

**APPOINTMENT OF: 1. ADMINISTRATIVE ASSISTANT AND 2. COMMUNITY SUPPORT ASSISTANT 31
MARCH 2014**

1 Following the decision of the Board to create a post of Administrative Assistant, and advertising of the vacancy, four shortlisted candidates (out of 13 applicants) were interviewed on 31 March 2014 by the Chairman, Company Secretary and Manager.

2 Of those interviewed, one ([REDACTED]) was rejected as failing to demonstrate the skills and experience sought by the company. The remaining three candidates were considered each to possess most of the skills and experience sought and were therefore discussed in depth.

3 [REDACTED] was currently employed [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

The interviewers felt that, even if it proved possible for her to arrange a different working pattern, it might prove difficult for her to arrange to work for Healthwatch Havering at times that suited the Company's needs. Moreover, [REDACTED] it was possible that she would wish to find other employment that might restrict her ability to meet the Company's needs. The interviewers therefore rejected her.

4 **Carole Howard** was currently unemployed. Her previous experience and skills closely matched the Company's needs. [REDACTED]
[REDACTED]

5 **Beverley Markham**, who had previously worked for the Company as a temporary administrative assistant, also had previous experience and skills closely matching the Company's needs. [REDACTED]
[REDACTED]
[REDACTED]

6 Following lengthy consideration and discussion, the interviewers decided:

- a) To appoint Carole Howard as Administrative Assistant on the terms advertised
- b) i. To recommend creation of a new post of Community Support Assistant, primarily to work with Lead Members and to arrange events etc
 - ii. Subject to the formal agreement of the Board, to appoint Beverley Markham to the post, at an annual salary of £ [REDACTED] for 6 hours per week (with 20 hours leave per annum)

7 Following consultation, the Directors approved the creation of the new post.

8 Offers were accordingly made to both ladies, and accepted.