

Personnel Committee

Occupational Health and Welfare Policy - Drugs and Alcohol

14 December 2011

Report of the Head of Transformation

PURPOSE OF REPORT

To consider the Council policy in relation to Drugs and Alcohol

This report is public

Recommendations

The Personnel Committee is recommended to:

- (1) Approve the revised Drugs and Alcohol Policy

Executive Summary

1 Introduction

- 1.1 The revised Drugs and Alcohol policy is attached as appendix 1. It forms part of the overall Occupational Health and Welfare Policy.

Drug, alcohol and other substance misuse is everyone's concern. It damages health, causes absenteeism and reduced productivity.

The Drugs and Alcohol policy provides clear guidance for all employees in relation to misuse of alcohol and substance abuse. The revised policy now includes set protocols for testing an employee suspected of being under the influence of drugs or alcohol.

The council has a legal duty of care to protect employees' health and safety as far as reasonably possible and must assess any possible risks.

If an employee is under the influence of drugs or alcohol and is not stopped from conducting council business, then other employees' safety and those of service users are put at risk.

The policy provides guidance on how to spot an employee who has consumed alcohol or taken drugs, how the employee should be prevented from conducting council business and subsequently protocols for testing a reasonable suspicion.

2 Proposals

- 2.1 That the revised Drugs and Alcohol Policy is approved so there is a robust process in place to allow the Council (under strict guidelines) to test an employee when there is reasonable suspicion they may be under the influence of drugs or alcohol.

3 Conclusion

- 3.1 The Council seeks to promote health and wellbeing for all employees. To further eliminate potential risk to employees and service users a revised Drugs and Alcohol policy has been drafted to confirm procedures when there is reasonable suspicion that an employee may be under the influence of drugs or alcohol.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 The Council has an obligation to ensure its policies and procedures remain up to date in relation to the law and best practise

The following options have been identified. The approach in the proposal is believed to be the best way forward:

Option One Approve the revised Drugs and Alcohol policy.

Option Two Retain current policy – but face potential risks to the organisation in that reasonable suspicion cannot be confirmed or dismissed.

Consultations

Dave Bennett The Corporate Health and Safety Manager supports the revised policy.

Trade Union The Trade Union provided feedback which has been incorporated into the revised policy.

Staff Consultation Group The Staff Consultation Group provided feedback which has been incorporated into the revised policy.

Implications

Financial: There are no financial implications arising directly from this report.

Comments checked by Karen Muir, Corporate System accountant 01295 221559

Legal: The Council has statutory duties to protect the health, safety and welfare of its staff and people who deal with Council staff. This policy should meet those duties in relation to drug and alcohol misuse.

There are no legal implications arising directly from this report.

Comments checked by Nigel Bell, Team Leader – Planning & Litigation 01295 221687

Risk Management:

In adopting the revised policy the Council seeks to further eliminate potential risk to employees and service users

Comments checked by Karen Muir, Corporate System Accountant 01295 221559

Wards Affected

ALL

Document Information

Appendix No	Title
Appendix A	Revised Drugs and Alcohol Policy
Background Papers	
N/A	
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