

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE 23rd NOVEMBER 2011

Smoking Policy and Procedure

Purpose of Report

1. This report presents the new smoking policy and procedure.

Background

2. Wiltshire Council currently has 5 smoking policies implemented prior to April 2009. These policies need to be harmonised into one policy that provides a consistent approach across the organisation.
3. In June 2010, the Joint Central Health and Safety Committee discussed the proposal to harmonise the policies to a smoke-free environment policy adopting the old county council and north Wiltshire district council policies of smoke-free sites. It was agreed that a formal proposal be put forward for comment.
4. UNISON submitted a statement against this initial proposal to adopt the old county council and north Wiltshire district council policies of smoke-free sites. UNISON did not support a total smoking ban from all Wiltshire Council work sites.
5. In May 2011, the Staffing Policy Committee considered the options for implementing a consistent approach to smoking across the organisation. The committee supported the recommendation that a policy be developed that allows smoking on-site in the larger workplaces at a designated area and reasonable unpaid smoking breaks in agreement with the line manager. Reasons for this decision include the public perception of Wiltshire Council in relation to employees smoking in public places and the impact that this has upon the council's reputation. In recent years, complaints have been received from members of the public as a result of employees smoking in public places.

Main Considerations for the Council

6. The procedure has been created and formatted in line with the new HR policy template.
7. The main points of the smoking policy and procedure include:

- The support available to employees should they wish to stop smoking through NHS Wiltshire or the occupational health service.
 - Arrangements for designated smoking areas at the main Wiltshire Council workplaces. These areas will not be shelters but an area where employees are signposted should they wish to smoke.
 - Arrangements for smoking breaks in addition to the normal authorised rest breaks (lunchtime or shift breaks). These are unpaid and are dependent upon the agreement of the line manager based upon impact on service delivery and other employees. Any time taken should be made up during the same working day.
 - Arrangements to maintain smoke-free vehicles for council commercial fleet, pool cars, lease cars and salary sacrifice cars and recommendations for privately owned vehicles.
8. The procedure also includes clarification regarding HR, occupational health, line manager and employee roles and responsibilities.

Consultation

9. The policy was approved by JCC on 20th October 2011 following consultation with HR, union representatives and other key stakeholders.

Environmental Impact of the Proposal

10. None

Equalities Impact of the Proposal

11. No negative impacts have been identified.

Risk Assessment

12. None

Financial Implications

13. It is estimated that each designated smoking area will cost approximately £250 for a cigarette bin and appropriate signage with a maximum of 10 areas across the organisation.

Options considered

14. None

Recommendation

15. To recommend that Staffing Policy Committee approve the new policy and procedure.

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