

---

**Report to  
Scrutiny Co-ordination Committee**

11th January 2006

**Cabinet**

7th February 2006

**Report of**  
Head of Human Resources

**Title**  
No Smoking Policy Revision

---

### **1 Purpose of the Report**

- 1.1 To request Cabinet to agree the revised No Smoking Policy

### **2 Recommendations**

The Cabinet is asked to:

- 2.1 Approve the provisions contained in the revised No Smoking Policy

### **3 Information/Background**

- 3.1 The City Council's 1995 No Smoking Policy was derived and based upon the knowledge of the medical effects of active and passive smoking, forthcoming legal requirements and potential financial implications. This 2005 revision of policy builds upon this premise.
- 3.2 A six-month consultation period prior to the implementation of the 1995 policy gave the opportunity for City Council employees to consider and comment on all aspects of the current policy.
- 3.3 The revised No Smoking Policy does not seek to require people to become non-smokers, but does require employees not to smoke at work.
- 3.4 By the elimination or control of smoking at work, Coventry City Council aims to fulfil its duties as an employer and service provider and offer a healthy and comfortable environment for all persons employed in or visiting City Council premises.
- 3.5 Coventry City Council recognises its duty of care for employees and will promote their health and well-being.
- 3.6 The revised No Smoking policy means that from 1<sup>st</sup> July 2006, employees will not be able to smoke whilst carrying out council duties during their working hours.

3.7 In the unlikely event of an employee not complying with this policy, the employee's line manager will attempt to resolve the situation informally in the first instance (unless such smoking presents a health and safety hazard e.g. when working with chemicals, when it may, as at present be viewed as gross misconduct).

**4 Proposal and Other Option(s) to be Considered**

4.1 The revised No Smoking Policy is attached at appendix 1

**5 Other specific implications**

5.1

	<b>Implications (See below)</b>	<b>No Implications</b>
Best Value		—
Children and Young People		—
Comparable Benchmark Data		—
Corporate Parenting		—
Coventry Community Plan		—
Crime and Disorder		—
Equal Opportunities		—
Finance		—
Health and Safety	—	
Human Resources	—	
Human Rights Act		—
Impact on Partner Organisations		—
Information and Communications Technology		—
Legal Implications		—
Neighbourhood Management		—
Property Implications		—
Race Equality Scheme		—
Risk Management		—
Sustainable Development		—
Trade Union Consultation	—	
Voluntary Sector – The Coventry Compact		—

**5.2 Health and Safety**

By the elimination or control of smoking at work, Coventry City Council aims to fulfil its health and safety duties and offer a healthy and comfortable environment for both employees and service users.

### 5.3 Human Resources

The implementation of the revised policy with effect from 1<sup>st</sup> July 2006, will prohibit employees smoking during their normal working day. Therefore, smoke breaks will no longer be allowed from that date. Employees will also be required not to smoke in council access areas either before or after work or during lunch breaks. Where employees show a genuine wish to stop smoking, encouragement and assistance will be given. Facilities will be provided to help people stop smoking including up to seven hours paid leave to attend a smoking cessation course run by the Coventry NHS Primary Care Trust and ongoing smoking cessation advice through the Council's Occupational Health Service.

### 5.4 Trade Union Consultation

All recognised trade unions have been consulted on the revised policy with a view to seeking a collective agreement. However, a collective agreement has not been achieved and appropriate notice of the changes to the policy will be given to employees. Trade Unions have been requested to submit their views in writing to inform debate at Cabinet. However, their views are summarised below:

- Smoke breaks for employees during working time should remain, at least until January 2008.
- Should a decision be made to retain smoke breaks for employees, then no move should be made to ask that time to be made-up.
- Employees who work outside should be allowed to smoke during their working hours.
- There is a belief stress levels will increase if smoke breaks are removed.
- There is a concern that staff working in residential homes who may have a paid break and, as such are required to remain on the premises for the duration of their shift, may smoke regardless and cause a fire hazard.

## 6 Monitoring

6.1 The proposed implementation date for the revised policy is 1<sup>st</sup> July 2006. Monitoring of the policy will be undertaken on an ongoing basis by managers across the council.

## 7 Timescale and expected outcomes

7.1

	Yes	No
<b>Key Decision</b>	/	
<b>Scrutiny Consideration (if yes, which Scrutiny meeting and date)</b>	/ Scrutiny Co-ordination Committee 11 January 2006	
<b>Council Consideration (if yes, date of Council meeting)</b>		/

List of background papers

Proper officer: Bev Messinger

Author: Sue Iannantuoni, Snr. HR Manager Corporate Support,  
Telephone 3241  
(Any enquiries should be directed to the above)

Other contributors:

Finance Officer: Ken Gould

Legal Officer: Chris Hinde

HR Adviser: Claire Campbell

Health and Safety Officer: Mervyn Samuel

Committee Officer: Richard Brankowski

Committee Officer: Colin Swann

Papers open to Public Inspection

**Description of paper** None

**Location**