

S40(2)

Reply by email S40(2)

Telephone: 01636 655216/7

Email: freedom@nsdc.info

Your ref:

Our ref: **RFI-2016-0924**

18 August 2016

Dear S40(2)

Request for information: RFI-2016-0924

Your request for information about the council's policy on the use of e-cigarettes and vaping has now been considered. The information held by the Council relevant to your request is set out below:

1. Please supply me with a copy of your council's policy on the use of e-cigarettes on council premises. This includes all council owned or leased buildings (for example, libraries, offices, museums), council owned or leased property (for example, parks, gardens, and other areas that form part of the grounds of council offices), and vehicles (for example, council owned or leased cars and vans).

Copy of Workplace Smoking Policy attached. No separate policy for e-cigarettes but these are covered within this, see section 2.2.

2. Please inform me if staff are required to leave their place of work (for example, their desk or vehicle) to vape.

Yes

3. Please inform me if staff and visitors have to leave the grounds of council owned or leased property to vape.

No

4. Please inform me if staff and visitors are required to use designated smoking areas on council owned or leased property in order to vape.

The policy does refer to designated smoking areas and visitors, contractors and staff are expected to comply with the policy, see section 8.

5. Please inform me if your council's policy on the use of e-cigarettes differs in any way from your council's existing policy on smoking. If it does, please explain the differences.

No.

6. Please detail your council's policy, if there is one, for staff smoking cessation and also if you encourage your staff to use e-cigarettes as a means of smoking cessation.

Smoke cessation not mentioned in the policy and we don't actively encourage staff to use e-cigarettes as a means of stopping smoking.

However, our Wellbeing at Work will be promoting smoking cessation in September and October 2016

7. Please inform me when your policy on the use of e-cigarettes was last reviewed, if it is under review, and/or if it is due to be under review in the near future.

Policy dated July 2012.

This request has been handled under the Freedom of Information Act 2000.

Where provided, the direct contact details of individual Council officers must not be used for the purposes of direct marketing.

If you have any further queries or concerns about the information provided please do not hesitate to contact us. If we do not hear from you within 40 days, starting the day after the date of this letter, we will consider the request closed.

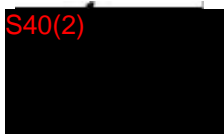
If following our response to your query you are still dissatisfied you have the right to request an internal review. This will be conducted by the Director of Safety or the Deputy Chief Executive who have not been involved with the request or complaint until this point. Should you wish to proceed to this stage please advise us quoting the reference number at the top of this page.

Should you be dissatisfied with the outcome of any internal review to the Council you have a further right of appeal to the Information Commissioner's Office, details of which can be found on the Information Commissioner's website www.ico.org.uk/

More details of this complaints process are available to view on our website at the following link: www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/

Yours sincerely

David Clarke

S40(2)


Information Governance Officer