


DECISIONS DELEGATED TO OFFICERS

Decision title:	Update of the Oxford City Council Smoke and Vape Free Policy
Decision date:	24 January 2024
Source of delegation:	This decision was delegated to officers under Part 4.4 of the Council's Constitution: all executive functions except those in Part 4.5, 4.6 and 4.7 are delegated to the officers in the senior management structure.
What decision was made?	To review and update the Council's Smoke and Vape Free Policy (formerly 'The Right to Work in a Smoke Free Atmosphere').
Purpose:	<p>The policy on the right to work in a smoke free atmosphere was last reviewed in 2014. The current review makes the following updates:</p> <ol style="list-style-type: none"> 1) A new format in line with latest policy documents 2) A change in title from 'The Right to Work in a Smoke Free Atmosphere' to 'The Smoke and Vape Free Policy' 3) Clarity that smoking and vaping is not permitted on OCC sites, including: council vehicles; customer homes; working in the community with public or service users; and during online video meetings.
Reasons:	<p>The decision meets the Council's commitment as part of Oxfordshire Tobacco Control Alliance to make our work premises smoke-free and to support smokers to quit.</p> <p>It also meets the aim to provide and promote a healthy work environment and brings the policy in line with latest terminology (vaping vs e-cigarettes).</p>
Decision made by:	Tom Hook, Executive Director (Corporate Resources)
Other options considered:	Not to update the policy. This option was rejected as it would not enable the policy to remain current and up to date.
Documents considered:	None
Key or Not Key:	Not key
Wards significantly affected:	None
Declared conflict of interest:	None

This form was completed by:	Victoria Taylor, Senior People Consultant
Name & title:	
Date:	10 th January 2024

Approval checklist

<i>Approver</i>	<i>Name and job title</i>	<i>Date</i>
Decision maker	 Tom Hook Executive Director for Corporate Resources	24/01/2024

Consultee checklist

<i>Consultees</i>	<i>Name and job title</i>	<i>Date</i>
Senior officer	Gail Malkin, Head of People	10/01/2024