

# Agenda



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## Management Review Committee

**Wednesday, 31 October 2018 at 9.30 am,**  
Room 1, Scaitcliffe House, Ormerod Street, Accrington

### Membership

Chair: Councillor Miles Parkinson

Councillors Paul Cox and Tony Dobson

## A G E N D A

**1. Apologies for absence, Substitutions, Declarations of Interest and Dispensations**

**2. Minutes of Last Meeting (Pages 3 - 4)**

To submit the Minutes of the last meeting of the Management Review Committee held on the 2<sup>nd</sup> August 2018, for approval as a correct record.

**Recommended - That the Minutes be received and approved as a correct record.**

**3. Exclusion of the Public**

**Recommended - That, in accordance with Section 100A(4) Local Government Act 1972, the public be excluded from the meeting during the following items, when it is likely, in view of the nature of the proceedings that there will otherwise be disclosure of exempt information within the Paragraph at Schedule 12A of the Act specified at the items.**



**4. Changes to Senior Management Structure** *(Pages 5 - 6)*

To present changes to the HBC senior management structure.

**Recommended - That the Management Review Committee agree the proposals as outlined in the report attached to the agenda.**

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## MANAGEMENT REVIEW COMMITTEE

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**Thursday, 2<sup>nd</sup> August 2018**

**Present:** Councillor Miles Parkinson (in the Chair), Councillor Tony Dobson

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### **Apologies for Absence**

Apologies for absence were submitted from Councillor Paul Cox.

There was no substitute representative for Councillor P. Cox.

### **Declarations of Interest or Dispensations**

There were no declarations of interest or dispensations.

### **Minutes of Last Meeting**

The Minutes of the meeting of the Management Review Committee held on the 20<sup>th</sup> March 2018 were submitted for approval as a correct record.

**Resolved** - **That the Minutes be received and approved as a correct record.**

### **Draft Drugs and Alcohol Policy**

The Head of Human Resources submitted a report and presented a draft Drugs and Alcohol Policy, as attached in Appendix 1 to the report and informed Members that since the meeting in March further discussions had taken place with Unison.

The outcome of these discussions had resulted in a revised draft policy with the main change of a "last chance" for anyone who is caught attending work with drugs or alcohol in their system above the workplace cut off level, if the person admits to having a problem and can show that they are seeking appropriate support.

The conditions for this were detailed in the revised draft at sections 9.6-9.7.

Unison would agree to the implementation of the proposed drugs and alcohol policy if it was reviewed after a period of 6 months and then possibly at 12 months.

The draft has been amended to include a review after 6 (rather than the previous 12) months. The link to job evaluation had also been removed.

Implementation of the revised Policy would follow a programme of staff briefings to ensure that they understood the changes and were given every opportunity to access support if applicable. Implementation was planned for the start of November.

**Resolved** - **That the Committee considered and agreed the revised Drugs and Alcohol policy.**

Signed:.....

Date: .....

Chair of the meeting  
At which the minutes were confirmed

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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