

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 5 JULY 2007

REPORT BY INTERIM HEAD OF PEOPLE AND ORGANISATION

7. SMOKE FREE WORKPLACE POLICY 2007
ALCOHOL, DRUG AND SUBSTANCE MISUSE POLICY 2007
MANAGING VIOLENCE AND AGGRESSION POLICY 2007
MANAGING THE CRIMINAL RECORD BUREAU PROCESS POLICY 2007

WARD(S) AFFECTED: None

'D' RECOMMENDATION - that the attached policies be approved and adopted.

1.0 Purpose/Summary of Report

- 1.1 Update existing policies in accordance with new legislation and regulatory good practice and guidelines.
- 1.2 To introduce revised policies to facilitate good management practice and compliance with legislation.

2.0 Contribution to the Council's Corporate Priorities/Objectives

- 2.1 Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.

3.0 Background

- 3.1 The introduction of new legislation and compliance with existing codes of conduct and good practice requires that the Council has in place written policies and procedures to meet its statutory obligations. Current policies are out of date and do not comply with existing legislation and good practice standards

4.0 Report

- 4.1 The policies and procedures have been fully discussed with UNISON, and changes have been made.

5.0 Consultation

5.1 Human Resources and UNISON have held productive meetings for the sole purpose of considering the content and aim of these policies. We are now able to jointly recommend that these policies go forward to the next Human Resources Committee for adoption.

6.0 Legal Implications

6.1 The proposed policies will meet the legal requirements specified by Smoke Free legislation, Criminal Record Bureau codes of practice and Management of Health and Safety at Work Regulations.

7.0 Financial Implications

7.1 Failure to comply will leave the Authority open to challenge, enforcement action, loss of registered body status with the CRB, HSE enforcement action for breaches of Health and Safety Regulations, financial penalties by way of fines and/or liability claims.

8.0 Human Resource Implications

8.1 The Council needs robust policies to support its ongoing development and to ensure that it meets its obligations to incoming and current legislation.

9.0 Risk Management Implications

9.1 Risk from liability claims, financial penalties, reputation.

Background Papers

None

Contact Member:

Contact Officer: Peter Dickinson, Health and Safety Officer - E xt 1636