

# MONTACUTE PARISH COUNCIL

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## Montacute Parish Council

### EMPLOYERS LIABILITY

### STATEMENT OF INTENT

#### PHILOSOPHY

Montacute Parish Council acknowledges that the Council has a statutory duty to insure against claims by anyone it employs for illness, injury or disease caused by its negligence or breach of duty, and that it is good practice to ensure appropriate and sufficient cover is obtained each year.

#### PROCEDURES

1. The Council will ensure that appropriate Employers Liability cover is taken out annually to comply with legislation and will obtain competitive quotes for good financial and budget management. The Council currently has one employee, the Parish Clerk.
2. The Parish Clerk will be responsible for leading on the obtaining of quotes each year and will bring those quotes to the attention of the Finance Committee and the Parish Council for approval, prior to renewal.
3. The Parish Clerk will be responsible for holding the original policy documents in a safe place. The Council notes that it is a legal requirement that expired Certificates must not be destroyed but need to be archived.

**Adopted by the Full Council on ,,,19<sup>th</sup> November 2018,,,,,,,,,,,,,,,,,,,,,**