

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.

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