

## Notice of Meeting

# General Purposes Committee

**Date:** Monday 24 July 2023

**Time:** 5.30 pm

**Venue:** The Annexe, Crosfield Hall, Broadwater Road, Romsey, Hampshire,  
SO51 8GL

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The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

### **PUBLIC PARTICIPATION SCHEME**

***If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.***

### **Membership of General Purposes Committee**

#### **MEMBER**

#### **WARD**

|  |                        |
|--|------------------------|
| Councillor K North (Chairman)          | Andover Romans         |
| Councillor S MacDonald (Vice-Chairman) | Mid Test               |
| Councillor N Adams-King                | Blackwater             |
| Councillor K Brooks                    | Andover Romans         |
| Councillor Z Brooks                    | Andover Millway        |
| Councillor J Burnage                   | Romsey Cupernham       |
| Councillor A Dowden                    | Valley Park            |
| Councillor C Dowden                    | Valley Park            |
| Councillor M Flood                     | Anna                   |
| Councillor P North                     | Bourne Valley          |
| Councillor S Yalden                    | Ampfield & Braishfield |

## **General Purposes Committee**

Monday 24 July 2023

### **AGENDA**

**The order of these items may change as a result of members  
of the public wishing to speak**

- 1 Apologies**
- 2 Public Participation**
- 3 Declarations of Interest**
- 4 Urgent Items**
- 5 Minutes of the meeting held on 17 April and 31 May  
2023**
- 6 Minutes of the Appointments Sub-Committee held on  
19 June 2023**
- 7 HR Policy and Procedure Revisions 4 - 28**

To consider changes to the Council's HR Policies.

## **ITEM 7                                      HR Policy and Procedure Revisions**

Report of the Human Resources Manager

### **Recommended:**

- 1. That the Organisational Change Policy attached at Annex 1 of this report be approved. This new policy will replace the current Management of Change Policy, Redeployment Policy and Procedure and Redundancy Policy and Procedure**
- 2. That the Alcohol, Drug and Substance Use Policy, attached at Annex 2 of this report, be approved. This policy will replace the current Alcohol, Drugs and Substance Misuse policy.**

#### **SUMMARY:**

- A new Organisational Change Policy, as attached at Annex 1, has been drafted which is recommended to replace the previous Management of Change Policy, Redeployment Policy and Procedure and Redundancy Policy and Procedure, combining all of these former policies into a single Organisational Change Policy.
- A new Alcohol, Drug and Substance Use Policy, attached at Annex 2, has been drafted to replace the current Alcohol, Drugs and Substance Misuse policy.

### **1 Introduction**

- 1.1 The Council has a suite of HR policies and procedures which are used to manage a wide range of employment matters. These are subject to periodic review and update. This report considers updates to the Council's Organisational Change Policy and the Alcohol, Drug and Substance Use policy.

### **2 Background**

- 2.1 The Council's organisational change policies have not been reviewed for some time. The current policies have been updated and drawn together into a new single Organisational Change Policy with one point of reference for all organisational change. There are no significant policy changes, the new policy reflects best practice and updates and refreshes the policy bringing it in line in terms of style and tone with other newer HR policies. The new policy can be found at Annex 1.
- 2.2 The Alcohol, Drug and Substance Use Policy has been reviewed and updated, to have a more supportive approach to those with alcohol, drug or substance dependency issues. There is a comprehensive list of support organisations at the end of the policy. The policy also includes clear guidance

on testing to support employees to be able to work in a safe way and provide confidence to the organisation where someone is getting support for a dependency issue or where there is a concern about alcohol, drug or substance usage. The updated policy can be found at Annex 2.

### **3 Corporate Objectives and Priorities**

- 3.1 HR policies and procedures are an important part of the managers' toolkit, ensuring transparent and equitable practices when dealing with employment matters. It is important these are kept under periodic review and updated accordingly to reflect current working and best practice and legislative changes.

### **4 Consultations/Communications**

- 4.1 The proposed new policies were discussed with the Unions at a recent Policy and Procedure Review Group meeting and they supported the updates being put forward to both policies under review, in accordance with the recommendations in this report.

### **5 Options**

- 5.1 The report recommends the introduction of a new Organisational Change Policy which will replace the previous Management of Change Policy, Redeployment Policy and Procedure and Redundancy Policy and Procedure. The new policy is attached at Annex 1 and sets out how organisational changes will be managed.
- 5.2 The report also recommends the updating of the Alcohol, Drug and Substance Use policy which will replace the current Alcohol, Drugs and Substance Misuse policy, providing a more supportive approach to those dealing with dependency issues. The new policy is attached in Annex 2.
- 5.3 The options for Committee's consideration are:
  - 5.3.1 **Option 1** To adopt the proposed revisions to HR Policies as set out in the recommendations set out at the start of this report.
  - 5.3.2 **Option 2** Not to adopt the recommendation and to continue with the HR policies referred to in their current form.
  - 5.3.3 **Option 3** To adopt the policies in a format other than that recommended.

### **6 Option Appraisal**

- 6.1 The recommendations are made as a result of professional officers' review of the existing policies taking into account changes to the needs of employees and the organisation and the development in working practices since the policies were last reviewed. They have been the subject of consultation with the Unions. For these reasons, Option 1 described above is the recommended option in preference to Options 2 or 3.

## **7 Risk Management**

7.1 No risks have been identified in the preparation of this report.

## **8 Resource Implications**

8.1 There are no direct resource implications as a result of the proposed changes to these policies.

## **9 Legal implications**

9.1 There are no legal implications of the recommendations proposed.

## **10 Equality Issues**

10.1 No equality issues have been identified in the preparation of this report.

## **11 Conclusion and reasons for recommendation**

11.1 The changes recommended in this report will enable these HR policies to be updated and ensure they remain compliant with employment legislation and in line with current and best practice.

### Background Papers (Local Government Act 1972 Section 100D)

None

### Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

|                |                            |           |              |
|----------------|----------------------------|-----------|--------------|
| No of Annexes: | 2                          | File Ref: | N/A          |
| Officer:       | Alex Rowland               | Ext:      | 8251         |
| Report to:     | General Purposes Committee | Date:     | 24 July 2023 |

# ORGANISATIONAL CHANGE POLICY

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# ORGANISATIONAL CHANGE POLICY

## 1. INTRODUCTION

The Council is a modern and progressive organisation, one which continuously improves the services it provides to the local community. This combined with changes to customer needs, the environment in which the Council operates, advances in technology and financial constraints can all lead to changes in how work is organised and undertaken. Sometimes this also leads to changes in job design or a reduction in the volume of work and the number of people needed in certain areas. The Council is committed to following a fair process, actively supporting employees through any changes at work and managing the organisation in a manner which promotes secure employment for all employees.

This policy includes good practice in how to manage changes at work such as team restructures. It ensures changes are managed consistently and in line with relevant legislation. The Council aims to preserve employment and, where changes impact on the security of your role, consider options to avoid redundancy. This may include redeployment into a different role. Where this occurs, we encourage you to be as reasonable as possible with your flexibility in these circumstances.

## 2. WHO DOES THE POLICY APPLY TO?

The Organisational Change policy applies to all employees.

It does not apply to agency staff, contractors or those on casual contracts where there is no guarantee of work or the normal ending of temporary and fixed term contracts.

## 3. WHEN WILL THIS POLICY BE USED?

As the Council continues to change to meet external challenges the way work is organised and undertaken may change.

The Policy will be used in a range of situations, including:

- Substantial changes to the content of work or how work is organised within roles or across a group of roles;
- Team or service reorganisations;
- Any changes which may have an impact on the security of your employment.
- Where the Council is initiating changes to your terms and conditions of employment including but not limited to changes to your work location, working pattern or hours of work.

## 4. MINOR CHANGES

Your manager will discuss any proposed minor changes with you. This maybe where you have requested a change in working hours or work location or small changes to your job description and any consequential re-grading of your post. Your manager will also discuss with you minor changes such as changes to your job title, reporting line or other minor changes to your role. You will not normally be formally consulted on minor changes unless they are part of a wider team or service restructure.

Your manager will confirm any minor changes with you. The rest of this policy sets out how we deal with all but minor changes.

## 5. INVOLVING YOU AND LISTENING TO YOUR VIEWS

The Council is keen to hear your views with regards to any proposed organisational changes and will look to involve you at an early stage. For significant change, such as service re-organisation this may include being part of a workshop or other discussions to feed into and shape the design of the new service. With the exception of minor changes, you will be formally consulted on proposed changes to your role, team structure and terms and conditions of employment. We will endeavour to provide all information in an accessible format, please speak to your manager or HR if you need the information in a different format.

### 5.1 FORMAL CONSULTATION

You will be formally consulted on all significant changes. The purpose of consultation is to provide an opportunity for a meaningful exchange of views and information to take place between you, recognised trade union representatives and the Council. This will take place at the earliest opportunity so your views are heard and any alternative proposals put forward can be considered. You will be consulted about the reasons for the proposal and the proposal itself before a final decision is made.

We will listen to and consider all feedback given during a consultation process. Once this has been fully considered, the outcome of the consultation will be communicated to you and the proposal will be confirmed, revised or withdrawn.

There are two types of consultation:

- Individual Consultation – where we engage with you directly, this will take place alongside collective consultation where this applies.
- Collective Consultation – where the Council consults with the recognised Trade Unions, UNISON, Unite and GMB, and

The minimum consultation period will normally be 3 weeks where the change involves no or a very low risk of redundancy and 4 weeks or in line with statutory consultation periods, set out in section 5.3, for more significant changes. In certain situations, where all parties are in agreement, the consultation period may be reduced.

### 5.2 INDIVIDUAL CONSULTATION

Individual consultation is where we engage with you directly and this will take place in a timely way. To support you with the consultation process:

- there will be a general communication to you and all other employees affected, informing you of the proposed changes.
- you will be provided with a consultation letter or document which will clearly set out the proposals being consulted on, who to contact for support and what will happen when,
- If directly affected, you will normally be invited to an individual consultation meeting, at which you may be accompanied by a trade union representative or a work colleague
- where appropriate, the consultation will include actions being taken to safeguard your employment,
- you will have the opportunity to seek further information about the proposals, make alternative proposals and where appropriate express preferences

We will endeavour to keep you well informed throughout the consultation period.

**5.3 COLLECTIVE CONSULTATION**

Collective consultation is where the Council consults with the recognised Trade Unions, UNISON, GMB and Unite. This is required in certain circumstances such as where the proposed changes have the potential to lead to 20 or more employees being made redundant. There is a statutory duty to consult for a minimum of 30 days if the number of proposed dismissals, as a result of redundancy, is between 20-99 and 45 days if the number of dismissals is more than 100.

**5.4 CONSULTATION WITH EMPLOYEES OUTSIDE OF THE WORKPLACE**

We will do our best to fully consult with you (except where we have medical guidance or arrangements in place not to do so) including where you are absent from work: on long term sickness absence, secondment, career break, or family related leave. See special circumstances.

**6. SUPPORTING EMPLOYEES THROUGH CHANGE**

Every proposed change is different and we will look for the best way to support you. This will include clear, regular communications from the manager, comprehensive consultation information and other support such as frequently asked questions and supportive workshops where appropriate.

Where you have identified to us you have special requirements around how we communicate with you or we are aware you may benefit from reasonable adjustments to support you with the change process and/or settling into a new role/structure, these will be discussed with you.

Where the proposed change results in a reduction in the number of roles we will implement vacancy controls and consider early redeployment opportunities to minimise any redundancies.

**6.1 SLOTTING INTO POSTS**

If as part of the proposed changes there are minor or no changes to your post, you will remain in your post, providing there are no other employees who could be considered for the role. This will occur where the majority (e.g. 75%) of the duties, functions and responsibilities are similar or closely match your current role.

**6.2 RING FENCING POSTS**

Ring fencing may be put in place so only those people affected by the change can be considered for the new posts. This may happen where the posts in the new structure are different or where there are more people affected by the change than there are new posts available. The ring fence may be in relation to individual posts, or incorporate a number of different posts or the whole team.

Where appropriate you may be asked to express an interest in roles in a new structure and you will be required to take part in a selection process.

Any selection process and criteria will be tailored to the specific situation. Information about the selection process will be included in the consultation information. We will tell you what selection criteria will apply and you will be assessed fairly against it. The assessment process may include a competency interview and other assessment tests. The outcome will be shared with you and you can ask for feedback on the assessment. You may speak to us at any time about any reasonable adjustments in relation to a disability or which you consider would support you to do your very best in the selection process.

**6.3 SUITABLE ALTERNATIVE EMPLOYMENT**

As part of the change you may be considered for a suitable alternative role. A role is considered to be suitable alternative employment where it is:

- No more than one grade higher or lower than your current post.
- It is similar to your current post in terms of job content or you have, or could obtain, the relevant skills/experience for the role with minimal training.

You will be offered an alternative post if you meet the essential criteria and there are no other employees at risk who have also applied for the post. If you accept the post, you will normally be expected not to apply for other posts in the new structure, including other ring-fenced opportunities.

If you have been unsuccessful in obtaining a role within a new structure we will look for suitable alternative roles for you across the whole Council. You may be ring-fenced for these roles where there are other employees who are also “at risk” of redundancy.

**6.4 ADDITIONAL STEPS TO SAFEGUARD EMPLOYMENT**

Where there are people in the Council who are at risk of redundancy or where we are aware that potential changes may give rise to redundancies we will take reasonable steps to safeguard employment. This may include:

- Early access to internal and external vacancies prior to them being made available more widely;
- Review of overtime working;
- Review of secondments and work with external agencies
- Consideration for voluntary redundancy, see section 9.2.

**7. HOW DOES REDEPLOYMENT WORK?****7.1 WHEN WILL REDEPLOYMENT APPLY**

If following consultation or a selection process your role will no longer exist, we will redeploy you to a suitable alternative role wherever possible in order to secure employment for you and retain your skills and experience within the Council.

We encourage you to work with us to identify how your skills and experience can transfer to other roles and actively seek redeployment opportunities across the Council.

You will be given priority for suitable alternative vacancies – which will be at either your substantive grade or those one grade either side of your current role. You are asked to consider roles in a timely way so as not to delay the recruitment process. Where you meet the minimum criteria for a role you will automatically be considered for the role. If, following assessment, you meet the requirements for the role you will normally be appointed ahead of other employees not at risk of redundancy.

If it is necessary to issue you with a notice of redundancy we will continue to work with you to try to find a suitable alternative role up until the last day of your notice period.

If you are offered suitable alternative employment, initially you will have a trial period and your new manager will work with you to help you to successfully redeploy into the new role. This includes

putting in place any reasonable adjustments to help you succeed in the role. If you choose not to accept a suitable alternative role, this could affect any redundancy pay you may be entitled to.

Where you wish to apply for a role two or more grades either side of your role, you may apply in the usual way, but you will not normally be given priority over other applicants as the role would not normally be considered suitable alternative employment.

## **7.2 TRIAL PERIODS AND RETRAINING**

With all redeployment opportunities you will be offered a trial period of a minimum of 4 weeks in the new role. This may be increased by up to another 4 weeks depending on the complexity of the role and the level of re-training and development you need to successfully transfer into the new role.. The length of the trial period will be determined by the manager of the role you are moving into, in discussion with you and HR. Every effort will be made to support you to be successful in the new role, this includes working with you to identify any training and other support needs.

The length of the trial period will be agreed with you in advance. We may agree with your new manager to extend your trial period, up to a maximum of 12 weeks, where it is mutually agreed this will support you to successfully move into the new role.

During your trial period you will be paid the higher of either the rate for the role, or at your protected pay rate.

## **7.3 WHAT HAPPENS IF WE CANNOT REDEPLOY YOU?**

If we cannot redeploy you, we will formally notify you that you will be given notice of redundancy , However, we will continue to look for redeployment opportunities during your notice period.

## **8. PAY PROTECTION**

Where you accept a suitable alternative role as part of a formal change process your contractual pay (this is your basic pay, plus any contractual entitlements) will be protected where:

- You accept a suitable alternative role which is up to one grade lower than your current role:
- Your role is re-graded and the grade is evaluated one grade lower

Your contractual pay and any contractual entitlements will be protected for 36 months. During this time your salary will be frozen on your current spinal point and you will not receive any further increment or cost of living increase.

At the end of the pay protection period you will move onto point 3 of the grade of the new post, and any protected payments will cease. All terms and conditions will revert to those for the new post. If during the pay protection period the pay for the new role overtakes your protected pay, you will move onto the pay for your new role at that point. If you increase your working hours during the pay protection period, these additional hours will be paid at the rate for the new role (not your protected pay rate.)

Any reduction in pay, additional hours worked and changes to terms and conditions may affect your LGPS pension and you are advised to contact HCC Pension services and/or a financial adviser for further advice. Further guidance is available in the LGPS employee guidance.

**9. REDUNDANCY**

The Council will endeavour to safeguard your employment by considering all options including redeployment. Where a redundancy cannot be avoided, support will be given to you. This could include support with job search, CV writing and interview skills, and adapting to change. We will continue throughout your redundancy notice period to look for suitable alternative employment in the Council.

Decisions on redundancy require Cabinet approval. The Council will act fairly and consistently in going through a change process where there is a reduction in roles.

**9.1 DEFINITION OF REDUNDANCY**

The legal definition of redundancy is set out in the Employment Rights Act 1996.

A redundancy situation may occur where:

- the work you are employed to do ceases or
- the specific type of work you do diminishes or ceases in the location where you are employed (and it is not moved to another reasonably commutable location)

**9.2 VOLUNTARY REDUNDANCY**

In certain circumstances the Council may ask you if you wish to volunteer for redundancy. The decision to ask for volunteers is for a member of Management Team to make and will be strictly decided on business grounds.

**9.3 NOTICE OF REDUNDANCY**

If we cannot redeploy you, we will formally notify you that you will be made redundant. The length of notice you receive is set out in your contract of employment. You will be expected to work during your notice period. Occasionally you may be asked to report to a different manager and work in a different part of the Council during this time.

It is not normal practice for the Council to offer you pay in lieu of notice. You may request to move forward your last day of employment, if this is agreed any financial compensation you are entitled to will normally be adjusted to take account of your new final day of employment.

During your redundancy notice period we will continue to look for suitable alternative employment and you will be able to apply for other advertised roles in competition with other candidates in the normal way.

Dismissals, including redundancy dismissals of Chief Officers also need to comply with the additional procedures relating to Chief Officers including those set out in the Council's constitution.

**9.4 SUPPORT FOR JOB SEARCH**

While you are working your redundancy notice you will be able to take reasonable paid time off for the purpose of finding alternative employment, attending interviews or making arrangements for training for future employment. We ask you agree this time in advance with your line manager. The Council may also offer you career counselling and support with CV writing and interview skills.



## 9.5 REDUNDANCY PAY

If you have more than 2 years' continuous local government service you will qualify for a redundancy payment. Service with bodies in The Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999, will count in calculating continuous service for the purpose of redundancy payments.

The number of weeks of redundancy pay you are entitled to is based on a mix of complete years of continuous service and your age, as per the table in Appendix A. The length of service is capped at 20 years and the maximum number of weeks is 30. The Council provides an enhanced redundancy compensation payment which is based on the number of weeks, multiplied by your contractual weekly pay, this is then multiplied by 2.7. HR are able to provide redundancy estimates on request where you are at risk of redundancy.

Redundancy payments will be paid on the next available payroll run following your last day of employment. At the time of writing this policy, redundancy compensation payments are not liable for National Insurance contributions and you only pay tax on redundancy payments above a certain limit set by HMRC guidelines, currently £30K. This does not apply to other termination payments such as payment for untaken holiday. Any redundancy pay will be subject to any legislative caps in place at the time.

We reserve the right to ask you to enter into a settlement agreement under which you waive any employment claims that you might have before any enhanced redundancy payment becomes payable.

## 9.6 REDUNDANCY AND EARLY RETIREMENT

If you are made redundant and you are over the age of 55, in addition to any redundancy payment you are entitled to, you will also be entitled to access your LGPS pension, where you have more than 2 years' membership in the scheme at the point of leaving.

The Council does not enhance or grant extra pension as part of any redundancy compensation. You may be able to use some of your termination payment, less your statutory redundancy pay, to purchase additional pension, subject to LGPS guidance and legislation. If you choose to do this it must be done prior to your last day of service.

## 9.7 RIGHT OF APPEAL

You can appeal a decision to make you redundant where you believe the outcome of any decision is unfair, such as: the reason you were selected for redundancy or you were not offered an available suitable alternative role.

You will need to put any appeal in writing to the HR Manager, giving reasons for the appeal. Normally this needs to be within ten working days of your written notice of redundancy.

The appeal will be heard by a sub-committee of the General Purposes Committee. Their decision is final and there is no further right of appeal. The redundancy process will continue until the outcome of the appeal is known.

## 9.8 REPAYMENT OF LOANS, TRAINING AND RELOCATION EXPENSES

Where your employment is terminated on the grounds of redundancy repayment of any training expenses, course fees or relocation expenses will not be required. Any outstanding car, bike or

other loan, will need to be fully paid or an arrangement put in place for their payment in timely way prior to your final day.

## **9.9 OFFER OF A NEW JOB WITH A MODIFICATION ORDER BODY**

If you wish to accept an offer of employment with another local authority or an organisation listed in Schedule 2 of The Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999 and you also wish to retain your redundancy payment you are required to have a break in service of at least 4 weeks. On agreement to pay you a redundancy payment you will be asked to confirm that you will not be taking up any other employment covered by the Modification Order, within 4 weeks of the date of your redundancy dismissal. If the contract ends on a Friday, Saturday or Sunday, the 4 weeks is counted from the Monday of the next week.

If you wish to retain your continuous employment with local government or another organisation covered under the modification order you need to start your employment within 1 week of leaving TVBC. Continuity of service is broken where there is one week (Sunday to Sunday) break between the two contracts of employment. Where you choose to retain your continuity of employment no redundancy payment will be made.

## **9.10 CAN I BE RE-EMPLOYED BY THE COUNCIL FOLLOWING REDUNDANCY?**

If you have left TVBC by reason of redundancy you may apply for roles advertised externally alongside other external candidates in the normal way. If you wish to retain any redundancy payment you will need to have the required break in service of at least 4 weeks before returning in a different role.

It is not normal for the Council to re-employ members of Management Team where they have left the Council for reasons of redundancy.

## **10. TUPE**

There may be circumstances where, as part of a change process, a decision may be made to insource or outsource a service or function to/from another organisation and this may involve employees transferring in or out of the Council. TUPE (transfer of undertakings (protection of employment) regulations may then apply.

TUPE is employee supportive legislation and protects your existing terms and conditions of employment, so when you transfer and become an employee of the new organisation you retain your existing terms and conditions including continuity of service. Any new employer will need to provide you with an equivalent pension.

Where there is a potential for a TUPE transfer we will provide you with additional information about TUPE and formally consult with all affected employees, including you, and recognised trade unions at the earliest opportunity. This includes providing information on any measures (changes) which the new employer intends to make.

## **11. SPECIAL CIRCUMSTANCES**

### **11.1 FAMILY RELATED LEAVE**

If you are on family related leave, including maternity, paternity, adoption and shared parental leave you will be formally consulted and kept informed of significant changes at the same time as other employees, unless you agree other arrangements with your manager.



In certain circumstances, such as when you are on maternity leave, you may have enhanced rights in a change situation, so that you are not disadvantaged by your absence. You have the right to return to work and be offered a suitable alternative vacancy if you meet the essential requirements.

Statutory Maternity payments remain unaffected by any organisational change and continue until the end of the maternity pay period.

Advice about organisational change while you are on family related leave is available from HR.

## **11.2 SECONDMENT AND OTHER ABSENCES**

If you are absent or away from your substantive role for any reason such as secondment, reservist leave, sickness absence or unpaid leave you will be formally consulted and kept informed of significant changes at the same time as other employees. The only exception to this is where we have medical guidance not to do so or we have agreed alternative arrangements with you.

## **11.3 FIXED TERM CONTRACTS**

The end of a fixed term contract is a dismissal. Depending on the reason for the fixed term contract coming to an end, this may be defined as redundancy. In this situation:

- we will consult with you on the expiry of the fixed term contract and look for suitable alternative employment for you,
- you will be entitled to a redundancy payment if you have 2 or more years' continuous employment in local government or with a body covered under the modification order

## **12. SUPPORT**

We understand that people can find going through a change process difficult. A number of support mechanisms are available to you to support you during this time:

- Support from your manager and colleagues
- Support from your union representative
- Support from your HR representative and the wider HR Team
- Confidential support available from a choice of Counsellors or the employee assistance programme.

We will look to put in place clear communications at all stages of the change process and provide additional support mechanisms where appropriate and it is felt would be helpful.

Guidance for managers in all areas of this policy is available in the Organisational Change Toolkit.

Agreed PPRG 29 June 2023

Last updated 7 July 2023

**Appendix A – Redundancy pay calculator**

Employees must have at least two years continuous service to qualify for redundancy pay. This table enables you to calculate the number of statutory weeks pay you are entitled to. To work out the total number of weeks of redundancy pay, you need to multiply the number in the table by 2.7.

|     | YEARS OF CONTINUOUS SERVICE |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |  |
|-----|-----------------------------|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|--|
| AGE | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   | 18   | 19   | 20   |  |
| 17  | 1                           |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |  |
| 18  | 1                           | 1.5 |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |  |
| 19  | 1                           | 1.5 | 2   |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |  |
| 20  | 1                           | 1.5 | 2   | 2.5 |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |  |
| 21  | 1                           | 1.5 | 2   | 2.5 | 3   |      |      |      |      |      |      |      |      |      |      |      |      |      |      |  |
| 22  | 1                           | 1.5 | 2   | 2.5 | 3   | 3.5  |      |      |      |      |      |      |      |      |      |      |      |      |      |  |
| 23  | 1.5                         | 2   | 2.5 | 3   | 3.5 | 4    | 4.5  |      |      |      |      |      |      |      |      |      |      |      |      |  |
| 24  | 2                           | 2.5 | 3   | 3.5 | 4   | 4.5  | 5    | 5.5  |      |      |      |      |      |      |      |      |      |      |      |  |
| 25  | 2                           | 3   | 3.5 | 4   | 4.5 | 5    | 5.5  | 6    | 6.5  |      |      |      |      |      |      |      |      |      |      |  |
| 26  | 2                           | 3   | 4   | 4.5 | 5   | 5.5  | 6    | 6.5  | 7    | 7.5  |      |      |      |      |      |      |      |      |      |  |
| 27  | 2                           | 3   | 4   | 5   | 5.5 | 6    | 6.5  | 7    | 7.5  | 8    | 8.5  |      |      |      |      |      |      |      |      |  |
| 28  | 2                           | 3   | 4   | 5   | 6   | 6.5  | 7    | 7.5  | 8    | 8.5  | 9    | 9.5  |      |      |      |      |      |      |      |  |
| 29  | 2                           | 3   | 4   | 5   | 6   | 7    | 7.5  | 8    | 8.5  | 9    | 9.5  | 10   | 10.5 |      |      |      |      |      |      |  |
| 30  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 8.5  | 9    | 9.5  | 10   | 10.5 | 11   | 11.5 |      |      |      |      |      |  |
| 31  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 9.5  | 10   | 10.5 | 11   | 11.5 | 12   | 12.5 |      |      |      |      |  |
| 32  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 10.5 | 11   | 11.5 | 12   | 12.5 | 13   | 13.5 |      |      |      |  |
| 33  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 11   | 11.5 | 12   | 12.5 | 13   | 13.5 | 14   | 14.5 |      |      |  |
| 34  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 11   | 12   | 12.5 | 13   | 13.5 | 14   | 14.5 | 15   | 15.5 |      |  |
| 35  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 11   | 12   | 13   | 13.5 | 14   | 14.5 | 15   | 15.5 | 16   | 16.5 |  |
| 36  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 14.5 | 15   | 15.5 | 16   | 16.5 | 17   |  |
| 37  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 15   | 15.5 | 16   | 16.5 | 17   | 17.5 |  |
| 38  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 16.5 | 17   | 17.5 | 18   |  |
| 39  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   | 17.5 | 18   | 18.5 |  |
| 40  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   | 18   | 18.5 | 19   |  |
| 41  | 2                           | 3   | 4   | 5   | 6   | 7    | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   | 18   | 19   | 19.5 |  |
| 42  | 2.5                         | 3.5 | 4.5 | 5.5 | 6.5 | 7.5  | 8.5  | 9.5  | 10.5 | 11.5 | 12.5 | 13.5 | 14.5 | 15.5 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 |  |
| 43  | 3                           | 4   | 5   | 6   | 7   | 8    | 9    | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   | 18   | 19   | 20   | 21   |  |
| 44  | 3                           | 4.5 | 5.5 | 6.5 | 7.5 | 8.5  | 9.5  | 10.5 | 11.5 | 12.5 | 13.5 | 14.5 | 15.5 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | 21.5 |  |
| 45  | 3                           | 4.5 | 6   | 7   | 8   | 9    | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   | 18   | 19   | 20   | 21   | 22   |  |
| 46  | 3                           | 4.5 | 6   | 7.5 | 8.5 | 9.5  | 10.5 | 11.5 | 12.5 | 13.5 | 14.5 | 15.5 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | 21.5 | 22.5 |  |
| 47  | 3                           | 4.5 | 6   | 7.5 | 9   | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   | 18   | 19   | 20   | 21   | 22   | 23   |  |
| 48  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 11.5 | 12.5 | 13.5 | 14.5 | 15.5 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | 21.5 | 22.5 | 23.5 |  |
| 49  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13   | 14   | 15   | 16   | 17   | 18   | 19   | 20   | 21   | 22   | 23   | 24   |  |
| 50  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 14.5 | 15.5 | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | 21.5 | 22.5 | 23.5 | 24.5 |  |
| 51  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16   | 17   | 18   | 19   | 20   | 21   | 22   | 23   | 24   | 25   |  |
| 52  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16.5 | 17.5 | 18.5 | 19.5 | 20.5 | 21.5 | 22.5 | 23.5 | 24.5 | 25.5 |  |
| 53  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16.5 | 18   | 19   | 20   | 21   | 22   | 23   | 24   | 25   | 26   |  |
| 54  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16.5 | 18   | 19.5 | 20.5 | 21.5 | 22.5 | 23.5 | 24.5 | 25.5 | 26.5 |  |
| 55  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16.5 | 18   | 19.5 | 21   | 22   | 23   | 24   | 25   | 26   | 27   |  |
| 56  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16.5 | 18   | 19.5 | 21   | 22.5 | 23.5 | 24.5 | 25.5 | 26.5 | 27.5 |  |
| 57  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16.5 | 18   | 19.5 | 21   | 22.5 | 24   | 25   | 26   | 27   | 28   |  |
| 58  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16.5 | 18   | 19.5 | 21   | 22.5 | 24   | 25.5 | 26.5 | 27.5 | 28.5 |  |
| 59  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16.5 | 18   | 19.5 | 21   | 22.5 | 24   | 25.5 | 27   | 28   | 29   |  |
| 60  | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16.5 | 18   | 19.5 | 21   | 22.5 | 24   | 25.5 | 27   | 28.5 | 29.5 |  |
| 61+ | 3                           | 4.5 | 6   | 7.5 | 9   | 10.5 | 12   | 13.5 | 15   | 16.5 | 18   | 19.5 | 21   | 22.5 | 24   | 25.5 | 27   | 28.5 | 30   |  |

# Alcohol, Drug and Substance Use Policy

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# ALCOHOL, DRUG & SUBSTANCE USE POLICY

## 1. INTRODUCTION

The Council is committed to providing a safe and positive working environment and ensuring the health, safety and welfare of its people, customers and anyone else affected by its activities. Being under the influence of alcohol or drugs can seriously impair someone's judgement and reactions, leading to an increased risk of accidents and injuries occurring. Alcohol and substance dependency or use can also have a detrimental effect on work performance and behaviour. The Council will take all reasonable steps to ensure people are safe to undertake their roles and to prevent injuries or incidents occurring as a result of the effects of alcohol or substance use.

If you are facing challenges around alcohol, drug or other substance dependency, there are a wide range of services that can help. Talking to your GP can be a good place to start, or there are charities and private organisations which can help too, see those listed at the end of this policy. You should not feel alone in your struggles and there are people you can speak to in confidence as part of the Council's employee support service. The Council recognises that alcohol or drug dependency is a treatable condition and we encourage you to talk to your manager or your HR Adviser at the earliest point so we can put in place any support you need including with working productively and safely. All conversations will be dealt with sensitively and there is no embarrassment in seeking support, we are here to help you.

While addiction to alcohol or drugs will not amount to an impairment for the purposes of the Equality Act (2010), a physical or mental impairment which is linked to that addiction could be covered by the act, for example depression or a serious liver condition.

## 2. WHO DOES THIS POLICY APPLY TO?

Everyone has a responsibility to ensure their own safety and the safety of others they come into contact with while at work and therefore this policy applies to anyone undertaking Council work. This includes employees, contractors, agency staff, work experience or placement students, casuals and volunteers.

## 3. WHEN WILL THIS POLICY BE USED?

All roles need to be undertaken in a safe and productive way and not be adversely impacted by the use of alcohol, drugs or other substances. This policy covers all roles, not just safety critical roles, and includes when undertaking work in the workplace or at another location.

The Council wishes to provide a supportive approach where it is identified an individual's performance or ability to undertake their role is impacted by alcohol or substance use and the person recognises this and is taking steps to get treatment and remedy any performance concerns. Your line manager (with advice from Occupational

Health where appropriate) will discuss and agree with you a support plan to support improved performance, including agreed objectives, timescales and monitoring. The exception to this will be acts of potential gross misconduct, for example violent conduct or possession of illegal drugs, where disciplinary action may be necessary.

## **4. STANDARDS OF CONDUCT**

### **4.1 EXPECTATIONS**

You are responsible at all times to ensure you are able to carry out your role safely, productively and professionally, this includes where you are on a standby or on-call rota. You will not:

- Attend work under the influence of alcohol, drugs (including prescription medication) or Novel Psychoactive Substances (NPS) including those formally known as legal highs to the extent that your judgment, behaviour or ability to carry out your role is affected;
- Drive for work when you are over the drink drive limit or your ability to drive is impacted by drugs, other substances or over the counter medications;
- Bring or store illicit drugs at work, including in personal areas such as lockers and/or attempt to sell or give illegal drugs to anyone while at work, in a Council vehicle, on Council premises or at a work organised function;
- Consume alcohol or drugs (including NPS) while you are working, including where you are on a break during your working day and where you are working remotely or from home. The exceptions to this is the consuming of alcohol at work functions such as celebratory events, the Mayor's Christmas Drinks, Christmas lunches and other work organised events. This is on the clear understanding that any consumption will be moderate and will not impact your ability to carry out your role or affect the reputation of the Council, and that you are within the drink-driving regulations if you are driving home.

### **4.2 SAFE WORKING**

The Council will take all reasonable steps to prevent anyone carrying out work activities if it is believed they are unfit to do so because of the impact of alcohol, drugs or another substance. Risk assessments are undertaken for safety critical roles and activities, including, but not exclusively, driving works vehicles and operating machinery, and any risks will be actively managed.

You have a responsibility to make your supervisor aware where you are taking any substance including "legal highs" or prescription drugs which may have an impact on your ability to undertake your role.

### **4.2 CONSUMPTION OF ALCOHOL**

If you are in a 'safety-critical' role, for example operating machinery or driving a works vehicle while on Council business you must be legally fit to work/drive before coming on duty and must not consume alcohol during a break or whilst on duty. This includes where you work at heights or work in high risk areas, e.g. reversing assistants.

If you are in non-safety critical roles, you should not normally consume alcohol during working hours, other than in the exceptional circumstances (outlined in section 4.1) or be impaired by alcohol to the extent that it will adversely affect your performance, clear thinking and actions.

You are responsible for considering if any alcohol may still be in your bloodstream and how this will impact on your ability to carry out your work safely and professionally.

#### **4.3 USE AND DISTRIBUTION OF DRUGS**

It is a criminal offence to be in possession of, use or distribute an illicit substance and to produce, supply or possess such drugs with intent to supply. This includes psychoactive substances, glue and solvent abuse. Any such incidents suspected of taking place while at work or on Council premises, in Council vehicles or at a Council function, will be regarded as serious, investigated by the Council, and may lead to disciplinary action and possible reporting to the police.

#### **4.4 DRUGS PRESCRIBED ON MEDICAL GROUNDS**

You are responsible for checking with your medical practitioner or pharmacist where you are taking prescribed or over the counter medication and to understand if it may have any impact on your ability to safely and effectively undertake your role, this includes causing drowsiness, impairing your reflexes, judgment or performance. You must inform your Line Manager regarding any prescribed medication if you think it will adversely affect your ability to carry out your role safely, including side effects, and must follow any instructions subsequently given. This includes driving roles as the DVLA has issued guidance regarding compulsory disclosure of prescribed medications. Disclosed information will be handled sensitively and confidentially and used to enable temporary or permanent reasonable adjustments to be considered where necessary. Drugs that cause drowsiness should not be used while at work, unless reasonable adjustments can be accommodated. Many drugs can make you drowsy including antihistamines, antidepressants, muscle relaxants, beta blockers, opioids, blood pressure medication and many more. If you are unsure please speak to HR and advice will be sought from Occupational Health.

### **5. TALKING IN CONFIDENCE**

If you suspect or are aware you have an alcohol, drug or other substance dependency issue you have a responsibility to inform your line manager or HR so an assessment can be made on any impact this may have on your ability to undertake your role. This includes any issues relating to prescribed or over-the-counter medication. The conversation will remain confidential (and only shared with those who need to know, such as your line manager, HR and/or the Corporate Health and Safety Manager) and will enable temporary or permanent reasonable adjustments to be considered, where appropriate. A referral to Occupational Health may be made to support you and the Council with putting a support plan in place.

If it is observed or there is a concern you may be under the influence of alcohol, drugs or another substance to the extent that this is impacting on your ability to undertake your role or putting those you work alongside, or come into contact with, in danger a



Manager or member of the HR team will have a conversation with you. You may be asked to undertake alternative work or sent home from work. If you drove to work, the Council may require you to go home by taxi or other means at your expense.

Where you are unfit for work due to alcohol, drug or other substance use, dependency or misuse, this will be dealt with under the Council's Sickness Absence and Ill Health Policy or the Council's Disciplinary Policy depending on the circumstances.

## **6. TESTING FOR ALCOHOL AND SUBSTANCE MISUSE**

### **6.1 TESTING WHERE THERE IS 'REASONABLE CAUSE'**

The Council reserves the right to carry out 'with cause' alcohol and drugs testing where there is a reasonable belief or suspicion of alcohol or drugs having a detrimental impact on your work performance and/or wellbeing at work, or where there is the potential for this to adversely affect others around you, whether colleagues or members of the public. Sometimes testing is implemented as a supportive step to help you undertake your role safely and can help keep you at work and build confidence and trust in your ability to work safely. Testing involves undertaking a breathalyser test for alcohol or an oral fluid (mouth swab) test for drugs.

Testing may be discussed with you where there is a reasonable concern such as:

- an incident or near miss, for example a collision, resulting in or having the potential to result in serious damage and/or injury
- an event or incident invoking suspicion of the influence of alcohol or drugs;
- smell or physical evidence of drugs or alcohol;
- dysfunctional behaviour invoking suspicion of the influence of alcohol or drugs; or
- an admission by, or at the request of the individual

This list is not exhaustive. All criteria used for selection for testing will be justified, documented and fully communicated with you.

While these factors may be signs of alcohol and/or drug use, there could be other factors responsible for these behaviours. Therefore, any concerns will be treated sensitively, taking all reasonable steps to ascertain the reason for such behaviours or symptoms. This will include discussions with you and a referral to Occupational Health, if appropriate.

The Council does not support random testing. However, there may be rare occasion where, with reasonable cause, a number of people could be tested without notice. It is anticipated this will be very much the exception and will always be in appropriate circumstances such as where the Council has an indication of drug or alcohol abuse in the workplace which is impacting on the safety and well-being of people. Such testing will not take place without Head of Service or Senior Manager approval.

### **6.2 CARRYING OUT TESTING**

Testing will only be undertaken following consultation with HR, with senior management approval and once all steps have been taken to justify the need for



testing in accordance with this policy. You will be provided with a copy of the process to be followed and all testing will be carried out in a confidential and sensitive manner in a private workspace. The testing itself and the processing of results, as sensitive personal data, will be in accordance with GDPR guidance and the Data Protection Impact Assessment (DPIA) which is available on request. Where possible, testing will follow a period of support offered to you, though this may not always be possible depending on the circumstances.

Testing procedures for alcohol will be carried out in-house. The Council will ensure that trained officers carry out alcohol breathalyser testing accurately in a safe, confidential workspace. This will usually be in the presence of a manager and a HR Adviser to ensure fairness. Where this is not possible, then a second manager or the Corporate Health and Safety Manager will be present. You may be accompanied by a trade union representative or work colleague, if you choose and they are available. Testing will not be delayed or rearranged due to the unavailability of the representative or colleague. The equipment used will be maintained, with periodic calibration to ensure compliance with regulatory guidelines. Positive results will be recorded, signed and witnessed in the presence of the manager undertaking the test and HR or a second manager. You will also have the opportunity to sign the record to indicate your agreement. We will agree with you in advance if negative results will be recorded.

Drug testing will be carried out in-house by using a Drug Wipe Dual system, which is a 5 minute saliva and skin drug screener swab, with the sample then sent to an accredited third party analytical laboratory for analysis. Again, this will be in the presence of an HR Adviser or with a second manager in attendance. Appropriate training will be provided for the test to be carried out by the Corporate Health and Safety Manager or another fully trained manager. The testing procedure will be explained to you and you will be asked to sign a consent form regarding the test. You will be asked to provide a sample using the procedures for sample collection provided by the manufacturer. The collection, record keeping and labelling of the sample will be done in your presence, to ensure transparency and integrity in the process from collection to laboratory review. If a drugs sample is found to be positive, then it will be sent to the laboratory to a) ensure that the sample has not been tampered with and b) analysed and stored securely for reference purposes. A positive drugs screener test will then require a urine sample to be taken discreetly and privately, under controlled conditions, which would also be sent away for testing.

Should it be necessary to undertake alcohol or drug testing this will be fully explained to you. The Corporate Health and Safety Manager will be informed confidentially of all test results and will be responsible for overseeing any risk assessment necessary as a result of a positive drug and alcohol test result. Once the testing process is completed and reported, you may request a copy of your results.

### 6.3 REFUSAL OF TESTING

Testing for alcohol can be carried out without your prior consent providing that the guidelines in this policy have been followed. The Council will however, always look to obtain your consent ahead of any test. If you refuse to engage with testing, and a reasonable request has been made in accordance with the criteria in this policy, this may be regarded as wilfully refusing to comply with a reasonable management instruction and dealt with through the Council's Disciplinary Policy.

For drug testing, it is a legal requirement your consent is gained prior to testing. If, however, you refuse to provide a sample when requested, this could constitute wilful refusal to comply with this policy and could therefore result in formal disciplinary action.

#### 6.4 POSITIVE TEST RESULTS

A positive test for the purposes of alcohol testing is defined as a test exceeding the UK driving limit of 35 micrograms per 100 millilitres of breath. A positive drug test is where the result indicates that the drug/s for which a specimen was being tested is present.

If a test gives a positive result, an initial meeting will normally be held to understand the circumstances which have led to this result. From this, and with advice from HR, a decision will be made on the most appropriate course of action. This may include investigating the matter under the Council's sickness absence and ill health policy or under the Council's Disciplinary Policy. Where appropriate you will be signposted to obtain support for alcohol or drug dependency and a support plan put in place. Marginal or lower results may still necessitate a risk assessment to determine whether any action is needed to ensure yours and others safety in the workplace. Positive results data will be retained confidentially in accordance with the Council's retention policy and will not be used in the future unless needed for formal disciplinary and capability investigation and hearing purposes.

#### 6.5 REHABILITATION

Absence for treatment for drug or alcohol addiction which has been agreed by either a GP or Occupational Health will be treated as sickness absence in accordance with the Council's Sickness and Ill Health Capability policy. However, if an employee has successfully completed a course of treatment and later relapses, the line manager will consider whether it is appropriate to agree to further paid sickness absence for a further course of treatment.

#### 6.6 DISCIPLINARY AND CAPABILITY ACTION

The Council will always seek to support employees who voluntarily disclose a problem with alcohol or drug dependency and who seek help, or where it becomes apparent that addiction or misuse has impacted on performance in the workplace. However, the Council will consider action under the Disciplinary policy for any employee suspected of taking illegal drugs or drinking alcohol or being under the influence of alcohol or drugs during working hours outside the narrow exceptions in section 4.1 where this has impacted on their role and represents a potential conduct or safety concern. Examples of incidents leading to disciplinary action could include inappropriate behaviour and work-based accidents where it is believed that alcohol excess or drug use has been a factor in impacting on your ability to undertake your role safely and properly. It could also include consuming, selling or possession of illegal drugs, or refusal to undertake testing. This list is not exhaustive.

If, despite careful protocols for testing, it is ascertained that adulteration (tampering, substitution) of test results has occurred, either by an employee or a tester, this will constitute an invalid sample and formal action under the Council's Disciplinary policy will be considered.

If you are experiencing issues with drug or alcohol dependency you are encouraged to obtain support and confidentially disclose this with either your manager or HR so risk assessments and support can be put in place. If you do not accept help or you discontinue treatment then investigations and processes under the Council's disciplinary or capability policies may be considered, as appropriate.

## 7. ASSISTANCE FOR EMPLOYEES

You are encouraged to seek assistance for any alcohol, drug or substance dependency before reaching a point where your judgment, performance, conduct and/or attendance is affected, or where you place the health and safety of yourself and/or others at risk. Your manager and / or HR are there to listen and support you in a sensitive and confidential way. They are able to organise a referral to Occupational Health to provide further guidance and support.

### 7.1 SUPPORT

Support available could include, but is not limited to:

- Signposting to organisations and services which can offer support with alcohol and drug dependency, see list below;
- Support to attend counselling and rehabilitation treatment
- Consideration of temporary or permanent redeployment to an alternative role where, following occupational health advice and discussions with the employee, it is no longer possible for the employee to remain in their current role.

All employees have access to the Council's **Employee Support Service**.

HR can provide advice and support, including signposting to appropriate support services and providing details of counsellors available or these can be found on the Employee Services pages of the intranet (Trout Face).

### 7.2 SOURCES OF EXTERNAL SUPPORT

#### **Alcohol Dependence**

##### **Drinkline**

Helpline: 0800 917 8282

Drinkline runs a free, confidential helpline for people who are concerned about their own drinking, or someone else's.

##### **NHS Choices Website**

<http://www.nhs.uk/conditions/Alcohol-misuse/Pages/Introduction.aspx>

National Health Service advice page.

##### **Drinkaware**

<https://www.drinkaware.co.uk/>

Drinkaware works to reduce alcohol misuse and harm in the UK.

### **With you**

[Help and advice on drugs and alcohol - With You \(wearewithyou.org.uk\)](http://wearewithyou.org.uk)

With you is a charity providing free confidential support to people experiencing issues with drugs, alcohol or mental health. They have 80 local services in England and Scotland.

### **Al-Anon**

<http://www.al-anonuk.org.uk>

Provide support to anyone whose life is, or has been, affected by someone else's drinking, regardless of whether that person is still drinking or not.

### **Alcoholics Anonymous Great Britain**

<http://www.alcoholics-anonymous.org.uk>

AA is an organisation of men and women who share their experience with each other hoping to solve their problems and help others to recover from alcoholism.

### **Drug Dependence**

### **NHS Choices Website**

<http://www.nhs.uk/Livewell/drugs/Pages/Drugtreatment.aspx>

National Health Service advice page.

### **With you**

[Help and advice on drugs and alcohol - With You \(wearewithyou.org.uk\)](http://wearewithyou.org.uk)

With you is a charity providing free confidential support to people experiencing issues with drugs, alcohol or mental health. They have 80 local services in England and Scotland.

### **Talk to Frank**

<http://www.talktofrank.com/>

National drugs awareness site for young people and parents/carers.

### **Narcotics Anonymous**

<http://ukna.org/>

Helpline for the UK: 0300 999 1212

N.A. is a non-profit fellowship of recovering addicts who meet regularly to help each other stay clean. Membership is open to anyone with a drug problem seeking help, regardless of what drug or combination of drugs have been used, and irrespective of age, sex, religion, race, or background. The only requirement for membership is a desire to stop using drugs.

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Agreed PPRG 29 June 2023

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