



CABINET OFFICE

Government Offices Great George Street London SW1P 3AL Telephone 01-270 5810

Deputy Establishment Officer

Mr N Wicks
Principal Private Secretary
10 Downing Street
SW1

28 March 1988

Dear Nigel

*The Bearpark,
Could I pl have your advice
or how, if at all, these
no surely arrangements should
apply - No 10. W.C. J
29.3*

RESTRICTIONS ON SMOKING

You may be aware (from some of the press publicity at the very least!) that the Cabinet Office has been running a trial on restrictions on smoking in the workplace.

The evaluation of the trial has shown that the majority of those working for us welcome the restrictions and some would like them extended. We are taking account of these views by moving to a more permanent arrangement via an interim period.

I enclose copies of the submission and papers put to Sir Robin Butler and copies of the draft Head of Division and Office by which we intend to launch the next phase.

You may wish to consider whether No.10 should be covered by similar arrangements.

*Yours sincerely
Tony Phillips*

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HEADS OF SECRETARIATS, DIVISIONS (OMCS)
AND BRANCHES (CSO) NOTICES

DEVELOPMENTS IN THE DEPARTMENT

SMOKING IN THE WORKPLACE

The Joint Official/Trade Union Sides Working Group has made recommendations for a departmental policy to reduce smoking in the workplace. These have been approved by both Senior Management and the Departmental Trade Union Side.

The purpose of this notice is to outline the policy and the arrangements for its implementation.

Briefly, the policy is a 2 stage continuation of restrictions on smoking in the workplace:

- (i) an interim period of 12 months starting on 3 May 1988 during which smoking is banned in many common areas (corridors, reception areas, lifts, toilets, conference rooms, training rooms) and phased out in offices under arrangements to be negotiated by local managers; and
- (ii) a permanent ban on smoking in common areas and offices with effect from 2 May 1989.

Under both arrangements, smoking is allowed in designated areas of restaurants, hot water points and rooms set aside specifically for use by smokers.

The policy will apply equally to visitors to any part of the department. Everyone is expected to abide by these arrangements.

We shall look to Senior Managers, in particular, to demonstrate support and commitment (as in other initiatives like improved communication) by their actions.

You should be prepared to explain the new arrangements to members of your Command. To help you do this and be able to deal with any questions, you will receive an information pack in mid-April which will explain the policy in detail. (Individual copies of the policy will be issued in due course.)

An Office Notice explaining how the policy is to be implemented will be issued in the next few days. A copy is attached for your information.

The contents of this notice have been agreed with the Departmental Trade Union Side.

Deputy Establishment Officer

Cabinet Office
March 1988

Contact point: Elaine Webber, ED2, Room 3/2, GOGGS.
Telephone: 270 5992.

Destruction date: To be kept permanently or until a replacement notice is issued.

CABINET OFFICE NOTICE

SMOKING IN THE WORKPLACE

DEVELOPMENTS IN THE DEPARTMENT

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The policy will apply equally to visitors to any part of the department. Everyone is expected to abide by these arrangements.

Information packs containing full details of the policy will be issued to Heads of Division in mid-April. Your line manager will, in the first instance, be responsible for giving you details of the new arrangements.

Further Office Notices will be issued explaining how the policy will operate in the various locations.

The contents of this notice have been agreed with the Departmental Trade Union Side.

Deputy Establishment Officer

Cabinet Office
March 1988

Contact point: Elaine Webber, ED2, Room 3/2, GOGGS.
Telephone: 01-270 5992.

Destruction date: To be kept permanently or until a replacement notice is issued.

Mr PhillipsFROM: TONY PHILLIPS
DATE: 8 JANUARY 1988

Deputy Establishment Officer

PS/SIR ROBIN BUTLER

I agree. But I am
 against stickers with
 no-smoking signs on them. RRS
 They deface the building 15.1.

CABINET OFFICE	
A	195
12 JAN 1988	
FILING INSTRUCTIONS	
FILE NO

CC -
 Mr Hibbert, CSO
 Mr Trevelyan) OMCS
 Mr H Phillips)
 Mr Wilding, OAL
 Mr J W Stevens

SMOKING IN THE WORKPLACE

I minuted previously on this subject in March 1987 (copy at 'A' attached). The purpose of that minute was to ask for Sir Robert Armstrong's agreement to a Cabinet Office trial ban on smoking in the workplace. The purpose of this minute is to seek approval to more permanent arrangements.

Background

2. PMCD Division, OMCS, is promoting a campaign within the Service to discourage smoking in the workplace. It is supported by ASH and by the National Trade Union Side (CCSU). The basis of the campaign is increasing evidence that smoking damages the health of non-smokers through secondary inhalation of exhaled or drifting smoke. (The damage to the health of smokers has been established for some time.)

3. We were asked to be a pilot department in the campaign. We began the pilot study in the Autumn of 1986 with a questionnaire to every member of the department. The overwhelming response from all areas of the department was a call for greater restrictions on smoking. We set up a joint Official Side/Trade Union Working Party to establish how best to introduce restrictions. It proposed:

- a. a trial ban on smoking in offices with designated areas where people could smoke. and
- b. the issue of a questionnaire part way through the trial to everyone in the department seeking views on the trial and on whether or not the ban should be a permanent arrangement.

The Trial

4. Sir Robert approved the trial and signed the Office Notice to launch it (see 'B' attached). The trial began on 1 June 1987 and contained the following elements:

- d. it was implemented across the entire department. Although some of the detailed arrangements differed slightly between locations;
 - b. support was offered to those who found it difficult to refrain from smoking when working at their desks. (This support could be used by those who wished to use the trial as an opportunity either to stop or to cut down on smoking.) The Welfare Officer organised the support; and
 - c. the commitment of Senior Management and Trade Union representatives to the trial was made clear and visible.
5. Generally the trial was well supported and the conditions adhered to. A few managers reported problems in its management and in two areas we agreed local variations to overcome them.
6. The trial aroused considerable interest in other departments, many of which are considering some form of restriction on smoking (as a 'pilot' department we are seen as the pace-setters). It has also aroused some interest in the press following an article in 'Personnel Management' (copy at 'C' attached) albeit distorted a little by the journalists' need to create a headline.

The Proposal

7. As agreed at the outset opinion was tested part way through the trial by a repeat of the questionnaire to all members of the department. Although the response was slightly lower than for the initial questionnaire, the percentage of respondents wanting restrictions (continued or extended) was higher.
8. The results of the questionnaire were analysed and considered by the joint Official Side/Trade Union Side Working Party. Its recommendations are at 'D' attached.
9. Broadly it is suggesting a continuation of restrictions on smoking in two stages:
- a. an interim period of 12 months during which smoking would be banned in many common areas (corridors, reception areas, lifts, training rooms, conference rooms and libraries) and would be phased out in offices under arrangements to be negotiated by local managers; and
 - b. a permanent ban on smoking in the common areas listed above and in offices.

Under both arrangements smoking would be allowed in toilets, washrooms, hot water points, bars, designated areas of restaurants and rooms set aside specifically for smokers. The Welfare Officer could continue to provide counselling and other support.

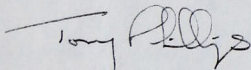
10. There could be problems for line managers and for us in dealing with committed smokers but we would do so sympathetically. All newcomers would be warned of the arrangements before arrival.

ACTION

11. Having embarked on the trial and having established such strong support for restrictions on smoking we cannot now return to the conditions that existed before the trial. The outside interest in what we have undertaken and the changing climate in society generally also impel us in the direction of continued restrictions.

12. It would be too disruptive to move quickly to a total ban on smoking of the kind imposed in the Australian Public Service and by some States in the USA. We need a compromise and the arrangements proposed by our Working Party seems sensible on those grounds. The only change I offer is to vary the timing a little so that the interim period runs from 1 March 1988 to 1 June 1989.

13. Is Sir Robin content for me to put the proposals formally to the DTUS to proceed on the timetable suggested above?



A PHILLIPS

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