Arborfield & Newland Parish Council

Risk Assessment & Management – Staff & Employment

Re-Adopted by Full Council on Tuesday 20th July 2021

Review Date – July 2022

Area	Risk	Controls	Actions or additional controls	Done
Employer Liability	Comply with Employment Law	• Continue membership of various national and regional bodies • Continue checking DIS Magazine for updates. • Continue Clerks membership of SLCC • Standard Contract of Employment approved by Council for all members of staff – signed. • Staff provided with copy of contract • Job description for all members of staff	DIS Magazine is no longer emailed but is available on NALC website	Yes Yes Yes
	Comply with HMRC requirements	• Continue to receive regular advice updates from HMRC and Sage received. • Continue internal and external auditors appointments • Prompt payment of all sums due • Deduction of Income Tax, NI and Pension deducted from pay		Yes
	Comply with the Pensions Regulator requirements	• Provide pension for all eligible members of staff • Continue to review against the HMRC minimum requirements annually and apply any new rates from effective date.	Provided with NEST	Yes

		• Pension deductions and employer contributions are reviewed on set up of direct debit by authorised signatories		
Performance	Appraisals / Reviews	• Appraisal carried out annually in October with each member of staff • Reviews reported to full Council • Full Council approves appointment, pay and terms and conditions of service of all employees and any significant variations • Council approves all annual pay adjustments and changes in national terms and conditions of service	Parks Chairman meets with Caretaker Parish Chairman meets with Clerk	Yes
Management	Loss of Service of employees	• Immediately advertise vacancy • Contact SLCC / BALC for advice regarding replacement /locum Clerk	See Continuation Policy	
	Clerk has overall responsibility for the direction and activities of all staff employed by the Council	• Care taker reports to Clerk during working hours. • Caretaker reports to Parish Chairman out of working hours		Yes
Policies	Grievance & Disciplinary Policies and procedures	• Grievance & Disciplinary Policies and procedures in place and comply with legislation		Yes
Safety	Safety of Staff and visitors	• Staff made aware of Lone Working guidance as per H&S Policy and Government advice • Regular evaluation and compliance of H&S guidelines	• See Lone Working Policy	Yes