



<b>Subject:</b>	Volunteering Policy report
<b>Date:</b>	17 February 2017
<b>Reporting Officer:</b>	Nigel Grimshaw, Director City & Neighbourhood Services Department
<b>Contact Officer:</b>	Cate Taggart, Community Development Manager Clare Mullen, Community Resources Unit Manager

<b>Is this report restricted?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Is the decision eligible for Call-in?</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

<b>1.0</b>	<b>Purpose of Report or Summary of main Issues</b>
1.1	The purpose of this report is to present for Members approval the attached Corporate Volunteer Policy (Appendix 1) which, alongside our previously agreed Volunteer Charter, strengthens our recognition of volunteers and volunteering within Council and sets out the strategic direction with regard to volunteering for the organisation.
<b>2.0</b>	<b>Recommendations</b>
2.1	The Committee is asked to: <ul style="list-style-type: none"><li>Formally adopt the Corporate Volunteer Policy attached at Appendix 1.</li><li>Note the approach and time-frame for the development of corporate procedures to support corporate implementation of the policy</li></ul>
<b>3.0</b>	<b>Main report</b>
3.1	<u>Key Issues</u> The Council currently offers volunteering opportunities across a range of services, the majority of which are now located in the City and Neighbourhood Services Department. Involving volunteers brings many benefits to both the individual involved and to Council. The Volunteering Strategy for Northern Ireland describes volunteering as “ <b>the commitment of time and energy, for the benefit of society and the community, the environment or individuals outside (or</b>

**in addition to) one's immediate family. It is undertaken freely and by choice, without concern or financial gain."**

3.2 Community Services currently has a Volunteering Framework that outlines its intentions towards its own directly recruited and managed volunteers. Given the involvement of volunteers by other services and sections, and as part of the process to embed the principles in the Volunteering Charter, a cross-departmental working group has drafted the Volunteering Policy which sets out Council's commitment to volunteering for the organisation. The policy will be supported and implemented by the development of robust procedures which will be developed as part of a cross service task and finish group action plan. To ensure best practice, this work will be supported by Volunteer Now.

#### **Volunteer Charter**

3.3 Following the agreement by Members to the Volunteer Charter a cross-departmental task and finish group (lead by Community Services in partnership with Volunteer Now) was established to develop an implementation plan in order to embed the Charter principles in the practice of those services involving volunteers.

3.4 In September 2015, the group undertook a scoping exercise to identify the extent of volunteer involvement across Council departments and the type of volunteer roles being provided. The recommendation from this exercise highlighted the need for Council to develop a Council policy on Volunteering which will give strategic direction and enable consistency in our approach to managing and recruiting volunteers.

3.5 It was agreed by the officer working group that the current Community Services Volunteering Procedures and Practice manual should form a base-line from which to develop the corporate policy. An initial review of this framework has been completed, and alongside a robust Health check by Volunteer Now, this has informed the development.

3.6 The draft policy covers:

- Vision and Values for volunteering within council
- Volunteer Roles
- Recruitment and Selection of volunteers
- Management of Volunteers
- Record-Keeping
- Insurance

<p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p>	<ul style="list-style-type: none"> <li>▪ Expenses, and</li> <li>▪ Training</li> </ul> <p>Following approval, an implementation plan will be rolled out by the task and finish group on the development of appropriate and robust corporate procedures.</p> <p>It is intended that the staff guide on volunteering recently developed by Community Services will be used as a basis for the development of procedures as part of the policy implementation plan.</p> <p><u>Financial &amp; Resource Implications</u></p> <p>Any financial resources associated with the policy development will be met within service budgets.</p> <p><u>Equality or Good Relations Implications</u></p> <p>There are no equality or Good Relations implications</p>
<p><b>4.0</b></p>	<p><b>Appendices – Documents Attached</b></p>
	<p>Appendix 1: Corporate Volunteer Policy</p>