

Report to the Council

Committee: Cabinet

Date: 1 November 2011

Subject: Support Services Portfolio

Portfolio Holder: Councillor John Wyatt

Recommending:

That the report of the Support Services Portfolio Holder be noted.

Epping Forest Youth Council

I attended a meeting of the Youth Council to make a presentation about my roles as a councillor and a portfolio holder.

I received a warm welcome and I undertook to help the Youth Council with their future requests and requirements.

I was impressed with the work being undertaken by the Youth Council including the production of a Safety DVD and Booklet and "Guide to Reporting Crime" cards for schools.

Youth Council elections will be held between 5 –16 March 2012 and District Council officer support will be provided by the Community Development Team and Democratic Services.

Portfolio Holder Decisions

Following considered by the Joint Consultative Committee, I have agreed Human Resources policies in relation to:

- (a) Equality in Employment;
- (b) Dignity at Work;
- (c) Paternity Leave;
- (d) Working with VDUs – guidance to Managers and Staff;
- (e) Corporate Health and Safety Strategy and Action Plan;
- (f) Pension Policy.

The Equality in Employment policy has revised a previous equality policy having regard to the requirements of the Equality Act 2010. In the course of the review, the Dignity at Work policy (previously the Harassment and Bullying Policy) was amended to ensure that it did not conflict with the new Equality policy. The Paternity Leave policy has also been amended to reflect legislative changes.

A number of health and safety guidance and policies have been developed to assist staff and inform managers of their responsibilities. Working with VDUs provides guidance for staff working with visual display units. The Health and Safety Strategy has been developed to identify the priorities of the Safety officer for the next three years and bring a common sense approach to Health and safety. The Pensions policy has been produced to cover all aspects of the Pension Scheme in one document.