

THE EXECUTIVE

Tuesday, 29 November 2005

- Agenda Item 4. Local Enterprise Growth Initiative - Towards the
Development of an Enterprise Plan (Pages 1 - 11)**
- Agenda Item 5a London Borough of Barking and Dagenham
Workplace No Smoking Policy (Pages 13 - 23)**
- Agenda Item 8. Commercial Property Estate Management Contract
2006/9: Pre-Tender Packaging (Pages 25 - 30)**

This report is private and confidential and it concerns a contractual matter (paragraphs 8 and 9)

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THE EXECUTIVE

29 NOVEMBER 2005

REPORT FROM THE ACTING DIRECTOR OF REGENERATION AND ENVIRONMENT

This report is submitted under Agenda Item 4. The Chair will be asked to decide if it can be considered at the meeting under the provisions of Section 100B(4)(b) of the Local Government Act 1972 as a matter of urgency so as to avoid delay in obtaining approval to submit an application for funding under the Local Enterprise Growth Initiative.

LOCAL ENTERPRISE GROWTH INITIATIVE - TOWARDS THE DEVELOPMENT OF AN ENTERPRISE PLAN	FOR DECISION
<p>Summary</p> <p>The Local Enterprise Growth Initiative (LEGI) was announced by the Chancellor in March 2005. It is targeted at the 91 most deprived Boroughs and is aimed at fostering entrepreneurship. Following the announcement, the government issued a consultation paper, some guidance and also the criteria against which LEGI bids are to be judged. It is expected that 10 local authorities will be successful in the first round and a total of 30 likely to receive any funding.</p> <p>There will be three bidding rounds with the first round bids due to Government Office on 9 December 2005. This Council is one of the 19 London local authorities that propose to submit in the first round. Unsuccessful authorities may resubmit in subsequent rounds. If successful, delivery would begin in April 2006.</p> <p>As part of the bidding process, the Council is required to submit a costed Enterprise Plan (which at the time of writing is still in development). There has been an intensive period of consultation with key stakeholders and the following themes have been identified:</p> <p>“Enterprise Culture”</p> <p>This theme will address our enterprise deficit cycle wherein the resident population do not perceive Barking and Dagenham as a business location, they do not consider that work or self-employment is for them and do not know about opportunities and available support.</p> <p>“Access to Support”</p> <p>A review of existing business support in the Borough has identified a low level and fragmented service. A first class business support service, to the standards set by Beacon Status authorities, is a key mechanism to take LEGI to businesses and local people and for the Council to realise its economic vision for the Barking and Dagenham.</p> <p>“Space for Business”</p> <p>There is real and latent demand in the Borough for micro/small workspace. To achieve the Council’s vision for a thriving small and medium size business base and for an enterprising local population we need space for new and growing businesses that is of a high quality and is located close to our residential centres and deprived areas.</p>	

Successful bids will be those that can demonstrate significant local impact and acceptance. Councils which can demonstrate strong commitment through match funding and other support will stand a greater chance of success in what is a highly competitive bidding round. Complimentary funds which have been identified by Government include the Local Authority Business Growth Incentive (LABGI) and Councils are being encouraged to consider how this might support their LEGI proposals.

If successful, LEGI monies will be administered by the Borough, but there is a strong presumption that the Enterprise Plan will be overseen by a partnership with a strong private sector influence.

LEGI is the sole source of mandatory funding for Block Four of the Local Area Agreements (LAA). This is the Block that deals with economic development.

Wards Affected - All

Implications:

Financial:

The recommendations in this report invite the Council to apply for sums of between £2 - £10 million per annum. This will be new money to the Council.

The work done to date has been financed through pump-priming money supplied under the LEGI provision. The sum of £100,000 was awarded to the Council and this has been used to support the development of the plan.

Indicative figures indicate that the Plan will cost some £15 million over the period 2006 – 2008. Of this, £ 8,275,000 is capital; 10% of the total cost has been allocated to council management costs. This includes the cost of being the Accountable Body and programme management costs. It is not proposed at this stage to set up a separate organisation employing its own staff. The costs do, however, include the establishment of a partnership to oversee the implementation of the bid.

The placing of the proceeds of LABGI into Block Four of the LAA will demonstrate the Council's strong commitment to its LEGI proposals and will enhance the sums available to carry out the work of the Enterprise Plan.

Social Inclusion and Diversity:

LEGI is aimed at achieving a transformational change among the most disadvantaged communities in the borough. As such, all groups will be affected by this. During the consultation on this report, organisations such as EMPA (Ethnic Minority Partnership Agency), the Council for Voluntary Services (CVS), Lifeline, Disablement Association of Barking and Dagenham and other voluntary bodies have been consulted and have played a part in the development of the plan.

The Plan is specifically targeted in recognition that no one solution will be appropriate and therefore actions will be fitted around people rather than people around actions.

Crime and Disorder:

There is currently a new 3 year Strategy for reducing crime within the borough by 20%, a challenging target. In comparison to the rest of London, LBBD falls within the mid range for crime. The regeneration of our borough is vital to support the work of this strategy. The plans highlighted could encourage successful business initiatives within the borough, and encourage more investment by the business community.

Successful, sustainable business can lead to a reduction in crime, and a reduction in anti social behaviour. Non residential burglary e.g. of shop premises is an area that is currently being investigating for additional resources/ development. The LAA element of this proposal may provide support here. The work highlighted is an example of joined up sustainable work for the borough inclusive of the crime agenda.

Risk Management

The Borough is competing against other Boroughs for the first round of LEGI funding and there is a clear risk that the bid would be unsuccessful. In such an event the Borough has safeguarded some of its Enterprise Plan production funds to amend the Plan in the light of feedback received and re-submit for the second round of funding. In the event of a successful bid, the Borough would be responsible for the delivery of projects set out in the bid. There would be a, as yet undefined, process for finalising a funding contract during which relevant officers would be involved and Executive approval sought to confirm the agreement.

Recommendation

The Executive is recommended to:

1. Endorse the three key themes of the Enterprise Plan and authorise the submission of an application in the first round;
2. Authorise the Acting Director of Regeneration and Environment to sign off the final Enterprise Plan following further consultation with partners;
3. Authorise officers to approach partners to establish partnership arrangements to oversee the implementation of the Enterprise Plan if the Council is successful in its application;
4. Agree that the necessary steps be taken to implementing the Plan from April 2006
5. Authorise, in principle, ring-fencing the proceeds arising from the Local Authority Business Growth Initiative (LABGI) into Block Four of the Local Area Agreement, to be reviewed when the level of LABGI proceeds is known (see paragraph 3.2.4);
6. Agree that the Council acts as the accountable body for the delivery of LEGI; and
7. Note that a further report will be presented once the outcome of the application is known.

Reason

To assist the Council to achieve its Community Priority of 'Regenerating the Local Economy'.

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1. Background

1.1 LEGI's three broad aims are to:

- Increase total entrepreneurial activity among the population in deprived local areas.
- Support the sustainable growth – and reduce the failure rate – of locally-owned businesses in deprived areas.
- Attract appropriate inward investment and franchising into deprived areas, making use of local labour resources.

1.2 The Office for the Deputy Prime Minister (ODPM) will be the lead department given the LEGI's place in the wider Sustainable Communities agenda and funding will be allocated via the appropriate Government Office (GO) through a LAA where appropriate.

1.3 LEGI will provide local institutions and communities with the authority and freedom to determine the local needs, options and solutions for enterprise development in deprived areas.

1.4 Local Authorities will be the key organisations in delivering the LEGI at a local level, with the support and input of the Local Strategic Partnership to ensure engagement of local partners and the development of proposals which link to the objectives of the wider Community Strategy.

1.5 The LEGI proposals form part of the development of The Boroughs' first Local Area Agreement. This is a new model of contractual relationship between local authority areas and their partners through the Local Strategic Partnership and central Government to provide greater flexibility in the delivery of services to achieve improved performance against national, regional and local priorities.

1.6 The Local Area Agreement structure divides services and future funding into four Blocks of activity, one of which is Economic Development and Enterprise. The Local Enterprise Growth Initiative is currently the only mandatory funding stream within this Block. Other funding options are being investigated, including potential use of Neighbourhood Renewal funding, co-financing with European Social Fund Objective 3, additional funding from the LDA and Learning Skills Council (LSC) and the Local Authority Business Growth Incentive (LABGI) Scheme, which provides local councils with the additional proceeds of revenues collected from the National Non-Domestic Rate.

1.7 At its meeting on 28 October 2003, the Executive decided that any proceeds from LABGI should be un-allocated. This was in line with the information then that these sums were not ring-fenced. Since that decision Government has made further

statements on the destination of LABGI. In its response to the consultation on LABGI, the Government said:

"In particular, the scheme provides local authorities with a clear opportunity to tackle the enterprise gap in their areas and to integrate enterprise with the regeneration of their communities." This statement was supported by ministers for both local government and the Treasury.¹ It should further be noted that the original consultation paper on LEGI made it clear that in the view of the Government, the LABGI scheme is designed to "create positive financial incentives for local authorities to work with business, regional development agencies, Learning and Skills Councils ...to maximise local economic growth"². Advice given through seminars by the Government on the LEGI programme has reinforced this view.

- 1.8 LEGI is an adjunct to other measures that operate within the sphere of economic development. It is not meant to replace other funding streams but to enhance them and to create greater leverage. For example, the Learning and Skills Council has already indicated that the sums notionally allocated to LBBDD will be able to be used in Block Four of the LAA. Equally, while the LDA has indicated that there will be no dedicated finance for the borough, they are prepared to ensure that any pan-London or sub-regionally funded plans take into account the borough's priorities.
- 1.9 Another advantage of LEGI, whether or not a bid is successful, is that it enables all those who have a rôle to play in developing the skills and enterprise agenda to come together to ensure that the maximum effect can be achieved irrespective of source. For example, the rôle of procurement in encouraging local businesses is now receiving attention in the work currently being carried out
- 1.10 Within the three broad LEGI outcomes, there will be significant discretion to determine what the local priorities should be and how to tackle them – what indicators to aim for, what actions to pursue, and what local targets are needed. There will be freedom to develop locally appropriate proposals for enterprise development, in partnership with business and the wider community. Regional development agencies (for LBBDD the LDA) must be consulted to ensure a proper fit of local proposals within the wider Regional Economic Strategies.
- 1.11 The Government has allocated £10m during this financial year to all Neighbourhood Renewal Authorities to help them develop their proposals. Of this LBBDD has been allocated £100k. The Borough appointed *Meridien pure*, a Warrington-based consultancy, which was tasked with producing a workable plan for presentation in the first round of applications. This is due with Government Office on 9 December.
- 1.12 To date, the consultation has covered: the LDA, Gateway to London, the Social Enterprise Network, the voluntary sector, and two sub-groups of the Local Strategic Partnership. A Big Business Breakfast has been held and a further consultation with businesses via the Chamber of Commerce is underway. There will have also been two street surveys and a meeting with the Youth Forum,

¹ A Note for Local Government on the Local Government Growth Incentive Scheme HM Treasury July 05

² Paragraph 2.20 (p.15) Enterprise in Deprived Areas HM Treasury March 2005.

- 1.13 The collection of the data has been undertaken with the explicit intention of identifying groups disadvantaged in the local labour market. The data was examined for particular groups and compared with the wider community within the Borough, with neighbouring Boroughs, with the London East region or with London-wide figures as appropriate. The disadvantage endured by specific groups is an ongoing feature of the London and national labour markets and hence an ongoing concern for the group and its partners.
- 1.14 The initial work results show that the Borough, as expected, shows some great levels of deprivation, more on a par with a northern city rather than a London Borough.
- 1.15 In brief, the results show that the local economy can be classed as “low productivity” in the private sector and “relatively high productivity” in the public sector.
- 1.16 On the plus side, however, the study shows that there is an above average formation of small businesses. This must be read against the absolute low level of small businesses per 1000 of the population.³ Many of these businesses are in the growth areas identified by the LDA in its economic development strategy.
- 1.17 The consultant’s work has also highlighted that there are many good initiatives that are operating in the Borough; however these were, in many instances, on too limited a scale to have a lasting impact. Success with LEGI would enable the better of these to be rolled out and very specifically targeted.
- 1.18 From the work carried out to date, the consultant has come forward with an outline plan that covers five main building blocks for an enterprise plan. These will be open for consultation with the main stakeholders, notably the Local Strategic Partnership, under whose auspices the main bid will be submitted.
- 1.19 At the time of writing, it is only possible to place an outline before the Executive as this is still a work in progress. The deadlines set out by the Government have been extremely tight, with funding for the consultancy arriving with the Council in early September.

2. Proposal

2.1 The outline contains the following strands that will be developed further into the bid. The outline suggests four main pillars on which the plan will stand. These pillars are, in turn, drawn from emerging advice of what would constitute a successful LEGI plan. These pillars are:

- robust land use planning leading to the creation of commercial and industrial floor space
- development of an enterprise culture
- addressing the skills gap
- business support.

³ B&D 20 VAT registered businesses per 1000; London average 48 per 1000; Wigan 25 per 1000.

2.2 **Industrial and Commercial Floor Space**

Work carried out by previous surveys for the Borough as well as the work carried out under the LEGI process has highlighted the need for start-up space, which is easily rented and does not lock the business into long contracts. Such “easy-in, easy out” workspace has shown itself to be ideal for new businesses: examples include the Bon Marché, the Waterfront Studios Royal Docks, and the Enterprise Centre in Bexley etc. There are a range of options for this, but the best practice model would tend to indicate that a full managed workspace option provides for both better occupancy and also – crucially in the context of LEGI – a better chance for businesses not only to survive but to grow and move on to employment sites in the borough.

2.3 In anticipation of the Enterprise plan being successful, officers have included options for the establishment of two Business Centres, one in Barking and one in Dagenham. We would seek to provide them within areas where other regeneration activity is taking place. It is further proposed that an external body be sought to manage the workspace with the provision of business support.

2.4 **Development of the Enterprise Culture**

This will cover good practice that has been developed elsewhere by bodies such as the East London Small Business Centre, One London and the Prince’s Trust.

2.5 Much of this work centres on outreach work, working with both families and individuals. It will include work with schools, particularly in bringing forward the work around enterprise in the curriculum. It will facilitate business networks and mentoring. As part of this, consideration will be given to business awards, especially for work with schools. The development of a Business Award Scheme along the lines of both the Newham and Havering Business Awards will also be considered.

2.6 Schools will play an important part in delivering the enterprise culture and the plan envisages a programme of action for the education department including the involvement of local businesses. Equally, the LEGI Enterprise Plan will involve strong links with the University of East London. This body is already developing a suite of measures tailored to the Borough.

2.7 **Addressing the Skills Gap**

It has been made clear that LEGI is supplementary to any other funding stream such as that provided by the Learning and Skills Council. Officers of the Learning and Skills Council have already indicated that sums allocated to support skills development will be allocated to Block 4 of the LAA; other skills programmes will be developed to support the roll-out of the Enterprise Plan.

2.8 **Business Support**

The review of existing business support in the Borough identified a low level and fragmented service with the main support (GTI Business Centre) located outside the Borough and peripheral to our main employment areas. The plan is to take business support to residents and small and micro firm base. A first class

business support service, to the standards set by Beacon Status authorities, is a key mechanism to take LEGI to businesses and local people and for us to realise our economic vision for the Borough. Measures proposed include start-up grants and loans (using existing schemes where appropriate); premises improvement grant and hands-on support through both outreach and the proposed business centres.

2.9 Barking and Dagenham Enterprise (BDE)

In order to properly address the Borough's image potential, to engage business leaders in our economic success and to provide coordination and scale to our business support offer we propose to develop a local level steering group with the working title Barking and Dagenham Enterprise (BDE). The partnership will be chaired and led by local business leaders and will champion enterprise across the Borough. Partners will include LBBD, ELSBC (Enterprise Agency), Business Link, LBBD Chamber of Commerce, Gateway to Industry, Gateway to London, Jobcentre Plus, Connexions, LSC, LDA , CVS etc. It is envisaged that ultimately the partnership will take responsibility for this LEGI work, the Economic Development Strategy and will link into the local strategic partnership.

3. Financial Implications

3.1 Capital Issues

- 3.1.1 The bid envisages the development of two business centres plus a resource for social enterprise support centre. The application therefore includes a major capital element of some £8.2 million for this. These sums are exclusive of the cost of the land. Should LEGI be successful, there will need to be detailed negotiations as part of the planned redevelopment of the sites finally identified.

3.2 Revenue Issues

- 3.2.1 As indicated, LEGI is a mix of capital and revenue. As such it will be "new money into the Council to be spent on the support of enterprise. An interim profile shows that revenue spend is low in the first year and rising in subsequent years. The detailed budget will be ready at the same time as the final plan and will, if successful, be contained in further reports to the Executive. The capital/revenue split is approximately 60:40 at the time of writing. Any further sums in future years are subject to the Spending Review as prefigured in the budget 2005. Some allowance has been built into the LEGI proposals to cover the costs of running the enterprise centres post the three year period that is allowed for LEGI: this may be covered by the out-turn of the Spending Review.
- 3.2.2 A sum of 10% of total costs has been allocated as an overhead to cover the costs of the borough administration of the LEGI bid. This is separate from the initial sum that was allocated by Government Office for the preparation of the bid.
- 3.2.3 The ring-fencing of LABGI into Block Four will clearly deprive the Council of opportunities to use any proceeds arising from this incentive scheme for any other purpose.

- 3.2.4 At this stage it is not known how much LABGI scheme proceeds the Council will get - it is based on the growth in the business rates from January 2005 to December 2005 and could be between zero and £300,000. Figures for future years are also uncertain.
- 3.2.5 Given this uncertainty it is risky for the Council to just consider ring-fencing the proceeds to support the LEGI without any certainty about the amount. It is therefore recommended that approval is given to ring-fencing in principle only and that it will be reviewed when the LABGI proceeds are known for 2005/06.

3.3 Other

LEGI is proposed as a five-year programme; it is proposed that the budget for LEGI be reviewed annually

4. Consultation

The following have seen this report and are happy with it as it stands.

Portfolio Holders

Councillor Kallar

Corporate Strategy

Riley Cullum, Policy and Review Officer

Finance

Julie Parker, Director of Finance

Alexander Anderson, Head of Finance (DRE)

Corporate Strategy

Muhammad Saleem, Solicitor to the Council

Bill Coomber, Corporate Equalities and Diversity Adviser

Housing and Health

Jeff Elsom, Crime and Anti Social Behaviour Unit Manager

Education Arts and Libraries

Alan Lazell, Interim Head of Lifelong Learning

External

Name	Organisation
Barking and Dagenham Youth Forum	Terry Wylde (Youth Forum Coordinator)
LBBB (Statistics)	Chris Sale (Senior Information Officer, Corporate Strategy)
London Development Agency (LDA (Area regeneration))	Adèle Harrison
LDA (Land and Property)	Stephen Kidd
LDA (Jobs)	Patrick Codd

LDA (Skills)	Sarah Wilkins
LDA (Innovation)	Amanda Coyle
LDA (LEGI)	Shanaaz Carroll
LDA (Business)	John Ward
Gateway to Industry	Debbie Wren
Benefits for Business	
Learning and Skills Council	Anita Bonnyman
Business Link for London	Marta Melvin
East London Business Alliance	Dermot O'Brien
East London Small Business Centre	Pauline Barnett
Barking and Dagenham Chamber of Commerce	Jamie Banks
Barking and Dagenham Council for Voluntary Service	Carl Blackburn
Ethnic Minority Partnership Association	David Ayinne (Acting Director)
Barking College Business Start-up Unit	Ted Parker (Principal)
Barking Adult College	Pat Cooney (Head of College)
University of East London	John Lock and others
Strategic Health Authority	Mike Wilson
Primary Care Trust	Matthew Cole
Regenerating the Local Economy LSP Sub Group	Jamie Banks
English Partnerships	Stephen Oakes
London Riverside	Dave Grange
Job Centre Plus	Debbie Harrington
Training Providers' Network	Nathan Singleton
Social Enterprise Network	
Angle Technology	Denis Salamon
Manufacturing Advisory Service	Graham Salter
Thames Gateway London Partnership	Paul Morrisey
Thames Gateway London Partnership	Alex Russell (Skills and Employment Information Officer)
Thames Gateway London Partnership	Martin Davies (Director, Innovation Thames Gateway)
London Thames Gateway Development Corporation	John Middleton
Town Centre Management (inc. Barking Market)	Ralph Cook

Barking & Dagenham Trades Union Council	Bryan Osborne
Disablement Association for Barking and Dagenham	Elaine James/ Lesley Hawes
Lifeline	Avril McIntyre

In addition, there have been two days of street surveys, a breakfast for the 20 largest businesses and an event for all Small and Medium sized enterprises

5. Background Papers

Enterprise and economic opportunity in deprived areas – HM Treasury March 2005

Enterprise and economic opportunity in deprived areas –Next Steps – ODPM – July 2005

Local Enterprise Growth Initiative (LEGI) Funding - Draft Regional Guidance for London

Partnerships (supplementary to national guidance) Government Office for London (GOL) /London Development Agency (LDA) Oct 2005

Local enterprise growth initiative national assessment criteria -ODPM Nov 2005

Report to Regeneration Board May 2005 plus update November 2005

Various papers from Meridien pure (available on request)

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THE EXECUTIVE

29 NOVEMBER 2005

REPORT OF THE DIRECTOR OF CORPORATE STRATEGY

This report is submitted under Agenda Item 5. The Chair will be asked to decide if it can be considered at the meeting under the provisions of Section 100B(4)(b) of the Local Government Act 1972 as a matter of urgency so as to avoid delay in the implementation of new policy.

LONDON BOROUGH OF BARKING AND DAGENHAM WORKPLACE NO SMOKING POLICY	FOR DECISION
<p>Summary: The recent Government Health Bill delivers the pledge in the “Choosing Health” White Paper to ban smoking in all enclosed public places apart from licensed premises that do not serve or prepare food and private members' clubs. The measures will take effect from the summer of 2007.</p> <p>The ‘London Borough of Barking and Dagenham Workplace No Smoking Policy’ (Appendix A) has been drawn up in response to Government proposals and the decision reflects the Government's commitment to reduce smoking and to cut the number of smoking related deaths. It is recognised that employees who smoke will experience difficulty in adjusting to the smoking ban, consequently the Council will continue to provide support for such smokers and advice and support for staff who wish to stop smoking will be provided by the PCT Stop Smoking Service.</p> <p>The draft policy was issued to Council Members, Trades Unions and all employees for consultation, and has received a favourable response.</p> <p>The policy will introduce a total smoking ban on or in all Council premises including Council vehicles but excluding parts of care homes for clients, sheltered housing units, council premises leased by others, council dwellings, and certain social functions where local agreements apply and smoking is permitted. It is not restricted to employees and applies to all visitors, contractors and service users. It is also in alignment with Government proposals to ban smoking in public workplaces.</p>	
Timetable for a Smoke Free Environment	
Transition stage	1st December 2005 to 31st March 2005
Policy to be implemented	1st January 2006
Withdrawal of smoke breaks	1st January 2006
Withdrawal of dedicated smoking areas	31 st March 2006
Revision of smoking policy	Ongoing
Support for employees trying to stop smoking	Ongoing

Wards Affected: All

Implications:

Financial:

A healthier workforce and improved sickness absence. Signage costs will be covered under existing building budgets.

Legal:

The LBBB Legal section advises that smoking at work is potentially unlawful as it can lead to a breach of the duty for employers under Section 2 of the Health and Safety at Work Etc Act 1974 to ensure insofar as reasonably practicable the health safety and welfare of employees. In addition the Health Bill 2005 proposes to regulate the smoking in certain places including the work place. This Policy is a necessary step to ensure compliance.

Risk Management:

The Policy document includes guidance to support managers and employees with the implementation of the Policy. The risks associated with not implementing these guidelines are that the Council will not meet proposed statutory requirements. Longer terms issues relating to employee and public health and wellbeing will have wider cost implication.

Social Inclusion and Diversity:

The Race Relations (Amendment) Act 2000 places a requirement on local authorities to make an assessment of the impact of new and revised policies in terms of race equality. Existing policies have already been subjected to impact assessments. This Authority has adopted an approach of extending the impact to cover gender, disability, sexuality, faith, and age and community cohesion.

A Policy Proofing process has been introduced to assess such impacts and the outcome insofar as this report is concerned is that no adverse impact was found. The impact of the new policy will be monitored according to impact assessment procedures.

Crime and Disorder:

There are no specific implications insofar as this report is concerned.

Recommendation(s)

The Executive is asked to agree the implementation of the London Borough of Barking and Dagenham Workplace No Smoking Policy, attached at Appendix A, with effect from 1 January 2006.

Reason(s)

This policy has been drawn up in response to Government proposals to ban smoking in public workplaces on health grounds and will provide for a healthier workplace.

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Stephanie May

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(Health & Safety)

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APPENDIX A



**No
Smoking
Policy**



CONTENTS

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2. Introduction
3. Policy statement
4. Timetable for a smoke free environment
5. Implementation and operation
6. Employees who smoke
7. Practicalities

PREFACE

The Government whitepaper, 'Choosing Health, Making Healthier Choices', proposes legislative action to ensure that all workplaces and enclosed public places (other than some licensed premises) will be smoke free.

The timetable for this intends that it will be achieved by the end of 2007.

It is the Council's objective to make no-smoking a requirement in and around Council premises. This policy sets the framework to ensure that comprehensive and consistent controls for a smoke free workplace exist.

INTRODUCTION

There is widespread recognition that smoking is damaging to the health of smokers and the effects of breathing in other people's tobacco smoke is an important health concern.

All employees are entitled to breathe air unpolluted by tobacco smoke and prohibitions on smoking are now common in many public and work places.

Visitors to Council Premises

This policy is directed to all those on Council premises and is not restricted to employees.

POLICY STATEMENT

This policy applies to all employees, Members and visitors and service users on Council premises.

The Council is committed to the wellbeing of its workforce and is committed to ensuring that non-smoking is the expected standard for employees on Council premises.

It is the Council's policy to introduce a total smoking ban on or in all Council premises including vehicles but excluding parts of care homes for clients, sheltered housing units, council premises leased by others, council dwellings, and certain social functions where local agreements apply and smoking is permitted.

In the lead up to the introduction of a smoking-ban the Council will widely publicise its proposed introduction, continue to publicise the availability of smoking cessation support and alert employees to the hazards associated with smoking.

The policy also applies to smoking areas currently designated and entrances/exits of Council premises. It is hoped that smokers will adopt a responsible attitude in this respect and not congregate near to entrances in order to smoke, as such areas are part of Council premises.

TIMETABLE FOR A SMOKE FREE ENVIRONMENT

Timetable for a Smoke Free Environment	
Transition stage	30 November 2005 until 31 March 2006
Policy to be implemented	1 January 2006
Withdrawal of smoke breaks	1 January 2006
Withdrawal of dedicated smoking areas	31 March 2006
Revision of smoking policy	Ongoing
Support for employees trying to stop smoking	Ongoing

IMPLEMENTATION AND OPERATION

Chief Officers, Heads of Service and Managers will be responsible for making their employees aware of this Policy and ensuring its implementation within the areas of their control.

A complaint against an unauthorized smoker should be taken up with the line manager or supervisor in the first instance.

Should the matter not be resolved satisfactorily or breach of the policy continues, (in the early stages of the ban counseling and smoking cessation sessions will be available and should be made available to the employee who should be dealt with sympathetically) normal disciplinary procedures should be introduced. Where further guidance is required the Employees Relations section of Human Resources should be contacted.

Where employees have taken up cessation support but have not stopped smoking in the workplace, referral to the Occupational Health/Welfare section should be made in order for an assessment of the situation and the provision of advice to the employee and management regarding the way forward.

If an employee refuses a reasonable offer of assistance and continues to refuse to comply with the policy she/he will be dealt with via the Council disciplinary procedure.

EMPLOYEES WHO SMOKE

Employees who smoke will be responsible for adapting to and abiding by the ban.

Management may identify a number of employees who either cannot or will not stop smoking in the workplace. It is important that such situations are approached sensitively because it is recognised that employees who smoke will experience difficulty in adjusting to the smoking ban.

Consequently the Council will continue to provide support for such smokers by:

- Publicising and providing during normal working hours, voluntary smoking cessation classes and counseling services, in the lead up to and during the period of introduction of the smoking ban, for employees who need support and wish to stop smoking.
- Make available on request general information, including sources of help, for employees who wish to reduce or stop smoking.

Advice and support for staff who wish to stop smoking will be provided by the PCT Stop Smoking Service. Staff can make direct contact with the service by phoning: **0208 532 6284**.

The service offers a range of support for people who are trying to give up smoking. This includes working with a trained adviser, either one-to-one or part of a group. Groups meet for one hour once a week for seven weeks. Individual support is offered on a weekly basis for five weeks. Everyone will be offered Nicotine replacement Therapy (NRT) and Zyban, available on prescription. Evidence shows this kind of support combined with NRT or Zyban can significantly increase your chance of quitting.

A specialist service is available for pregnant women and their partners.

Signposting of Smoking Restrictions

Building Duty Holders are responsible for displaying prominent No Smoking signs in key areas of each building on commencement of the ban.

Ashtrays

Building Duty Holders are responsible for ensuring ashtrays are removed from all workplaces under their control.

Potential Employees

Human Resources are responsible for ensuring that:

- Potential employees are made aware of the Council's no-smoking policy.
- Job adverts indicate that the Council operates a no-smoking policy on its premises.
- Contracts of Employment indicate that employees are not allowed to smoke on Council premises.

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