

Employee structure from 1 April 2015

The Directors have reviewed the staffing arrangements for the Company in the light of the availability of funding for 2015/16 and the retirement in March 2015 of the former Manager, and have decided that, with effect from 1 April 2015, the employee structure of Havering Healthwatch Limited will be as follows:

1 Beverley Markham

Designation of post: **Community Support Officer**

Hourly rate of pay: £[REDACTED]

Basic weekly hours of employment: **15 (= 3 working days/week @ 5 hours/day)**

Annual hours of employment: **750 (= 50 weeks before leave entitlement)**

Leave entitlement: **50 hours (= 10 working days @ 5 hours/day)**

Annual salary: £[REDACTED]

Estimated annual cost of employment (including employer NICs): **£12,816**

2 Carole Howard

Designation of post: **Administrator**

Hourly rate of pay: £[REDACTED]

Basic weekly hours of employment: **21 (= 3 working days/week @ 7 hours/day)**

Annual hours of employment: **777 (= 37 weeks before leave entitlement)(the post holder will take the remaining 13 weeks of the year as unpaid leave)**

Leave entitlement: **49 hours (= 7 working days @ 7 hours/day)**

Annual salary: £[REDACTED]

Estimated annual cost of employment (including employer NICs): **£10,576**

3 Joan Smith

Designation of post: **Casual support assistant**

Hourly rate of pay: £[REDACTED]

Basic weekly hours of employment: **0 (employed as/when required)**

Annual hours of employment: **0 (assumed 50 hours/year for current purposes)**

Leave entitlement: **0**

Annual salary: **Dependent upon hours required for work; assuming 50 hours = £[REDACTED]**

Estimated annual cost of employment (no employer NICs liability): ■■■ (assuming 50 hours/year)

The Company Secretary is authorised on the Company's behalf to enter into contracts of employment with the respective post holders.