

# TEWKESBURY BOROUGH COUNCIL

<b>Report to:</b>	Executive Committee
<b>Date of Meeting:</b>	10 June 2015
<b>Subject:</b>	Volunteering Policy – Members of the Public Volunteering with Tewkesbury Borough Council
<b>Report of:</b>	Graeme Simpson, Corporate Services Group Manager
<b>Chief Officer:</b>	Mike Dawson, Chief Executive
<b>Lead Member:</b>	Lead Member for Organisational Development
<b>Number of Appendices:</b>	Two

## **Executive Summary:**

The Volunteering Policy will be introduced in two phases. The first phase sets out the Volunteering Policy for Members of the Public who wish to Volunteer with Tewkesbury Borough Council. The second phase of the Policy will set out how the Council will support employees who wish to do volunteer work within the community or for charitable institutions. Phase two of the Volunteering Policy will be recommended to the Executive Committee in September 2015.

The Volunteering Policy (Phase one) sets out the principles for volunteering with the Council, and to provide consistency of treatment for people approaching the Council in order to volunteer. This Policy is designed to reflect current legislative provisions in respect of volunteers and is non-contractual.

## **Recommendation:**

**That the Volunteering Policy (Phase One) for Members of the Public Volunteering with Tewkesbury Borough Council be approved with effect from 1 July 2015.**

## **Reasons for Recommendation:**

The Council has engaged volunteer litter pickers and is now looking to use volunteers in the Tewkesbury Tourist Information and Tewkesbury Heritage and Visitor Centre. A Policy is required to encourage and support members of the public who wish to volunteer with the Council.

## **Resource Implications:**

The proposed Volunteering Policy for Members of the Public Volunteering with Tewkesbury Borough Council would not have an impact on financial resources.

**Legal Implications:**

None as the Policy covers expenses, benefits, criminal record check, health and safety, data protection and avoids creating employment contracts with the volunteer as no clear binding obligations are in place. Volunteers are not included in employment legislation however if a volunteer can demonstrate that they are employed the volunteer will gain some or all employment rights.

**Risk Management Implications:**

If the Policy is approved and followed this helps to discharge the duty of the Council in relation to the health, safety and welfare and safeguarding of members of the public who volunteer with Tewkesbury Borough Council. If a Policy is not in place this could leave the Council open to legal challenge and associated reputational and financial risk.

**Performance Management Follow-up:**

It is intended that the Policy is reviewed in two years' time.

**Implications for Biodiversity:**

None.

**1.0 INTRODUCTION/BACKGROUND**

**1.1** The Volunteering Policy will apply in all situations where a member of the public is looking for a volunteering opportunity with Tewkesbury Borough Council. A volunteer is a person who donates their time, skills and experience without receiving any form of compensation from the council. A volunteer is not an employee and there is no legally binding contractual relationship between the Council and the volunteer.

**2.0 VOLUNTEERING POLICY**

**2.1** The Volunteering Policy sets out the Council's commitment to members of the public who volunteer, the procedure and processes that need to be followed and the nature of the volunteering relationship. The Policy is designed to help support volunteers and provide a framework of good practice.

**3.0 BENEFITS TO TEWKESBURY BOROUGH COUNCIL AND THE COMMUNITY**

**3.1** The Volunteering Policy helps the Council to deliver services and improve communities. The Policy will help to build a robust and resilient society by enabling individuals to get involved in activities that benefit the community, the environment and the relationships with communities and the Council.

**4.0 BENEFITS TO THE INDIVIDUAL**

**4.1** There are a number of benefits to the individual:

- Personal achievement and developing self-worth through giving back to the community.
- Broadening a person's outlook of the community.
- Transfer a person's skills and experience to the community.
- Developing new person skills and experiences.

- Improving an individual's employability.
- Create a "can do" attitude.
- Increase social health and wellbeing.
- Help adjust for the future, e.g. retirement prospects.

## **5.0 OTHER OPTIONS CONSIDERED**

5.1 None.

## **6.0 CONSULTATION**

6.1 The Trade Unions, management and Involve Gloucestershire have been consulted.

## **7.0 RELEVANT COUNCIL POLICIES/STRATEGIES**

7.1 The Council Plan and review of the Tewkesbury Heritage and Visitor Centre and Tewkesbury Tourist Information Centre.

## **8.0 RELEVANT GOVERNMENT POLICIES**

8.1 Equality Act, Data Protection Act 1998, Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Police Act 1997 (Criminal Records) Regulations 2002.

## **9.0 RESOURCE IMPLICATIONS (Human/Property)**

9.1 Implicit within the Policy.

## **10.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)**

10.1 None.

## **11.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)**

11.1 None.

## **12.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS**

12.1 None.

---

**Background Papers:** None.

**Contact Officer:** Janet Martin, Human Resources Adviser

Tel: 01684 272030 Email: [janet.martin@tewkesbury.gov.uk](mailto:janet.martin@tewkesbury.gov.uk)

**Appendices:** Appendix 1 – Volunteering Policy for Members of the Public Volunteering with Tewkesbury Borough Council.

Appendix 2 – Equality Impact Assessment.