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Policy / Procedure Review Report

People and Organisational
Development Committee
6 September 2022
Agenda Item: 3.1

Section 1 - Policy / Procedure Information

Policy / Procedure Title	Substance Misuse (Drugs and Alcohol) Policy
Policy Owner	Ruth Tofton, Senior People and OD Advisor
Lead Executive	Neil Lewis, Director of People and OD
PHW / All Wales?	PHW
Date of last Review	March 2019
Is the current policy / procedure within date?	Yes
Approving Body /Group	People and OD Committee
Version Number	1

Section 2 – Recommendation

The Business Executive Team reviewed this draft policy on 2 August 2022 and endorsed for submission to the Committee for approval.

The Committee is asked to **approve** the revised Substance Misuse (Drugs and Alcohol) Policy

3 – Details of the Review:

Background:

Reason for review	The policy was reviewed in line the People and OD policy review schedule in 2019. However, due to the pandemic, the approval of the policy was paused. We have recently reviewed the policy again in partnership with staff side colleagues, the networks and relevant subject experts across Public Health Wales
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Consultation:

Has this Policy / Procedure been through the appropriate consultation process?	Yes, 28 day consultation
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Date range of consultation:	October 2021
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Please provide details of any feedback received and outline what changes if any were made to the document as a result:

Overall, we have updated the language and overall tone of all three policies to reflect the following:

- We want to ensure policies reflect the culture we aspire to create and have included wording to reflect this.
- We want policies to go beyond legal compliance and reinforce the fact that we truly value our staff and want to create an environment where they can thrive.
- We want the language to be consistent with that outlined in our people strategy.
- We want to encourage feedback from those colleagues who use our policies and signpost sources of support and advice in the event that further support is needed.

Specific updates are detailed below:

Substance Misuse (Drugs and Alcohol) Policy

- Amendment to Policy statement to align more closely with the organisational culture we seek to develop.
- Scope to include Contractors and Agency workers.
- Amendment to Definitions.
- Confidentiality/data protection including in the supporting procedures section
- Revision of Policy Aims and Objectives.
- Additions to Roles and Responsibilities for All Staff.
- Revised guidance when it is recognised that an employee could have a problem
- Additions to dealing with someone who has confirmed substance misuse issue.
- Revised guidance on management of employee suspected of substance misuse and keeping them safe.
- Addition of consequences for employees who are in possession of illicit substances.
- Addition of Trust's stance on substance misuse testing.

Had this policy / procedure been considered by any other groups?

Yes, Local Partnership Forum

If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this

n/a

4 – Impact Assessments

Equality and Health Impact Assessment	Completed and submitted with the Policy to the approving body.
Risk and Assurance	This policy provides a framework for consistent and equitable management and support for staff experiencing substance misuse issues at work, and promotes the highest standards of awareness, health, safety and welfare of employees.
Health and Care Standards	These Policies support and/or take into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability Theme 7 - Staff and Resources Theme 2 - Safe Care
Financial implications	No financial implications have been identified.
People implications	This policy supports other All Wales and PHW policies that are already in existence and so no additional people implications have been identified.

5 - Implementation

Implementation plan (with timescales)			
Next steps		Timescale	Responsible officer(s)
1	Once approved the updated policy will be launched via the staff and manager bulletins and updated intranet pages.	With 4 weeks of approval	Ruth Tofton