

5. Appointment of Part-Time Publicity and Events Officer

To note the appointment of a part-time fixed-term Publicity and Events Officer

5. Matters of Report

To enable members to exchange any items of news, interest and importance.

6. Matters Raised by Staff.

To discuss any matters raised by staff.

Signed



TOWN CLERK

12 June 2002

Policy Statement

Haverhill Town Council

We are committed to a policy of prohibiting smoking in all rooms and general circulation areas in premises owned or managed by the Town Council; this includes all offices, meeting rooms, toilets, reception and waiting areas, corridors and staircases.

The Town Council will seek the co-operation of all staff and other persons on the premises in complying with this policy.

Adequate signage will be provided within premises to indicate that they are No Smoking premises.

The Town Clerk is responsible for overseeing compliance with this Policy by staff, visitors and contractors.

The Town Council will provide adequate time and opportunity for employees who are smokers, should they so wish, to receive medical advice and/or Counselling with a view to giving up smoking.