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| Agenda Item No: | 5 |  |
| Committee: | Staff Committee | |
| Date: | 25 May 2019 | |
| Report Title: | New Alcohol and Drugs at Work Policy | |

Cover sheet:

1 Purpose / Summary

The purpose of this report is to inform the Staff Committee of a new proposed Alcohol and Drugs at Work Policy

2 Key issues

- The Council has a comprehensive framework of people and health and safety policies in place. These policies are reviewed in accordance with an ongoing programme of reviews
- The Council is committed to the health and wellbeing of its employees, and has an over-arching Health and Wellbeing Strategy to support employees at work. As part of this strategy, the Council has developed a new Alcohol and Drugs at Work Policy.
- This new policy relates to the misuse of alcohol and drugs at work, which might have a detrimental impact on the business and the confidence of our customers in the safety of our services. The aim of the policy is:
 - To positively encourage and assist employees to seek help when their drinking, or use of other substances, is affecting their life or work performance.
 - To ensure that employees use of substances does not affect the health and safety of the individuals themselves, their fellow workers or others with whom they come into contact with during the course of their work.
 - To ensure that employees use of substances does not affect the efficient and effective operation of the Council's business.
 - To set out the Council's rules on the use and misuse of substances.
 - To ensure that employees understand that it may be a serious offence to drink alcohol or misuse drugs or other substances whilst on duty, or be affected by substances when reporting for work or whilst working.
 - To minimise the danger of substance misuse by promoting responsible attitudes to substances through education and awareness programmes.
 - The Council may carry out testing during employment in accordance with the terms of this policy. Any drug and alcohol testing of employees carried out on behalf of the Council in accordance with the terms of this policy is a necessary measure to ensure the health, safety and welfare of all who are engaged in work activities or whom may be affected by the Council's undertakings. All testing will be undertaken by a qualified third party provider.

- The policy is shown at Appendix 1.
- A comprehensive consultation process has also been undertaken on this revised policy with CMT and also with the Management and Trade Union and Staff Partnership group (MTSP, who have endorsed the changes. The Council have also consulted with the wider workforce. The consultation comments and responses are shown at Appendix 2.
- This policy is now being recommended for formal adoption and communication to staff.

3 Recommendations

It is recommended that Staff Committee notes the attached policy and approves the adoption of the new Alcohol and Drugs at Work Policy.

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| Wards Affected | All |
| Portfolio Holder | Councillor Mrs Anne Hay, Portfolio Holder for Finance |
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