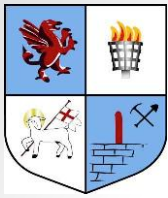


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Personnel Committee

Cllr Simon Kidd



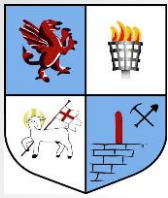


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Hybrid Working

Having had to work from home since March 2020, the office staff have gradually returned to the office.

Office is now manned at different hours each day to provide more flexibility to residents, minimise any impact of Covid, and to maximise efficiencies.



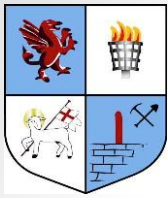
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H&S and HR Professional Support

This is our second year of using Ellis Whittam to provide support and advice on Health & Safety and Employment Law.

They are currently reviewing our policies and proved to be very useful throughout the year.

The screenshot shows the Ellis Whittam Documents portal. At the top left, there is a 'Documents' header with a document icon. To the right is a search bar with the text 'Search' and a magnifying glass icon. Below the header is a breadcrumb trail: 'Home / My Documents'. The main content area features two white cards on a dark blue background. The first card is titled 'Peasedown St John Parish Council Documents' and contains a document icon. The second card is titled 'Documents Prepared By Us' and contains the Ellis Whittam logo, which consists of the letters 'ew' in white inside a blue circle. A large blue 'W' is visible in the bottom left corner of the interface.



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Facebook

- Councillors continue 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.
- Working well, particularly with streetlight updates.



Peasedown St. John Parish Council

Published by Kathleen Thomas · 17 October 2021 · 🌐

After months of intermittent lighting failures on Greenlands Road and Hillside View a fault has been found. We are waiting for Western Power to fix this burnt out wiring which affects the run of lights. A light on Braysdown Lane which was out has now been fixed, it was a faulty fuse.



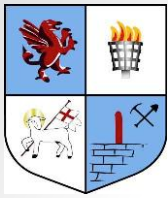


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Councillor Surgeries

- Held every month.
- Friday late afternoon/early evening.
- Review - are Saturday mornings is preferable for residents?
- Appointment slots to be booked.
- Held face to face or online.
- Advertised on line and with banners.
- A handful of bookings made this year.





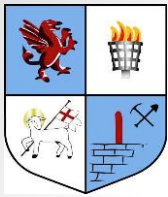
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GDPR

Gradually coming back to working at the office, provided the opportunity to clear out some of the paperwork that is not required to be kept.

This confidential waste has been shredded in accordance with GDPR.



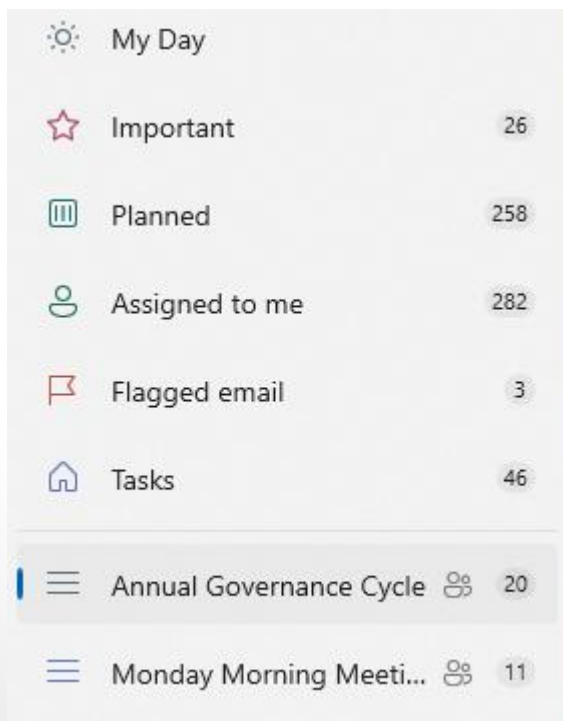


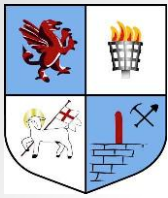
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‘To Do’ – Managing Workload

Staff are now utilising ‘To Do’ as an aid to log and prioritise workload.

The workload is reported to the Executive Committee to assist with their recommendations to Council.





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Training

This year we have trained on:

- Water Compliance and Legionella Control.
- RPII Operational play inspection examination.
- Parish Online mapping training.

Since the pandemic, much of the training on offer has remained as online training. This reduces the need to travel but is not always the preferred method for some.