

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

PERSONNEL COMMITTEE

18 NOVEMBER 2024

REPORT OF THE HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT – SHEENAGH REES

Matter for Approval

Wards Affected: All wards

Volunteering Policy

1. Purpose of Report:

The purpose of this report is to seek Member approval for a new Volunteering Policy to be implemented across the Council.

2. Executive Summary:

Volunteers play an important role in supporting many public services, offering their time and expertise to supplement the work of paid employees. Currently there is no standardised framework across the Council to manage volunteers and their recruitment, training and ongoing support. This policy has been developed with input from interested parties across the Council to provide clear procedures for volunteer management, ensuring both the Council and the volunteer understand their rights, responsibilities and the scope of their involvement. It is anticipated that this will help maximise the benefits volunteers bring to the Council and ensure volunteers are treated equitably and provide clarity on roles, expectations and responsibilities.

3. Background

The purpose of the Volunteering Policy is to develop and promote best practice in the involvement and support of volunteers in the work of Neath Port Talbot County Council.

This policy aims to:

- Encourage the development of volunteering in all areas of the Council.

- Recognise and promote the importance of volunteering to the work of the Council.
- Ensure support, training and supervision for Council volunteers.
- Identify the standards to which Council employees and volunteers are expected to adhere.
- Provide guidance based on best practice to Council staff working with volunteers and to ensure the application of the Council's Equal Opportunities Policy to volunteering.
- Ensure that volunteering with the council is an enjoyable and rewarding experience.

The Council aims to work with local communities and partners to develop a diverse range of suitable volunteering activities that are relevant for the people of Neath Port Talbot.

4. Key Elements of the Policy

Clarity of Roles and Expectations

It is important that the roles, responsibilities and expectations of both volunteers and the Council are defined. This ensures that volunteers understand their duties and the limits of their involvement, preventing confusion or misunderstandings

Risk Management

It is important that as a Council we comply with relevant regulations in relation to health and safety, safeguarding and insurance requirements. It also outlines processes for managing risks, including data protection and confidentiality

Standardisation and Fair Treatment

It is important that we have consistency in how volunteers are recruited, trained and managed, ensuring that all volunteers are treated fairly and equitably, promoting accountability in the volunteer management process.

Volunteer Retention and Engagement

By providing a structured framework for recruitment, support and recognition, this will help to enhance volunteer retention and engagement. Volunteers are more likely to stay with if their contribution is valued and supported.

5. Financial Impacts:

No impacts.

6. Integrated impact assessment:

A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016. The first stage assessment, attached at appendix 1 has indicated that a more in-depth assessment is not required. A summary is included below:

“A full impact is not required as there is no impact on any protected group. It also has no negative impact on bio-diversity or the Welsh Language”.

7. Valleys Communities Impacts:

No Impacts.

8. Workforce Impacts:

Having a volunteer policy ultimately helps protect both the council and volunteers, fostering a positive, productive and safe environment for everyone involved.

9. Legal Impacts:

No impact.

10. Risk Management Impacts:

No impact.

11. Crime and Disorder Impacts

No impact.

12. Counter Terrorism Impacts

No impact

13. Consultation:

There is no requirement under the Constitution for external consultation on this item. However, trade unions colleagues have been fully consulted on the Policy and have confirmed their agreement with it.

14. Recommendations:

It is **RECOMMENDED** that Members **APPROVE** the implementation of a Volunteering Policy

FOR DECISION

15. Appendices:

Appendix 1 –Volunteering Policy

Appendix 2 - Integrated Impact Assessment Screening Form

16. List of background papers:

None.

17. Officer Contact

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