

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Drug and Alcohol Policy		
MEETING DATE AND TIME	9 th June 2022 7.00 pm	LOCATION	Congleton Town Hall
REPORT FROM	Ruth Burgess		
AGENDA ITEM REPORT TITLE	19 Staff Drug and Alcohol Testing Policy		
Background	<p>Following informal discussions with the Town Council’s Management Team regarding the benefits and viability of introducing a Staff Drug and Alcohol Testing Policy and Procedure, the Management Team have researched best practice in the area, potential suppliers and cost of a testing service.</p> <p>The purpose of the Staff Drug and Alcohol Testing Policy and Procedure would be to support the organisation in management of employees through enabling both random testing and “for cause” testing, (i.e., with suspicion) and post incident testing of employees. This would support the Town Council in helping to ensure that the health, safety and welfare of all employees, customers and service users is safeguarded, in line with the Town Council’s obligation to comply with relevant legislation, specifically the Health and Safety at Work etc. Act (1974), and the Misuse of Drugs Act (1971).</p>		
Proposal	<p>Based on best practice research, it is proposed that the Town Council would randomly test 20% of the workforce (approximately 6 staff), over four sessions each year. In addition, the policy would allow for the Town Council to test employees where there was a suspicion they were in work under the influence of drugs or alcohol.</p> <p>It is proposed that the Town Council takes a zero-tolerance approach to the use of drugs and alcohol. In order to support employees prior to the introduction of the policy, there would be a three-month amnesty period where the policy would be promoted with staff, giving the opportunity for any member of staff with a drug/ alcohol/ substance misuse problem to come forward and request support from the organisation.</p>		
Finance	<p>A number of potential testing companies have been approached and quotes requested. The current preferred provider is Radox Testing Services, who have offices based in Manchester and have experience working with local councils. The indicative cost of a fully managed the service per year is set out below. This is based on random testing of 20% of the workforce and two additional call outs.</p> <p>The approximate fees for testing are £90 for pre-arranged collection sessions plus £35 per sample. For “with cause” testing you would pay a call out fee of £160, plus £35 analysis per sample.</p>		
Decision Requested	To approve the request to introduce a staff policy for random and “with cause” drug and alcohol testing for all personnel and operatives.		