

Volunteering Policy

SUMMARY

- 1.1 The purpose of this policy is to support, encourage and develop employees by facilitating their involvement in a wide range of local and national community organisations.
- 1.2 The Policy will allow staff to invest time into their local communities whilst linking the activity to their personal development plans.

RECOMMENDATION

- 2.1 To implement the draft Volunteering Policy (Appendix 2).
- 2.2 Employees can request up to 15 hours to participate in voluntary work each financial year using their own annual leave, flexi or unpaid leave. Part-time staff will be able to take a proportionate amount of time off.

REASONS FOR RECOMMENDATION

- 3.1 This policy supports the Council's wider corporate Volunteering Strategy for 2014-2017, contributing to a number of corporate objectives and priorities for change, including:
 - an inspiring working life
 - an inspiring place to live
 - better outcomes for communities
 - improved value for money for customers
- 3.2 Nationally, the proportion of people volunteering in the workplace at least once a year has now increased. Our policy is therefore flexible to accommodate such requests from our employees.

SUPPORTING INFORMATION

- 4.1 Appendix 2 – Draft Volunteering Policy.

OTHER OPTIONS CONSIDERED

- 5.1 Research suggests that some local authorities offer paid time off for employees to participate in their chosen volunteering programme. However, we are unable to predict how many employees will take up volunteering following the implementation of this policy. Paid time off is therefore considered an unpredictable cost to the organisation at this time.

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Estates/Property officer Service Director(s) Other(s)	Janie Berry Martyn Marples Sue Farmery N/A N/A Diane Sturdy
For more information contact: Background papers: List of appendices:	Sue Farmery 01332 643726 Susan.farmery@derby.gov.uk None Appendix 1 – Implications Appendix 2 – Draft Volunteering Policy

IMPLICATIONS

Financial and Value for Money

1.1 See 5.1.

Legal

2.1 None.

Personnel

3.1 HR will be responsible for monitoring the number of employees participating in the scheme and the number of days taken each financial year. This data will be reported back to COG.

IT

4.1 None.

Equalities Impact

5.1 None.

Health and Safety

6.1 The host organisation will be responsible for the health and safety of employees whilst on their premises.

Environmental Sustainability

7.1 None

Property and Asset Management

8.1 None

Risk Management

9.1 None

Corporate objectives and priorities for change

10.1 See 3.1. A skilled and motivated workforce.