

REPORT TO PERSONNEL COMMITTEE

VOLUNTEERING POLICY



Report Reference P-21-03
Meeting Date 21st September 2021
Agenda Item 5
Prepared by Town Clerk

1.0 BACKGROUND

At the July working group meeting a draft Volunteering Policy was reviewed. Minor changes were made at the meeting which are reflected in the revised draft attached. At the meeting, it was agreed the policy should be adopted subject to formal agreement of the committee when it formally meets.

Having a volunteers policy is best practice for any organisation which seeks to work with volunteers. The aim of the policy is to ensure a consistency of volunteer management from the council and to give advance information to volunteers on the standards they can expect of the council when volunteering. The policy aims to enable the council to better utilise volunteers and ensure volunteers feel valued and safe when working with the council.

The draft policy was prepared by the Town Clerk and is based on similar policies adopted by other town councils. It seeks to set a broad range of policy statements without being overly onerous on the reader.

A key part of the policy is that for all volunteering activity, there will be a designated volunteer coordinator. This will ordinarily be the senior officer managing the activity, for example at an event this would be the Events Officer or for a tree planting project may be the Planning and Facilities Officer. With the scale of volunteering envisaged, this is not considered to add any additional burden on the roles or affect the grading of the posts.

2.0 RECOMMENDATION

In accordance with the guidance given at the July working group meeting, it is recommended that:

- a) The policy be ratified
- b) The policy be reviewed after six months to assess impact on officer workload