

5th September 2016

Community, Health and Leisure Committee

Brentwood Borough Council Volunteer Engagement Policy and Procedures and Employee Volunteering Policy 2016

Report of: *Lucy Gill - Culture, Community and Youth Development Officer*

Wards Affected: *All wards*

This report is: *Public*

1. Executive Summary

- 1.1.** In 2010, Brentwood Borough Council adopted a Volunteer Engagement Policy and Procedures and an Employee Volunteering Policy in 2011. These two policies have been reviewed and updated, and inform the delivery of the Volunteering Strategy 2016-2019 which has already been agreed by Members of the Community and Health Committee on 14 March 2016 (min. ref 408).
- 1.2.** These policies further embed the Council's commitment to supporting volunteers and their integral role in our communities in promoting and contributing to community cohesion.
- 1.3.** The policies ensure that the Council is working to safeguard volunteers and staff, and allows us to deliver quality volunteering opportunities.

2. Recommendation

That Members agree to:

- 2.1 Adopt the Brentwood Borough Council Volunteer Engagement Policy and Procedures and Employee Volunteering Policy 2016.**

3. Introduction and Background

- 3.1** In 2010, Brentwood Borough Council adopted a Volunteer Engagement Policy and Procedures, and an Employee Volunteering Policy in 2011.
- 3.2** These policies and procedures have been reviewed and updated as part of a review of the Council's HR policies.

3.3 The policies sit under the Volunteering Strategy 2016-2019, which has already been agreed by Members of the Community and Health Committee on 14 March 2016 (min. ref 408) to ensure that Brentwood Borough Council:

1. Supports the positive promotion of volunteering across the Borough by raising the profile of volunteers and volunteer-involving organisations.
2. Demonstrates best practice by supporting staff to undertake volunteering.
3. Ensures that volunteers are an integral part of the Council's service delivery.

3.4 The above three aims formed the basis of the Volunteering Strategy's complimentary action plan, and it was agreed that the following documents/ schemes would be adopted in correlation:

- The Brentwood Compact – adopted in March 2016
- Employee Volunteering Policy and Procedures
- Volunteer Engagement and Recruitment Policy and Procedures

4. Issue, Options and Analysis of Options

4.1 In order to achieve the aims and objectives of the Strategy, it was prudent to review and update our policies for employee and volunteer engagement schemes.

5. Reasons for Recommendation

5.1 Adoption of the policies strengthens our commitment to the Council's vision for volunteering, which ensures that we prioritise engagement with volunteers in service delivery to involve the community in influencing decision-making.

5.2 The policies also encourage our own staff to undertake leave to carry out their own volunteering to enhance their wellbeing and demonstrate our commitment to supporting our communities.

5.3 The policies ensure that we demonstrate the importance of good practice and management of volunteers.

6. References to Corporate Plan

- 6.1 This sits under the Community and Health strand to encourage thriving and engaged communities.

7. Implications

Financial Implications

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- 7.1 The renewal of the Employee Volunteering Policy proposes the enabling of staff to allocate up to 2 days to undertake volunteering. This is in line with Essex County Council's Employee Volunteering Scheme. There are resource implications for service managers to consider, such as staff cover for the 2 days paid leave.
- 7.2 The renewal of the Volunteer Engagement Policy and Recruitment Procedures, will entitle Volunteers to expenses. This will need to be met through existing budgets from the departments recruiting the volunteers.

Legal Implications

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- 7.3 The Employee Volunteering Policy and the Volunteer Engagement Policy and Procedures are aligned with the Council's HR Policies and Procedures.
- 7.4 We have a duty to safeguard any volunteers and the reputation of the Council through correct recruitment, management and supervision.

8.0 Background documents

- 8.1 Brentwood Compact

9.0 Appendices to this report

- 9.1 Appendix A – Volunteer Engagement Policy and Procedures 2016
Appendix B – Employee Volunteering Policy 2016

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