



## Branch Local News

The following members of staff celebrated their birthdays in May, June and July. **Happy Birthday to you all!**

Morblessing Dingwiza, Lorna Kerridge, Adama Njie, Tanya Reynolds, Martin Sprackling, Nicola Paterson, Marianne David, Kerry Saunders, Montunrayo Fadipe, Annie Gadame, Elaine Haynes, Jenny Lawrence, Jade Isaac, Amanda Fullagar, Sis Kaur Dhillon, Carol Johnson, Beverley Childs Susan Ring, Jackie Sherwood



### Training

I would like to take this opportunity to thank all of you that have attended your recent training days. I do hope you found them informative.

More training days are coming up and I will endeavour to give you as much notice as possible. I will send out a written letter to advise you of the course details that you're attending along with times.



### Holiday

Remember – The branch needs a minimum of 4-weeks notice for all holiday requests... Please ensure that you complete the HCC Holiday Request Form – Submit the form to your Line Manager for approval.

Remember: Your holiday is not guaranteed – You Holiday is only approved at the point where you receive a signed photocopy in the post.

### NVQ 11

I would like to say congratulations to the following Care Workers who have now completed their NVQ Level 2

**Kath Harris, Jackie Sherwood, Perseverance Nkala, Annie Gadama, Martin Sprackling**

Also I wish the following good luck as they have recently enrolled on their NVQ Level 2

**Vicky Taylor, Claire Notorianni, Daljit Kaur Jhaji, Maureen Sakalli, Kate Umokop, Adebayo Adebimpe, Karen Royal, Gina Devenney, Nicola Paterson, Marianne David**

### COMPLIMENT

Mrs A S who complimented both Tanya and Kath for their commitment and on going care above and beyond their call of duty.

### COMPLIMENT

Mrs L wanted to let us know how friendly and helpful Amanda had been during her visit.

### Time Sheets

I have sent out over the past few weeks several reminders about getting your time Sheets into the office by no later than Tuesday Lunch Time - Failure to do this does not just hold up your wages but every body else's. To enable Payroll to go through on time and without any delay to yourselves please get those Time Sheets in **NO LATER THAN TUESDAY LUNCH TIME.**

### Raffle

Some weeks ago in the Grapevine I advised you that we are holding a raffle to raise money for one of our work colleagues here in Gravesend, to assist them with recovering from their treatment.



The prize for the raffle is a bottle of Champagne and a box of Thornton Chocolates. Tickets are available from the office at the cost of £1 per ticket. The draw will take place on 30<sup>th</sup> June 2008, and the winner will be notified on this day by phone.

I would like to thank the 5 Care Workers that have already participated in this worth while cause to support our team member in their hour of need.



### Important Reminder

**Uniforms and ID badges** are provided by the company for both male and female staff and should be worn at all times during the care visit. The reason for this is to ensure that the people you care for are sure that you are an official employee of HCC. Please remember to wear your gloves and aprons on each and every visit. If you need to replenish your stock, visit your branch.