

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee

DATE: 21st January 2016

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WARD(S): All

PART 1 **FOR INFORMATION**

STAFF SMOKE FREE POLICY AND PROCEDURE

1 Purpose of Report

To introduce the Staff Smoke Free Policy and Procedure and note its contents. This will replace the existing Smoking Policy.

2 Recommendation(s)/Proposed Action

That Employment & Appeals Committee approve the new Staff Smoke Free Policy and Procedure.

That Employment & Appeals agree an implementation date of the 1st April 2016.

3 Supporting Information

With effect from 1st April 2015, the Smoking Policy was reviewed to confirm that staff are not allowed to smoke within the following hours (09.30am – 12.00noon and 14.00 – 16.30pm). However since this review, the council signed the Smoke Free Declaration (a local government declaration on tobacco control) and members have previously endorsed going smoke free by 1st April 2016.

Becoming a smoke free site will mean there will be no smoking at any time on council sites. This requirement will apply to all staff, councillors, SBC's partners, visitors and contractors. This applies to normal cigarettes and e-cigarettes.

A Smoke Free project group has been established to develop a plan to ensure this is implemented effectively. To support this change, OD/HR have produced a draft new policy, as attached, which outlines the following:

- Responsibilities of Managers and Employees
- Application of the Smoke Free Policy
- Enforcement of the Policy

Corporate Management Team, Joint Trade Union colleagues, members of the Employee Engagement Forum and partner agencies (e.g. Slough Children's Trust Ltd) have all had the opportunity to comment on the policy. Staff were consulted via our internal Newsround communication and advised to contact their Trade Union or OD / Human Resources if they wished to view a copy of the new policy. The consultation process ended on Friday 8th January 2016.

In order to support staff and as part of the Council's Employee Wellbeing programme, the Council have engaged Solutions 4 Health to support staff achieve its goal of becoming a smoke free environment by 1st April 2016. Since January last year, Solutions 4 Health have been based at the 2 main sites, to offer free one to one confidential support, provide weekly nicotine replacement therapy and expert advice to staff who want to set a quit date. This follows evidence which proves that you are four times more likely to quit smoking with assistance.

There has also been an increase in publicity to encourage staff to 'Commit to Quit'. The Public Health team have been on hand to raise awareness and remind staff that these sessions are available. Unfortunately we do not have any data to identify how many employees smoke and therefore it is difficult to measure whether this initiative is having an impact. However we currently have 5 employees that have signed up to 'Commit to Quit' which demonstrates that there is interest and we plan on reviewing their progress with Solutions 4 Health.

4. Comments of Other Committees

The Corporate Consultative Forum approved the revised policy on the 17th December 2015 subject to any comments from the consultation process.

5. Conclusion

The new Staff Smoke Free Policy and Procedure has been written to ensure that all staff and managers are clear about their roles and responsibilities to enable an effective implementation for the 1st April 2016.

6. Appendices

Draft Smoke Free Policy and Procedure