



Hyndburn Borough Council

Customer First Analysis

Customer First Analysis Drug & Alcohol Policy

1. Purpose

- What are you trying to achieve with the policy / service / function?

To have a clear and up to date policy which:

- Outlines the Council's rules and expectations regarding alcohol and drugs;
 - Supports our commitment to health and safety;
 - Links to other procedures as appropriate (e.g. disciplinary);
 - Signposts employees to sources of support and information;
 - Allows for a policy of testing for drug and alcohol misuse; and
 - Encourages employees with an addiction problem to seek help and support to recover.
- Who defines and manages it?

HR, with support from Occupational Health and other agencies as appropriate. Line managers play a crucial role.

- Who do you intend to benefit from it and how?

All employees and residents through ensuring safe working. Staff with problems of dependency or addiction or whose alcohol or drug use is affecting their health and wellbeing.

Managers by having clear guidance and the ability to perform tests rather than rely on subjective evidence.

- How will you get your customers involved in the analysis and how will you tell people about it?

A programme of awareness for all staff prior to implementation.

2. Evidence

- How will you know if the policy delivers its intended outcome / benefits?

If we are able to deal constructively with people who are not in a fit state to work safely and effectively.

- Are you breaking down data by equality groups where relevant (such as by gender, age, disability, ethnicity, sexual orientation, marital status, religion and belief, pregnancy and maternity)?
- We should consider monitoring the use of testing by protected characteristic.
- Are you using partners, stakeholders, and councillors to get information and feedback?

There will need to be a period of consultation prior to implementation.

3. Impact

- Are some people benefiting more – or less - than others? If so, why might this be?

This will be reviewed if the policy is implemented. We do not have any statistics for the current policy.

4. Actions

- Consult on a draft procedure.
- Review any new procedure 12 months after implementation.

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