

FOR PUBLICATION

AGENDA ITEM

SMOKING POLICY (EC130)

MEETING: Employment and General

DATE: 3 November 2014

REPORT BY: Human Resources

WARD: ALL

COMMUNITY FORUM: ALL

KEY DECISION
REFERENCE
(IF APPLICABLE):

FOR PUBLICATION

BACKGROUND PAPERS FOR PUBLIC REPORTS: NONE

1.0 **PURPOSE OF REPORT**

1.1 To seek agreement to the introduction of the revised Smoking Policy.

BACKGROUND

2.0 The Council has had a smoking policy since 1988. The latest revision to the policy took place in July 2007 in order to reflect changes in smoking legislation (Appendix B).

2.1 The recent introduction and popularity of electronic cigarettes has prompted a review of the policy in order to provide clarity on the subject.

- 2.2 The review has provided an opportunity to refresh the policy as well as provide more detailed guidance to employees and managers on issues relating to smoking at work.
- 2.3 Following the completion of an initial draft of the Policy, the document was then distributed to Service Managers and Trade Unions for consultation.
- 2.4 Feedback and suggestions for improvement were collated and implemented where appropriate.
- 2.5 Following a review of the feedback, a further draft was developed to incorporate any relevant points.
- 2.6 This final draft has been presented and approved by the Policy Working Group and the Council's Joint Consultative Committee.

3.0 **PROPOSED PROCEDURE**

- 3.1 The new policy and procedures document may be found at appendix A.
- 3.2 The policy has been reviewed to provide clarity and further guidance to employees and managers regarding issues related to smoking.
- 3.3 A communication strategy will be implemented to support the introduction of this revised policy.

4.0 **RECOMMENDATIONS**

- 4.1 That the proposed Smoking Policy and Guidance is approved by the Employment & General Committee.

5.0 **REASON FOR RECOMMENDATION**

- 5.1 To ensure that the Council's Smoking Policy is in line with best practice and fit for purpose.

You can get more information about this report from Ashish Kaushik, telephone: 01246 345281.