



Peasedown St John – Annual Village Meeting 2021

Personnel Committee

Cllr Simon Kidd



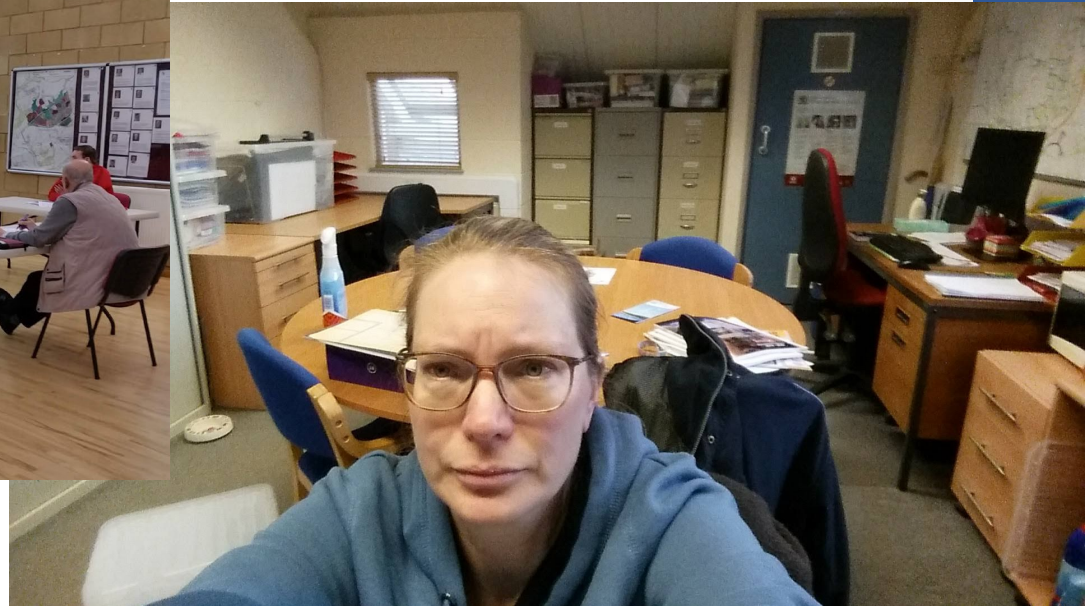


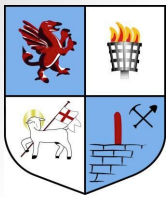
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Working under Coronavirus Regulations

In March 2020 the future was uncertain... The last face to face Council meeting – all socially distanced and the last day in the office – all items labelled and packed away – it's never been so tidy!

Thank goodness for Business Continuity Planning – this provided a sound basis for remote working – it works 😊!





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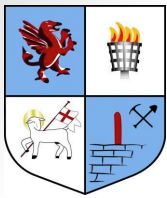
Working under Coronavirus Regulations

Caretaking staff – no significant changes to working practices.

Office staff – big changes to working practices.

- Telephone lines diverted to mobile.
- Online staff Monday Morning Meetings.
- Reviewing and applying legislation changes.
- Risk Assessments and processes.
- Planning for what works could still be achieved under lockdown.
- Communications with public and councillors.
- Results of these changes to be incorporated into Flexible Working Policies.
- Looking at efficiencies created by these changes and how this can be applied in the future.

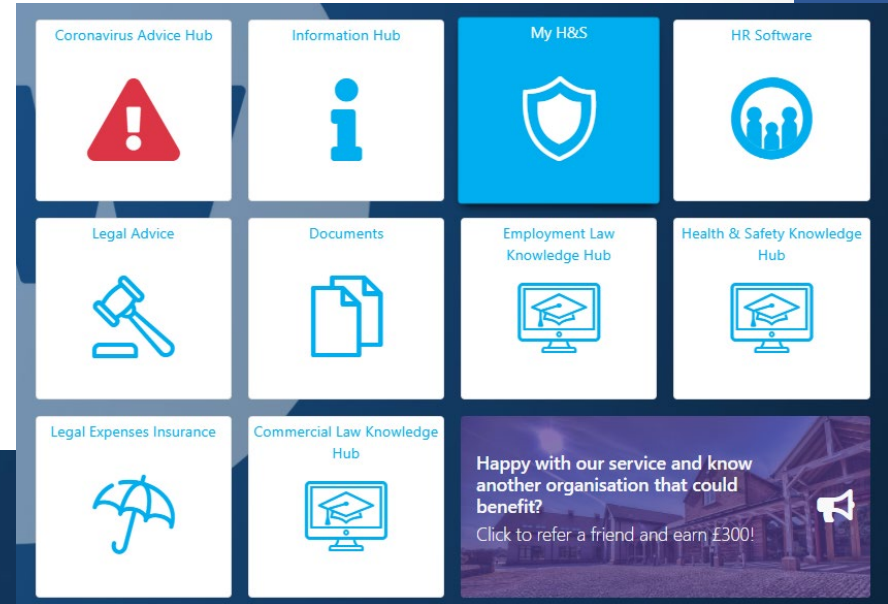




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H&S and HR Professional Support

This year we appointed the services of Ellis Whittam to provide support and advice on Health & Safety and Employment Law. This is accessible by both staff and councillors.



Documents

Home / My Documents

Peasedown St John Parish Council
Documents



Documents Prepared By Us






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Facebook

Improving Communications

- Successful trial for Councillors to respond directly from the page.
- Those councillors with specific roles e.g. Flood Warden; Snow Warden to post urgent updates directly to the page.

**Peasedown St. John Parish Council**
Published by Parish Clerk Tanya West · 4 October 2020 ·

Warning from our official Flood Warden, Parish Councillor [Jonathan Rich](#). Sections of the bypass are now flooded as follows:

Between the Radstock junction and the Shoscombe turning there are 3 bad areas:



1. Heading towards Radstock just before you get to the right turning lane to enter Peasedown,
2. Between the Radstock Junction Heading toward the Mercedes roundabout there is flooding on both sides of the road and it is only passable through the middle of the road with traffic down to single file.
3. On the Radstock side heading to Peasedown by Woodborough Lodge, where the traffic is single file.

Please be careful, particularly when driving in the dark.
[#pleasestaysafeeveryone](#)


3,607
People reached


272
Engagements


Boost post

  8






1 comment 24 shares


 Like

 Comment


 Share

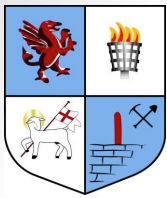
Most relevant ▾

 Comment as Peasedown St. John Parish Co...    

**Jonathan Rich**
I have received an email from B&NES today to say they have resolved the flooding issue at the 3 locations, great news considering the weather forecast this week is for more rain. So hopefully this stretch of road will now be flood free!!

Like · Reply · Message · 24 w

 1



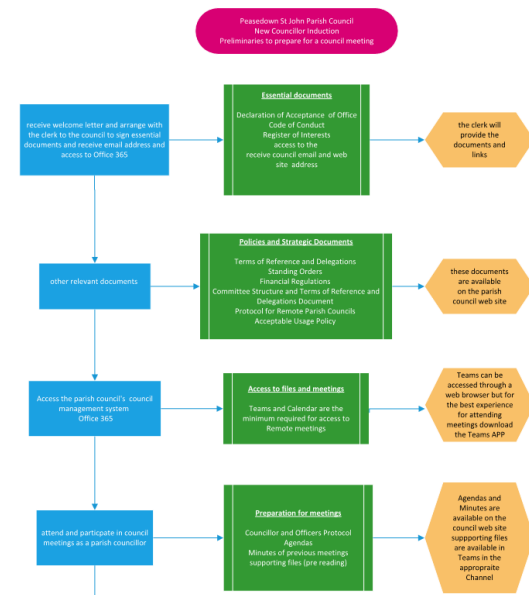
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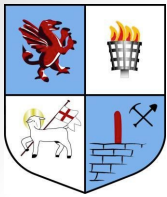
Councillor Induction

Overhaul of the New Councillor Induction Protocol:

- Flow diagrams rather than pages of text
- Hyperlinks if more information is required
- Summary of Parish Council assets
- Technology Systems Glossary
- More user friendly with tools on how to self-serve

snow warden scheme and grit bins	Currently the parish council supports the snow warden scheme by purchasing necessary equipment and grit, the green grit bins are provided around the village, the other bins are primarily the responsibility of B&NES Council or Curo.
Parish newsletters	The parish publishes 4 newsletters a year, edited by the Clerk
Parish Council website and Facebook page	The Parish Council website details information about what the council does and information and services it provides. The Parish Council Facebook page generally provides regular updates on news items and information that may be useful to the community. Some Parish Councillors have access rights to assist with running the Facebook page.
Order of Known Business	The Order of Known Business is agreed each year by Council and consists of various projects and activities or events the Council wishes to undertake during the Council year (or beyond if budget requires).



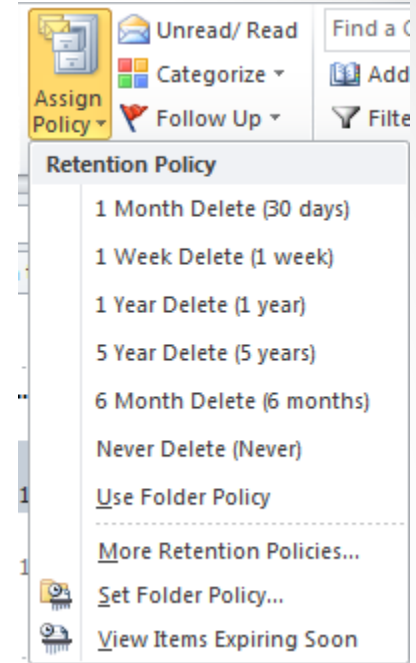


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GDPR & Emails

External emails have now all been migrated to MS365, this will:

- Improve logging/managing of emails and retention;
- Ensure quick search and action for GDPR compliance;
- Feed into work flows for staff;
- Provide improved monitoring of emails and responses;
- Creation of new generic 'office@' email address.

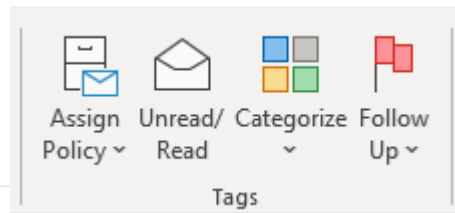


My Day ...

Monday, March 29

+ Add a task

- ☐ C499 - 15/12/2020 - Telephone Kiosk Refurbishment
Full Council • 0 of 7 •
- ☐ Meeting Preparation - April F&A Meeting 2021 Agenda & Mins
Finance and Amenities • 0 of 14 • Due Fri, April 16 •
- ☐ Football Facilities - Prepare for Resuming Football for 2021 Season
Finance and Amenities • 2 of 8 • Due Today
- ☐ C574 – 16/03/2021 - New Southampton Range Planters
Full Council • 1 of 5 • Due Tue, April 6 •



↑↓ Sort Suggestions



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Training

This year we have trained on:

- MS Teams, Planner, To Do – Cllr Kidd hosted several training sessions for councillors and staff [photos below].
- Chairing virtual meetings.
- Climate Action planning.
- Budgeting and VAT.
- Risk Management.
- Time management and efficiencies mentoring/coaching.

