

# COLWICH PARISH COUNCIL



## PD122 DRUGS & ALCOHOL POLICY

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## DRUGS & ALCOHOL POLICY

# Drugs & Alcohol – PD122

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**This document was originally written by:**

<b>Name</b>	<b>Position</b>	<b>Date</b>
Michael Lennon	Clerk	January 2017

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### Revision History

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# DRUGS & ALCOHOL POLICY

## 1 POLICY STATEMENT

- 1.1 The aim of this Policy is to deal with issues resulting from Drug and/or Alcohol misuse, either by providing support, where it is accepted, or resorting to the Disciplinary Procedure (PD124) where support is not accepted, or gross misconduct has occurred.

## 2 INTRODUCTION

- 2.1 Colwich Parish Council (the Council) recognises that the misuse of drugs and alcohol is a significant area of health and social concern. It also recognises that someone with such problems could well need help and support from the Council, as their employer.
- 2.2 The term 'drug' refers to both illicit substances, controlled under the Misuse of Drugs Act 1971, and non-illicit substances such as solvents and legal highs. This policy also applies to the misuse of prescribed or over-the-counter medicines.
- 2.3 Misuse of drugs and alcohol can have a detrimental effect on work performance and behaviour and the Council recognises that it has a responsibility to its officials and customers to ensure that this risk is minimised.
- 2.4 Accordingly, the Drug and Alcohol policy involves three approaches:
- 2.4.1 Provides reasonable assistance to the official with an alcohol or drug misuse problem who is willing to co-operate in the treatment of that problem.
  - 2.4.2 Disciplinary rules, enforced through the Disciplinary Procedure (PD124), where the use of alcohol or drugs affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem exists or (2) where treatment has been offered but not accepted.
  - 2.4.3 Disciplinary rules enforced as gross misconduct, with a consequence of summary dismissal, when an official displays behaviour or undertakes any act under the influence of drugs or alcohol, which means that their presence can no longer be tolerated in the workplace.

## 3 SCOPE

- 3.1 All officials are responsible for adhering to this policy and reporting possible breaches of the policy to the Chief Officer and/or the Chairman. All officials must take reasonable care, whilst at work, to ensure they do not endanger themselves or anyone else by their actions.
- 3.2 Officials will always be mindful of the requirements of the Road Traffic Act 1988 which stipulates that drivers of road vehicles must not be under the influence of drink or drugs whilst driving, attempting to drive or in charge of a vehicle.

## 4 SUPPORT FOR OFFICIALS

- 4.1 If the Chief Officer or Chairman is concerned about the behaviour of an official, they will engage in a private two-way discussion as soon as possible, highlighting the

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official's shortcomings in conduct or performance and agree a plan for improvement or further action, if appropriate.

- 4.2** Where it is suspected that the issues could be due to drug or alcohol misuse, they will help the official to recognise the nature of the problem through the intervention of an Occupational Health Service.
- 4.3** Provision of support and assistance will then depend upon the following conditions being met:
  - 4.3.1** The Occupational Health Service confirming a drug or alcohol misuse/dependency related problem.
  - 4.3.2** The official recognises that they are suffering from a drug or alcohol misuse problem/dependency and is prepared to co-operate fully with Occupational Health and accept onward referral to and treatment from appropriate sources.
- 4.4** If those conditions are met the Chief Officer or Chairman will provide support during the period of treatment and make all efforts to maintain confidentiality. This support may include a period of sick leave or the approval of a period of annual or unpaid leave at short notice.
- 4.5** Depending upon the circumstances it may also be appropriate for the Chief Officer or Chairman to:
  - 4.5.1** Consider temporarily amending work patterns or transferring the person to other duties during this period.
  - 4.5.2** Drafting a working agreement, to be signed up to by the official, where progress is monitored and fitness to attend work is assessed on a daily basis.

## **5 DISCIPLINARY ACTION**

- 5.1** In accordance with the Council's Disciplinary Procedure (PD124), the following circumstances would be regarded as gross misconduct and would normally result in dismissal:
  - 5.1.1** Attending work and/or carrying out duties under the influence of drugs or alcohol.
  - 5.1.2** Consumption of alcohol or drugs whilst on duty.
- 5.2** Officials must also recognise the following limits to the assistance that can be provided:
  - 5.2.1** Where an official fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the normal Disciplinary Procedures (PD124).
  - 5.2.2** If the process of referral and treatment is completed but the official becomes involved again in disciplinary situations resulting from drug or alcohol misuse related problems, these will be dealt with through the Disciplinary Procedures (PD124).

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### 6 SOURCES OF ADVICE

- 6.1 The following web pages provide useful sources of information relating to drug and alcohol misuse:

[www.talktofrank.com](http://www.talktofrank.com)

[www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

- 6.2 Advice could also be sought by phoning the following helplines:

6.2.1 National advice line (Drugs) 0300 123 6600

6.2.2 National advice line (Alcohol) 0300 123 1110

<b>SIGNED</b>	<i>Wendy Plant</i>
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