



## **EMPLOYMENT COMMITTEE - 29 JUNE 2018**

### **RANDOM ALCOHOL AND DRUG TESTING**

#### **REPORT OF THE DIRECTOR OF CORPORATE RESOURCES**

##### **Purpose of the Report**

1. The purpose of this report is to inform the Employment Committee of work that is currently underway to introduce random alcohol and drug testing arrangements within a number of areas in the Council.

##### **Policy Framework and Previous Decisions**

2. The Council has a Substance Misuse Policy which provides a framework for managers to use so that appropriate support can be provided where a problem is identified. It also provides managers with advice on addressing unsatisfactory conduct, performance and/or attendance where substance misuse is a contributing factor. The Alcohol and Drug Testing Policy will sit alongside the Substance Misuse Policy.

##### **Background**

3. The Substance Misuse Policy contains a procedure for managers to follow when they suspect that an employee has attended work under the influence of alcohol and/or drugs, or following an incident or near miss. However, current private industry best practice and the approach advocated by relevant professional bodies, including the Traffic Commissioner, is to implement random alcohol and drug testing, particularly in relation to 'safety critical' roles.
4. In order to prepare for the implementation of the new testing requirements, Heads of Service have been asked to identify which of the posts fall within the following 'safety critical' categories:
  - Those who are employed as drivers or who drive Council vehicles (e.g. bus drivers, chauffeurs, winter gritters, HGV drivers, highways operatives, waste operatives);
  - Those who operate, or work in very close proximity to, machinery (e.g. highways operatives, waste operatives, forestry workers, ESPO warehouse staff, forklift truck drivers);

- Those who are required to transport service users in their own vehicle (e.g. staff within social care).
5. Once a Council wide list of 'safety critical' posts has been compiled, this will be shared with the trade unions for their agreement.
  6. As agency workers will fall within the testing requirements, departments have also been asked to identify if any of these 'safety critical' posts are filled by agency workers and if so, who the post holders are engaged through, for example, via the Council's approved agency provider, Reed or another agency. Discussions will then need to take place with these agencies regarding the new testing requirements.
  7. Once a final list of 'safety critical' posts has been compiled, work will commence, in conjunction with Health and Safety colleagues, on identifying an external testing provider and the method(s) of testing (e.g. urine sample, saliva sample) that will be used.
  8. An alcohol and drug testing policy is currently being drafted which will include both the 'for cause' procedure that is currently set out in the Substance Misuse Policy and the new random testing procedure. This will be presented to Employment Committee at a future meeting.

### **Recommendations**

9. That the Committee notes the content of the report.

### **Background Papers**

None.

### **Circulation under the Local Issues Alert Procedure**

None.

### **Officer to Contact**

Gordon McFarlane, Assistant Director - Corporate Services  
Tel: 0116 305 6123  
Email: [gordon.mcfarlane@leics.gov.uk](mailto:gordon.mcfarlane@leics.gov.uk)

### **Equality and Human Rights Implications**

10. Once the relevant 'safety critical' posts have been identified and an external testing provider and the method(s) of testing have been confirmed, an Equality and Human Rights Impact Assessment will be completed.