



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
1.00	December 2019			Reviewed at MTC 16 12 19 Agenda item 10.3
	April 2020	1.01	HW	Updated. Adopted at Full Council 15.6.20 Agenda item 10.3
	March 2023		NM	Enhanced the guidelines for Volunteer travel expenses. Reviewed at Full Council 06 03 23
	October 2023		HW	Addition of Standards, Equipment and Leaving the Volunteering Role Reviewed at Full Council 16 th October



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 all volunteers and where appropriate, will actively seek to involve them in our 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 will be realised.

Volunteer Agreement and Role Descriptions

Each volunteer will have a written outline of the specific work they will be undertaking including an agreement establishing what the Council's and volunteer's commitments to the role are.

This document is not 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

Reasonable travel costs will be reimbursed in accordance with the following guidelines;

- Wherever possible the cheapest mode of transport should be used
- If a volunteer is entitled to any kind of travel concession such as senior citizen pass or student pass, this must be used to help minimise costs
- Weekly or monthly bus tickets are only to be paid for if they are the cheaper option and has been agreed in advance
- If a volunteer uses their own car to get to and from their site of volunteering, contribution towards car parking may be claimed for, up to a maximum of £7 per day. Payment must only be paid to cover the duration of the time you are volunteering for and wherever possible volunteers must use the cheapest car park available



- A volunteer using their own car may also claim a contribution towards their mileage for the journey, at the official HMRC rate, which is currently set at 45 pence per mile, but may be subject to change.
- As a rule, taxi costs may not be claimed for unless in exceptional circumstances and must be with prior authorisation from the relevant staff member, which may include but are not limited to situations where it is cheaper for a number of volunteers to share a taxi, if a volunteer has particular health or mobility restrictions or where it would be unsafe for a volunteer to take another form of transport
- Expenses must be claimed for on a regular weekly, fortnightly or monthly basis to prevent large amounts accruing
- We will not be able to back date any expense claims that are submitted more than 2 months after the date being claimed for

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.

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 councillors 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 Safeguarding Policy and where necessary DBS 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 DBS checks. The Council has a Safeguarding 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. The Volunteer's Handbook explains how volunteers can raise concerns.

Standards

When volunteering for the Council, volunteers are representing the organisation. They must not behave



in such a way that may bring the Council into disrepute. The Volunteer's Handbook explains how any issues relating to this will be dealt with.

Confidentiality

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

Equipment

All volunteers will be provided with an ID badge. After volunteering at 2 events, volunteers will be provided with a branded hoody and t-shirt. This must only be worn when helping at Council events.

Leaving the volunteer role

Resignation from a volunteer role must be received in writing. An exit interview may be offered. All uniform and the ID badge must be returned to the Council within 4 weeks of resignation.