

<b>Item 13: a) Appointment of a Clerk</b>						
Hazards	Who is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions	Possible additional or changed precautions	Frequency of Inspection
Appoint Inappropriate Person	Council: lack of correct guidance & advice	Medium	Correct advertisement, guidance on personal qualifications and attitude	Low	Re-advertise post	one off
Overspend	Council/councillors: personal costs if procedures not	Low/Medium	Salary & expenses costed and budgeted	Low	Continuous annual assessment by F&GP C'ttee	
<b>Interviews</b>						
Trips & Falls in Village Hall	Councillors, Clerk & Interviewees: injuries	Low	Room checked prior to use	Low	Mobile phone available to call for first aid assistance	one off
Trips on the stairs	Councillors, Clerk & Interviewees: personal injuries	Low	Clear stairs, clerk escort candidates both up and down stairs	Low		one off
Entry by persons unknown to hall whilst interviewing upstairs	Councillors, Clerk & Interviewees: personal injuries,	Medium	Door on catch on the inside	Low		one off

**Item 13: b) Appointment of a Clerk**

Hazards	Who is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions	Possible additional or changed precautions	Frequency of Inspection
Inappropriate Conditions to Appoint Person	Council: lack of correct guidance & advice	Medium	Chair and Chair F&GP to attend CALC/NALC Seminar on Employment	Low		one off Feb.05
<b>Offer Employed Post to Current Self-Employed Clerk</b>						
Inappropriate Conditions	Council: Overpayment of clerk	Medium	Use of employment pack, current scales and PAYE advice	Low		
	Clerk: Unfair/unrealistic offer	Medium	Use of employment pack, current scales and PAYE advice	Low		
Contract	Council: Unsigned	Low	Delegated to two councillors; required to report back to the Council	Virtually Nil		
	Clerk: No employment protection	Low	Delegated to two councillors; required to report back to the Council	Virtually Nil		
Clerks Appraisal & Review of Salary	Council: No date set	Low	Delegated to two councillors; required to report back to the Council Feb 2006	Virtually Nil		
	Clerk: Stagnation	Low	Appraisal date set	Virtually Nil		

## 8b Recruitment & Appointment

Hazards	Who is at risk and how?	Probability before precautions H/M/L	Existing Precautions	Probability after precautions H/M/L	Possible additional or changed precautions	Frequency of Inspection
No proper officer	Council & parishioners: no proper person to carry out business, oversee payments/RFO etc	Low	Simply unlawful! Clerk required to give 2 months notice, constant reviews of work & support	Negligible		
Lack of Applicants	Council - no new clerk in post when 'old' one leaves	Low	Advertsing on a wide scale eg HALC website, own website, noticeboards and newsletters	Negligible		
Appoint Inappropriate Person	Council: lack of correct guidance & advice	Low/medium	Correct advertisement, guidance on personal qualifications and attitude	Negligible	Re-advertsie the post	one off
Overspend	Council/councillors: personal cost if procedures not followed	Low/medium	Salary & expenses costed and budgeted	Low	Continuous annual assessment by F&GP C'ttee	
<b>Interviews</b>						
Trips & falls in Village Hall	Councillors, Clerk & Interviewees: personal injuries	Low	Room checked prior to use	Negligible	Mobile phone available to call for first aid assistance	one off
Entry by persons unknown to hall whilst interviewing candidates	Councillors, Clerk & Interviewees: personal injuries	Low	Entrance visible	Negligible		one off