

A meeting of the **EMPLOYMENT COMMITTEE** will be held in **THE CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 13 FEBRUARY 2019** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 5 - 10)

To approve as a correct record the Minutes of the meeting of the Committee held on 29th November 2018.

**A Roberts
388015**

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda Item.

3. ICARE VALUES - ACCOUNTABLE / RESPECTFUL

To discuss two ICARE Values – Accountable and Respectful.

**K Hans
388329**

4. WORKFORCE INFORMATION REPORT (QUARTER 3) (Pages 11 - 22)

To consider an update on HR matters impacting on the performance of the organisation.

**K Hans
388329
W Channon
388158**

5. PAY POLICY STATEMENT 2019/20 (Pages 23 - 30)

To consider and comment on the Council's Pay Policy Statement 2019/20.

**K Hans
388329**

6. PAY NEGOTIATION PROCESS (Pages 31 - 34)

To receive a report by the Head of Resources on the pay negotiation process.

**C Mason
388157**

7. DRUG AND ALCOHOL POLICY (Pages 35 - 46)

To consider and comment on a report by the HR Manager seeking endorsement of a Drug and Alcohol Policy.

**K Hans
288329**

8. STAFF COUNCIL

At the request of Staff Council Representatives, to consider a range of issues.

**C Wyles
387147**

Dated this 5 day of February
2019



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*
 - (b) *is an interest of -*
 - (i) *your spouse or civil partner; or*
 - (ii) *a person with whom you are living as husband and wife; or*
 - (iii) *a person with whom you are living as if you were civil partners*

and you are aware that the other person has the interest.

- (3) *Disclosable pecuniary interests includes -*
 - (a) *any employment or profession carried out for profit or gain;*
 - (b) *any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
 - (c) *any current contracts with the Council;*
 - (d) *any beneficial interest in land/property within the Council's area;*
 - (e) *any licence for a month or longer to occupy land in the Council's area;*
 - (f) *any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
 - (g) *a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

Non-Statutory Disclosable Interests

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*
 - (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
 - (b) *it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*
 - (c) *it relates to or is likely to affect any body –*
 - (i) *exercising functions of a public nature; or*
 - (ii) *directed to charitable purposes; or*
 - (iii) *one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link [filming,photography-and-recording-at-council-meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Anthony Roberts ,Democratic Services, Tel: 01480 388169 / email Anthony.Roberts@huntingdonshire.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website –
www.huntingdonshire.gov.uk (*under Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

This page is intentionally left blank

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the EMPLOYMENT COMMITTEE held in the Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 29 November 2018.

PRESENT: Councillor R J West – Chairman.
Councillors Mrs P A Jordan, D N Keane,
Mrs J Tavener and D M Tysoe.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors B S Chapman, Mrs A Dickinson and D Terry.

18. MINUTES

The Minutes of the meeting of the Committee held on 13th September 2018 were approved as a correct record and signed by the Chairman.

19. MEMBERS' INTERESTS

No declarations of interests were received.

20. ICARE VALUES

The Committee received an introduction to two of the Council's ICARE values, Inspiring and Collaborative. Mr J Taylor, Assistant Director – (Transformation), referred to Members' interests in having an involvement in ICARE and to the Council's aim of incorporating their views and experiences into its values and culture. K Hans, Lead HR Manager, identified the challenges in introducing a values system and the links to World Values Day. The Council's ICARE video was then presented with the Committee. The video would be used as part of the Council's recruitment process. It was important that there was no disparity between it and conditions within the Council.

Members were asked to consider what the Council would look like if it practised the ICARE values, what customers would expect to see and what improvements were necessary. Having considered the questions posed, Members referred to the importance of interpersonal skills, demonstrating commitment to "owning" customers' requests whether or not they fell within an individual's remit, good communication and being able to challenge the way things were done. Officers would analyse the all comments made and incorporate them into on-going work on the values. Particular emphasis was placed on Councillors' ability to provide intelligence on the views and experiences of members of the public.

21. WORKFORCE INFORMATION REPORT (QUARTER 2)

The Committee received a report on Human Resources matters impacting on the performance of the Council during the period July to

September 2018. The report included the latest position and trends relating to employee numbers, salary costs and sickness absence. A copy of the report is appended in the Minute Book.

Members were advised that two employees retired in the quarter, having a total of over 44 years' service between them. Members recognised the employees' achievements and conveyed their congratulations to them.

The Committee was informed that the workforce headcount was slightly lower than at the end of the previous quarter and that the total spend on pay for employees in 2018/19 was forecast to be £1.5m less than the previous year's budget. In addition, 77% of the workforce had no instances of sickness absence during the quarter but 33 employees had experienced long-term sickness. Comment was made on the impact of sickness on the demands placed on other Officers. With regard to the decrease in spend on pay, Members were informed that this included provisions to meet variations, which had not yet been agreed through the salary negotiation process.

The Committee discussed the decrease in the number of days lost through sickness. This was partly the result of the introduction of a new Occupational Health service and partly through work between HR and the Operations section on measures to manage sickness. In response to a question by a Member, the Committee was informed that information had been requested on ways of encouraging the uptake by employees of flu jabs either through direct provision or a voucher scheme.

With regard to the HR caseload, Members were informed that the loss of an employee from the HR Team had been partly compensated for by the Lead HR Manager increasing her hours. The Team was able to manage its caseload by prioritising its work. Having noted the accidents / incidents in the Quarter, it was

RESOLVED

- a) that the contents of the report be noted, and
- b) that the Council place on record its recognition of and gratitude for the excellent contributions made by the two employees who had recently retired from their employment in the local government service and conveyed their best wishes to them for long and happy retirements.

22. 2018/19 STAFF SURVEY ACTION PLAN - THE APPROACH TO DELIVER SOLUTIONS

Pursuant to Minute No. 18/7, the Committee gave consideration to a report by the Human Resources Manager (a copy of which is appended in the Minute Book) on a proposed approach to identifying and delivering solutions to the issues raised in the 2018 Staff Survey. Following the successful approach adopted to developing the Council's values, the People Group of Officers had been asked to review the results of the Staff Survey and to develop a series of themes and a range of actions.

Mr K Simpson, Customer Service Team Leader, reported that the People Group had begun by identifying five key areas and potential actions to address them. The latter then had been referred back to teams, which had the advantage of involving individuals who were hard to incorporate into the organisational development process. Examples of identified actions were provided. The next stage would be to receive feedback on the actions. Some quick wins would be introduced to demonstrate their effectiveness.

During their deliberations on the report, Members endorsed the proposed overall approach. They also supported the proposed actions; however, the observation was made that some of them should be standard workplace practices. Having commended Officers on their contribution to the Action Plan, it was

RESOLVED

that the contents of the report be received and noted.

23. TIME TO CHANGE PLEDGE - SUPPORTING STAFF MENTAL HEALTH WELLBEING

By means of a report by the Learning and Development Manager (a copy of which is appended in the Minute Book) the Committee was acquainted with the potential benefits for the Council of signing the Time to Change Employer Pledge in terms of thinking and acting about mental health in the workplace. 930 employers had already signed the Pledge and there was no cost involved.

In response to a question by Staff Council, it was reported that the cost of training would be met from existing budgets. Furthermore, given the current high level of absence through stress, it could be considered to be an investment. Following a further question, it was confirmed that sickness and stress related policies would be updated. The impact of the changes would be monitored through the quarterly reporting process.

Members expressed their support for signing the Pledge and received an assurance that individuals who were already absent through stress would benefit from the new arrangements. They also expressed their appreciation of the activities of Officers to promote World Mental Health Day. Whereupon, it was

RESOLVED

that signing of the #timetochange Pledge be endorsed.

24. 2017/18 GENDER PAY GAP REPORTING - THE APPROACH TO ADDRESS THE GAP

Consideration was given to a report by the HR and Payroll Systems Manager (a copy of which is appended in the Minute Book) to which was attached the Council's Gender Pay Gap Report 2018. The report identified options for tackling gender pay inequalities within the Council.

Members' attention was drawn to the trends in the figures compared

with the Report for 2017. The Committee was informed that the changes were attributed to recruitment within the Senior Leadership team and the ICT section. With regard to the former, the fact that the Team comprised a small number of individuals meant that a single change had produced a large effect in percentage terms. In respect of the latter, market conditions had meant that payment of a supplement had been necessary to recruit employees into what was a field that tended to have more male employees. It was likely that the figures would fluctuate over time.

Members' views were sought on the options for addressing the gap. Given the expected trends, it was suggested that the Council should continue closely to monitor the position. Of the other options, it was recommended that the Council should review its recruitment processes. In particular, it should be ensured that the wording of materials did not deter individuals with any of the protected characteristics from applying for posts. In addition, the terms of recruitment should be designed to attract a wider range of candidates; for example, by making available employment only during term-time.

RESOLVED

that the contents of the report be received and noted.

25. STAFF COUNCIL

Staff Council representatives delivered a statement on behalf of the Staff Council expressing their dissatisfaction at the lack of progress being made in reaching decisions on the pay award and on annual appraisal increments. The statement summarised the negotiation process to date and Staff Council's expectations for a resolution and for arrangements to be established for future years.

In response, Councillor D M Tysoe, Executive Councillor for Digital and Customer, expressed regret that this matter had not yet been resolved. He intended to meet with the Managing Director and Executive Leader the following week to try to secure the necessary decisions. The Council needed to do further financial modelling on their impact on the forthcoming budget, which meant that decisions could not be guaranteed. He would update Staff Council afterwards. It was important that a conclusion was reached and a process for future years was established as there were other matters on which he needed to work with Staff Council.

Members were disappointed that the decisions had not been taken and referred to their significance under the Council's values. They understood the frustration being experienced by Staff Council but requested that further action be suspended pending the outcome of the meeting the following week. Staff Council agreed to do this.

Councillor Tysoe expressed his gratitude for the commitment shown by Staff Council during the negotiations and stated that he looked forward to working with the Representatives in the future.

Chairman

This page is intentionally left blank

Workforce Report

Quarter Three 2018-19

This report looks at the workforce profile of Huntingdonshire District Council employees during the third Quarter of the financial year, **1 October 2018 – 31 December 2018**.

The key findings from the workforce profile report are:

- The workforce had a headcount of **629** and a FTE (full-time equivalent) count of **573.3** at 31 December 2018. The total number of employees is down slightly from the end of the previous Quarter, as is the FTE count which had been 586.5 at 30 September 2018.
- Spend on pay for employees in 2018/19 is forecast to be **£1.7m** less than the year's budget.
- The annual average sickness figure has reduced from the previous Quarter to **9.7** days lost per FTE over a rolling 12 month average.
- The total number of days lost in Quarter Three was slightly lower than in the previous Quarter. Short-term sickness increased slightly, this is associated with winter periods, but long-term absence has decreased. **816** days were lost due to long-term sickness absence in October to December 2018 compared to **1136** in July - September 2018.
- Three-quarters (**75%**) of the workforce had no instances of sickness absence during Quarter Three. This is the highest rate of full attendance in a Quarter Three ever recorded by the Council.
- **26** employees had long-term sickness in Quarter Three. This has decreased from **33** in the previous quarter, representing just 4.5% of all those employed in the Quarter. There was progress in managing long term sickness cases, and the Corporate Leadership Team has continued to review all long-term sickness on a monthly basis.
- The HR caseload increased slightly during Quarter Three. **Over three-quarters** of the active cases in the Quarter were related to either long-term or short-term sickness absences.
- Details of the number and nature of recent accidents and incidents affecting employees and non-employees have been added to this report and can be found in section 4.

Authors: HR/Payroll team, Pete Corley
Date: January 2019

CONTENTS

1.0	Employee Profile	3
1.1	Headcount and FTE	3
1.2	Paybill.....	3
1.3	Workforce by Age and Pay Grade.....	4
1.4	High Earners.....	4
1.5	Leavers	5
1.6	Turnover.....	5
2.0	Sickness Absence	6
2.1	Trend of Working Days Lost Across HDC Over Rolling 12 Month Period	6
2.2	Trend of Working Days Lost Across HDC by Quarter.....	7
2.3	Reasons for Sickness Absence	7
2.4	Number of Employees Taking Any Days of Sickness Absence in Quarter Three.....	8
2.5	Long-term Sickness Absence Breakdown	9
2.6	Sickness Absence Reporting by Service	9
3.0	HR Caseload	10
3.1	Breakdown of HR Cases by Type for the Quarter.....	10
4.0	Accident / Incident Reports	11
4.1	Operations Services	11
4.2	One Leisure	11

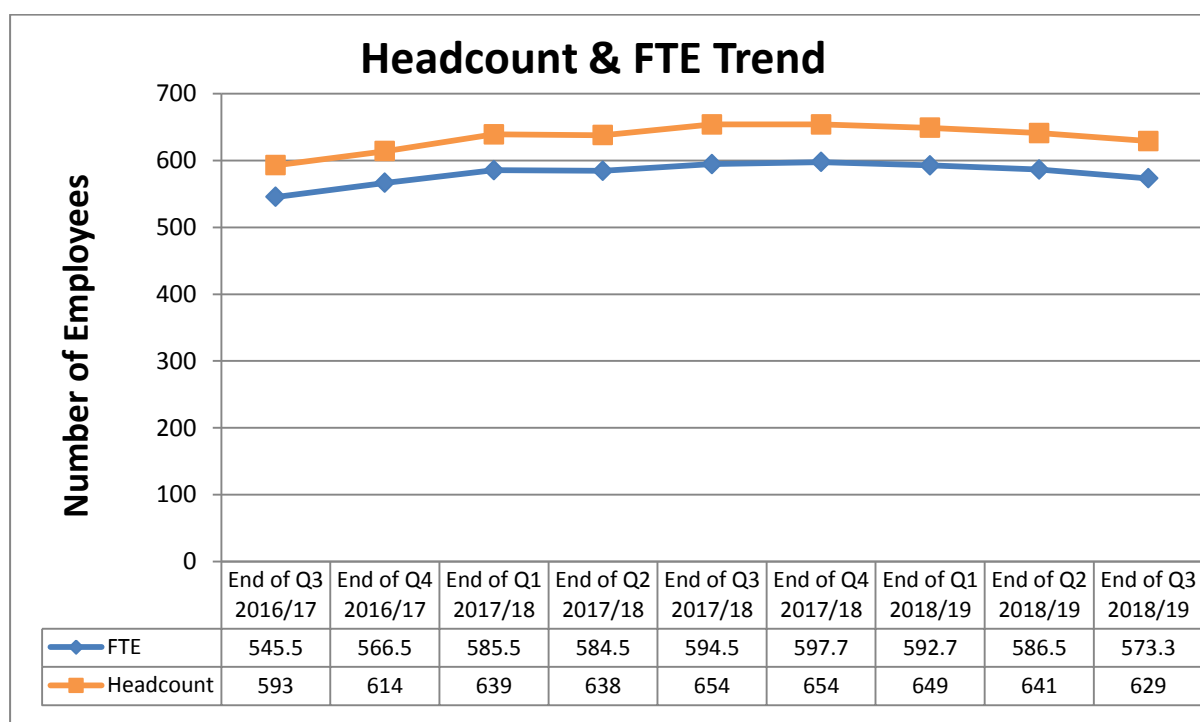
1.0 EMPLOYEE PROFILE

Definition: Headcount is the number of employees working within the Council, counting primary roles only.

A **full time equivalent** (referred to as FTE) is a measure of an employee's workload to make the position comparable across the workforce based on a 37 hour full-time working week. For example, an FTE of 0.5 indicates that the employee works half of a full-time working week (18.5 hours).

1.1 HEADCOUNT AND FTE

At the end of Quarter Three (31 December 2018), the total number of employees employed by Huntingdonshire District Council was 629 (excluding those employed on a variable and casual hours basis) with the number of full time equivalent posts at 573.3.



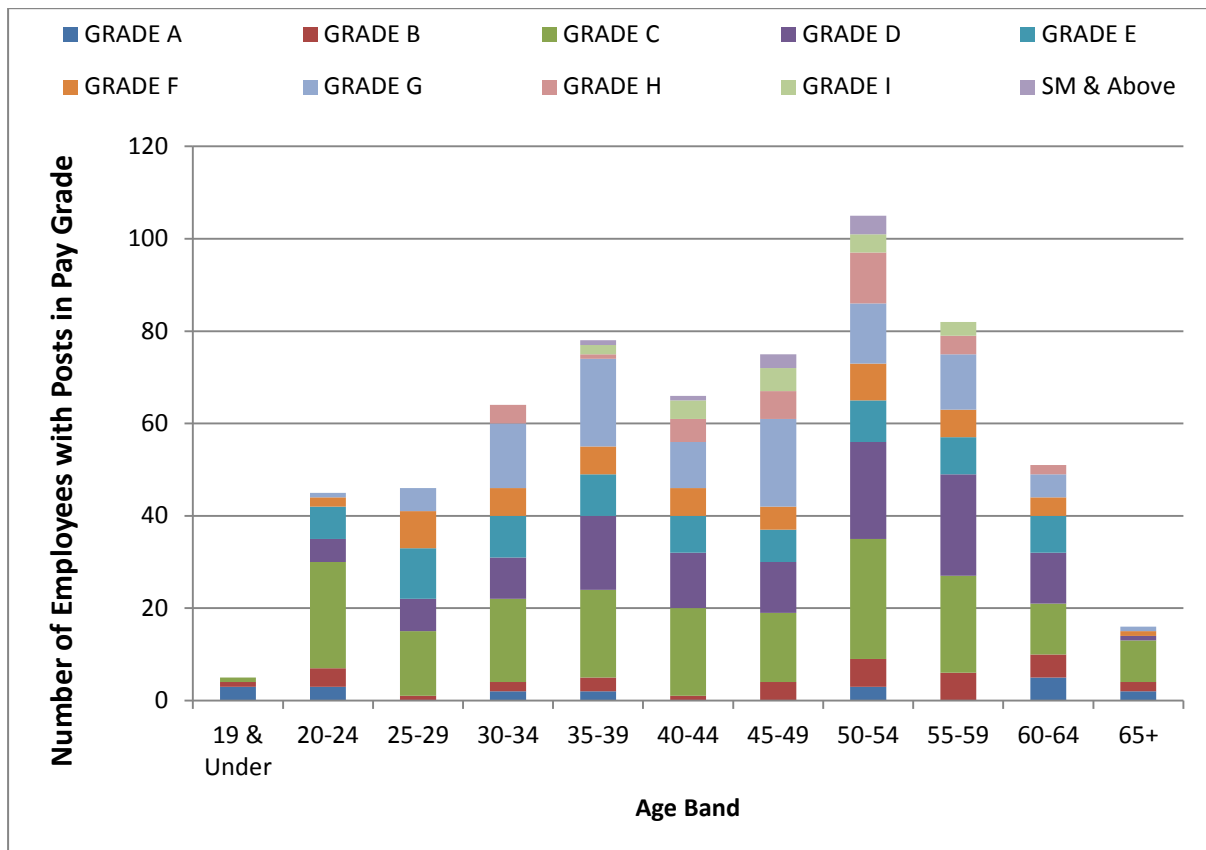
1.2 PAYBILL

The table below shows the Council's budget, actual and forecast spend on pay costs (including National Insurance and pension contributions) for all employees but excluding hired staff (contractors and agency staff). The forecast spend for the year is currently within 6.7% of the budget, based on projections by managers at the end of December 2018.

Year:	Budget (£)	Actual (£)	Forecast (£)*
2014/15	23,218,072	21,321,729	
2015/16	22,555,973	20,779,737	
2016/17	22,526,917	21,903,947	
2017/18	24,591,631	23,536,053	
2018/19	25,230,515		23,533,920

1.3 WORKFORCE BY AGE AND PAY GRADE

The number of employees by 5-year age band is depicted below by pay grade. Please note that where an employee has two jobs on different grades they have been counted within their age band against both grades.



For the purposes of simplifying this graph, employees who have transferred into the Council on existing terms and conditions have been linked to Huntingdonshire District Council pay grades based on their current salaries.

1.4 HIGH EARNERS

Definition: High earners are classified as employees who are paid at £50,000 or above. This information is published in line with the Government’s commitment to improve transparency across the public sector.

At the end of Quarter Three, 19 employees were paid at FTE salaries of £50,000 or above. The total number of employees classed as high earners has increased by three compared to the end of the previous Quarter (16). This is due to the application of a 1% pay award, which has moved the Grade I pay point 38 to an FTE of above £50K.

1.5 LEAVERS

During Quarter Three, 20 full-time/part-time employees on permanent or fixed-term contracts left the organisation, which is lower than in the previous Quarter (27). There were 15 voluntary resignations by employees on permanent contracts from October to December, compared to 19 in the previous Quarter.

Leaving Reason	Service	Total
Employee Dismissed due to Capability	Operations	1
Settlement / Compromise Agreement	Customer Services	1
Vol Res – Health issues	Customer Services	1
Vol Res - New Job Offer	Corporate Team	1
	Customer Services	1
	Development	2
	Leisure & Health	2
	Operations	1
Vol Res - Other	Leisure & Health	1
	Operations	1
Vol Res - Relocation	Leisure & Health	1
	Operations	2
Vol Res - Work Life Balance	Operations	2
Voluntary Resignation	Customer Services	1
Retirement/Early Retirement	3C ICT Shared Service	1
	Development	1
Grand Total		20

As shown above, two employees retired from the District Council's services during Quarter Three. Members are requested to place on record their recognition of and gratitude for the contributions made by these employees, who had a combined length of service in local government of over 58 years.

1.6 TURNOVER

In the 12 months to 31 December 2018, 89 permanent employees left the Council. As a proportion of the average number of permanent employees over this period, the overall turnover rate for permanent employees is 14.6%, which is slightly lower than the rate reported last quarter.

As indicated in section 1.5, there are a range of reasons for leaving including both push and pull factors. The UK average turnover is currently around 15.5% according to research from XpertHR. The public sector has traditionally seen lower than average turnover, with the results currently available from the LGA Workforce Survey 2016/17 indicating 14% average turnover. A certain amount of turnover within an organisation can have benefits including increased motivation, new ideas and improved methods of working as well as removing under-performing employees.

Two employees have left the Council through TUPE transfer in the last 12 months.

2.0 SICKNESS ABSENCE

Definition: Long term sickness is classified as a continuous period of absence of 28 or more calendar days. All other periods of absence are defined as **short term**.

The absence data is calculated per FTE as per the guidelines set out in the previous Best Value Performance Indicators (former statutory dataset) for sickness to account for adjustments in working hours.

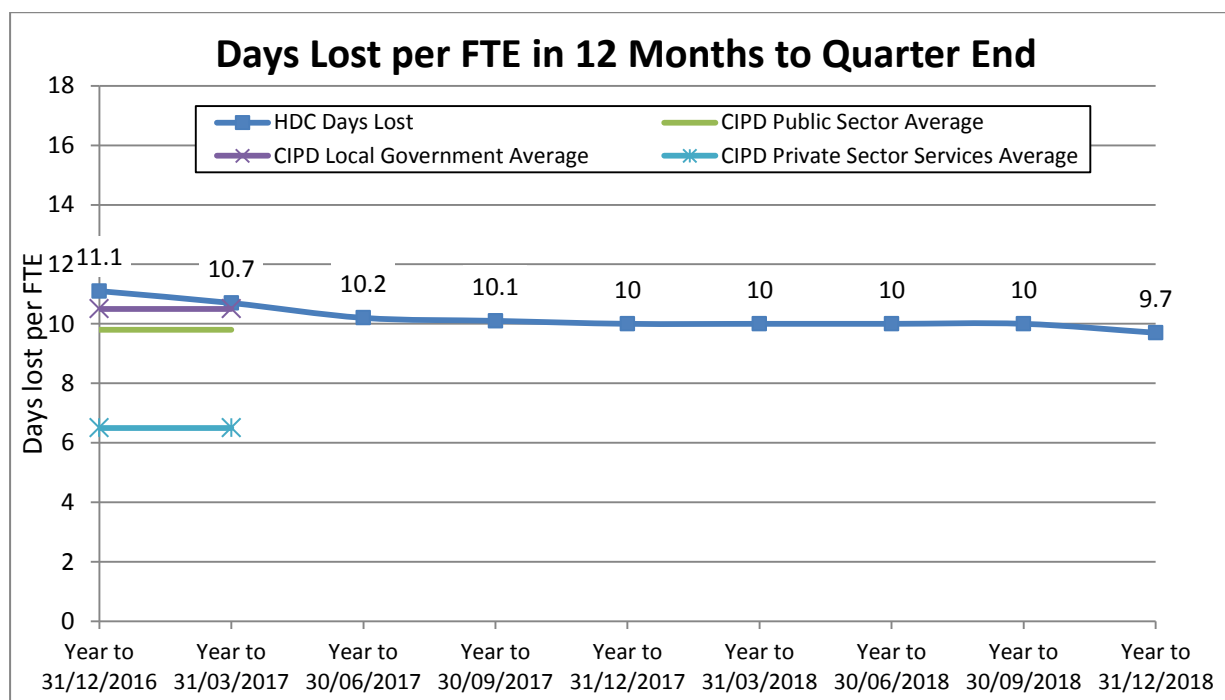
Trigger points for management action under the new HDC policy are now as follows:

- 3 or more periods of absence in a rolling 3 month period
- 6 or more periods of absence in a rolling 12 month period
- 8 working days or more in a rolling 12 month period
- Long term absence of 28 calendar days or more
- Pattern of absence (e.g. regular Friday and/or Monday; repeated absences linked to holidays)

2.1 TREND OF WORKING DAYS LOST ACROSS HDC OVER ROLLING 12 MONTH PERIOD

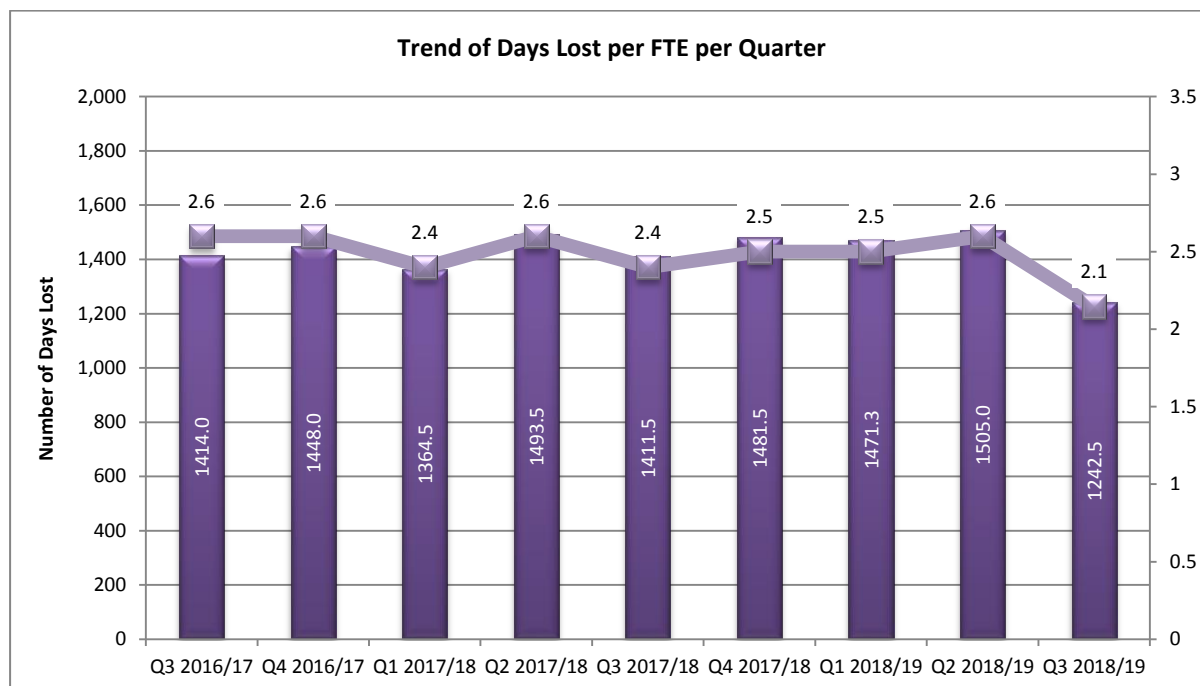
The graph shows the trend in sickness absence per full-time equivalent (FTE) employee over a rolling 12 month period, calculated to the end of each Quarter since December 2016. It shows sickness absence over the previous 12 months fell to 9.7 days per FTE. 65% of all days lost in the year were linked to long-term sickness cases – this is equivalent to 6.3 days lost per FTE.

No recent national benchmark data is currently available as the Chartered Institute for Personnel Development has changed its survey and the Local Government Association has not yet published the results of the 2016/17 Local Government Workforce Survey.



2.2 TREND OF WORKING DAYS LOST ACROSS HDC BY QUARTER

The following graph shows that the total number of working days lost in Quarter Three is lower than in the previous Quarter and the days lost per FTE has also reduced. The latest figure of 2.1 days lost per FTE is lower than that recorded in Quarter Three 2017/18 and Quarter Three in 2016/17.



The number of days lost in Quarter Three equates to the workload of over 19.4 FTEs based on the 64 working days in the period from 1 October to 31 December this year.

2.3 REASONS FOR SICKNESS ABSENCE

Please see sickness reporting by category below:-

Sickness reason given:	Quarter Three 2018/19		
	Employees	Days lost	%
3rd party accidents	2	9	1%
Anxiety, mental health & depression or Stress	17	226	18%
Asthma, chest, heart, cardiac	9	208	17%
Benign & malignant tumours or cancers	2	109	9%
Burns, poisoning, frostbite, hypothermia	0	0	0%
Cough, cold, eye, ENT, infections/viruses	60	220.5	18%
Endocrine/glandular - diabetes, thyroid	3	10	1%
Gastro - abdominal pain, vomiting	38	64	5%
Genito urinary & gynaecological	4	29	2%
Headache, migraine, dental, oral	21	43	3%
Injury, fracture	15	193	16%
Musculoskeletal, including back & neck	10	100	8%
Pregnancy related	3	31	2%
Substance abuse, alcohol, drugs	0	0	0%

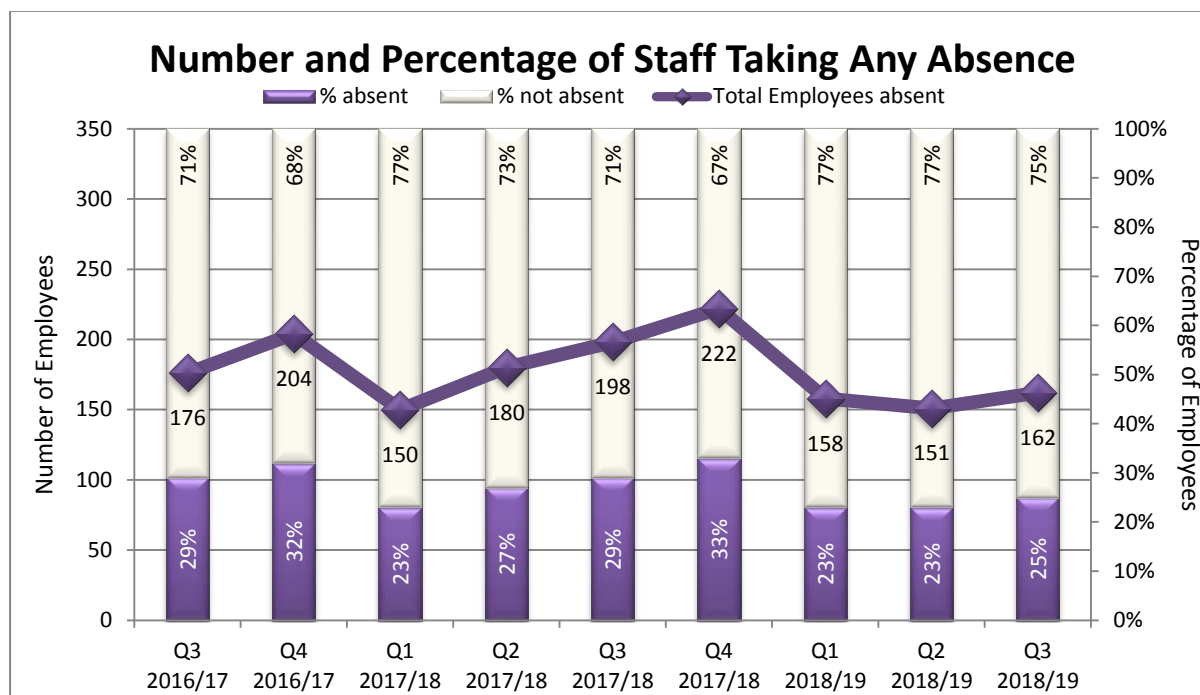
Compared to the same Quarter in 2017/18, the most significant decreases in days lost have been in the categories for gastro abdominal pain, vomiting from 231 days to 64 days and anxiety mental health & depression as outlined below. However the most significant increase was for the coughs and cold category, which increased from 151 days in the same quarter a year ago to 220.5 days. Asthma, chest, heart and cardiac also had an increase from 159.5 days to 208 days.

During Quarter three, 17 people were absent due to either ‘Stress’ or ‘Anxiety, mental health and depression’ for a total of 226 working days lost. Compared to Quarter three 17/18, the amount of days lost due to these reasons has decreased as there were previously 303 working days lost, there has also been a decrease in the number of days from the last quarter (384 days). 32 Mental Health First Aiders have been trained across HDC to help support staff.

Reason for Absence	No of Days Absence	% of Days Absence	No of People
Personal Reasons	86	38%	12
Work Related	88	39%	2
Both Work and Personal Reasons	52	23%	3
Total	226	100%	17

2.4 NUMBER OF EMPLOYEES TAKING ANY DAYS OF SICKNESS ABSENCE IN QUARTER THREE

162 employees were absent due to sickness in Quarter Three, which is 25% of those employed during the period. This is the highest rate of full attendance in a Quarter Three ever recorded by the Council.



2.5 LONG-TERM SICKNESS ABSENCE BREAKDOWN

Quarter	Employees taking long-term sick leave	Total days of long-term sickness	% of total absence long-term
Q3 2016/17	26 (15% of those sick)	942	67%
Q4 2016/17	25 (12%)	811	56%
Q1 2017/18	28 (19%)	925.5	68%
Q2 2017/18	24 (13%)	887	59%
Q3 2017/18	25 (13%)	854	61%
Q4 2017/18	22 (10%)	719	49%
Q1 2018/19	30 (19%)	1,015.8	69%
Q2 2018/19	33 (22%)	1136	75%
Q3 2018/19	26 (16%)	816	66%

The total number of days lost due to long-term sickness decreased when compared to the previous Quarter and is lower than recorded in Quarter three 2017/18. 26 employees represented just 4.5% of the workforce and accounted for two-thirds of all days lost in the Quarter. Dealing with long-term sickness cases remains a high priority for managers, with Directors receiving a monthly report covering every single long-term absence case and meeting monthly with each Head of Service to discuss actions being taken by managers, HR and the Occupational Health service.

2.6 SICKNESS ABSENCE REPORTING BY SERVICE

The table below shows mixed results for services when compared to the previous Quarter, listed in brackets. The majority of services saw a reduction in short-term absence while long-term absence rose in all but three services.

Service	Total days sick		Days Lost/FTE	Employees absent in Quarter
CLT/Executive Support	3 (2)	-	0.4	2 (29% of all in service)
Community	141 (119)	↑	2.6	14 (23%)
Corporate Team	4 (23)	↓	0.3	2 (11%)
Customer Services	250 (356.5)	↓	2.8	39 (39%)
Development	52 (60)	↓	1.1	10 (19%)
ICT (Shared Service)	77 (176)	↓	1.1	17 (22%)
Leisure and Health	219 (191)	↑	2.0	20 (14%)
Operations	479.5 (551.5)	↓	3.0	54 (32%)
Resources	17 (26)	↓	0.7	4 (14%)
OVERALL	1242.5 (1,505)	↓	2.1	162 (25% of all HDC employees)

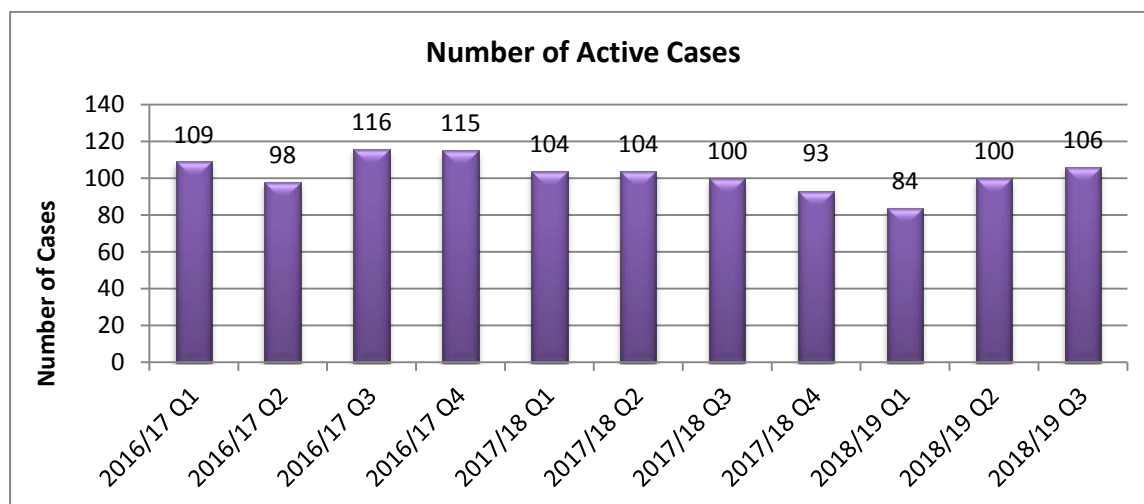
Service	Total days sick – short-term		Days Lost/FTE – short-term	Employees absent during Quarter due to short-term sickness
CLT/Executive Support	3 (2)	↑	0.4	2 (29% of all in service)
Community	21 (34)	↓	0.3	12 (20%)
Corporate Team	4 (3)	↑	0.4	2 (11%)
Customer Services	135 (95.5)	↑	1.5	35 (35%)
Development	30 (19)	↑	0.6	9 (17%)
ICT (Shared Service)	38 (23)	↑	0.5	15 (20%)
Leisure and Health	59 (69)	↓	0.5	16 (12%)
Operations	119.5 (119.5)	-	0.7	45 (27%)
Resources	17 (4)	↑	0.7	4 (14%)
OVERALL	426.5 (369)	↑	0.7	140 (22% of all HDC employees)

Service	Total days sick – long-term		Days Lost/FTE – long-term	Employees absent during Quarter due to long-term sickness
CLT/Executive Support	0 (0)	-	0	0 (0% of all in service)
Community	120 (85)	↑	2.2	2 (3%)
Corporate Team	0 (20)	↓	0	0 (0%)
Customer Services	115 (261)	↓	1.3	6 (6%)
Development	22 (41)	↓	0.5	1 (2%)
ICT (Shared Service)	39 (153)	↓	0.6	2 (3%)
Leisure and Health	160 (122)	↑	1.5	4 (3%)
Operations	360 (432)	↓	2.2	11 (7%)
Resources	0 (22)	↓	0	0 (0%)
OVERALL	816 (1136)	↓	1.4	26 (4% of all HDC employees)

Note: Numbers of employees shown as absent in the short-term and long-term tables do not necessarily add up to totals shown in the first table because some individuals had both long-term and short-term absences. Figures for days lost/FTE may not add up to totals due to rounding.

3.0 HR CASELOAD

The HR Team's caseload is recorded to provide an indicator of the type of HR issues that the organisation has been dealing with over time.



3.1 BREAKDOWN OF HR CASES BY TYPE FOR THE QUARTER

During Quarter three there were 106 cases in progress, of which 36 were dealt with under the formal procedures. Cases for the previous Quarter are listed in the final column for comparison purposes.

Type of Case	Informal Cases	Formal Cases	Total	Last Quarter
Appeals	0	0	0	1
Capability – Long Term Sickness	11	7	18	25
Capability – Short Term Sickness	34	12	66	54
Capability – Performance	0	1	1	1
Consultations (including TUPE)	3	1	4	3
Bullying and Harassment (Dignity at Work)	0	0	0	0
Disciplinary	0	8	8	7
Employment Tribunals	0	2	2	2
Grievance	1	3	4	3

Type of Case	Informal Cases	Formal Cases	Total	Last Quarter
Probation	0	1	1	1
Manager Advice / Support	1	1	2	3
Subject Access Request	0	0	0	0
0	70	36	106	100

The total number of cases was slightly higher than the total recorded in Quarter two 2018/19.

4.0 ACCIDENT / INCIDENT REPORTS

This section reports on the number and nature of accidents and incidents occurring in owned, managed and occupied premises or associated with work activities undertaken by the Council's employees.

Definition: Accidents reported to the Incident Control Centre under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are referred to as RIDDOR accidents.

4.1 OPERATIONS SERVICES

A total of 7 accidents relating to employees were reported to the Operations service management team during the period 1 October 2018 to 31 December 2018. No accidents were reported under the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995. The table below summarises these by nature and severity.

Type	Category	Severity	Number of cases
Non-RIDDOR accident	Other kind of accident	First aid	4
		No first aid	0
		Provision of information, instruction and training	2
	Other kind of accident Injured by Animal (Dog)	GP for treatment	1

4.2 ONE LEISURE

There were no RIDDOR accidents in the Quarter.

A total of five accidents relating to employees were reported during the period 1 October 2018 to 31 December 2018.

The table below summarises these by nature and severity:

Type	Category	Severity	Number of cases
Non-RIDDOR accident	Injured while handling, lifting or carrying	First aid	1
	Hit by moving, including flying or falling, object	Doctor Recommended	1
	Exposure to heat or fire	First aid	1
	Other kind of accident	Ambulance Called	1

A total of seventy eight accidents relating to non-employees at One Leisure sites were recorded in the quarter, three were reportable.

Type	Category	Severity	Number of cases
Non-RIDDOR accident	Struck against something fixed or stationary	First aid	1
	Hit by moving, including flying or falling, object	First aid	1
	Slips, trips or falls on same level	Taken to Hospital	1

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Pay Policy Statement 2019/20

Meeting/Date: Employment Committee – 13 February 2019, Council 27 February

Executive Portfolio: Councillor Darren Tysoe, Executive Councillor for Digital and Customer

Report by: Kiran Hans, HR Manager

Ward(s) affected: N/A

Executive Summary:

The Localism Act 2011 requires each local authority to produce an annual Pay Policy Statement. The Statement must be agreed by full Council by 31st March 2019. It must set out the authority's policies relating to the remuneration of its chief officers, the remuneration of its lowest-paid employees and the relationship between the remuneration of chief officers and of other employees.

The Statement must include policies on chief officers' remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

The Pay Policy Statement attached sets out the Council's current policies and standard practices and should satisfy the requirements of the Localism Act 2011. Much of the information required is already published by the Council on its website.

Once adopted, the Pay Policy Statement will be publicised on the Council's website along with the data on senior salaries that is already published under the Code of Recommended Practice for Local Authorities on Data Transparency 2011.

RECOMMENDED

Members of the Committee are asked to approve the Pay Policy Statement for 2019/20.

Contact Officer: Kiran Hans, HR Manager
 01480 388329

This page is intentionally left blank

PAY POLICY STATEMENT 2019 - 2020

This Pay Policy Statement forms part of Huntingdonshire District Council's pay and reward strategy and provides information about the Council's policies relating to the pay and reward of chief officers and other employees, as required by sections 38-43 of the Localism Act 2011.

The Statement is available on the Council's website and contains hyperlinks to associated documents. The Council's website also includes separately published data on pay and reward for senior Officers.

Terms and conditions of employment – decision making

Terms and conditions for employees are a non-executive function and responsibilities for decisions on these matters are delegated by full Council to Employment Committee and Senior Officers Committee. Information about these Committees and our staff consultative body is listed below.

Employment Committee:

The Employment Committee is a committee of Councillors appointed by Full Council to consider matters to do with the general terms and conditions of employment. Its membership is representative of the political balance of the Council. The Committee meets four times per year and is supported by the Managing Director (Head of Paid Services) and other officers as required. Full constitutional arrangements can be found in the Council's Constitution, which can be accessed from this link:

<http://www.huntingdonshire.gov.uk/council-democracy/meetings-and-decision-making/>

Senior Officers Committee:

The Senior Officers Committee is a committee of Councillors appointed by Full Council to consider matters to do with the appointment and termination of office of senior staff. The Committee meets as required and a Chair is elected during the first annual meeting of the Committee. Full constitutional arrangements can be found in the Council's Constitution.

Staff Council:

The Council places great emphasis on the value of strong employee consultation and engagement. The Council has established a staff consultative body which consists of up to 15 volunteer staff elected by staff – Staff Council. The Managing Director and Directors work with Staff Council representatives to address matters of staff interest and concern and to establish an agenda which is discussed during formal meetings with Members who are drawn from the Employment Committee. Staff Council is the body that undertakes collective bargaining and consultation on a formal basis. The Council also recognises that a number of the contracted workforce are members of Unison and maintains close contacts with this union as required.

The Council's senior managers

The Council's employees are managed by one Managing Director, two Corporate Directors, 1 Assistant Director, 6 Heads of Service, (1 post to commence on 1 March following recruitment). The position of Head of Paid Service is held by the Managing Director. The Managing Director holds the positions of

Returning Officer and Electoral Registration Officer, s151 officer role is held by the Head of Resources and the Monitoring Officer is the joint Head of Legal, shared with Cambridge City Council and South Cambridgeshire District Council under the 3C shared services arrangement.

For the purposes of this Statement only, the Council has determined that the definition of the term “chief officer” in section 43 of the Localism Act includes the Managing Director post, two Corporate Directors, an Assistant Director and six Heads of Service who all report directly to the Managing Director or Corporate Directors.

Basic salary

The current salary scales for the Managing Director, Corporate Directors, Assistant Director, Heads of Service and Corporate Team Manager are shown in the table below.

Table 1

Post	Grade	Minimum Grade Point (£)	Maximum Grade Point (£)
Managing Director	MD	121,061	136,515
Corporate Directors (x2)	AD	79,333	89,636
Head of Digital & ICT Services & Assistant Director - Transformation	SMPLUS	70,000	74,999
Heads of Service (x6)	SM	60,788	69,030

Payment of professional fees

Huntingdonshire District Council do not pay personal subscription fees for any professional bodies with the exception of the Section 151 Officer.

Other allowances

Standby and closed attendance allowance arrangements are utilised in some services to ensure 24/7 cover and/or to provide additional cover at particular peaks in demand and/or to undertake duties outside the agreed normal working week.

Short-term allowance payments may be made for acting up or additional duties.

Travel expenses, overtime payments and a range of allowances are payable in accordance with the Council’s Expenses and Allowances Policy and HMRC rules. The Council’s Pay Policy allows short-term honorarium or acting up payments to be made for acting up or additional duties as well as the payment of market supplements to ensure that the Council is competitive within the local job market.

Mileage costs are aligned to the HMRC benchmark rates. Employees are not entitled to reimbursement for subsistence allowances whilst undertaking Council business, other than pre-approved overnight meal allowances.

Salaries on recruitment/appointment

As required by guidance under section 40 of the Localism Act, full Council are given the opportunity to vote before large salary packages in excess of £100,000 are offered in respect of new appointments. This is likely to only apply to appointments to posts on Grade MD in the current pay structure, but will include any posts where salary packages (including salary, bonuses, fees, allowances and any benefits in kind) exceed £100,000. This £100,000 threshold will be amended if Government guidance changes.

Head of Paid Service/ Managing Director

The full Council will approve the appointment of the Head of Paid Service following the recommendation of such an appointment by a panel of the Council appointed for that purpose and before an offer of appointment is made to the selected candidate and any salary packages that exceed £100,000 are proposed. That panel must include the relevant Executive Councillor and salary will be within the pay grade MD in table 1.

Other Chief Officers

Salaries on appointment to all posts are determined in accordance with the Council's Pay Policy.

Recruitment of Chief Officers

The Council's policy and procedures with regard to recruitment of chief officers is outlined in the Employment Procedure Rules as set out in the Constitution.

Where the Council remains unable to recruit chief officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through the relevant procurement processes ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service.

Salary progression

The appraisal scheme at HDC provides employees with the opportunity to be advanced within their grade subject to exceptional performance and affordability.

The Pay Policy framework also sets out how salaries will be determined on promotion, regrading of current post to a higher grade, transfer or acting up.

Pension and pension entitlements

The employees within the scope of this Statement are entitled to join the Local Government Pension Scheme (LGPS). Employees contribute between 5.5% and 12.5% of their salary while the Council currently contributes 17.3% in respect of ongoing service.

Relationship to lowest paid employees

This Statement defines other employees, including "lowest-paid employees", as all other contracted employees of the Council, with the lowest-paid employees as those on Grade A (spinal point 4).

The current highest total salary paid by the Council including allowances is £132,651 to the Managing Director. The maximum basic salary that could be paid is £136,515 at spinal column point 56 on the MD grade.

The Hutton Review of Fair Pay in the Public Sector recommends that public sector organisations should publish pay multiples which should be calculated on the basis of all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind. Pay multiples comparing the current highest total salary and the maximum total salary against mean, median and lowest salaries are listed on the next page.

The mean basic FTE salary paid by the Council for posts filled by contracted employees at 1st April 2017 is £26283.82.

The ratio between the mean FTE salary and the current highest total salary is 1:5.0. The ratio between the mean FTE salary and the maximum possible basic salary is 1:5.2.

The median basic FTE salary is £22,132.

The ratio between the median basic FTE salary and the current highest total salary is 1:6.0. The ratio between the median basic FTE salary and the maximum possible basic salary is 1:6.2.

The lowest pay point on our salary scales is currently £15,257, which is the FTE salary for employees on Grade A. This is due to rise to a minimum of £15,106.29 from 1 April 2018 to ensure compliance with the National Living Wage.

The ratio between the lowest salary and the current highest salary is 1:8.7. The ratio between the lowest salary and the maximum possible salary is 1:8.9.

The Hutton Review of Fair Pay in the public sector analysed whether a 1 to 20 pay multiple might be justified as promoting fairness in public sector pay. Hutton's Final Report concluded that this was not justified but that all public service organisations should publish their top to median pay multiples each year to allow the public to hold them to account. The Government has agreed with this type of approach.

In line with Hutton's recommendations, the Council does not have a policy to maintain or achieve a specific pay ratio between the highest and lowest paid employees but it will publish its pay multiples each year.

Re-engagement of ex Huntingdonshire District Council staff

All permanent or fixed term posts are advertised in accordance with the Council's recruitment policies and appointment is made on merit.

Interim management appointments are made in accordance with the Council's procurement policies and the provisions for services.

The Council will not engage an ex chief officer of Huntingdonshire District Council (as defined in this Statement) outside of these arrangements and the Council will not usually re-employ or re-engage a person who has been made voluntarily or compulsorily redundant into a similar role any time in the future. In exceptional circumstances re-engagement to a significantly different role with different responsibilities may be possible.

Employment of those in receipt of an LGPS pension

When a Local Government Pension Scheme pensioner is re-employed within the local government sector and combined earnings and pension exceeds final salary in the original employment when adjusted for inflation, the pension will be abated.

Receipt of Local Government Pension Scheme pension while employed

Employees aged 55 or over who are members of the Local Government Pension Scheme may apply to take flexible retirement where working hours or pay grade are reduced and pension benefits accrued prior to this point may be drawn down. Applications from all officers, including chief officers, will be considered on merit and only agreed where there is no detrimental effect on the service. It is the Council's policy not to accept any such applications if there is a cost to the Council unless a business case can be made on economic grounds.

Severance payments

Severance payments are made in accordance with the Council's Redundancy Policy as approved by Employment Panel in August 2014 and are the same for all staff unless they are protected by TUPE.

Employees with more than two years' service will be entitled to redundancy pay in line with local government guidelines and statutory calculations. Where the employee is entitled to a redundancy payment, the calculation is based on the employee's actual weekly pay.

Settlement agreements will only be used in exceptional circumstances where they represent best value for the Council.

Review

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each financial year. If it should be necessary to amend this 2019/20 Statement during the year that it applies, an appropriate resolution will be made by Full Council. This statement will be submitted to Full Council for approval by 31st March 2019.

January 2019

This page is intentionally left blank

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Pay Negotiation Process

Meeting/Date: Employment Committee – 13 February 2019

Executive Portfolio: Councillor Darren Tysoe, Executive Councillor for Digital and Customer

Report by: Clive Mason

Executive Summary:

This report sets out the annual process by which the Cost of Living Allowance is agreed at the Council through a Pay Negotiation Process.

The report also sets out the expectations of Staff Council and Managers and includes a set timetable of events for this process (outlined on page 2) to allow the pay increase (where applicable) to be implemented in a more timely manner.

Staff Council has been consulted on the process and we are awaiting a response.

Recommendation(s):

The Committee is recommended to consider and comment on the report.

Contact Officer: **CLIVE MASON, HEAD OF RESOURCES**
☎ 01480 388157

This page is intentionally left blank

Pay Negotiation Process

1.0 Aims

- 1.1 This document aims to set out the annual process by which Cost of Living Allowance is agreed at the Council.
- 1.2 Staff Council are the staff representative body for staff and they would be directly involved in the process.

2.0 Process/Expectations

- 2.1 Staff Council are to formally lodge in writing the percentage they wish to be considered for the annual pay increase (Cost of living allowance) to the Managing Director. Following this, a meeting will be held as appropriate with a member of the Corporate Leadership Team (CLT) to discuss the pay award request.
- 2.2 The following is expected of Staff Council:
 - the percentage lodged by Staff Council is based on the views of staff at HDC and will be submitted in a timely manner.
 - the conversations will be led by a maximum of four staff council representatives in the meeting, who will bring forward evidence to support their claim.
 - all conversations will be professional and respectful and aim to find resolution.
 - Staff Council will actively participate in the negotiations but the final decision will rest with CLT/Members.
 - discussions will be confidential until a decision is reached.
- 2.3 The following is expected of Management:
 - a meeting will be set up promptly to discuss the award.
 - The conversation will be led by a mix of four management/member representatives maximum.
 - all conversations will be professional and respectful and aim to find resolution.
 - CLT/Members will listen to the views of Staff Council in the negotiations but will ultimately need to make the final decision
 - where there is no possibility of an award due to financial or other issues management are to inform Staff Council at the earliest opportunity.
 - confidentiality must be maintained until a decision is reached

- Once a decision is reached it is the responsibility of management to confirm the details with Staff Council at the earliest opportunity and then within two working days to communicate the agreement to all staff.

3.0 Timetable

3.1 The following timetable will be used for the negotiation process from 2019/20 onwards:

	When:	Purpose	Who is involved
Staff Council formally Lodge Percentage they wish to be considered for Cost of Living Award	March 2019	To commence the negotiation	Staff Council/Staff
Meeting to discuss the proposal	April 2019	To agree/disagree/offer alternative proposal	Management/and Staff Council (A member may also be involved)
Further meetings as appropriate	May 2019	To agree/disagree/offer alternative proposal	Management/and Staff Council (A member may also be involved)
Final date for agreement	End of June 2019		

Agreed January 2019

**Public
Key Decision - No**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Drug and Alcohol Policy
Meeting/Date:	Employment Committee – 13 February 2019
Executive Portfolio:	Councillor Darren Tysoe, Executive Councillor for Digital and Customer
Report by:	Kiran Hans – HR Manager

Executive Summary:

1. PURPOSE

- 1.1 The purpose of this report is to present amendments that have been made to the Drug and Alcohol Policy.
- 1.2 Huntingdonshire District Council is required to ensure, so far as is reasonably practicable, the health and safety (physical and mental) of its employees at work. This means taking reasonable care to ensure that they, and third parties, are not exposed to risks to their health and safety because of substance misuse, drug or alcohol-related negligence.
- 1.3 In order to ensure that employees do not compromise their ability to do their job safely and correctly, employees are not permitted to consume drugs or alcohol at the place of work or whilst representing the Council during working hours, or be under the influence of drugs and alcohol during working time.

2. KEY CHANGES

- Staff Council sought feedback from an apprentice regarding how easy it was to understand the policy, the feedback given has been incorporated.
- Alere Toxicology, (company that undertake the tests for HDC), undertook a review of HDC's current Drug & Alcohol Policy and put forward recommendations for changes, which included having some more definitions and making some clearer and including further information in the policy rules section and support.
- Alere Toxicology also put a recommendation forward in the review to have pre-employment testing for new starters. After discussion with the service the implementation of pre-employment testing was well received and has been included in this policy.

3.0 WHAT ACTIONS WILL BE TAKEN FOR IMPLEMENTATION

- 3.1 Following endorsement from the Employment Committee, this policy change will be communicated to employees and managers.
- 3.2 HR will be working on some guidelines to help and support managers with

the pre-employment testing.

- 3.3 Identify safety critical roles within the Council.
- 3.4 Arrange awareness training for Managers and open sessions for all members off staff.
- 3.5 Include information on pre-employment testing in recruitment process.

4. CONSULTATION

- 4.1 The HR team have engaged with Staff Council and their comments have been taken into account in the final version of the policy.


5. OTHER IMPLICATIONS

- 5.1 An Equality Impact Assessment will be completed before implementation, once the final policy is agreed.

Recommendation(s):

Employment Panel are asked to note and comment on the policy and to endorse its implementation in line with the launch of the training for managers and staff.

Contact Officer:

KIRAN HANS, HR MANAGER
 **01480 388329**

Drug and Alcohol Policy

Index		Page
1.0	Introduction	1
2.0	Aims	1
3.0	Definitions	2
4.0	Policy Rules	3
5.0	Responsibilities	3
6.0	Education	5
7.0	Drinking/Drugs and Driving	5
8.0	Managing Drugs and Alcohol Misuse	5
9.0	Testing for Drugs and Alcohol	6
Appendix 1	Drugs and Alcohol: Fact sheet	9
Appendix 2	Alere Toxicology User Guide for Managers and Call Out Form	11

1.0 Introduction

- 1.1 Under the Health and Safety at Work Act 1974, Huntingdonshire District Council is required to ensure, so far as is reasonably practicable, the health and safety (physical and mental) of its employees at work. This means taking reasonable care to ensure that they, and third parties, are not exposed to risks to their health and safety because of substance misuse, or drug and/or alcohol-related negligence.
- 1.2 Huntingdonshire District Council has a zero-tolerance policy on the misuse of alcohol or drugs by all employees. The Council's policy is not intended to intrude upon the privacy of its employees, particularly in health matters, where their condition does not affect their conduct or performance. However, the Council is concerned where health or behaviour impairs conduct or work performance and impacts on the health and safety of other employees or clients. It is recognised that alcohol, drugs or other substances can be a cause of such impairment, and the aim of this policy is to reduce the risks associated with this. For example alcohol can affect judgement and physical coordination. Drug and Alcohol abuse can also contribute to workplace accidents.
- 1.3 This policy applies to all of Huntingdonshire District Council's employees, volunteers, contractors and agency workers. Members are also required to comply with the policy requirements.

2.0 Aims

This policy aims to:

- promote greater awareness of how alcohol, drugs and substance misuse and/or dependency can be prevented by ensuring those employees with key responsibilities in administering the policy are suitably trained in how to recognise drug and alcohol dependency issues and how to implement the correct procedures;
- ensure staff are capable of working and not under the influence of Drugs or Alcohol.
- achieve a balance between employee support and discipline when dealing with

- isolated incidents of substance misuse or employees who have dependency problems;
- encourage and support self-referral/help or intervention at an early stage of dependency;
and
- meet the Council’s legal obligation to discharge its duty of care to its employees and clients.

3.0 Definitions

- 3.1 **Drug misuse:** Any substance that affects the way in which the body functions physically, emotionally or mentally. This includes, but is not limited to, alcohol, solvents, prescription/non-prescription, new legal highs and illegal substances. These may interfere with someone’s health, work capabilities or conduct; and / or which may affect their work performance, safety and / or the safety of others.
- 3.2 **Alcohol misuse:** Any drinking, either intermittent or continuous, which interferes with an individual’s health, work capabilities or conduct; and/or which affects their work performance, safety and/or the safety of others.
- 3.3 **Unfit for duty due to alcohol or drugs:** A person has drugs or alcohol in their body at a level that would cause them to test positive.
- 3.4 **Positive Drug test result:** A laboratory confirmed positive drug test result will be recorded if a drug is detected in the donors sample for which no legitimate explanation, medical or otherwise can be found. An employee will be in breach of this policy if they receive a laboratory confirmed positive drug test result.
- 3.5 **Positive Alcohol test result:** A positive alcohol test result will be recorded if alcohol is detected in the donors breath in two consecutive breath tests. An employee will be in breach of this policy if they receive a positive alcohol test result.
- 3.6 **Safety critical role:** A position which requires the post holder to perform duties which are directly related to:
- the safe operation or security of premises, a piece of mechanical/operational equipment or a vehicle;
 - handling of chemicals;
 - the supervision of a swimming pool;
 - the supervision of children and vulnerable people;
 - work on the highway, at height or in confined spaces;
 - public facing roles, where there is a reputational risk;
 - the supervision of employees who carry out the above duties
- 3.7 **Alcohol and drug dependency:** is defined as not having control over doing, taking or using something to the point where it could be harmful to you or others.

4.0 Policy Rules

- 4.1 We require all employees to come to work free from the effects of alcohol and drugs.
- 4.2 Being unfit for duty due to drugs and /or alcohol misuse or consuming alcohol or drugs during hours of work, including paid and unpaid breaks, is unacceptable behaviour.
- 4.3 Employees found in possession of illegal drugs or using illegal drugs while at work will normally be reported to the police.
- 4.4 If the legitimate use of prescribed drugs is likely to affect job performance and safety, employees should inform their line manager immediately.
- 4.5 The overarching principles of the policy are that:

In order to ensure that employees do not compromise their ability to do their job safely and correctly, **employees are not permitted to consume drugs or alcohol at the place of work or whilst representing the Council during working hours, or be unfit for duty due to drugs and / or alcohol misuse during working time.** This includes meal and rest breaks.

5.0 Responsibilities

- 5.1 The Council will encourage an open working environment in which the issues caused by inappropriate consumption of alcohol and drugs and/or substance misuse are better understood and appropriate support is put in place to assist, including where this has an impact on work performance.
- 5.2 Individuals are strongly advised to inform their manager if they have an alcohol, drug or substance misuse problem so that appropriate support can be given. However, declaration will not be treated sympathetically if it is made following an incident / accident or when an individual is called for a drug test. If this is not done and unsatisfactory performance or conduct occurs, it may lead to the immediate application of the appropriate Disciplinary Procedure or Managing Employee Performance Policy which may result in dismissal.
- 5.3 Huntingdonshire District Council's approach is to deal with alcohol, drug or substance misuse issues outside of the disciplinary procedure as far as possible. The first response to an employee with a dependency-related problem will be to provide support. However, the Council's Disciplinary Policy or Managing Employee Performance Policy will be used in situations where an employee persistently misuses alcohol, drugs or other substances, refuses treatment or commits an act of gross misconduct in relation to drugs and/or alcohol misuse which may result in dismissal
- 5.4 It is the expectation of the Council that employees will consider the adverse effect that alcohol can have on performance and efficiency. Employees are not permitted to consume alcohol during working hours and outside of working hours staff should be aware of the effects of excessive alcohol or drugs that will have adverse effects on their work performance when next in work. For example, an individual employed to undertake driving duties should ensure an adequate time lapse between drinking and starting work to be sure that s/he is fit to drive.

5.5 Admission of an alcohol, drug and/or substance misuse problem may be very difficult for an individual to make and such a disclosure should be treated as strictly confidential. However, if the manager believes that a law has been broken or that the individual's actions may result in serious harm to the individual or another person, advice on action to be taken should be sought immediately from the HR Advisory Team.

5.6 Line managers need to be aware of their responsibility to discourage the misuse of drink or drugs and this includes ensuring that staff are aware that they must not consume alcohol or drugs:

- During the working day including lunchtime periods between the morning and afternoon and
- After work before attending an evening activity such as a public meeting.

If you are unsure what constitutes a working day please seek guidance from your Head of Service.

5.7 Whilst this policy does not ban employees from consuming alcohol outside of their normal working day, at events organised by third parties where the employee is representing the Council (e.g. evening events and receptions, awards presentations or overnight conference) employees must be mindful to ensure their behaviour could not damage the Council's reputation.

5.8 Employees and Line Managers should be aware that Employment Tribunals (independent legal body that reviews disputes between employers and employees), usually view 'work parties' as taking place within the employment context, even if they are not held on the work premises. Therefore, behaviour at social events with a group of HDC colleagues should remain acceptable and care should be taken to prevent any negative impact on working relationships and the Council's reputation with outside contacts.

5.9 Employees who are aware that a colleague is unfit for duty due to drugs and / or alcohol misuse or other substances should inform their manager, particularly if they witness something that could be viewed as an act of misconduct/gross misconduct, e.g. where the safety of others, including clients, customers and members of the public or the reputation of the Council is at risk. In the case of regulated or prohibited substances there may even be a criminal liability on both the Council and the employees concerned.

5.10 The HR Advisory Team is available to provide advice to managers who are supporting employees with drug and alcohol misuse issues.

6.0 Education

- 6.1 Huntingdonshire District Council is committed to promoting health and welfare at work.
- 6.2 We will provide employees with information on safe and sensible drinking and the risks associated with drug use.
- 6.3 We are committed to providing suitable and sufficient training to help managers enforce this Drug & Alcohol policy and support any employees with a problem. Additional support can also be sought from Human Resources.
- 6.4 New managers will be made aware of their responsibilities in relation to this policy via the company induction programme. New staff will be made aware of this policy during the induction and will be sent a copy with their contract of employment.

7.0 Drinking/Drugs and Driving

- 7.1 Employees driving in connection with Council business must comply with the Road Traffic Act and supporting regulations. In addition to this Huntingdonshire District Council also:
- expects that employees whose duties require them to drive will abstain from alcohol consumption and / or the misuse of medicines, controlled drugs or other substances during their normal working hours or at times which may later lead to adverse effects during working hours; and
 - considers drinking and driving, and unfit to drive due to prescribed drugs that adversely affect the driver's capability to safely control a vehicle, to be a disciplinary offence - see disciplinary rules. These rules apply to Council-owned vehicles, e.g. pool cars and minibuses, and employees' own vehicles that are insured for business use.
- 7.2 Any employee charged with a drinking and driving or related offence (e.g. failure to provide a specimen) or a drug-related offence, must inform their manager at the beginning of the next working day. Any employee convicted of a drinking and/or drug-related driving offence must also inform their manager in writing immediately upon conviction.

8.0 Managing Drugs and Alcohol Misuse

- 8.1 Where an employee is found to be displaying the signs of drug or alcohol misuse (see Appendix 1), the subject should be broached immediately with the employee by their line manager or supervisor. The conversation should be private and confidential and the employee should be treated sympathetically.
- 8.2 Any employee who has a dependency problem will be referred to the Council's Occupational Health provider and will be advised to contact the employee's own General Practitioner. In order to assist an employee with a dependency problem, they will be expected to co-operate by agreeing to permit the Council's Occupational Health provider to have access to their medical records.
- 8.3 The manager will offer reasonable support; this includes treating absence (for treatment and rehabilitation), as normal sickness and recognising that relapses may occur. Return

to work after successful treatment should be to the same or a similar job where possible. Support is available via an Occupational Health referral, Counselling, Staff Council, First Contact and Mental Health First Aiders (see appendix 1 for details on support available).

- 8.4 Should an employee refuse to co-operate with the help/advice, when this is deemed necessary, the employee may be subject to disciplinary procedures. Employees who are suspected to have a drug/substance or alcohol-related problem and who decline to accept diagnosis or help, or who discontinue their treatment without medical consent, may similarly be subject to action under the Council's Disciplinary procedure.
- 8.5 Whenever a manager, supervisor or other HDC official has reasonable cause to suspect that an employee has misused drugs or alcohol and is unfit to continue working then a reasonable suspicion test will be instigated. The official observations will be documented and shall be kept on the employee's personal file.

The Council may look to temporarily redeploy into a non-safety critical role (if appropriate) or suspend the employee pending the outcome of testing and a full disciplinary investigation. The Council's Disciplinary Policy will be invoked regardless of the fact that an employee is following a recovery programme unless the employee came forward before reasonable suspicion. A positive test result for drugs or/and alcohol is a serious breach of health and safety rules and would be investigated under the Disciplinary Policy as gross misconduct. This could mean dismissal from the Council if proven.

- 8.6 If the employee is not in a safety critical role, then, following Occupational Health advice, the individual will be managed, dependent upon the circumstances, through the Council's Sickness Absence Policy & Procedure or Disciplinary Policy in a fair and consistent manner.
- 8.7 Where an employee is taking prescribed drugs which may have an impact on their ability to undertake their regular duties safely, they should ask their General Practitioner or Pharmacist if the medication could affect them at work. If the member of staff is concerned they should discuss their concerns with their line manager or the Council's HR Advisory Team.
- 8.8 Possession of illegal drugs on work premises is not permitted and will be reported immediately to the police.
- 8.9 Where Disciplinary procedures have been invoked and it transpires that the breach of rules is associated with drug or alcohol misuse, each case will be assessed individually and action taken accordingly. Disciplinary action may be delayed while the employee is receiving treatment for alcohol and drug misuse.

9.0 Testing for Drugs & Alcohol

- 9.1 This policy applies to testing of breath and/or bodily fluids (urine) for the purposes of determining whether an employee has alcohol and/or drugs in their body whilst at work. This procedure is intended to ensure the safety of the individual employee, their work colleagues and members of the public.
- 9.2 Testing will be carried out by an external body who will be onsite within 2 hours where a

manager / supervisor has **reasonable suspicion** that an employee, who is employed in a **safety critical role or a role where they are required to travel on Council business**, is unfit for duty due to drugs and / or alcohol misuse.

9.3 Testing will also be carried out in the following circumstances:

9.3.1 **Accident / Incident:** Following an accident or incident, testing may be carried out if there is evidence to suggest those involved might have consumed/abused/used alcohol and/or drugs in contravention of this policy. In the event of an accident or incident it may be necessary to test not only those who are injured, but also any employees who potentially contributed to the accident or incident in any way. The testing is mandatory following an incident in which a serious injury or fatality has occurred.

9.3.2 **Rehabilitation:** As part of the rehabilitation and aftercare process, employees may be required to consent to a series of drug and alcohol tests some of which may be unannounced. Random periodic screening/testing may also be advised as an outcome following a disciplinary hearing.

9.3.3 **Pre-employment:** All employees within a safety critical role will be required to undergo pre-employment testing for drugs and alcohol.

9.4 Subject to meeting any of the above conditions the employee should immediately be withdrawn from work and a breath or urine test requested to determine specific levels. The employee will be stood down from their safety critical role during this period, until the results of the test(s) have been confirmed. Suspension may be considered depending upon the situation/incident and in discussion with the HR Advisory Team.

9.5 If an employee passes the drug and / or alcohol tests undertaken then further investigation and discussion will be required with the individual to determine the cause for their impaired performance. They will not be allowed to undertake a safety critical role until it has been determined that they will be able to undertake the duties safely. Further advice may be required from Human Resources, the Council's Health and Safety consultant, the Council's Occupational Health provider and the employee's GP.

9.6 If an employee refuses to take a drug/alcohol test, a decision will be taken in line with the evidence available as to whether to proceed in line with the Disciplinary Policy.

9.7 Alere Toxicology is the Emergency Response Service appointed by HDC to be used for testing. Alere Toxicology is a 24 hour UK Emergency Response service on call around the clock, every day of the year to assist in controlling the use of alcohol and drugs.

To activate an emergency call out, Managers should call the 24 hour emergency number - **020 7538 1133** and quote the **Pin Number 8817**. The PIN is a mandatory requirement during this phone call as it is used to confirm that you are authorised to activate a call out.

Once this information has been confirmed the call out is activated, the clock is started and a collecting officer will be dispatched. For more information please read the attached user guide (Appendix 2).

Name of Policy	Drug and Alcohol Policy
Person/posts responsible	HR Business Partner (LGSS)
Date approved/adopted	24 th September 2015
Approved by	Employment Panel Amended and approved by Corporate Management Team 31 May 2016
To be reviewed by	1 st January 2021

Drugs and Alcohol: Fact sheet

Huntingdonshire District Council is committed to ensuring every employee's health, safety and wellbeing at work. Employees also play a part in this therefore if you suspect a colleague may be unfit for duty due to drugs and / or alcohol misuse at work you are expected to inform a manager immediately.

What are the physical signs of unfit for duty due to alcohol misuse?

Symptoms might include:

- Slurred speech
- Smelling of alcohol
- Red eyes
- Reduced inhibition
- Erratic behaviour
- Impaired balance
- Lack of co-ordination
- Heavy sweating

What are the physical signs of being unfit for duty due to drug misuse?

Symptoms will vary depending on the substance, but might include:

- Red or glassy eyes
- Dilated pupils
- Sweating / shaking
- Anxiety or becoming agitated
- Severe mood swings
- Over excited and talkative
- Sniffing / runny nose
- Lack of co-ordination

You are responsible for arriving at work in a fit state. If you have consumed alcohol prior to starting work (including the night before) you should ensure you have had sufficient time to recover so that you are fit for work.

NB: the signs shown above may be caused by other factors, such as a pre-existing medical condition such as Diabetes or stress, and managers should take this into account when considering whether or not they suspect that an employee may be unfit for duty due to drugs and / or alcohol misuse.

How long does it take for alcohol to get out of your system?

On average, it takes about an hour for your body to break down one unit of alcohol. However factors like your weight, age, metabolism and how much you have eaten means that this will vary from person to person.

So, for example, if you drink one large glass of wine (250ml) it will take your body about three

hours to break down the alcohol. If you drink a pint of beer, it will take two to three hours depending on the strength of the beer.

If you have several drinks during a night out, it can take many hours for the alcohol to leave the body. You could still be unfit for duty due to alcohol misuse (and over the legal limit for driving) the next morning.

What is a unit of alcohol?

One unit is equivalent to 10ml or 8g of pure alcohol. Because alcoholic drinks come in different strengths and sizes, units are a way to tell how strong your drink is.

The number of units in a drink is based on the size of the drink as well as its alcohol strength. For example, a pint of strong lager contains 3 units of alcohol, whereas the same volume of standard lager has just over 2 units.

Here are some approximate examples:

- Small glass of wine 125ml ABV 12% = 1.5 units
- Medium glass of wine 175ml ABV 12% = 2.1 units
- Large glass of wine 250ml ABV 12%= 3 units
- Pint low strength lager ABV 3.6%= 2 units
- Pint strong lager/beer ABV 5.2%= 3 units
- Bottle of Lager/Cider 330ml ABV 5% 1.7 units
- Alcopop 275ml ABV 5.5%= 1.5 units
- Single measure spirits 25ml ABV 40%= 1 unit

It takes an average adult around an hour to process one unit of alcohol so that there's none left in their bloodstream, although this varies from person to person.

Where can I get help or advice if I am concerned about a drug or alcohol issue?

If you are concerned about drugs or alcohol you could seek expert help from your Doctor or a specialist organisation, such as the ones listed below. You can also speak to your manager or a member of the Human Resources team who could access medical support from the occupational health service, or arrange confidential counselling.

HDC First Contact Service: <http://teams/first-contact/default.aspx>

Alcoholics anonymous: 0845 7697555 www.alcoholics-anonymous.org.uk

Narcotics anonymous: 0300 999 1212 www.ukna.org

Frank (advice on drugs): 0800 77 66 00 www.talktofrank.com