

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## Personnel Committee

19<sup>th</sup> February 2018

### Report of the Head of Human Resources – Sheenagh Rees

#### Matter for Decision

#### Wards Affected:

All wards

#### Introduction of a Smoke Free Policy

##### 1. Purpose of the Report

The purpose of this report is to seek approval from Members to introduce a Smoke Free Policy.

##### 2. Background

The Council has had, since 2013 had in place a No Smoking Policy which has prohibited our employees from smoking cigarettes in all Council buildings and Council vehicles. This policy did not deal with e-cigarettes specifically and now, as a result of the rapid growth in e-cigarette use, it is necessary to consider the impact of e-cigarettes on our existing No Smoking Policy and smoking cessation programmes.

##### 3. Development of the Smoke Free Policy

Public Health England published guidance for organisations to support the development of policies on the use of e-cigarettes in the workplace. The framework is designed to help employers create policies that both support smokers to stop smoking and the organisation to staff smoke free.

The five points within the framework are:-

- Make a clear distinction between vaping and smoking

- Ensure policies are based on the evidence of harm to bystanders
- Identify and manage the risks of uptake by children and young people
- Support smokers to stop smoking and stay smoke free
- Support compliance with smoke free law and policies

When developing this Policy, a working group was established with officers from Human Resources, Environmental Health, Occupational Health and two trade union colleagues.

#### **4. Consultation**

The Joint Trade Unions have been fully consulted on this Policy at the Local Government Services Forum and they are fully supportive of the introduction of this Policy.

#### **5. Implementation**

In order to ensure that employees are aware of the Smoke Free Policy, it will be placed on the HR Intranet, an article will be placed 'In The Loop' and Heads of Service will be requested to cascade the information to managers and employees within their respective service areas.

#### **6. Financial Impact**

There are no financial impacts associated with this report.

#### **7. Equality Impact Assessment**

An Equality Impact Assessment screening form was completed to assist the authority in complying with its Public Sector Equality Duty. The screening indicated that there was no requirement to carry out a full equality impact assessment. Please see Appendix 1.

## **8. Workforce Impacts**

The introduction of the Smoke Free Policy will provide clear guidelines in relation to smoking and the use of e-cigarettes.

## **9. Legal Impacts**

The Policy complies with the legal framework in relation to smoking.

## **10. Risk Management**

There are no risk associated with this report.

## **11. Consultation**

There is no requirement under the Constitution for external consultation on this item.

## **12. Recommendations**

It is RECOMMENDED that Members APPROVE the introduction of the Smoke Free Policy.

FOR DECISION.

## **13. Reasons for Proposed Decision**

To provide employees with guidelines in relation to smoking and the use of e-cigarettes.

## **14. Implementation of Decision**

The decision is for immediate implementation

## **15. Appendices**

Appendix 1 – Equality Impact Assessment Screening Form

Appendix 2 – Smoke Free Policy

## **16. List of Background Papers**

'E-cigarettes in public places and workplaces: a 5 point guide to policy making' Public Health England

## **17. Officer Contact**

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