

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

6 January 2016

Smoke-free Policy

Purpose of Report

1. The purpose of this report is to present a new smoke-free policy to replace the current smoking policy and procedure. This new policy outlines the move to a smoke-free working environment in order to provide a healthy workplace for our employees.

Background

2. The current smoking policy and procedure was implemented in 2011 as a result of harmonising the county council and ex-district policies following the move to one council.
3. The current policy provides smoking areas along with cigarette bins at each of the main hubs and depots. It also allows managers to use their discretion when permitting smoking breaks outside of the lunch hour, as long as the time is made up.
4. The public health team have expressed concerns about allowing our staff to smoke on site considering the council's priority to promote healthy living both across Wiltshire and within the workforce.
5. As a consequence of this view the decision to implement smoke-free sites across Wiltshire Council was agreed at CLT on 24th August 2015 and by SPC on 4th November 2015, and it was agreed that a new smoke-free policy would be developed.
6. The new policy will provide a 3 month lead in time to ensure arrangements are in place and to provide sufficient time for employees wishing to stop smoking to gain support.

Main Considerations for the Council

7. The main points of the new smoke-free policy include:
 - Detail of the support available to employees should they wish to stop smoking by accessing the Wiltshire stop smoking service or the occupational health service.

- All Wiltshire Council sites will be smoke-free and any smoking on the grounds and in the car parks will be prohibited.
- The designated smoking areas at all Wiltshire Council workplaces will be removed.
- Smoke-free signage will be placed at entrances to Wiltshire Council buildings and grounds, and at staff and visitor car parks.
- Cigarette bins at all sites will be removed.
- Arrangements for smoking breaks in addition to the normal authorised rest breaks (lunchtime or shift breaks) will be removed from the policy and smoking breaks prohibited.
- The policy will apply to both tobacco cigarettes and e-cigarettes as the public health view is that there is still no regulation for e-cigarettes, and that encouraging use of e-cigarettes does not promote giving up smoking.

Consultation

8. The new smoke-free policy was agreed at JCC on 8th December 2015.

Environmental Impact of the Proposal

9. There should be reduced smoking debris (cigarette butts) onsite due to the removal of designated smoking areas and cigarette bins. However, moving smoking off Wiltshire Council grounds may increase smoking debris at the entrances and public areas.

Equalities Impact of the Proposal

10. None

Risk Assessment

11. There is a risk that complaints from the public will escalate if staff smoke visibly on the pavements outside of their work base. There is also the risk that our partners and / or organisations who lease our buildings do not comply with the policy.
12. Furthermore there is the risk of a decrease in staff morale and motivation by those employees affected by this policy.
13. Enforcement of the policy will be challenging as there will be no dedicated resource from the enforcement team and facilities management available.

Financial Implications

14. The facilities management team are currently investigating the costs for the removal of all cigarette bins and the placing of signage at entrances to all Wiltshire Council buildings and sites.
15. The promotion of a smoke-free environment may increase the number of employees wishing to stop smoking, therefore increasing the demand on the stop smoking service and the funding available for stop smoking treatment.

Options considered

16. None

Recommendation

17. That Staffing Policy Committee approve the new smoke-free policy.

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The following unpublished documents have been relied on in the preparation of this report: None