

**EXECUTIVE  
COMMITTEE**

24th July 2012

**SUBSTANCE MISUSE (DRUGS, ALCOHOL AND OTHER SUBSTANCES)  
AT WORK POLICY**

Relevant Portfolio Holder	Councillor Phil Mould, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Councillor Phil Mould, Portfolio Holder for Corporate Management
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	None
Ward Councillor Consulted	
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

To seek the Committee's approval of the Substance Misuse at Work policy that has been developed and provisionally agreed by the Corporate Management Team (CMT) and Trade Union Representatives.

**2. RECOMMENDATIONS**

**The Committee is asked to RESOLVE that**

**the Substance Misuse at Work policy attached to the report at Appendix 1 be approved and adopted.**

**3. KEY ISSUES**

- 3.1 It has been identified as part of the on-going process to review policies in order to establish a consistent approach across the Human Resources and Organisational Development Shared Service, that the Council does not have a Substance Misuse at Work Policy that has been formally adopted by Members.
- 3.2 The policy supports the Council's commitment to ensuring a safe, healthy and productive work environment and to minimise problems arising from the misuse of drugs and alcohol at work. It aims to reduce the risk of accidents and damage caused by impaired judgement and to reduce the cost of absenteeism, whilst enhancing the Council's reputation as a responsible employer. In broader terms, the policy also contributes to society's efforts to combat substance misuse.
- 3.3 The policy has been specifically developed to provide a supportive framework for employees whereby issues can be identified and resolved appropriately with the assistance of Occupational Health.

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- 3.4 Misconduct at work as a result of drugs, alcohol or other substances will not be tolerated, and the Council's Disciplinary procedure is referred to in the proposed policy and operates in conjunction with it.
- 3.5 Trade Union representatives have been consulted on the proposed policy and any comments raised have been taken into account and incorporated within the attached document.

**Financial Implications**

- 3.6 None as a direct result of this report.

**Legal Implications**

- 3.7 The policy has been developed in accordance with relevant Health & Safety legislation including the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

**Service/Operational Implications**

- 3.8 None as a direct result of this report.

**Customer / Equalities and Diversity Implications**

- 3.9 Assessments have been made to identify any equality issues. These have been discussed with the Trade Union representatives and further analysis of impact has been undertaken where required.

**4. RISK MANAGEMENT**

The proposed policy reflects the changes required to ensure a consistent approach to employee related matters.

**5. APPENDICES**

Appendix 1 - Substance Misuse  
(Drugs, Alcohol and other Substances) at Work Policy.

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**6. BACKGROUND PAPERS**

None.

**AUTHOR OF REPORT**

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