-ordinators' Team	Team Leader	1	37	1.00	
Total		14		14.00	

Note – this table does not show official budget allocations to each centre for the various staff grades.

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Direct support staff, Day Services (Actual as at July 2003)

Service	Post	No.	Hours	FTE	Vacancies
Willow Wood	Care Assistant	11	384.8	10.40	
Beck Meadow	Care Assistant	12	350.5	9.47	
Whitewater	Care Assistant	15	369.5	9.99	Includes 2 vacancies (25 hours)
Friary Service	Care Assistant	3	120	3.24	Includes 16 hours floating
Red Oaks	Care Assistant	10	240	6.49	
Barncroft	Care Assistant	16	456	12.32	60 Hours vacant (2 posts)
Greenacre	Care Assistant	12	307	8.30	
Willow Wood	Day Centre Officer 1 or 2	21	695.6	18.80	
Whitewater	Day Centre Officer 1 or 2	16	?	?	
Beck Meadow	Day Centre Officer 1	5	185	5.00	
Friary Service	Day Centre Officer 1 or 2	6	207	5.50	
Red Oaks	Day Centre Officer 1	5	?	?	1 vacancy
Barncroft	Day Centre Officer 1	11	359	9.70	
Greenacre	Day Centre Officer 1	7	259	7.00	
Barncroft	Day Centre Officer 2	11	366.5	9.91	
Red Oaks	Day Centre Officer 2	15	?	?	
Greenacre	Day Centre Officer 2	10	370	10.00	
Beck Meadow	Day Centre Officer 2	21	732.5	19.80	
Willow Wood	Day Centre Officer 2				
Whitewater	Day Centre Officer 2				
Friary	Day Centre Officer 2				
Barncroft	Senior Day Care Officer	3	111	3.00	
Greenacre	Senior Day Care Officer	3	111	3.00	
Willow Wood	Senior Day Care Officer	2	74	2.00	
Friary Service	Senior Day Care Officer	1	37	1.00	
Whitewater	Senior Day Care Officer	3	111	3.00	1 vacancy
Beck Meadow	Senior Day Care Officer	3	111	3.00	
Red Oaks	Senior Day Care Officer	3	111	3.00	
Total		255		163.92	

Are vacant hours included in 456 hours?

Need to know hours & split

Need to know hours & split

Need to know hours & split

Need to know hours

Need to know hours

Need to check split

Note – this table does not show official budget allocations to each centre for the various staff grades.

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Support staff in day services (actual as at July 2003)

Service	Post	Number	Hours	FTE	Vacancies
Barncroft	Admin Assistant	3	47	1.27	
Whitewater	Admin Assistant	2	52	1.41	
Greenacre	Admin Assistant	2	52	1.41	
Day Service Co-ordinators Team	Admin Assistant	1	26.5	0.72	
Beck Meadow	Admin Assistant	2	57	1.54	
Friary Service	Admin Assistant	1	37	1.00	
Red Oaks	Admin Assistant	2	57	1.54	
Willow Wood	Admin Assistant	2	51.8	1.40	
Whitewater	Assistant Cook	1	25	0.68	
Willow Wood	Assistant Cook	1	37	1.00	
Red Oaks	Assistant Cook	1	25	0.68	
Green acre	Assistant Cook	1	30	0.81	
Barncroft	Assistant Cook	1	30	0.81	
Friary Service	Bus Escort	1	20	0.54	
Greenacre	Bus Escort	2	30	0.81	
Willow Wood	Bus Escort	4	148	4.00	
Greenacre	Escorts, tail-lift	2	50	1.35	
Barncroft	Caretaker	1	37	1.00	
Beck Meadow	Caretaker	1	37	1.00	
White water	Caretaker	1	37	1.00	
Willow Wood	Caretaker	1	37	1.00	
Red Oaks	Caretaker	1	37	1.00	
Greenacre	Caretaker	1	37	1.00	
Friary Service	Caterer	1	37	1.00	
Barncroft	Cook	1	37	1.00	
Red Oaks	Cook	1	37	1.00	
Whitewater	Cook	1	37	1.00	
Willow Wood	Cook	1	37	1.00	
Greenacre	Cook	1	37	1.00	
Beck Meadow	Cook	1	37	1.00	
Whitewater	Domestic	2	35	0.95	
Friary Service	Driver	1	20	0.54	
Whitewater	Drivers	2	74	2.00	
Barncroft	Kitchen Assistants	2	45	1.22	
Whitewater	Kitchen Assistants	3	45	1.22	
Greenacre	Kitchen Assistants	4	75	2.03	
Red Oaks	Kitchen Assistants	2			Both are vacancies
Willow Wood	Kitchen Assistants	5	185	5.00	
Beck Meadow	Kitchen Domestic	2	65	1.76	
Red Oaks	Kitchen Domestic	1	20	0.54	
Total		66		48.60	

Note – This table does not show official budget allocations to each centre for the various staff grades.

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Other Staff in day services (actual as at July 03)

Establishment	Post	Number	Hours	FTE	Vacancies
Day Service Co-ordinators Team	Day Service Co-ordinators	4	111	3.00	1 post vacant
Total				3.00	

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