

COMMITTEE: ADMINISTRATION
DATE: 5 MARCH 2008
SUBJECT: ALCOHOL, DRUGS AND SOLVENT USE POLICY
REPORT BY: HEAD OF HUMAN RESOURCES
CONTACT OFFICER: LILIAN ADAMS 547202
IMPLICATIONS:

LEGAL	✓	COMMUNITY SAFETY
EQUALITIES	✓	ENVIRONMENT
FINANCIAL		CONSULTATIONS
STAFFING		OTHER

WARDS AFFECTED: NONE

PURPOSE

1. To seek the approval of the Committee to implement the attached revised Alcohol, Drug and Solvent Use Policy.

RECOMMENDATION(S)

2. **The Administration Committee is recommended to approve the revised policy on Drugs, Alcohol and Substance Abuse as attached at Appendix A.**

BACKGROUND

3. The Council's policy on Drugs, Alcohol and Substance Abuse has been in operation since 2001. The policy has been revised as part of the Human Resource's programme of continually updating HR policies and procedures. The revision of this policy is part of the Human Resources work programme for 2007/8.

REPORT

4. The policy has been developed with guidance and support from the Community Alcohol Services and Primary Health Care Trust and is supported by the recognised Trade Unions and the Challenge Champions Groups.
5. The policy will apply to all employees except those in schools with delegated budgets. Elected members would also be expected to comply with the policy.
6. The policy recognises that the use of alcohol, drugs and solvents is an important employment issue and can seriously disrupt performance, service delivery, and can also endanger the health and safety of employees and service users alike. The overall aim of the policy is to prevent alcohol and/or drug problems in the workplace by ensuring that all employees are aware of the Council's expectations, but also to ensure fair and reasonable treatment of any employee who has drug or alcohol related problems.
7. The policy strongly discourages the consumption of alcohol either before or during the working day. Page 3 of the revised policy states: "Employees are strongly encouraged not to drink alcohol or be under the influence of alcohol /drugs or any other substance during working hours. This means that employees are expected not to drink alcohol during lunch breaks or, for example, before evening committee meetings where their conduct and welfare could be impaired".
8. The policy prohibits the possession, consumption, cultivation, manufacture and supply of drugs, and other substances on Council premises with the exception of employees possessing and consuming over the counter or prescribed medications for personal use.
9. It provides up to date guidance to employees and managers of how to deal with situations that may arise and gives detailed information regarding support and advice for any employee who declares they have a problem.
10. However, it must be noted that this is not a stand-alone policy, breaches of conduct, performance and attendance matters are covered by existing policies, including The Code of Conduct, The Local Disciplinary Policy and Procedure, and The Sickness Absence and Monitoring Procedure.
11. The National Drugs strategy requires the Council to record alcohol and drug related incidents. The Council defines an incident as one, which results in a disciplinary investigation.

OPTIONS/PROPOSALS

12. The Administration Committee is advised to approve the revised policy on drugs, alcohol and solvent abuse.

LEGAL IMPLICATIONS

13. Save for those mentioned in the report there are no other legal implications and this has been agreed with J. Newman in Legal Services on 13 February 2008.

FINANCIAL IMPLICATIONS

14. There are no financial implications and this has been agreed with Mark Turner in Corporate Finance.

EQUALITIES IMPLICATIONS

15. No adverse equality issues were identified by the Equality Impact Assessment. This is an equalities neutral policy. A copy of the Equalities Impact Assessment can be found on the Council's intranet site.

HUMAN RESOURCE IMPLICATIONS

16. There are no human resource implications as agreed by Chris Goulding on 13 February 2008.

CONSULTATION

17. Consultation has taken place with the recognised trade unions both informally and through the formal meeting of the CJNCC. Further, the People Strategy Group and CLMT have given their views, which have been taken into consideration before recommending the final policy to Administration Committee for approval.

APPENDIX

Appendix A - Alcohol, Drugs and Solvent Use Policy – this lists the relevant legislation, including the Disability Discrimination Act and identifies internal sources of support and advice and external sources of support, advice and local treatment centres.

LIST OF BACKGROUND PAPERS **LOCAL GOVERNMENT ACT 1972, SECTION 100D**

There are no background papers relating to this report.