

Arborfield & Newland Parish Council  
Risk Assessment & Management – Staff & Employment

Area	Risk	Controls	Actions or additional controls	Done
Employer Liability	Comply with Employment Law	<ul style="list-style-type: none"> <li>Continue membership of various national and regional bodies</li> <li>Continue checking DIS Magazine for updates.</li> <li>Continue Clerks membership of SLCC</li> <li>Standard Contract of Employment approved by Council for all members of staff – signed.</li> <li>Staff provided with copy of contract</li> <li>Job description for all members of staff</li> </ul>	DIS Magazine is no longer emailed but is available on NALC website	<p>Yes</p> <p>Yes</p> <p>Yes</p>
	Comply with HMRC requirements	<ul style="list-style-type: none"> <li>Continue to receive regular advice updates from HMRC and Sage received.</li> <li>Continue internal and external auditors appointments</li> <li>Prompt payment of all sums due</li> <li>Deduction of Income Tax, NI and Pension deducted from pay</li> </ul>		Yes
	Comply with the Pensions Regulator requirements	<ul style="list-style-type: none"> <li>Provide pension for all eligible members of staff</li> <li>Continue to review against the HMRC minimum requirements annually and apply any new rates from effective date.</li> </ul>	Provided with NEST	Yes

		<ul style="list-style-type: none"> <li>Pension deductions and employer contributions are reviewed on set up of direct debit by authorised signatories</li> </ul>		
Performance	Appraisals / Reviews	<ul style="list-style-type: none"> <li>Appraisal carried out annually in October with each member of staff</li> <li>Reviews reported to full Council</li> <li>Full Council approves appointment, pay and terms and conditions of service of all employees and any significant variations</li> <li>Council approves all annual pay adjustments and changes in national terms and conditions of service</li> </ul>	Parks Chairman meets with Caretaker Parish Chairman meets with Clerk	Yes
Management	Loss of Service of employees	<ul style="list-style-type: none"> <li>Immediately advertise vacancy</li> <li>Contact SLCC / BALC for advice regarding replacement /locum Clerk</li> </ul>	See Continuation Policy	
	Clerk has overall responsibility for the direction and activities of all staff employed by the Council	<ul style="list-style-type: none"> <li>Care taker reports to Clerk during working hours.</li> <li>Caretaker reports to Parish Chairman out of working hours</li> </ul>		Yes
Policies	Grievance & Disciplinary Policies and procedures	<ul style="list-style-type: none"> <li>Grievance &amp; Disciplinary Policies and procedures in place and comply with legislation</li> </ul>		Yes
Safety	Safety of Staff and visitors	<ul style="list-style-type: none"> <li>Staff made aware of Lone Working guidance as per H&amp;S Policy and Government advice</li> <li>Regular evaluation and compliance of H&amp;S guidelines</li> </ul>	<ul style="list-style-type: none"> <li>See Lone Working Policy</li> </ul>	Yes