

**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.

Members requested that it be made clear within the policy that Members would not be subject to the Substance Misuse Policy, rather that they would continue to be subject to the Member's Code of Conduct.

RESOLVED:

That, subject to an amendment to make it clear that Members would not be subject to it, the Substance Misuse Policy be approved and be implemented with effect from 1 January 2014.

5

ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

Signed by Chair:
Date: