

Employee Volunteering Policy

Purpose

Derby City Council recognises that we have a significant role to play in the socio-economic and cultural development of the communities we serve. 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.

The Council believes volunteering can assist employees to develop their skills while supporting and contributing to the wider community.

Document Control

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Author	Tina Holmes& Sue Farmery
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Handbook/master list updated	
Revised/updated	

1 Policy application

- 1.1 This policy applies to all Council employees on successful completion of their probationary period.
- 1.2 Governing bodies of Community, Voluntary Controlled and Trust Schools, are strongly urged to adopt this policy for non-teaching staff within their delegated powers.
- 1.3 This Policy supports the Council's wider corporate Volunteering Strategy 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

2 Principles

- 2.1 Employee volunteering schemes are those in which employers allow staff to invest time into their local communities while linking the activity to their personal development plans.
- 2.2 Identification of objectives and the associated personal development needs will take place through the MIP process.
- 2.3 Employees may request up to 15 hours off to undertake voluntary work in each financial year using their own annual leave, flexi or unpaid leave. Part time employees will be able to take a proportionate amount of time off.
- 2.4 The Council will not be liable for damages or injuries that occur while volunteering for other organisations. Employees must abide by the health and safety procedures in the organisation they visit.
- 2.5 Where a Disclosure and Barring Service or other check is required it is the responsibility of the host organisation to conduct and pay for such checks.
- 2.6 Any training required for the activity must be paid for and provided by the volunteer organisation.

3 Application Process

- 3.1 Prior to committing to the volunteering activity you must submit a request, in writing to your manager, using the form attached to this policy (Appendix 1).
- 3.2 You will be required to provide at least 15 normal working days' notice of your request to participate in the volunteering activity.

3.3 Managers will consider the following factors before deciding whether to approve the request.....

- Has the employee completed their probation?
- Will the absence disrupt the running of the service?
- Will the absence benefit the service or the Council?
- Is the volunteering linked to the employees MIP and development plan?
- Does the activity fit in with the Councils values or wider volunteering strategy?
- Can the employee provide evidence to demonstrate the value of the volunteering activity which may include photo, video, written, other?
- Could the volunteering activity cause disrepute to the council or entail a conflict of interest?
- Could the volunteering enhance the reputation of the Council or improve collaboration with other parties?

3.4 The manager will respond with their decision within 10 normal working days.

3.5 If the manager is unable to approve the request they must discuss the reasons with the employee. Consideration should be given to amending the timings or dates to allow the activity to be approved.

3.6 Time off for volunteering activity should be recorded as annual leave, flexi or unpaid leave absence on the employees attendance record sheet.

3.7 Employees must provide evidence of the volunteering activity.

4 Support and guidance

A full description of the process including guidance, supportive information and documentation is available on iDerby: [link](#)

5 Roles and responsibilities

The roles and responsibilities of key stakeholders are summarised in Appendix 2.

**APPENDIX 1
EMPLOYEE VOLUNTEERING
REQUEST FORM**

Employee Name

Employee Number

Section

Directorate

Description of the volunteering activity:

Name of organisation where the volunteering activity will be undertaken:

Describe how the chosen activity meets the development activities identified in your MIP meeting.

Manager Approval: **Date:**

Employee Signature: **Date:**

VOLUNTEERING POLICY ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDERS

Chief Executive and Chief Officers Tiers 1 and 2	Head of Service Tier 3	Managers	Employees	Human Resources
Every employee must use the procedure and guidance on iDerby				
Fairness and equality				
To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.	To ensure this policy is implemented in a fair, consistent and non-discriminatory manner. To provide reasonable adjustments as required.	To ensure this policy is implemented in a fair, consistent and non-discriminatory manner. To provide reasonable adjustments as required.	To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.	To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.
General Operation of the Scheme				
To respond to requests for time off within 10 normal working days.	To respond to requests for time off within 10 normal working days.	To respond to requests for time off within 10 normal working days.	To ensure that that the voluntary activity is in line with the Council's values	Provide advice to managers and employees
Not to refuse requests for time off unless there are factors listed at 3.3	Not to refuse requests for time off unless there are factors listed at 3.3	Not to refuse requests for time off unless they factors listed at 3.3		
To check the activity has taken place	To check the activity has taken place	To check the activity has taken place	To provide evidence of the activity taking place	
			To commit to providing a matching amount of volunteer work in your own time	

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