

Staffing arrangements consequent upon the continued absence of the Manager

The indisposition of the Manager is likely to continue for several months [REDACTED]. In her absence, however, the Company needs to continue to deliver Healthwatch services.

Accordingly, the following actions will be taken:

- 1 Beverley Markham is currently engaged for 6 hours per week, with a temporary increase to 15 hours per week until the end of October. In order to ensure continuity, that temporary increase will now be made permanent for the remainder of the Mrs Markham's contract and her contract of employment revised accordingly.
- 2 Despite Mrs Markham's additional hours, the absence of the Manager will inevitably place upon both her and Mrs Howard (Administrative Assistant) additional work demands. Accordingly, both will be entitled to claim overtime at their normal hourly rate for hours worked in excess of 15 hours per week, provided that any such overtime is authorised in advance by the Company Secretary. Their contracts of employment will be revised accordingly.
- 3 The detailed allocation of duties to Mrs Howard and Mrs Markham will be discussed with them.
- 4 The ill-health of the Manager entitles her to long-term sickness leave in accordance with her contract of employment. There may, however, come a need for detailed advice to be sought about her sickness. Accordingly, the Company Secretary is authorised to obtain appropriate advice from [REDACTED] Occupational Health contractor, if acceptable terms can be agreed.