

# HR Policy and Procedure Revisions

Report of the Human Resources Manager

## Recommended:

**That the Smoking and Vaping Policy, attached as an Annex to the report, be approved.**

### SUMMARY:

A new Smoking and Vaping Policy, attached as an annex, has been drafted to replace the previous Smoking Policy.

## 1 Introduction

- 1.1 The Council has a suite of policies and procedures which are used to manage a wide range of employment and other matters. These are subject to periodic review and update. This report considers an update to the Council's Smoking and Vaping Policy.

## 2 Background

- 2.1 The Smoking and Vaping policy has been updated to provide a safe and healthy workplace for employees and visitors. The updated policy has been broadened out to cover vaping and e-cigarettes and has more of a focus on personal responsibility of those who smoke or vape to do so in line with the policy and in a way which is respectful to others and their environment. The new policy can be found at the Annex.

## 3 Corporate Objectives and Priorities

- 3.1 Council policies and procedures are an important part of the managers' toolkit, ensuring safe and healthy workplaces and transparent and equitable working practices. It is important these are kept under periodic review and updated accordingly to reflect current working and best practice and legislative changes.

## 4 Consultations/Communications

- 4.1 The proposed updated policy was discussed with the unions at a recent Policy and Procedure Review Group meeting and they supported the update being put forward to the policy under review, in accordance with the recommendation in this report.

## **5 Options**

5.1 The report recommends the introduction of a new Smoking and Vaping Policy, see the Annex, which will replace the current Smoking Policy and broaden out the policy to cover vaping and e-cigarettes as well as smoking.

5.2 The options for Committee's consideration are:

5.2.1 **Option 1** To adopt the updated policy as set out in the recommendation at the start of this report.

5.2.2 **Option 2** To adopt the policy in a format other than that recommended.

5.2.3 **Option 3** Not to adopt the policy.

## **6 Option Appraisal**

6.1 The recommendation is made as a result of professional officers' review of the existing policy and practices taking into account changes to the needs of employees and the organisation and the requirement to comply with current legislation. They have been the subject of consultation with the unions. For these reasons, Option 1 described above is the recommended option in preference to Options 2 or 3

## **7 Risk Management**

7.1 No risks have been identified in the preparation of this report.

## **8 Resource Implications**

8.1 There are no direct resource implications as a result of the proposed recommendation.

## **9 Legal implications**

9.1 There are no legal implications of the recommendation proposed.

## **10 Equality Issues**

10.1 No equality issues have been identified in the preparation of this report.

## **11 Conclusion and reasons for recommendation**

11.1 The changes recommended in this report will enable this policy to be updated and ensure it remains compliant with legislation and in line with current and best practice.

Background Papers (Local Government Act 1972 Section 100D)

None

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	1	File Ref:	N/A
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Report to:	General Purposes Committee	Date:	15 July 2024