

Bolsover District Council/ NE Derbyshire District Council

SAMT

March 2019

Review of Smoking at Council Premises

Report Author: HR & OD Manager

Purpose of the Report

- To seek SAMT approval to the proposed approach contained within this report to balance creating a smoke free environment with effectively managing smoking on Council premises.
- To seek SAMT approval on the attached refreshed Smoke Free Policy as at Appendix One.

1 Report Details

1.1 It has been brought to the attention of management that issues have arisen in relation to the smoking arrangements at key premises at both Council's. Key concerns are as follows:

- Suitability of existing smoking areas
- Increase in litter (largely cigarette butts)
- Impact on professional appearance and Council reputation
- Lack of clear signage and communication
- Conflict between enforcement work undertaken by the Environmental Health Team and the perception of smoking/litter present at Council premises

1.2 Therefore, it is timely to review the current smoking provisions. A discussion has taken place between the following Officers who have drawn up recommendations for a proposed approach moving forward:

- Joint Head of Service (Property and Commercial Services)
- Joint Head of Service (Streetscene)
- Environmental Health Manager
- HR & OD Manager

1.3 Discussions took into account the users of the building (public, tenants, staff) as each site is different and should be treated on its merits, the expectations of different stakeholders, the reputation of the Council and the degree of concerns/issues being experienced.

1.4 If approved by SAMT, the proposed approach is:

- Circulate the refreshed Smokefree Policy (Appendix One) with covering communication in Appendix Two to Staff and Managers.
- To remind and inform Tenants of the Council's smoking arrangements at Council properties.
- Redesignate the smoking area at Mill Lane to top of steps in side car park, opposite second staff entrance, place an appropriate refuse bin at the smoking area (to be emptied by the Cleaners/Caretakers) and appropriate signage. An outside litter bin to be placed near entrance doors to Reception.
- Redesignate the smoking area at Arc to front of site to the far side of the entrance gates and place an appropriate refuse bin at the smoking area (to be emptied by Streetscene) and appropriate signage.
- Other sites such as Leisure Centres, Depots and Business Centres have experienced no issues therefore no further action is required.
- Signage and provision of appropriate litter bins will cost approx. £1000

1.5 If approved, the above will be implemented by the Officers outlined in 1.2 or their designated representative.

2 Conclusions and Reasons for Recommendation

2.1 The purpose of this report is to seek SAMT approval to proceed with the proposed approach to effectively manage smoking at Council sites outlined in 1.4 and to adopt a refreshed Smokefree Policy.

3 Consultation and Equality Impact

3.1 The purpose of this report is to consult SAMT on the proposed smoking arrangements within both Councils.

4 Alternative Options and Reasons for Rejection

4.1 The Council can choose not to progress with the proposed smoking arrangements. However, this may have a significantly detrimental impact on successfully managing smoking within Council premises.

5 Implications

5.1 Finance and Risk Implications

As covered within the report

5.2 Legal Implications including Data Protection

As covered within the report

5.3 Human Resources Implications

As covered within the report

6 **Recommendations for SAMT**

6.1 To seek SAMT approval to the proposed approach contained within this report to balance creating a smoke free environment with effectively managing smoking on Council premises.

6.2 To seek SAMT approval on the attached refreshed Smoke Free Policy as at Appendix One

7 **Decision Information**

Is the decision a Key Decision?	No
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	Transforming our organisation

8 **Document Information**

Appendix No	Title
Appendix One	Smoke Free Policy
Appendix Two	Covering Communication
Background Papers	
N/A	
Report Author	Contact Number
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