



**Hinckley & Bosworth
Borough Council**

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

ETHICAL GOVERNANCE & PERSONNEL COMMITTEE

17 JUNE 2019

WARDS AFFECTED: ALL WARDS

EMPLOYEE VOLUNTEERING POLICY

Report of the Director (Corporate Services)

1. PURPOSE OF REPORT

1.1 To present to members an updated Employee Volunteering Policy.

2. RECOMMENDATION

2.1 The Committee approves the Employee Volunteering Policy as set out (Appendix 1).

3. BACKGROUND TO THE REPORT

3.1 An initial volunteering policy was adopted in 2013, setting out the authority's commitment in supporting employees to undertake volunteering opportunities, and the associated arrangements and procedures to enable employees to take up this opportunity.

3.2 Since the adoption of this policy, HBBC has introduced and further developed a range of associated work streams:

- a) The introduction of our local **Voluntary & Community Sector (VCS) Partnership** arrangements. Whilst the Borough Council has had a long standing relationship with the voluntary & community sector, this has been strengthened through the establishment of our VCS partnership. This is a partnership between HBBC and the VCS, overseen by Next Generation on behalf of the VCS, and delivered via an agreed SLA with the authority.

These are now well established arrangements, including an overarching VCS development forum, an extensive VCS database, and importantly locality based commissioning aimed at helping to sustain our important frontline delivery VCS services.

- b) The VCS undertakes a unique and invaluable role in delivering essential front line services to our communities, which complement statutory provision. However, fundamentally the VCS is reliant on volunteers to meet the needs of the community it serves. Therefore through the VCS partnership we have recently introduced the **Hinckley & Bosworth Volunteering Hub**. This provides a one stop shop for VCS organisations wishing to promote volunteering opportunities, and access to opportunities for those wanting to volunteer. The volunteering hub can be accessed on line, as well as the provision of a drop in service based at Next Generation.
- c) The introduction of the **Volunteering Strategy** builds on the ongoing work of the VCS partnership, and responds to a priority need expressed by the VCS i.e. the need to be able to easily access help and support which reflects the needs of volunteers and those managing volunteers. Furthermore, the strategy has been informed by, and is presented as a joint document setting out the aims and commitment of both HBBC and the VCS. (Volunteering Strategy was approved at Council January 2019).
- d) The current **HBBC Corporate Plan** expressly sets out our commitment to support an effective and viable voluntary and community sector.

3.3 Refreshed Volunteering Policy

The key notable changes to the previous policy are as follows:

- An increase from 8 hours to 2 days per annum (pro rata for part time employees) paid time to undertake volunteering activities
- In recognition that volunteering activities may take place outside of normal office hours e.g. evening and weekend events, the refreshed policy proposes that this time can be accrued as TOIL. This has been suggested to enable more flexibility and equality of opportunity for all employees to undertake volunteering activities, recognising some service areas deliver essential front line service provision full time
- References the place of volunteering in supporting employee health and wellbeing
- Updated to reflect the support available via the VCS Partnership arrangements, and specifically the Volunteering Hub
- Updated to indicate that SLT have made a commitment to support in the identification of appropriate HBBC volunteering opportunities i.e. community clean ups, tidy gardens, Borough wide events, etc. indicating that these will be put forward as suggested ideas that employees may wish to take up.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

- 4.1 To be taken in public session.

5. FINANCIAL IMPLICATIONS (IB)

- 5.1 Although there are no financial implications arising directly from the report, there is a potential resource costs should there be high demand from employees.

6. LEGAL IMPLICATIONS (MR)

- 6.1 None.

7. CORPORATE PLAN IMPLICATIONS

- 7.1 The contents of the report relate to and support the People, Place and Prosperity corporate priorities, and will specifically support the delivery of the following ambition: 'Support an effective and viable voluntary and community sector.'

8. CONSULTATION

- 8.1 The volunteering strategy which this supports has been informed by the Voluntary and Community Sector, through the comprehensive VCS database, and specifically the VCS Development Forum, via the VCS Partnership arrangements..

9. RISK IMPLICATIONS

- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 10.1 The utilisation of up to date evidence sources and data, informed via the VCS Development Forum, and VCS database, has helped to inform the ongoing development of our VCS arrangements, including the volunteering strategy. These mechanisms also ensure resources are aligned with Borough priorities, and gives VCS organisations from all areas of the Borough, including rural areas, access to support via the VCS partnership.

11. CORPORATE IMPLICATIONS

- 11.1 By submitting this report, the report author has taken the following into account:
- Community Safety implications
 - Environmental implications
 - ICT implications
 - Asset Management implications
 - Procurement implications
 - Human Resources implications
 - Planning implications
 - Data Protection implications
 - Voluntary Sector

Background papers: Hinckley and Bosworth Volunteering Strategy

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