Russell-Hughes Pickering, Ceredigion County Council
Working as normally as possible

It's a difficult time and not everything is working as well as it should, and people are having to adapt to new ways of working.

The key though is how to make things work as normal as possible, some suggestions:

1. Communicate with other colleagues as often as you would if in the office, or more through Skype and the phone
2. Stick to a normal work pattern, but have plenty of breaks
3. Hold team meetings and have 1:1s, as you would normally or more often
4. Have tele or skype meetings with agents, build relationships
5. Be disciplined by having work programmes, targets, agreeing actions, having caseload updates
6. Continue to draft reports and have them signed them off
7. Keep in touch with members (Councillors), build relationships
8. Aim for a clean slate on return, feel good about it
9. Let people know that we're still around to help them
10. Do something different at the 'end of the day' and clear the head between work times