

TO: EMPLOYMENT COMMITTEE – 21ST SEPTEMBER 2004

SUBJECT: WORKPLACE DRUGS AND ALCOHOL POLICY

FROM: JOINT WORKING PARTY (DRUGS AND ALCOHOL)

1. PURPOSE OF REPORT

1.1 To present a draft policy and procedure in relation to the drugs and alcohol in the workplace.

2. BACKGROUND

2.1 Over the years there have been several instances of members of staff with alcohol problems. A recent case highlighted the need for a framework and guidance in dealing with drug and alcohol related problems at work.

2.2 Both the Unions and representatives from management have requested a policy in relation to drugs and alcohol.

2.3 Representatives from the workforce, unions, personnel and the Community Alcohol Trust have worked together to produce a joint drugs and alcohol policy.

2.4 The aim of the policy is raise awareness, educate and support staff in relation to problems arising from drug or alcohol misuse. It does not replace disciplinary sanctions when appropriate but provide greater clarity on how to deal with drug and alcohol related issues that arise.

3. CONSULTATION

3.1 All staff were asked if they either wanted to volunteer to be part of the working party or put forward initial views.

3.2 The policy and procedure were made available via the intranet. Widespread consultation and collaboration took place with the unions who fully support the implementation of the policy.

3.3 The policy and procedure have been presented to the Joint Communications Forum.

3.3 Areas that were much debated and commented on included

a. 'zero tolerance' i.e. banning drinking at lunchtimes – this was felt to be treating adults like children and potentially infringing personal rights.

b. banning the consumption of alcohol in the workplace on special occasions – e.g. leaving do's and Christmas.

3.4 Trades Unions and Corporate Management Team have considered the views put forward and endorse the attached draft policy and procedure.

3.5 Consultation with the Community Alcohol Services has highlighted that potentially there may be a further additional need for training for 'lone workers' and those who work specifically with the elderly.

4. POLICY AND BUDGET FROMEWORK

- 4.1 This proposal supports CO.3 "To promote a healthier and safer community"
- 4.2 The Community and Alcohol Advisory Service have agreed to provide training and awareness sessions free of charge. Costs will include staff time and printing.

5. RECOMMENDATION

- 5.1 The Employment Committee considers and endorses the attached draft policy and procedure.
- 5.2 Training to support the implementation of the policy is organised for October 2004.
- 5.3 Further investigation is carried out in relation to the potential provision of further training for lone workers and those who work specifically with the elderly.

July 2004
JOINT WORKING PARTY (DRUGS AND ALCOHOL)

BACKGROUND PAPERS

Joint Communications Forum – 9th August 2004
CMT - 18th August 2004

Areas in District Affected:

Key Decision: No

Included in Forward Plan:

For further information about this report please contact:

Contact Officer: Karen Pearce
Tel: (01926) 456684(Direct Line)
E-mail Karen.pearce@warwickdc.gov.uk