

STAFF EMPLOYMENT RISK ASSESSMENT

Risk description:

Employment, control and safety of staff.

Staff involved:

Town Clerk (RFO) and Deputy Town Clerk

Location:

The Moot Hall, Aldeburgh (council office)

CONTROL MEASURES - EMPLOYMENT

Internal:

The Town Clerk has direct responsibility for the direction and activities of all staff employed by the Council. These activities are regularly monitored by the Mayor and Deputy Mayor and brought to the notice of the Full Council if deemed necessary.

Staff appraisal reviews are held and documented annually.

External:

Full Council approves the appointment, pay and terms and conditions of service of all employees on the recommendation of the HR Committee.

Full Council approves all annual pay adjustments and changes in national terms and conditions of service on the recommendation of the HR committee.

Fidelity Employers Insurance is included within the Council Insurance – currently with Zurich Insurance.