



BOGNOR REGIS TOWN COUNCIL VOLUNTEERS POLICY

Adopted by the Council at its Meeting held on 9th September 2013

Bognor Regis Town Council is a local council, the tier of government closest to our community.

Our purpose is to lead Bognor Regis to a better future, improving the quality of life for locals, listening to and acting upon their views to improve facilities for residents and visitors and delivering bespoke value for money services.

Our vision is to develop a clear Bognor Regis brand, to become more powerful and enterprising, controlling our own destiny so that we can deliver relevant and sustainable local services, develop community cohesion and create a happier Bognor Regis..

Our main priorities are:

- Promoting the Bognor Regis Brand and town/area
- Partnership working.
- Take on more devolved services
- Acquiring and creating more community assets.

The Bognor Regis Community Promise: In achieving our vision, Bognor Regis Town Council promises to be trustworthy, honest, reliable and accessible. We will have a clear identity and the authority to take ownership of community problems and issues, ensuring it does a good job for all.

Many of our activities involve working in partnership with community and voluntary groups, also volunteers work directly with us for a number of reasons:

- To increase our contact with the local community we serve
- To help ensure our services reflect the needs of our community
- To increase skills, experience, perspectives and diversity in the workplace and
- To temporarily increase our skills and capacity.

We will ensure that volunteers feel part of the Town Council structure by enabling them to contribute to our ongoing development. We will have systems in place to involve volunteers in staff information sessions, and regular supervision.

Bognor Regis Town Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

We acknowledge that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing training for them to do their role effectively.

Volunteers may come through community groups, direct from the community or be students from a local educational institute.

Guidelines

The following guidelines deal with practical aspects of volunteering with the Town Council. More information can be found on our Website and in copies of policies mentioned here.

Recruitment

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Volunteer Agreement and Task Descriptions

Each volunteer will have an agreement establishing what Bognor Regis Town Council undertakes to provide for them. Also volunteers will be asked to agree to a written outline of the specific work they will be undertaking. Neither of these documents is intended to form a contract. Bognor Regis Town Council has no intention of creating a contract with any volunteers. Each volunteer will also be given an information pack about the Council.

Expenses

Volunteers working a minimum of five hours per day will be able to claim expenses for lunch this would be paid against a receipt and no more than £3.50. Travel expenses carried out on behalf of the Town Council would also be met.

Induction and Training

All volunteers will receive an induction into Bognor Regis Town Council and their own area of work. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.

Support

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feed back on progress, discuss future development and air any problems.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning Bognor Regis Town Council and its work to staff and councillors to their main point of contact.

Insurance

All volunteers are covered by Bognor Regis Town Council's insurance policy whilst they are on the premises or engaged in any work on our behalf.

Health and Safety

Volunteers are covered by Bognor Regis Town Council's Health and Safety Policy, a copy of which will be provided to each volunteer. Volunteers will be made aware of the Council's Child and Vulnerable Adults Policy and Procedures and where necessary CRB (DBS) checks and training will be undertaken.

Equal Opportunities

Bognor Regis Town Council operates an Equality Policy in respect of both paid staff and volunteers. A copy will be provided. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Protection of Children and Vulnerable Adults

If the volunteer is to work in a regulated activity within the Council, the Council will carry out enhanced CRB (DBS) checks and ensure the volunteer is not on the Barred list with the Disclosure and Barring Service. The Council has a Child and Vulnerable Adult Protection Policy which will be made available to you. The Council will ensure there is a proportionate balance between civil liberties and safeguarding vulnerable groups, including children.

Problem Solving

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is included in the Volunteers Handbook.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff.