



**Information Governance**  
Coventry City Council  
PO Box 15  
Council House  
Coventry  
CV1 5RR

[www.coventry.gov.uk](http://www.coventry.gov.uk)

21 May 2020

Please contact Information Governance  
Direct line 024 7697 5408  
infogov@coventry.gov.uk

Dear Sir/ Madam

**Freedom of Information Act 2000 (FOIA)**  
**Request ID: REQ07031**

Thank you for your request for information relating to Community Protection Notices (CPN's) and Public Spaces Protection Orders (PSPO's).

Your request and our responses are outlined below:

**1. Please state the number of Community Protection Notices (CPNs) issued in the year November 2018-October 2019. Please provide the text or subject matter of these CPNs.**

None.

**2a. Please state the number of fines issued for the violation of Public Spaces Protection Orders (PSPOs) in the calendar year 2019 (Jan-Dec 2019).**

257 Breaches and 16 Fixed Penalty Notices.

**2b. Please provide details of the offences for which these PSPO fines were issued.**

The PSPO fines were issued for busking, begging, street trading and dog control order.

**2c. Please state if these fines for PSPO violation were issued by a private company.**

Not Applicable.

**2d. If your PSPO provides for dispersal powers, please state the number of orders to disperse issued by council officers.**

I can confirm that we hold this information and it is accessible to you via the Council's website on the following link:-

[https://www.coventry.gov.uk/site\\_search/results/?q=%22Public+Spaces+Protection+Order%22](https://www.coventry.gov.uk/site_search/results/?q=%22Public+Spaces+Protection+Order%22)

We therefore do not have to provide the information as per Section 21 of the FOIA. On the above weblink, two of the PSPO orders were Police enforcements.

**3. Please state the income raised in 2019 from the renting out of outdoor public spaces (for example, public streets or squares).**

The income is as follows:

City Centre events	£10,350
Parks Events	£ 9,861
City Centre Commercial	£5,420

**4. Please state if your council has a policy of banning smoking and/or vaping in any outdoor public spaces - such as parks, beaches, play areas, town squares, outdoor markets, or car parks. Please give details of any restrictions, and if any penalties apply.**

Our under-12's play areas are signed with no smoking signs.

**5. Please state if your council bans council employees from smoking and/or vaping during work hours. If so, could you please send me a copy of the policy.**

Please see the attached document.

The supply of information in response to a freedom of information request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

Should you wish to make any further requests for information, you may find what you are looking for is already published on the [Council's web site](#) and in particular its [FOI/EIR Disclosure log](#), [Council's Publication Scheme](#), [Open Data](#) and [Facts about Coventry](#).

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [casework@ico.org.uk](mailto:casework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

## **Information Governance**

Enc: No Smoking Policy.pdf

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# No Smoking Policy

November 2012

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## 1. OBJECTIVE

- 1.1 The City Council recognises and accepts the responsibilities placed upon it by the Health & Safety at Work Act 1974 and Health Act 2006 and will provide a safe working environment for its employees
- 1.2 This No Smoking Policy aims to protect and improve the health of employees, elected members and people who visit Council premises by preventing workplace exposure to tobacco smoke. This takes into account both the Health and Safety policy and the Promoting Health at Work agenda.

## 2. PRINCIPLES OF THE POLICY

- 2.1 By the elimination or control of smoking at work, Coventry City Council aims to fulfil its duties as an employer and service provider and offer a healthy and comfortable environment for all persons employed in or visiting City Council premises.
- 2.2 The thrust of the Policy is to seek to eliminate smoking at work, not to stop people smoking altogether. However, to support staff wanting to quit smoking the Council will allow up to seven hours paid leave for attendance at an NHS approved Stop Smoking Service. Help and advice about quitting smoking can also be sought from the Council's Occupational Health Service.
- 2.3 Coventry City Council recognises its duty of care for employees and will promote their health and well-being.

## 3. THE POLICY

- 3.1 No council employee may smoke whilst 'at work'. This means that smoking is banned while employees are carrying out their duties and responsibilities as an employee of the Council.
- 3.2 In addition, smoking will be prohibited in all areas including:
  - all Council-operated public buildings
  - all Council lobby areas
  - all Council-owned vehicles
- 3.3 Smoking will not be permitted by customers, visitors, contractors or agency workers in council premises. Non-employees who smoke on Council premises will be asked to stop smoking or leave the premises.
- 3.4 No council employee may smoke during working hours. This means that smoke breaks during working hours will not be allowed. Council employees who wish to smoke may do so only in their own time.





- 3.5 Smokers are required not to smoke in Council building doorways or access areas before or after working hours or during lunch breaks.
- 3.6 The Council is aware that aids to stop smoking are available that mimic the look and feel of real cigarettes. Due to the perception that someone is smoking a real cigarette when they are using these aids the Council includes them in this policy. The Council also advises that there are more well established methods that can help people to quit smoking. Therefore, the rules as set out in sections 3.1 – 3.5 will also include the 'smoking' of replica/electronic cigarettes.
- 3.7 All new employees will be reminded of the No Smoking Policy in their application pack.

**4. THIRD PARTY PREMISES**

- 4.1 Some Council employees are required to visit other premises, both commercial and domestic, as part of their duties. The Council cannot control smoking on these premises but still has a duty to its own employees. Where employees are exposed to passive smoking in these circumstances, they should seek advice from their line manager. Managers must arrange for a risk assessment to be carried out and all reasonable steps taken to protect employees from exposure to workplace tobacco smoke. Employees are not expected to smoke while on Council business visiting other premises as part of their duties where smoking is permitted.

**5. POLICY MONITORING**

- 5.1 In the unlikely event of an employee not complying with this policy, the employee's line manager will attempt to resolve the situation informally in the first instance (unless such smoking presents a health and safety hazard e.g. when working with chemicals, when it may, as at present be viewed as gross misconduct).
- 5.2 Where an employee continues to ignore the policy, such conduct may be pursued under the Council's disciplinary processes.

For further information please contact the HR Advice Line  
 76832454  
 hradvice@coventry.gov.uk

**DOCUMENT CONTROL**

Version	Core Group Consultation Date	Implementation Date	Author	Summary of Changes
1		1995		New policy introduced based on medical knowledge of active and passive smoking
2		1 July 2006		Policy updated to cease all smoking in council work places
3		September 2012	Kray Dhillon	Up dated and new para 3.6 regarding e-cigarettes