

EX122. Referral from Corporate Partnership Forum

The Executive considered a report by the Acting Director of Transformation, Communities and Corporate Services which sought approval of the Smoke Free Policy and provided information on guidance documents agreed by the Corporate Partnership Forum.

The Executive had previously agreed to the introduction of smoke free grounds. The Smoking Policy had been updated and the main changes were:-

- Document reviewed into new format and amended to improve clarity and readability, and
- Clarification in the policy in relation to car usage, working from home and virtual meetings has been provided.

Further work would be undertaken in relation to the enforcement aspect of the policy.

The How to Manage First Aid Provision guidance had been subject to the following changes:-

- Document reviewed into a “How To” guidance note, rather than Policy, to align with the Safety Management System
- Document reviewed to make it easier to use with clearer section headings and use of plain English.
- Included new guidance on Automatic External Defibrillator

The Council's Legionnaires Disease Policy had been in place since 2013. The policy had been reformatted to a “How To” guidance document to align with the Safety Management System. The main changes were:-

- Requirements for monitoring of water systems had been provided to help ensure Legionella management control measures were effective;
- Detailed paragraph highlighting the responsibilities and arrangements for monitoring legionella if the Premises Manager was not available, and
- Unnecessary abbreviations removed from supporting appendix documents.

Decision

The Executive:-

- (1) approved the Smoke Free Policy for immediate implementation, and**
- (2) noted that the following guidance documents had been agreed by the Corporate Partnership Forum for immediate implementation:-**

- (i) How to Manage First Aid Guidance, and**
- (ii) How to Manage Legionella Guidance.**