

ITEM 7 – REFERRALS FROM CABINET

20 OCTOBER 2015

7.1 CA/087/15 ALCOHOL TESTING POLICY

Decision

That Cabinet recommend Council to approve the Alcohol Testing Policy as set out in the report to Cabinet which is intended to supplement the Council's existing Alcohol, Drugs and Substance Misuse Policy.

Reason for Decision

To seek approval to an Alcohol Testing Policy.

Implications

Financial

There are costs associated with procurement of monitoring equipment as detailed in the report.

Risk Implications

Currently there is a risk that action could be taken against the Council for unfair dismissal as there is no objective testing/screening to test employees for alcohol limits whilst at work. To ensure that the final process is objective an independent accredited organisation would be employed to conduct the final alcohol test using home office approved breathalyser. Any risks are offset by the consequences of any incident or accidents caused by personnel that have excess alcohol whilst engaged in work activities or driving.

The key risks:

- Statutory non compliance
- Risk of serious accidents/fatalities
- Legal action taken against the Council (both criminal & civil)
- Reputational damage to Council

Community Impact Assessment

A Community Impact Assessment is not applicable as the drink/drive used for the purposes of this policy are set out in legislation and do not discriminate between individuals, culture, gender, disability or age etc. This policy relates to employees only.

It is proposed this policy applies to all staff across the Council. This addresses concerns from the unions that operational staff at the depot could be targeted unfairly as many of the depot staff drive or operate machinery.

Health And Safety Implications

None. Implementation of the policy will enable DBC to demonstrate they are complying with Health & Safety requirements and best practice.

Corporate Objectives

Resources and Value For Money;
Optimise Resources and Implement Best Practice.

Advice

The Portfolio Holder for Environmental, Sustainability & Regulatory Services introduced the report and explained that currently there were no objective methods of testing, so this policy would change that. It was highlighted that the Union fully supported the proposals. The Portfolio Holder stressed that this policy would cover all staff regardless of grade, department or role.

The process would involve two stages for testing and could be carried out if there was suspicion that a member of staff was drunk, following an accident or as part of random testing. Environmental Health staff would carry out the initial test and then if one was positive it would be passed to external testers.

The Group Manager for People added that as part of the initial random testing, fifty names would be selected from a staff database, which would be reviewed to ensure the process remained fair and consistent across the organisation.

Consultation

Consultation took place with:

- Unions
- Cupid Green Health & Safety Group
- Health & Safety Committee
- CMT

Voting

None.

7.2 CA/089/15 APPRENTICESHIP SCHEME 2016

Decision

1. To approve the establishment of an Apprenticeship Scheme for 2016; and,
2. **That Cabinet recommend to Council the release of £41,522 from the Management of Change reserve in order to deliver the scheme.**

Reason for Decision

To recommend to Cabinet the establishment of a new Apprenticeship Scheme Framework to support the Council's workforce development needs and contribute to the economic regeneration of Dacorum.

Implications

Financial

The cost of establishing this scheme from January 2016 is £41,522 which will create two apprenticeship opportunities at Dacorum.

Value for Money

There will be a competitive salary package and development plan in place to ensure staff are supported and productive.

Risk Implications

If the Council decided not implement this programme the following risks have been identified:

- Risk of increasing skill gaps for the local area, which would impact on the local economy.
- Reduced employment opportunities for people in the local community.
- Not supporting the delivery of economic well-being in the local community.
- Workforce issues will remain in some services

Community Impact Assessment

A Community Impact Assessment has been completed

Health And Safety Implications

All posts would be supported by the Council's Health and Safety policies.

Corporate Objectives

Regeneration and Economy

Working with those offering skills, training and apprenticeships needed for local jobs.

Advice

The Portfolio Holder for Residents & Corporate Services reported that in May 2012, Cabinet agreed to support and fund an Apprenticeships Scheme Framework, to support and enable the employment of local people, and contribute to the economic regeneration of Dacorum.

The council had supported 19 apprentices since 2012 and a quarter of those had found employment with Dacorum Borough Council.

The Portfolio Holder for Finance and Resources felt this was a very worthwhile scheme and fully supported the recommendations.

The Leader of the Council asked when the apprentices would be with the council.

The Team Leader for Human Resources explained that the process would begin as soon as possible with the aim for them to start in January 2016.

The Portfolio Holder for Planning and Regeneration asked if they had looked at specific areas for their employment.

The Team Leader for Human Resources said they would look at areas where it was difficult to recruit to.

Consultation

Consultation took place with:

- Cllr Neil Harden
- Assistant Director – Chief Executive's Unit
- Corporate Management Team – workforce planning paper

Voting

None.