

## Y BWRDD GWEITHREDOL 23AIN O IONWAR 2017

### FERSIYNAU DIWYGIEDIG O'R POLISI RHEOLI STRAEN, Y POLISI YSMYGU A'R POLISI CAMDDEFNYDDIO ALCOHOL A SYLWEDDAU

#### Yr argymhellion / penderfyniadau allweddol sydd eu hangen:

Mae'r Polisi Rheoli Straen yn un o'r polisiâu iechyd a diogelwch hanesyddol sydd ar waith ac mae wedi cael ei adolygu'n ddiweddar. Mae'r enw wedi cael ei newid i gynnwys Rheoli Iechyd Meddwl yn y Gweithle ac mae'r polisi wedi cael ei grynhoi er mwyn integreiddio'r polisi a'r canllawiau a chynnwys 'canllawiau cam wrth gam' i reolwyr ymdrin â sefyllfaoedd penodol. Yn ogystal mae astudiaethau achos enghreifftiol wedi cael eu cynnwys ar gyfer rheoli materion iechyd meddwl a straen yn y gweithle. Bu ymgynghori helaeth â'r holl randdeiliaid ynghylch y polisi hwn.

Mae'r Polisi Ysmygu yn un o'r polisiâu iechyd a diogelwch hanesyddol sydd ar waith ac mae wedi cael ei adolygu a'i grynhoi'n ddiweddar ac mae'r polisi a'r canllawiau wedi cael eu hintegreiddio er mwyn sicrhau bod y ddogfen yn haws ei defnyddio. Bu ymgynghori helaeth â'r holl randdeiliaid ynghylch y polisi hwn.

Mae'r Polisi Camddefnyddio Alcohol a Sylweddau yn un o'r polisiâu iechyd a diogelwch hanesyddol sydd ar waith ac yn ddiweddar mae wedi cael ei adolygu a'i grynhoi, felly mae'r polisi a'r canllawiau wedi cael eu hintegreiddio er mwyn sicrhau bod y ddogfen yn haws ei defnyddio ac mae 'canllawiau cam wrth gam' i reolwyr ymdrin â sefyllfaoedd wedi cael eu cynnwys. Bu ymgynghori helaeth â'r holl randdeiliaid ynghylch y polisi hwn.

#### Y rhesymau:

Er mwyn i'r Bwrdd Gweithredol gymeradwyo'r tri pholisi uchod sydd wedi cael eu diwygio.

Angen ymgynghori â'r Pwyllgor Craffu perthnasol NAC OES

Angen i'r Bwrdd Gweithredol wneud penderfyniad OES

Angen i'r Cyngor wneud penderfyniad NAC OES

#### YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO:-

##### Y Gyfarwyddiaeth

Rheoli Pobl a Pherfformiad

Enw Pennaeth y Gwasanaeth

Paul R Thomas

Awdur yr Adroddiad

Heidi Font

##### Swydd

Prif Weithredwr Cynorthwyol  
(Rheoli Pobl a Pherfformiad)

Rheolwr Iechyd a Gwaith

##### Rhif Ffôn:

01267 246123

##### Cyfeiriad e-bost:

[PRThomas@sirgar.gov.uk](mailto:PRThomas@sirgar.gov.uk)

01267 246060

[HFont@sirgar.gov.uk](mailto:HFont@sirgar.gov.uk)

# EXECUTIVE SUMMARY EXECUTIVE BOARD 23<sup>RD</sup> JANUARY 2017

## Revised Stress Management Policy, Smoking Policy and Alcohol and Substance Misuse Policy

### Introduction

**The Stress Management policy** is one of the historical health and safety policies in place, and was a very detailed document outlining the responsibilities of managers and the ways to manage stress. The policy was then reviewed in 2014 and divided into the main policy and guidance for ease of use. Further review of the policy following feedback has meant the policy has been renamed to incorporate Mental Health in the Workplace and the policy and guidance have been reintegrated and made more user friendly. Also following consultation with stake holders, further case studies have been added to deal with mental health issues.

### Summary of the main changes

The policy has been renamed to 'Management of Mental Health in the Workplace' which covers both stress and mental health issues.

The new policy layout is as follows:

- Contents page with links to specific parts the policy and guidance
- Purpose
- Definitions
- Statement
- Scope of the policy
- Arrangements at schools
- Supporting documents
- Ensuring equality of treatment
- Guidance comprising of:
  - Types of Mental Illness the long term effects of stress
  - Managing Mental Ill Health and Stress
  - Individual Stress Assessment
  - Self help and support services
  - Case Studies

**The Alcohol and Substance Misuse policy** is one of the historical health and safety policies in place and outlined the responsibilities of all within the authority regarding misuse of drugs and alcohol and information for managers on how to deal with issues and procedures for intervention. The revised version of the policy is now integrated with the guidance for ease of use, with 'how to step by step guidance' on dealing with situations for managers.

### Summary of the main changes

The policy has been revised and includes the :

- Contents page with links to specific parts the policy and guidance
- Definitions
- Carmarthenshire County Council’s duty of care
- Exemptions
- Scope of the policy
- Arrangements at schools
- Supporting documentation
- Ensuring Equality of Treatment
- Guidance which comprises of:
  - How to Step by Step Guides
  - Guidance for managers – Disciplinary Action
  - Further Support

**The Smoking policy** is one of the historical health and safety policies in place to support the **The Smoke-free Premises etc. (Wales) Regulations 2007**. The revised version of the policy is now integrated with the guidance for ease of use.

Summary of the main changes

The new policy layout is as follows:

- Contents page with links to specific parts the policy and guidance
- Carmarthenshire County Council’s responsibilities
- Exemptions
- Scope of the policy
- Arrangements at schools
- Supporting documents
- Ensuring equality of treatment
- Guidance comprising of:
  - Smoking rooms in Residential and Respite care
  - Visiting Residential Premises in the Community
  - Non-Residential Social Care Premises
  - FAQ
  - Further advice, guidance and support

<b>DETAILED REPORT ATTACHED ?</b>	<b>NO</b>
-----------------------------------	-----------

# IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Paul R Thomas Assistant Chief Executive (People Management and Performance)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>YES</b>	<b>NO</b>

## 1. Policy, Crime & Disorder and Equalities

The guidance supports the strategic aim of Making Better Use of Resources

## 2. Legal

The Health and Safety at Work at 1974 and the Management of Health and Safety at Work Regulation 1999 and other relevant approved codes of practices and regulations.

## 3 Finance

The cost implications for any prosecution, including legal costs and fines and possible personal injury claim or claims for compensation. Also sickness absence, lost time and replacements costs.

## 4. ICT

None

## 5. Risk Management Issues

Insurance, management of any PI or other claims, identification and management of risk

## 6. Physical Assets

None

## 7. Staffing Implications

Competent health and safety advice in order to minimise risk and to ensure the authority complies with its duties.

# CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

**Signed:** Paul R Thomas Assistant Chief Executive (People Management and Performance)

**1. Scrutiny Committee**

N/A

**2. Local Member(s)**

N/A

**3. Community / Town Council**

N/A

**4. Relevant Partners**

N/A

**5. Staff Side Representatives and other Organisations**

Consultation with managers will commence once Executive Board have endorsed the draft policy (TUs have been consulted)

**Section 100D Local Government Act, 1972 – Access to Information**

**List of Background Papers used in the preparation of this report:**

N/A

Title of Document	File Ref No.	Locations that the papers are available for public inspection