

## Appendix C Kidsgrove Customer Service Centre – Proposed Meeting Rooms Schedule

<b>ROOM 1:</b>		
<b>Day:</b>	<b>Organisation:</b>	<b>Time Booked:</b>
Monday	Citizens Advice Bureau (CAB)	2pm-4pm
Tuesday	Aspire Debt Advice Team	9am-5pm
Wednesday	CAB	10am-1pm
Thursday	Newcastle Housing Advice	9am-12.30pm
Friday	Birth Registration Appointments	1.30pm-5pm (alternate weeks)
<b>ROOM 2:</b>		
Monday	CAB	2pm-4pm
Tuesday	Generally free – subject to availability	
Wednesday	CAB	10am-1pm
	Staffordshire Cares	1.30pm-5pm
Thursday	CAB	10am-12noon
Friday	Usually free all day	
<b>ROOM 3:</b>		
Exclusive use by Staffordshire County Council Childrens' Services		
<b>ROOM 4:</b>		
Exclusive use by Staffordshire Police		
<b>ROOM 5:</b>		
Monday	CAB	2pm-4pm
Tuesday	Next Step	9am-5pm
Wednesday	CAB	10am-1pm
Thursday	CAB	10am-12pm
Friday	Usually free all day	
<b>CAB ROOM: (ROOM 6)</b>		
CAB room. No other bookings		

<b>CUSTOMER SERVICE DESKS</b>		
<b>Desk 1</b>		
Monday:	CS Agent 9am-2pm CAB 2pm-4pm CS Agent 4pm-5pm	
Tuesday	CS Agent 9am-5pm	
Wednesday	CS Agent 9am-5pm	
Thursday	CS Agent 9am-10am CAB 10am-12 noon CS Agent 12 noon-5pm	
Friday	CS Agent 9am-5pm	
<b>Desk 2</b>		
Mon-Fri	CS Agent 9am-5pm	
<b>Desk 3</b>		
Mon-Fri	CS Agent 9am-5pm	
<b>Desk 4</b>		
Monday	Police 9am-2pm Senior Customer Service Agent 2pm-4pm Police 4pm-5pm	
Tuesday	Police 9am-5pm	
Wednesday	Police 9am-5pm	
Thursday	Police 9am-10am Senior Customer Services Agent 10-12 noon Police 12 noon-5pm	
Friday	Police 9am-5pm	