

ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL

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Equality screened/Rural Impact Assessed by	Glenn Ferry, Corporate Manager, Safety & Resilience
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AMENDMENT RECORD SHEET

Remove and destroy old pages. Insert new pages as indicated.

Revision Number	Page Number	Date Revised	Description of Revision

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1. Aim

The aim of this document is to detail the operating principles for employees and visitors as to the Council's requirements to smoking on its premises, including vehicles owned or leased by the council, other vehicles used for Council business, the use of vaporisers ('vapes') and Nicotine Containing Products (NCP's) which replicate smoking behaviour, such as 'electronic cigarettes'.

2. Purpose

The Council wishes to ensure that smokers and non-smokers have a clear understanding of their rights and obligations and comply with the Smoking (Northern Ireland) Order 2006, which came into effect on 30th April 2007.

To this end the success of this policy depends upon the consideration and co-operation of all employees and visitors.

3. The Provision of the policy will be as follows:

Smoking is prohibited in all Council Buildings and within any vehicles owned or leased by the Council except in designated smoking areas. The policy includes the use of vaporisers, electronic cigarettes and NCPs which replicate smoking behaviour, which must not be used in all council premises (including vehicles).

Council would advise that those using such products would do so in an area away from smokers to avoid exposure to second hand smoke.

3.1. Premises

Smoking is prohibited

- throughout all enclosed and substantially enclosed Council premises with no exceptions.
- outside the front or any other public entrance to Council Buildings

Smoking areas will be suitably located and clearly signed and away from sources of ignition. Receptacles will be provided for disposal of cigarette ends and other waste smoking materials.

Where Council employees have to visit other buildings in the course of their work they must abide by the smoking policy/rules of that establishment.

3.2. Council Owned Vehicles

Employees are not permitted to smoke, use vaporisers or NCP's which replicate smoking behaviour in Council owned vehicles

3.3. Privately Owned vehicles used for work related business

Employees are not permitted to smoke, use vaporisers or NCP's which replicate smoking behaviour in their own private vehicles when they are carrying passengers on work related business.

3.4. Signage

No Smoking signs must comply with the requirements stipulated within the Smoking (NI) Order 2006.

Clear signage must be displayed at each entrance to smoke free premises and in each separate compartment of smoke free vehicles. It is the responsibility of the Officer nominated by the Director to ensure that signs are installed in every Council vehicle.

In addition, extra signage at the entrances to buildings regularly accessed by members of the public clearly informing them that it is a no-smoking building, and that the policy includes the use of vaporisers and NCP's which replicate smoking behaviour, such as electronic cigarettes.

4. General

This policy will be reviewed periodically and modified as necessary.

5. Assistance for smokers

In order to assist those employees who smoke and wish to stop the following services and activities are recognised as appropriate and may be provided on request:-

- Stop smoking - Self Help Counselling
- Smoking cessation treatment or therapy
- Any other form of therapy for tobacco addiction provided it is supplied by a suitable specialist.

6. Implementation of the policy

All employees shall be responsible for monitoring the implementation of this policy.

Appropriate signs will be posted throughout the buildings and within Council vehicles.

A copy of this policy will be posted on the intranet and available on request

7. Disciplinary Procedure

Failure of employees to comply with this policy will be dealt with through the Council's Disciplinary Procedures.

Visitors or members of the public who breach the policy will be asked to stop smoking, vaping or using the electronic cigarette. Persons will be asked to leave the premises if they fail to comply with this request.

All breaches of this policy will be recorded in writing by the Council.

In addition to action taken under this policy, the Council, as enforcers of the Smoking (NI) Order 2006, may take legal action against individuals who smoke in smoke-free places or vehicles.

8. Officer Responsibilities

Chief Executive

The Chief Executive Officer will have overall responsibility for this policy.

The Strategic Directors and Heads of Department

The Strategic Directors and Heads of Service will be responsible for the implementation of the policy.

This will include:-

- Promoting the policy
- Providing reports to Council for the Chief Executive as necessary.
- Monitoring the Policy.

Employees

- Adhere to the policy
- Ensure that work colleagues and visitors to the site are aware of the policy
- Report breaches of the policy to management

Appendix 1 Equality Screening Form

Policy Scoping

Policy Title: Smoking Policy

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

Amended Policy

Intended aims/outcomes. What is the policy trying to achieve?

The aim of this policy is to detail the operating principles for employees and visitors as to the Council's requirements to smoking on its premises, including vehicles owned or leased by the council, other vehicles used for Council business, the use of vaporisers ('vapes') and Nicotine Containing Products (NCP's) which replicate smoking behaviour, such as 'electronic cigarettes'.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

This policy has been developed to comply with the Smoking (Northern Ireland) Order 2006, which came into effect on 30th April 2007.

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

All section 75 groups are expected to benefit from the implementation and enforcement of this policy.

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote the policy?	LGR Managers
Who is responsible for implementation?	The Council

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

In certain circumstances, the Council may derogate from such statutory responsibilities to the extent that is permitted by law and is proportionate.

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

Council Employees and Visitors

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

Code of Conduct for Employees
Unreasonable Customer Behaviour

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories. For up to date [S75 Borough Statistics](#)

Section 75 category	Evidence
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	Positive	Minor
Political opinion	Positive	Minor
Racial group	Positive	Minor
Age	Positive	Minor
Marital status	Positive	Minor
Sexual orientation	Positive	Minor
Men and women generally	Positive	Minor
Disability	Positive	Minor
Dependents	Positive	Minor

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief		N/A
Political opinion		N/A
Racial group		N/A
Age		N/A
Marital status		N/A
Sexual orientation		N/A
Men and women generally		N/A
Disability		N/A
Dependents		N/A

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief		<i>None</i>
Political opinion		<i>None</i>
Racial group		<i>None</i>

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief		N/A
Political opinion		N/A
Racial group		N/A

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

We do not hold data which would indicate the potential impact of the policy on people with multiple identities. This would require further analysis for whom the policy may impact on an intersectional level.

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

This Policy ensures that smokers and non-smokers have a clear understanding of their rights and obligations and comply with the Smoking (Northern Ireland) Order 2006, which came into effect on 30th April 2007. It is intended to promote a safe and healthy environment for Council employees and visitors and support employees who wish to give up smoking.

It has no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Policy Criterion

Rating (1-3)

Effect on equality of opportunity and good relations

Social need

Effect on people's daily lives

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in time-tabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Glenn Ferry	Corporate Manager, Safety & Resilience	20 December 2023
Approved by	Position/Job Title	Date
Elizabeth Reaney	Head of Environmental Health	20 December 2023

Please forward a copy of the completed policy and form to:

equality@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

Appendix 2 Rural Needs Impact Assessment (RNIA)

SECTION 1

Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority: Armagh City, Banbridge & Craigavon Borough Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Smoking Policy

1C Please indicate which category the activity specified in Section 1B above relates to:

Developing a

Adopting a

Implementing a

Revising a Policy

Designing a Public Service

Delivering a Public Service

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above

Smoking Policy

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service

The aim of this policy is to detail the operating principles for employees and visitors as to the Council's requirements to smoking on its premises, including vehicles owned or leased by the council, other vehicles used for Council business, the use of vaporisers ('vapes') and Nicotine Containing Products (NCP's) which replicate smoking behaviour, such as 'electronic cigarettes'.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

- Population Settlements of less than 5,000 (Default definition)
- Other Definition (Provide details and the rationale below)
- A definition of 'rural' is not applicable

Details of alternative definition of 'rural' used

Rationale for using alternative definition of 'rural'.

Reasons why a definition of 'rural' is not applicable.

This is a technical policy resulting from the Smoking (NI) Order 2006 and it will not have a differential impact on people living in rural areas.

SECTION 2

Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes No If response is No go to 2E

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas *differently* from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

- Rural Businesses
- Rural Tourism
- Rural Housing
- Jobs or Employment in Rural Areas

Education or Training in Rural Areas
Broadband or Mobile Communications in Rural Areas

Transport Services or Infrastructure in Rural Areas

Health or Social Care Services in Rural Areas

Poverty in Rural Areas

Deprivation in Rural Areas

Rural Crime or Community Safety

Rural Development

Agri-Environment

Other (Please state)

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

This is a technical policy resulting from the Smoking (NI) Order 2006 and it will not have a differential impact on people living in rural areas.

SECTION 3

Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes No If response is No go to 3E

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders

Consultation with Other organisations

Published Statistics

Research Papers

Surveys or Questionnaires

Other Publications

Other Methods or Information Sources

(include details in Question 3C below)

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

If the response to Section 3A was YES GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

This is a technical policy resulting from the Smoking (NI) Order 2006 and it will not have a differential impact on people living in rural areas.

SECTION 4

Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

N/A

SECTION 5

Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes No X If response is No go to 5C

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

If the response to Section 5A was YES go to 6A.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

This is a technical policy resulting from the Smoking (NI) Order 2006 and it will not have a differential impact on people living in rural areas.

SECTION 6

Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained, and relevant information compiled.

Rural Needs Impact Assessment undertaken by: Glenn Ferry

Position: Corporate Manager, Safety &
Resilience

Department / Directorate: Environmental Health

Signature: Glenn Ferry

Date: 20 December 2023

Rural Needs Impact Assessment approved by: Elizabeth Reaney.

Position: Head of Department

Department / Directorate: Environmental Health

Signature: Elizabeth Reaney

Date: 20 December 2023