



MACCLESFIELD TOWN COUNCIL

VOLUNTEERS POLICY



DOCUMENT VERSION CONTROL

Document Title: Volunteers Policy

Version No.	Date Change Made	New Version No.	Changes Made By (initial)	Comment
	December 2018	00.02		Reviewed at MTC 10 12 18 Agenda item 13.1



Macclesfield Town Council is a local Council.

Accordingly Macclesfield Town Council involve volunteers to:

- Increase our contact with the local community we serve
- Help ensure our services reflect the needs of our community
- Increase skills, experience, perspectives and diversity in the workplace

We will ensure that volunteers feel part of the 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.

The Council does not aim to introduce volunteers to replace paid staff. It expects that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

The Council acknowledges 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.

Guidelines

The following guidelines deal with practical aspects of volunteering with the Council.

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 the 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. The Council has no intention of creating a contract with any volunteers. Each volunteer will also receive a Volunteers' Handbook.

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 Council would also be met.

Induction and training

All volunteers will receive an induction into Macclesfield 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 the Council and its work to staff and councilors to their main point of contact.

Insurance

All volunteers are covered by Macclesfield 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 the 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 checks, registration and training will be undertaken.

Equal Opportunities

The 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 the 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 CRB checks and ensure the volunteer is registered with the ISA. The Council has a Child and Vulnerable Adult Protection Policy which will be made available.

Problem Solving

The Council aims 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.