

Nicola Hesketh
Project and Information CoOrdinator

Our Ref: FOI4289/NH/02
Please ask for: Nicola Hesketh
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[Name Redacted]
Lewes District Council

6th January 2016

Dear [Name Redacted]

Freedom of Information – Request for Information

With regards to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act. Please find the information you requested below with reference in the box to your original enquiry for clarity where multiple answers are required.

Details of Your Request

See attached Questionnaire

The response to your request as follows:

See attached Ref: FOI4288 Questionnaire

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publish your email address or physical address where it is considered personal information as defined under the Data Protection Act 1998.

Project and Information Coordinator,
Tamworth Borough Council,
Marmion House,
Lichfield Street,
Tamworth,
B79 7BZ

Details of Tamworth Borough Council's internal review and complaints procedure are attached, in accordance with the provisions of the Act.

Yours Sincerely

Nicola Hesketh
Project and Information Coordinator



Lewes District Council



Learning at Work

DRUG AND ALCOHOL POLICIES AND PROCEDURES

Please can you complete this questionnaire and return it by 23rd December 2016. A pilot study showed that it takes on average 10 to 15 minutes, depending on how many comments you have to make. [Personal information redacted] and will also inform the review of the Council's Policy. Please note that your organisational identity will not be passed on except in confidence to the University if required for verification purposes.

Organisation Name: will be kept confidential			
Question	Yes?	No?	Comments, don't know or not applicable
1 Do you have a policy and/or procedure?		no	If 'no' please just tick the box and return the questionnaire not completed. Thank you.
When was your policy originally written?			Year:
2 Are you able to send a copy/copies back by email with the completed questionnaire?			
3 What was the catalyst for the original Policy and Procedures?			
Please tick as many as are valid, thank you.	Management concern about certain individuals?		
	Staff concern about certain colleagues?		
	An incident or accident caused by the influence of alcohol, drugs or other substances?		
	A new role which required – or was felt to require – clear rules?		
	Other – please specify		
4 How was your Policy originally written?			
Please tick as many as are valid, thank you. Comments would be helpful	I/We wrote it from scratch – bearing in mind what we wanted to cover and the legal requirements.		
	I/We took it from elsewhere/similar organisation(s) doing a 'find and replace' to ensure it had our organisation's name on it.		
	I/We used a template		

	model policy from our legal advisors/a professional organisation/the HSE or similar website/a H&S advisor or consultant.			
	I/We negotiated it with our workforce/trade union H&S representatives.			
5 Does your Policy include the following?				It is assumed that introduction, definitions, legal requirements, policy aims, and 'who has responsibility for what' are covered.
Please tick as many as are valid, thank you. Comments would be helpful	Scope – who, and which substances the Policy covers			
	Signs and symptoms of drug and alcohol influence, and abuse			
	Sources of help with substance abuse or addiction – internally and externally			
	Do you mention 'zero' tolerance – if so, how do you define and specify the meaning?			
	Do you differentiate between legal limits, and your own organisation's limits?			
	How do you deal with substances where there are no specified legal limits?			
	Do you have the same 'rules' for everyone?			
6 When was your Policy last reviewed?			Year:	
	Were many changes made as a result of the review?			If yes, please summarise:
7 Do your procedures specify when use of these substances are permitted in relation to work?				
Please answer each of these questions if they are relevant. Thank you.	Are all workers covered regardless of their role?			
	Do you use risk assessments to determine acceptable levels?			
	If someone has a problem,			

	how do you deal with it?			
	If someone is under the influence at work but doesn't have an addiction or medical problem, how do you deal with it?			
	Do you divide between welfare, deterrent, dealing with issues (capability and disciplinary procedures)?			
	What aspects, if any, are considered 'unfair' about your policy scope and procedures?			
8 Do you test workers for alcohol or drugs? If yes, is this testing:				
Please tick as many as are valid, thank you	Pre-employment?			If no, why not? Comments:
	Post incident/for cause?			
	Employee compliance?			
	Random?			
If yes, are the samples:				
Please tick as many as are valid, thank you	breathalyser			Comments:
	saliva			
	urine			
	hair			
	blood			
	other			
If yes, what evidence do you have that this leads to the outcomes you have set as the reason for the testing?				
What do you do if someone refuses to take the test?				
If a test comes back non-negative, do you always				
Please tick as many as are valid, thank you	Suspend on full pay? For how long?			
	Retest – if so, how?			
	How do you deal with the possibility of false positives?			
Is the testing done externally?				
Is the testing done internally, by:				
Please tick as many as are valid, thank you.	Managers or team leaders			
	HR			
	Health and Safety person			
How frequently is the testing done?				
9 Did you implement the Policy and				

Procedures originally by:			
Please tick as many as are valid, thank you.	Imposing it regardless, by management decision?		
	Putting it into new contracts?		If yes, how did you cope with having some people covered by the policy and others not?
	Negotiating with trade unions or worker reps?		
	Adding it to the staff guide without negotiation?		
	Tell staff about it and where they could access it?		
	Advertise it on your intranet?		
	Advertise it in an internal newsletter		
	Through management briefing and/or team meetings?		
	Through training sessions?		If yes, who ran these?
	Through drop-in sessions?		If yes, who ran these?
Measurement – how do you measure whether the Policy is achieving its aims?			
Do you offer information and education for workers in relation to drugs, alcohol and other substances?			If yes, what kind of information?
Please add any further comments or advice you have based on your experiences with drug and alcohol policies	Comments:		

Thank you very much for your time and comments. Please email this back to [Email Redacted] with your policy if you have one and are able to. Please provide your email address if you would like an (anonymous) summary of all the answers I receive:

Email address:
I would like a copy of the survey results: yes/no
I would like a copy of the final Policy and Procedures: yes/no