



## Brentwood Borough Council

# Volunteer Engagement Policy and Recruitment Procedures 2016

## Engaging volunteers in council service delivery

Brentwood Borough Council recognises that there can be occasions whereby a volunteer's help can make an appropriate and significant contribution to the service delivery of the Council.

This policy outlines Brentwood Borough Council's principles, practices and procedures that will be followed in the recruitment, management and control of volunteers. It aims to:

- Provide a framework for all Brentwood Borough Council staff when considering involving volunteers in their work.
- Provide a foundation on which our involvement of volunteers will be based.
- Give a cohesive and consistent approach to ensure that volunteers are fully supported during their volunteering role.
- Help ensure fairness and consistency when involving a diverse group of people; being able to refer to a written policy ensures that decisions are not made on an ad-hoc basis.

## Why Appoint Volunteers?

There are many benefits to the Council in involving volunteers:

- Volunteers can bring a different perspective to our work; often one that reflects the diverse views of the local community.
- Volunteers can help to extend services the Council currently offers.
- Volunteering empowers our citizens to actively influence decision making and service provision.
- By providing opportunities for skills development within our local community.
- Volunteering can be a valuable pathway to employment or training opportunities.
- Volunteering can provide opportunities to meet like-minded people.
- Volunteering can provide an opportunity to be involved with something interesting, absorbing and rewarding.
- Volunteering can improve general health and wellbeing.

## Our Volunteering Principles

When appointing volunteers, Brentwood Borough Council will adhere to the following principles:

(a) volunteers will not be engaged in work which facilitates the loss of an existing employee's post, nor on any tasks or projects which (within the past two years) were done by paid employees whose posts have since been deleted;

(b) volunteers will not be used to do the work of paid staff during an industrial dispute;



## Volunteer Application Form

### Personal Details:

Name	
Address	
Date of birth	
Home phone number	
Mobile phone number	
Email	
<p>Are you a citizen of the European Economic Area?                      Yes / No*</p> <p>* If no, please provide an original, valid work permit</p>	
<p><b>Health</b></p> <p>Do you consider yourself to have a health issue, or disability as defined under the Disability Discrimination Act 1995, which is relevant to the placement?    Yes* / No</p> <p>(Please note that some health issues or disabilities may affect your suitability for certain Volunteering placements)</p> <p>*If yes, please give details including any medication you are currently prescribed:</p>	
<p><b>Education and Employment</b></p> <p>Are you currently: Employed / Unemployed / Retired / Part time student / Full Time Student</p> <p>Please list any qualifications, training or skills you may have, or are working towards, that you feel may be relevant to the placement. For example, a degree course, photography skills, IT training, art and crafts skills.</p>	

**About You**

Please tell us why you would like to start volunteering with Brentwood Borough Council, and how a volunteering opportunity will benefit you:

**Criminal Convictions**

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act? \*YES / NO

\*If yes, please provide details below:

**References**

Please provide us with the contact details of 2 suitable referees who we may contact. This could be a current /recent employer, a tutor/ teacher from a recognised academic institution, a member of a professional body or someone who knows you well (but cannot be a member of your family).

**Referee 1**

Name	
Address	
Phone Numbers	
Email	

Relationship to you	
<b>Referee 2</b>	
Name	
Address	
Phone Numbers	
Email	
Relationship to you	

**Please note that some volunteering opportunities will require you to undergo an Enhanced DBS Check**

Brentwood Borough Council may not be able to match you with your desired Volunteering Role. In such instances, we may be able to offer you alternative volunteering opportunities or signpost you to partner organisations. Please indicate your interests below (tick all that are relevant):

- Work with older people
- Work with people with learning disabilities
- Work with children and young people
- Working to preserve the local environment
- Helping out at community events
- Administrative support
- Other (please specify).....

**Declaration**

**I certify that the information given within this application form is correct, and that I have not omitted or misrepresented any details. I also give by consent for the processing and disclosure of data contained or referred to on this form, in accordance with the Data Protection Act 1998:**

Signed.....

Date.....

### **What opportunities can the Council offer volunteers?**

There is a wide range of volunteering opportunities the Council can offer, such as:

- Befriending or mentoring citizens in need, such as in sheltered housing schemes.
- Helping providing services, such as litter picks or graffiti removal.
- Stewarding at community events.
- Assisting with delivery of community projects.
- Staffing holiday scheme activities.
- Administration support, such as distribution and design of marketing materials and mail outs.
- Community website / newsletter content management.
- Leading consultation initiatives and focus groups.
- Street Pastors to reduce anti-social behaviour and ensure safety of young people.
- Countryside Management – maintaining our green and open spaces.

The Council will endeavour to signpost volunteers to relevant external partners, such as the Brentwood Council for Voluntary Service if appropriate opportunities are not currently available with Brentwood Borough Council.

## **Recruitment Procedures**

### **Step 1**

Should a staff member wish to appoint a volunteer, a completed Volunteer Role Description Form (Appendix 2) must be approved by the Head of Service, before submitting to Community Services [volunteer@brentwood.gov.uk](mailto:volunteer@brentwood.gov.uk) and copied to Human Resources [brentwoodbc@midlandhr.co.uk](mailto:brentwoodbc@midlandhr.co.uk) outlining:

- Tasks,
- Responsibilities,
- Reporting lines,
- Terms and conditions, including duration, hours, expenses, insurance, etc, relating to the appointment.
- Role specification, outlining the relevant experience, skills, knowledge, abilities and equal opportunities awareness necessary to carry out the role effectively.

### **Step 2**

The proposed volunteering opportunity will be advertised via external partners and through the Volunteer Centre. Interested parties will be required to complete a Volunteer Application Form (Appendix 1)

### **Step 3**

The prospective volunteer will be invited to an informal meeting with the intended Supervisor and appropriate Human Resources representative if necessary. Using the Volunteer Role Description Form, an informal discussion will take place regarding the requirements of the role with a view to

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assessing suitability.

Following this meeting, the Council representative/s will decide upon the individual's suitability and will inform the prospective volunteer within 1 week.

#### **Step 4**

Prior to commencement of the volunteering role, the Supervisor must ensure the following documents are completed by the volunteer and returned to Human Resources [brentwoodbc@midlandhr.co.uk](mailto:brentwoodbc@midlandhr.co.uk) and copied to [volunteer@brentwood.gov.uk](mailto:volunteer@brentwood.gov.uk):

- Volunteer Personal Details Form (Appendix 3).
- Volunteer Agreement Form (containing confidentiality clause) (Appendix 4).
- If necessary, a completed DBS application form with relevant identification (see below).
- If necessary, a 'Personal Commitment Statement' relating to IT access (To be returned to IT).
- Copies of driving license if appropriate (see below).
- A suitable reference, excluding relations, to attest to their character and suitability for the position.

#### **Step 5**

Prior to commencement of the volunteering role, each successful volunteer shall be allocated to a particular employee who will supervise and support the individual throughout their volunteering placement. The supervisor's responsibilities will include ensuring the volunteer receives the following:

- A Volunteer's Induction and Recruitment Checklist (see Appendix 5 Volunteer's Induction and Recruitment Checklist).
- A Volunteer's Handbook (see Appendix 6).
- Volunteer Role Description (Appendix 2).
- Regular supervision and support sessions.
- Positive feedback on the volunteer's contribution.
- Adequate office accommodation if appropriate and all equipment necessary for them to perform their tasks effectively.
- A risk assessment appropriate to their role.
- An Evaluation Form at the end of their placement (Appendix 8).

#### **Safeguarding**

All supervisors must ensure that volunteers are aware of, and have access to the Council's Safeguarding Policy. DBS checks will be carried out on any volunteer who, in the course of their appointment, will have substantial, unsupervised access to children and young people under the age of 16 and vulnerable adults on a regular basis.

A vulnerable adult refers to any person aged 18 years or over who is or may be in need of

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community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation which may be occasioned by actions or inactions of other people. ("Who Decides" Lord Chancellor's Department 1997)

If you are unsure whether your volunteer needs a DBS check, speak to HR.

### **Health and Safety**

The volunteer will have access and adhere to the Council's Health and Safety Policy and Procedures, including accident report forms.

### **Confidentiality and Data Protection**

Brentwood Borough Council will expect the volunteer to maintain strict confidentiality at all times, and to sign a confidentiality undertaking to this effect.

### **Supervision and Support**

It is important that volunteers are properly supported and supervised in their work; ensuring that the level of supervision given matches the nature of the job and the experience of the volunteer. All volunteers should have a nominated supervisor, someone they can have regular access to if problems arise or when help and support is needed.

### **Training and Involvement**

Where a volunteer is based at Brentwood Borough Council on a day to day basis she/he will be expected to be involved and included in general staff activities, such as staff meetings and to have general access to Brentwood Borough Council offices. Volunteers may also be offered, where appropriate and where subject to availability, to undertake relevant Council training courses free of charge.

### **Equal Opportunities**

In accordance with Brentwood Borough Council's Equal Opportunity statement, volunteer placements will be open to individuals irrespective of race, nationality, gender, disability, sexuality, age, belief or culture. In addition, the Volunteer Role Description Form must set out the equal opportunity dimension and any specific equality requirements of the role. Where, during the initial meeting a prospective volunteer demonstrates hostility to, or a clear lack of support for equal opportunity policy, she/he will be deemed automatically to be unsuitable for a volunteer position at Brentwood Borough Council.

### **Discipline and Grievance**

Volunteers will not be subject to Brentwood Borough Council's disciplinary procedures. Correspondingly, volunteers will not have access to Brentwood Borough Council's grievance procedures. However, volunteers will be entitled to use Brentwood Borough Council's Complaints Procedure. Where appropriate, the complaint will be investigated fully by the Supervisor or her/his representative.

### **Expenses**

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Volunteers will be entitled to travel expenses, and subsistence allowance in accordance with the Council's policy for its employees.

Supervisors will be responsible for reimbursing all volunteer expenses through their service's budget and ensuring that the volunteers complete a Volunteer Expenses Form (Appendix 7) and return with all receipts.

### **Signposting**

There may be some occasions where Brentwood Borough Council does not have any opportunities suitable for a prospective volunteer. In such situations, the Council will signpost the individual to external organisations who will be able to support them.

### **Dress Code**

Volunteers' dress code will be at their Supervisor's discretion and should be appropriate to their role.

### **Private Use of Council Equipment**

All volunteers will be expected to adhere to the Council's policies on the private use of Council equipment, including use of the internet, email, telephones and post.

### **Insurance**

Volunteers appointed to Brentwood Borough Council will be covered under the Council's employers, public liability and professional indemnity insurance where appropriate.

### **Use of own vehicle**

Volunteers should be informed of the need to notify their insurance company if they intend to use their car for volunteer activities and must ensure that their policy is extended to cover business use. They will also be required to produce a current driving licence and evidence of car insurance if appropriate.

### **Absence / illness**

If they are unable to attend, or expect to be late, it is important that volunteers inform their Supervisor as soon as possible, and certainly within one hour of their expected time of arrival.

### **Termination**

Where appropriate, the role and placement of the volunteer may be terminated by the Supervisor at one week's notice, or immediately where behaviour is equivalent to gross misconduct has occurred. In all cases the volunteer will be entitled to an explanation of the decision and action taken.

### **Evaluation**

It is important that Brentwood borough Council is able to measure the impact of the volunteer placements it offers. All supervisors should ask their Volunteer to complete the Volunteer Evaluation Form at the end of their placement (Appendix 8)



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### **Monitoring and Review**

It will be the responsibility of Human Resources to regularly review the operation of Brentwood Borough Council's Volunteer Engagement Policy and Recruitment Procedures to ensure that it is in accordance with other relevant policies.

### **List of Appendices**

- Volunteer Application Form -APPENDIX 1
- Volunteer Role Description Form – APPENDIX 2
- Volunteer Personal Details Form - APPENDIX 3
- Volunteer Agreement Form – APPENDIX 4
- Volunteer Recruitment and induction Checklist – APPENDIX 5
- Volunteer Handbook – APPENDIX 6
- Volunteer Expenses Form – APPENDIX 7
- Volunteer Evaluation Form – APPENDIX 8



Time commitment – please outline the details of specific weekdays, evenings or weekends that are required or flexibility arrangements.

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Location – please outline location/s where will the role need to be carried out.

--

Will the volunteer need access to a Brentwood Borough Council computer?      Yes / No

Other requirements – are there any other requirements the volunteer needs specific to this role?  
i.e insurances

--

Expenses – please outline the expenses the role will incur. (Remember, your service is responsible for paying your volunteer's expenses)

--

Head of Service Signature.....Date.....

(Please retain a copy on file and return to the Volunteer Coordinator)



### Volunteer Personal Details Form

Volunteer Role	
Volunteer Name	
Address	
Email	
Phone number/s	
Date of birth	
Emergency Contact 1	Name:  Address:   Phone number/s:
Emergency Contact 2	Name:  Address:   Phone number/s:
Known medical / additional needs	



APPENDIX 4  
Brentwood Borough Council  
**Volunteer Agreement Form**



This agreement is between Brentwood Borough Council and.....(NAME)  
for the voluntary role of.....

Description of responsibilities / tasks:

Agreed dates and hours:

Brentwood Borough Council commits to:

- Protect the Volunteer through health and safety, child protection, equal opportunities and liability insurance as with any member of staff.
- Undertake regular support, supervision and feedback with the volunteer.
- Provision of suitable training where appropriate

The Volunteer.....(name) commits to:

- Undertake the tasks and responsibilities outlined within the agreed hours.
- Uphold the policies and procedures of Brentwood Borough Council.
- Act in an appropriate and non discriminatory manner.
- Work to fulfil the priorities of Brentwood Borough Council at all times.
- Keep their named contact regularly informed and updated of their work.
- Notify their named contact immediately if any problems arise.
- Keep any information acquired about employees, clients, Councillors or Council finances, or any other Council business strictly confidential and report any sensitive information that may pose a risk to others immediately to the supervisor.

**Signed on behalf of Brentwood Borough Council** .....

Print Name.....Date.....

**Signed by the Volunteer**.....

Print Name.....Date.....

APPENDIX 5

Brentwood Borough Council

**Processes for a Volunteer's Recruitment and Induction**



Name of Volunteer			
Volunteering Role			
Supervisor			
<b>Recruitment Checklist</b>	<b>Completed?</b>	<b>By Whom?</b>	<b>Date?</b>
Volunteer Role Description form completed and emailed to <a href="mailto:volunteer@brentwood.gov.uk">volunteer@brentwood.gov.uk</a> for advertising/ promotion of opportunity. Copy in HR <a href="mailto:brentwoodbc@midlandhr.co.uk">brentwoodbc@midlandhr.co.uk</a>			
Completed Volunteer Application Form/s received by supervisor			
Applicant invited to interview			
Interview completed and suitability ascertained			
Applicant offered Volunteer Role subject to necessary checks 1 week of interview			
Have references been written to?			
DBS Application form and process carried out (if applicable).			
Have satisfactory references been received?			
Has a satisfactory DBS check been received? (if applicable)			
Volunteer Placement offered			
<b>Send all paperwork as below to applicant for completion:</b>			
1. Volunteer Personal Details Form			
2. Volunteer Handbook			
3. Volunteer Role Description			
4. Volunteer Agreement Form			
I.T Personal Commitment Statement if applicable			
An appropriate risk assessment			
Has paperwork (1, 3, 4 and 5(if applicable) as above) been completed, signed and returned to HR <a href="mailto:brentwoodbc@midlandhr.co.uk">brentwoodbc@midlandhr.co.uk</a> and copied to <a href="mailto:volunteer@brentwood.gov.uk">volunteer@brentwood.gov.uk</a>			
Volunteer invited for induction			
<b>During induction:</b>			
Introduction to the Service and its aims			
Introduction to colleagues			

Introduction to the building, use of premises, fire procedures, emergency exits, toilets, first aid and accident reporting etc			
Location of and introduction to key policies discussed:			
Volunteering Policy			
Safeguarding Policy			
Code of Conduct			
Data Protection and Information Sharing			
Health and Safety			
Equal Opportunities			
Clarify volunteer role and tasks			
Issue ID badge if necessary			
Discuss arrangements for supervision and mentoring			
Evaluation form handed to volunteer at end of opportunity.			





## Volunteer Handbook

### Why does Brentwood Borough Council need volunteers and what can volunteering offer you?

- Volunteers can bring a different perspective to our work; often one that reflects the diverse views of the local community.
- Volunteers can help to extend services the Council currently offers.
- Volunteering empowers our citizens to actively influence decision making and service provision.
- Volunteering provides opportunities for skills development within our local community.
- Volunteering can be a valuable pathway to employment or training opportunities.
- Volunteering can provide opportunities to meet like-minded people.
- Volunteering can provide an opportunity to be involved with something interesting, absorbing and rewarding.
- Volunteering can improve general health and wellbeing

### Tasks, locations and time

As Brentwood Borough Council has a number of varied services, there is a wide range of volunteering opportunities that it can offer, such as:

- Befriending or mentoring citizens in need, such as in sheltered housing schemes
- Helping providing services, such as litter picks or graffiti removal
- Stewarding at community events
- Assisting with delivery of community projects
- Administration support, such as distribution and design of marketing materials and mail outs
- Community website / newsletter content management
- Leading consultation initiatives and focus groups
- Street Pastors to reduce anti-social behaviour and ensure safety of young people

Location and times can therefore vary hugely, but Brentwood Borough Council will try to find you an opportunity that suits your availability and access requirements.

### Signposting

There may be some occasions where Brentwood Borough Council does not have any opportunities suitable for a prospective volunteer. In such situations, the Council will signpost the individual to external organisations who will be able to support them.

### The skills you need

The skills you need would depend on the volunteering option that you choose, but generally, the volunteer would be desired to have professional knowledge, experience or a qualification (or are studying for it) in the relevant theme/subject that they wish to volunteer in. It would be essential for volunteers to have a friendly disposition and good interpersonal skills.

### Disclosure and Barring Service (DBS) checks and references

Brentwood Borough Council will need to take up 2 references before you start your volunteering opportunity.

DBS check will be carried out on any volunteer who, in the course of their appointment, will have substantial, unsupervised access to children and young people under the age of 16 and vulnerable adults on a regular basis.

You will also need to be aware of the Council's Safeguarding policies and procedures. Your supervisor will show you how to access this in your induction.

### **What Brentwood Borough Council expects**

Brentwood Borough Council expects any volunteer to not put us in disrepute, behave reasonably and adhere to the Council's Code of Conduct. Your supervisor will show you how to access this in your induction.

### **What if you can't come in?**

If you are sick, or something unforeseen happens, which means that you cannot volunteer, you should contact your supervisor as soon as possible, and certainly within one hour of your expected time of arrival.

If you are going to be away on holiday, please give your supervisor as much notice as possible. When planning a break please think about how this might affect our work.

### **Dress Code**

Volunteers' dress code will be at their supervisor's discretion and should be appropriate to their role.

### **Confidentiality**

Please remember that Information that you have access to whilst volunteering is confidential. You must not give away any information about employees, clients, Councillors, council finances or any other Council business, either directly or by talking to someone. It is especially important that you keep sensitive information to yourself. However, if you find something out that might be a risk to others then you need to report this to your supervisor immediately.

### **Equal Opportunities**

Brentwood Borough Council does not discriminate against clients and colleagues on ground of race, nationality, gender, disability, sexuality, age, belief or culture. We hope you will help us and that you will not make remarks or comments about, or to, clients or colleagues that may be considered offensive.

Please let us know if you have any illness or disability which might affect you on your placement so that we can provide appropriate support if possible.

### **Health & Safety**

Brentwood Borough Council takes Health and Safety seriously. Safety cannot be compromised. Therefore, all staff and volunteers must follow all Health and Safety rules and accident reporting procedures (your supervisor will show you how to access this in your induction).

If you come across any unsafe situations, unsafe working practices or have any accidents please tell your supervisor.

Brentwood Borough Council has a no smoking policy. This means that employees and volunteers are not allowed to smoke in Brentwood Borough Council buildings, premises or locations where work is carried out. Staff and volunteers should not smoke in the view of children and young people.

### **Insurance**

Volunteers appointed to Brentwood Borough Council will be covered under the Council's employers, public liability and professional indemnity insurance where appropriate.

### **Driving Licence & Vehicle Insurance**

If you have to drive council vehicles as part of your volunteering we will provide insurance. If you have to use your own vehicle whilst volunteering, it must be legal and fit for the purpose. You must also make sure that it is insured for business use. Volunteers must provide their driving licence, motor car insurance policy and current certificate of insurance for examination on request.

### **Support, Supervision and Training**

We hope to give you enough support and supervision to help you make the most of your volunteering and develop your skills and experience. If you feel you need more support, please let your supervisor know. We may ask you to take part in regular support and assessment sessions so we can identify your support needs. You may have to take part in training if we think that it is essential to enable you to carry out your tasks safely and to our standards.

If you have any questions, please do not hesitate to ask your supervisor for advice and support.

### **Expenses**

Volunteers will be entitled to travel expenses, and subsistence allowance in accordance with the Council's policy for its employees. Please keep all receipts and complete and return an expenses form to your supervisor to claim your expenses.

### **Representing the Council**

Unless you have confirmation in writing, no volunteer has the authority to represent the Council or to commit the Council in any way.

### **Ending your volunteering**

Both you and Brentwood Borough Council can end your volunteering at any time and without any notice. However, unless there is an emergency or misconduct, we will give you at least 1 weeks notice and ask you that do the same to us.

However, your volunteering role may be terminated immediately where your behaviour has been equivalent to gross misconduct. In all cases the volunteer will be entitled to an explanation of the decision and action taken.

### **Evaluation of your volunteering experience**

It is important that all volunteering experiences offered by Brentwood Borough Council are effectively evaluated to help us improve our services and opportunities. There is an evaluation form for you to complete at the end of your experience, and we would ask that you please complete this fully and to the best of your ability.

We hope you enjoy your volunteering experience with us!

Did you undertake any training as part of your volunteering placement? Please delete as appropriate If yes, please explain what and if this was beneficial	Yes / No

What did you enjoy the most during your volunteering placement?

What did you least enjoy during your volunteering placement?

Has your volunteering placement increased your skills, experience and knowledge? Please delete as appropriate If yes please explain how, and if no, please explain why.	Yes / No

Do you participate in any other volunteering placements? Please delete as appropriate If yes please tell us what you do and where.	Yes / No

What were your reasons for leaving? Please tick all that apply

- End of placement
- Termination during placement
- Dissatisfaction with support
- Dissatisfaction with team members
- Insufficient work
- Placement not what you thought it would be
- Pressure of placement
- Unacceptable working conditions
- Unfulfilling work
- Return to part time or full time employment
- Return to education
- Taken up another volunteering placement
- Family responsibilities
- Moving away from the area
- Medical / health reasons
- Maternity
- Retirement
- Other (please specify below)

Are there any other comments you would like to make about your volunteering placement with Brentwood Borough Council?

Thank you. Please return this form to:

Volunteer Coordinator  
Town Hall  
Ingrave Road  
Brentwood  
Essex  
CM15 8AY

APPENDIX 7

Brentwood Borough Council



**Volunteer Expenses Form**

Name		Date	
Address			

Volunteering Opportunity Title	
--------------------------------	--

Supervisor's Name	
-------------------	--

Date of incurred Expenses	Purpose	Amount £	p
TOTAL			

Please attach all receipts to this form, make a copy for your own information and return to your supervisor.

Volunteer's Signature \_\_\_\_\_

Authorised signature \_\_\_\_\_

Expenditure Code (for office use) \_\_\_\_\_

APPENDIX 8

Brentwood Borough Council



**Volunteer Evaluation Form**

Name	
Volunteer opportunity title	
Supervisor's name	

Was the volunteering opportunity a true reflection of your placement?

Please delete as appropriate Yes / No

If no, please explain your tasks, hours, location and responsibilities and how this differed from what you expected.

Was your induction useful?

Please delete as appropriate Yes / No

If no, please explain how your induction could have been improved.

Did you feel fully supported during your volunteering placement?

Please delete as appropriate Yes / No

If no, please explain why and how this could be improved.

Did you undertake any training as part of your volunteering placement? Please delete as appropriate If yes, please explain what and if this was beneficial	Yes / No

What did you enjoy the most during your volunteering placement?

What did you least enjoy during your volunteering placement?

Has your volunteering placement increased your skills, experience and knowledge? Please delete as appropriate If yes please explain how, and if no, please explain why.	Yes / No

Do you participate in any other volunteering placements? Please delete as appropriate If yes please tell us what you do and where.	Yes / No



What were your reasons for leaving? Please tick all that apply

- End of placement
- Termination during placement
- Dissatisfaction with support
- Dissatisfaction with team members
- Insufficient work
- Placement not what you thought it would be
- Pressure of placement
- Unacceptable working conditions
- Unfulfilling work
- Return to part time or full time employment
- Return to education
- Taken up another volunteering placement
- Family responsibilities
- Moving away from the area
- Medical / health reasons
- Maternity
- Retirement
- Other (please specify below)

Are there any other comments you would like to make about your volunteering placement with Brentwood Borough Council?

Thank you. Please return this form to:

Volunteer Coordinator  
Town Hall  
Ingrave Road  
Brentwood  
Essex  
CM15 8AY