

**MINUTES  
APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE**

**Wednesday 11 September 2013**

Councillor John Clarke (Chair)

Present:           Councillor Paul Hughes                   Councillor Colin Powell  
                  Councillor Michael Payne               Councillor Muriel Weisz

Absent:                       Councillor Chris Barnfather and Councillor Marje  
                                  Paling

Officers in Attendance:     D Archer, H Barrington, J Robinson and L Parnell

**1           APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor Barnfather.

**2           TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE  
MEETING HELD ON 18 FEBRUARY 2013.**

The Chief Executive provided updates to Members with regard to matters arising from the minutes.

**RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

**3           DECLARATION OF INTERESTS.**

None.

**4           SUBSTANCE MISUSE POLICY**

The Chief Executive and the Service Manager, Organisational Development, introduced the report, which had been circulated prior to the meeting, outlining the Council's proposed Substance Misuse Policy. The Service Manager highlighted the Policy's emphasis on the support and management of staff members with known substance misuse issues, but also the importance of a substance misuse policy to ensure the safety of employees and members of the public.

It was agreed that an amendment to the Policy should be made to clarify that Members would continue to be subject to the Member's Code of Conduct.

**RESOLVED:**

That the Substance Misuse Policy be approved and be implemented with effect from 1 January 2014, subject to a minor amendment clarifying that Members would continue to be subject to the Member's Code of Conduct.

**5 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

Signed by Chair:  
Date: