

## MEMORANDUM

**TO: SOUTH REGION**

**FROM: RICHARD THORNE – REGIONAL MANAGER**

**DATE: 17/05/2017**

**SUBJECT MATTER: AVAILABILITY**

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All,

The coming weeks in the South are particularly busy and although many of you have updated your availability there is still a considerable number of people who are still to do this.

In particular we have a large number of counts on over the weekends (predominantly Sunday's) and I would like to request that as many of you as possible make yourself available for these by updating your availability records as soon as you can.

It goes without saying that your attendance to assist would be very much appreciated as I know there are many looking to take on additional shifts wherever they can.

Please update your Portal or contact the Scheduling Department this week to amend your records so that you have the maximum opportunity to be scheduled for this work.

The Scheduling Department can be contacted on **01922 472020**.

Many thanks

Richard

