



# Volunteering Policy

Filename and version	Status	Date adopted	Review date
Gov_2022-23Volunteering PolicyV1	<b>Adopted</b>	<b>August 2018</b>	<b>August 2022</b>

## **Policy Statement**

As resources permit Bletchley and Fenny Stratford Town Council may seek to engage volunteers to:

- i Enhance the service the council provides to the local community
- ii Provide new skills and perspectives in our work
- iii Increase our contact with the local community we serve, providing a range of fulfilling and well-managed activities for volunteers

## **Principles**

The council recognises and welcomes the important contribution made by volunteers working in any capacity for this organisation.

This volunteering policy is underpinned by the following principles:

- The council will ensure that volunteers have a clear understanding of their role within the organisation, the tasks they are being asked to perform, and the responsibility that goes with those tasks, where appropriate job descriptions will be provided.
- The council does not aim to introduce volunteers to replace paid employees
- The council expects that paid employees at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- The council recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- The council is committed to ensuring that volunteers find their volunteering rewarding

## **Volunteer Agreement**

All volunteers will be asked to complete a volunteer agreement (Appendix 1) which explains the council's current practical arrangements for working with volunteers.

## **Scope of policy**

This policy does not apply to work experience students or others who request an internship with the council as separate arrangements will apply.

For the avoidance of doubt councillors are not volunteers, they are the holders of public office and undertake a range of activities in their capacity as councillors which may include work also undertaken by volunteers however again separate arrangements apply.

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Appendix 1

### **Volunteer agreement**

[ADDRESSEE]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[POSTCODE]

[DATE]

Dear [NAME OF VOLUNTEER],

#### **Volunteer agreement**

This letter sets out what we can each reasonably expect from your volunteering role within Bletchley & Fenny Stratford Town Council. The Town Council appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

#### **1. VOLUNTEER ROLE**

Your role as volunteer is [[SPECIFY ANY TITLE AND DETAILS OF ROLE] **OR** set out in the attached volunteer role description] and starts on [DATE]. We hope that you will usually be

able to volunteer with us for at least [SPECIFY ANY PREFERRED TIME COMMITMENT] so that we can each get the most from the volunteering experience. However, we are flexible about when you work [within the constraints of drawing up a rota] so please let us know if you would prefer a different arrangement.

We expect you to perform your role to the best of your ability and to follow our procedures and standards, including health and safety and equal opportunities, and to comply with our data protection policy our anti-bribery policy and procedures and/or the Bribery Act 2010. You can expect us to deal with you in accordance with our equal opportunities policy.

## **2. INDUCTION AND TRAINING**

We will provide an induction explaining what we do and how volunteers fit within our organisation. We will also provide training to assist you to meet the standards we expect from volunteers and to ensure your health and safety.

## **3. SUPERVISION AND SUPPORT**

Your main point of contact during your volunteering with us is [NAME OF VOLUNTEER COORDINATOR]. You will have regular meetings with [NAME OF VOLUNTEER COORDINATOR] to agree targets for your volunteering role and discuss any problems or complaints you may have.

Please give [NAME OF VOLUNTEER COORDINATOR] as much notice as possible if you are unable to volunteer when expected.

## **4. EXPENSES**

We will reimburse certain out-of-pocket expenses incurred in connection with your volunteering for us. Details of these expenses and how to claim them are set out below.

**Transport and travel** – if the Town Council asks you to travel on council business/training to a site elsewhere than the site on which you usually undertake your volunteering duties we will reimburse the cost of your travel by private car (45p per mile), taxi, train or bus as agreed

in advance by the council.

**Subsistence** – if the Town Council asks you to travel on council business/training to a site elsewhere than the site where you usually undertake your volunteering duties and as a consequence you incur subsistence expenses at breakfast, lunch or tea time the Council will reimburse purchase of food and drink to a maximum sum of £3.50 per meal.

All claims for out of pocket expenses must be made in writing using the claim form provided and should be agreed in advance. Receipts are required or (in the case of the use of private car) details of mileage, engine size and registration number.

## **5. INSURANCE**

We will provide adequate insurance cover for you while you are undertaking voluntary work approved and authorised by us.

## **6. CONFIDENTIALITY**

In the course of providing your volunteering services, you may have access to confidential information relating to Bletchley & Fenny Stratford Town Council or our clients. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

## **7. LEAVING**

We ask that you give us as much notice as possible if you want to stop volunteering with us so that we can rearrange our rota.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.

Yours sincerely

Town Clerk

I understand the contents of this letter.

Signed .....

[NAME OF VOLUNTEER]

Date .....]