

APPENDIX 5

Alcohol and Substance Misuse Policy Section	Suggested Change	Reason for Change
Page 6 - Paragraph 2	Added - The period of further monitoring will be agreed on a case by case basis.	Following comments from the Information Governance Officer & Census Liaison Manager
Page 6 - 5.2 Random alcohol and drug testing	Streamline the selection process for random testing from "The Health and Safety Manager will use an application that selects a number(s) randomly. This number(s) will be forwarded to a Payroll Officer who will match this number(s) with the payroll establishment list. The Health and Safety Manager will be informed by the Payroll Officer of the name(s) that matches with the random selected number(s). This has been replaced with "Management will determine the timing, frequency and sample size of random testing exercises. Up to 3 employees will be selected at random each month. The random selection will be witnessed by a member of the Human Resources or Health & Safety Team. Management reserves the right to increase the number of monthly random test if deemed appropriate"	This will simplify the selection process whilst ensuring the integrity of selection by using Human Resources or Health and Safety as witnesses. This will also allow the selection process to target safety critical roles
Page 6 - Point 5.4	GDPR replaced with Data Protection act (2018)	Following comments from the Information Governance Officer & Census Liaison Manager
Page 6 - Point m	Added point m - Information from testing will be processed by the Health and Safety team,	Following comments from the Information Governance Officer

	it could be used as part of the disciplinary procedure or to show compliance to the Alcohol and Drug Policy. Information is stored in line with the Health and Safety Retention Policy, negative results are used for statistical purposes’.	& Census Liaison Manager
Page 7 - 5.6 Drug Testing	Replace the reference to “Drug Wipe” as the standard test and replace with “Tests used will be industry standard and will be reliable, credible and safe.”	This will allow the flexibility on the type of test that is used. This will also allow us to use the Council’s Occupational Health Provider to carry out tests if required
Page 7 - 5.6 Drug Testing	Remove the reference to Dtec International and replace with “Further test will then be taken by a representative from a reputable UKA registered laboratory.”	This will allow the flexibility on the Company used to carry out further testing.
Page 8 - Paragraph 4	An “updated list of employees tested” replaced with “Statistical information”	Following comments from the Information Governance Officer & Census Liaison Manager
Alcohol and Substance Misuse Form	Privacy notice added	Following comments from the Information Governance Officer & Census Liaison Manager