

## **FOR PUBLICATION**

### **DRUG & ALCOHOL MISUSE POLICY**

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MEETING: EMPLOYMENT AND GENERAL COMMITTEE

DATE: 25 JANUARY 2016

REPORT BY: KATE HARLEY, HR MANAGER

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#### **1.0 PURPOSE OF REPORT**

1.1 To provide information regarding the revised Drug & Alcohol Misuse Policy and to recommend for approval the Drug & Alcohol Misuse Policy.

#### **2.0 BACKGROUND**

2.1 The Drug & Alcohol Misuse Policy was due for revision in 2009 and has been revised in consultation with the council policy working group, health and safety advisor and union representation.

2.2 Concerns expressed by the Transport Working Group have led to the policy now including mandatory testing in certain exceptional circumstances as a mitigating factor to any litigation resulting from traffic accidents.

2.3 The policy has been significantly rewritten to provide a more prescriptive approach to managing situations where an employee is suspected of having misused drugs or alcohol and where this poses a cause for concern in the workplace.

2.4 To encourage an open dialogue and ensure that employees feel comfortable to declare issues they may have, the policy focuses on support and advice whilst ever the employee takes action to deal with their problem.

2.5 A full Equality Impact Assessment has been undertaken and at every step in the process adjustments have been made for those employees protected under the Equality Act 2010.

### **3.0 PROPOSED PROCEDURE**

- 3.1 The revised policy document can be found at appendix A.
- 3.2 An Equality Impact Assessment is attached at appendix B.

### **4.0 COUNCIL JOINT CONSULTATIVE COMMITTEE**

- 4.1 The proposed policy is being submitted to the Council Joint Consultative Committee on 21 January 2016. Any comments or suggested amendments to the guidelines from that Committee will be reported to Employment and General Committee in a supplemental report.

### **5.0 RECOMMENDATIONS**

- 5.1 That the revised Drug and Alcohol Misuse Policy be approved.

For further information on this report, contact Kate Harley 01246 345366.