

**BRISTOL CITY COUNCIL
HUMAN RESOURCES COMMITTEE**

19 JUNE 2008

Title: Policy and Procedure for Volunteering

Ward: City Wide

Report of: Head of Human Resources

Officer presenting report: Bryn Williams, HR Adviser

Contact telephone number: (0117) 92 22655

1. Report Summary

The purpose of this report is to recommend the implementation of a new policy and procedure to unify the process for recruiting and managing volunteers.

2. Recommendation

- a) the attached policy is adopted with effect from 1 July 2008 and
- b) is recommended for adoption by locally managed schools.

3. Policy

At present the City Council does not have a corporate policy, procedure or guidelines in relation to the use of volunteers.

4. Consultation

(a) Internal

Consultation with the trade unions took place at the Trade Union: Officer meeting on 16 May 2008. There was some questioning of the need for a specific policy and procedure, but the general consensus was that they considered that the protocols were sensible and comprehensive.

(b) External

Research of other organisations', including Local Authorities', policies and procedures was undertaken.

5. Background and Assessment

5.1 It is evident therefore that the council has not given effective guidance in relation to the engagement and use of volunteers, who in many instances are providing key tasks across the City Council. There are also some very important 'employment issues' regarding such volunteers. These include:

- the council's duty of care
- health and safety at work
- CRB clearance for volunteers who are working with children or vulnerable adults

NB: In response to a query on the insurance cover in respect of negligence the part of a volunteer, BCC Insurance Services have confirmed that Volunteers are covered to exactly the same level as employees.

6. Other Options Considered

Not applicable

7. Risk Assessment

The following risks have been identified and will be mitigated by the new policy and procedure:

- CRB checks on volunteers working with children and vulnerable adults may not being made in all cases
- occasional recruitment of volunteers may not meet equality standards
- health checks of volunteers may not be applied consistently

8. Equalities Impact Assessment

See Appendix B

9. Legal and Resource Implications

Legal:
(Advice from Legal Services)

There are no specific legal implications. However it is essential to ensure that enhanced CRB checks are undertaken, that the

volunteers are covered by the Council's employers liability and public liability insurance policies and that health and safety risk assessments are completed.

Husinara Islam, Senior Practitioner Solicitor

Financial:

(a) Revenue

There are no financial implications arising from this report the purpose of which is to clarify the policy and guidance for the benefit of both Volunteers and Management. Note: The Departments concerned continue to be responsible for any costs associated with their use of volunteers.

(Advice from Stephen Skinner, Head of Finance, CSS and Chief Executive Departments)

(b) Capital N/A

Land: N/A

Personnel: As set out in this report

Appendices:

Appendix A - Draft Policy

Appendix B - Equalities Impact Assessment

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None

Agenda Item 10 Appendix A



DRAFT

POLICY AND PROCEDURE FOR VOLUNTEERING IN BRISTOL CITY COUNCIL

Author: Corporate Development (HR) Team

Version: Currently draft only

Date created: This draft June08

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1. Scope

This policy covers all volunteers undertaking unpaid work within Bristol City Council and locally managed schools. It does not apply to school pupils on work experience placements or students on work placements.

2. Policy Statement

A volunteer is a person who gives freely of his or her time, skills and experience without expectation of financial reward. Volunteering can take many forms. Some tasks may require specific skills whereas others may require none. Volunteering may be for a limited time (for example to assist in the completion a particular project or event), or it may be on an ongoing basis (for example to assist in the day to day delivery of a particular service).

Bristol City Council recognises the valuable contribution that volunteers can give to the organisation. Volunteers bring with them a diversity of experience, backgrounds, skills, ages and outlooks, which can provide added value to the services delivered by the Council.

This policy sets out the process for taking on and working with volunteers within the Council in a fair and equitable manner. Its aim is to ensure that the benefits of volunteering are maximised for both the volunteers and the Council.

3. Principles

3.1 Status of Volunteers

A volunteer is not an employee or worker and will not have a contract of employment with the Council. All voluntary work undertaken is unpaid.

The Council will agree a role with the volunteer and there will be an expectation that the volunteer will meet the role's requirements and that where available the Council will provide work for the volunteer. However, the volunteer is free to refuse to fulfil the role and the Council is not bound to provide the work.

3.2 Notice

It is appreciated that it is not always possible to give advance notice, but where it is possible either the Council or the volunteer should endeavour to provide as much notice as possible of their intention to end the volunteering arrangement.

3.3 Volunteering Roles

It is the responsibility of the manager working with the volunteer to draw up an outline of the volunteer role. This will set out the duties of the role and the skills and experience necessary, as well as any training that is required before the voluntary work is undertaken.

Voluntary work should complement the work of paid staff and provide added value to the benefit of service users. Volunteers are not intended to substitute for paid employees, so care should be taken to ensure that no undue demands are placed on our volunteers, and that they do not undertake work that should normally be carried out by paid staff.

3.4 Diversity and Equal Opportunities

Bristol City Council is committed to the principles of diversity and equal opportunities. We are keen to ensure that our volunteers are representative of the community and the people who use our services. We have a commitment to regularly evaluate and monitor our progress towards achieving diversity in our volunteers.

We expect all volunteers to subscribe to and adhere to the principles and practices of the Council's [Equalities Policy](#).

3.5 Health & Safety

The Council has a responsibility for the health and safety of volunteers. Volunteers must be treated the same as paid staff in respect of health and safety. Volunteers should at all times follow the Council's [health and safety policies and procedures](#). A risk assessment specific to each volunteer work area and role must be undertaken by a qualified person and a copy provided to the volunteer. Volunteers have a duty to take care of themselves and others who could be affected by their actions. Volunteers must not act outside their authorised area of work or duties. Volunteers must report all accidents and near misses to their supervisor.

3.6 Insurance

General

Volunteers (age 16 to 85) are covered by the same Council insurance policies as employees. The insurance will not cover unauthorised actions on the part of the volunteer.

Drivers

Volunteers can drive Council vehicles as required by their role providing they have the relevant driving licence for the vehicle. If a volunteer uses their own vehicle on Council business they must advise their insurers, or risk insurers declining their claim. A supervisor or manager must check a volunteer driver's licence and insurance documentation.

A volunteer must report any accidents during the course of their work to their supervisor. He or she must also report any motoring offences. The Council will not pay any parking fines accumulated by the volunteer.

3.7 Criminal Records Bureau (CRB) Check

Where the volunteering activity is with children and young people under the age of 18 years or vulnerable adults the volunteer will be advised that a Disclosure from the Criminal Records Bureau must be applied for.

Full details of disclosures are given in the [Disclosure Policy and Procedure](#)

4. Procedure

4.1 Recruitment

Volunteers may be recruited from a variety of sources, including advertising, speculative applications or word of mouth. Wherever possible managers should ensure that opportunities for volunteering within the Council are available equally to all eligible people.

4.1.1 Advertising

Rather than rely on speculative or word of mouth applications, managers are encouraged to publicise or advertise volunteer opportunities appropriately in order to access potential volunteers from all sectors of society (for example, to access particular minority or ethnic communities, or particular equalities groups, such as disabled people). Volunteer opportunities can be advertised free of charge in the Council's Vacancy Bulletin and website.

4.1.2 Registration and Selection

It is helpful to have an initial brief chat with a prospective volunteer to filter out obviously unsuitable applicants. The aim is to check the following:

- Does the volunteer want to do the particular volunteer role that is available?
- Is the volunteer able to do the role? (physically, mentally, practically, geographically)
- Are the times and days that the role and the volunteer are available mutually compatible?
- (If applicable) Is the volunteer prepared to wait while their Criminal Records Bureau (CRB) Disclosure is obtained? (some volunteers may want to start immediately)

If these questions are answered satisfactorily, the person wishing to become a volunteer will be asked to complete the Volunteer Registration Form (Appendix A). Volunteers will also be asked to complete an Equal Opportunities Questionnaire, for diversity and equal opportunities monitoring purposes only. An informal interview should then be arranged.

The interview can be structured and organised without being unnecessarily formal. It should be a two-way process, an opportunity for both parties to find out more. The volunteer should be encouraged to make enquiries about the service being provided and the voluntary role that they are applying for. The following is a guide to discussion points that the interviewer may wish to cover:

The interviewer may want to tell the prospective volunteer about:

- The Council, Department or Service, and the role of volunteers.
- The client base/user group.
- Training and support necessary and available for the role.

-Their expectations of volunteers (e.g. what the minimum number of hours commitment to the role is reasonably be required on any given day.

The interviewer may want the prospective volunteer to tell them:

- What they like about the idea of volunteering for the Council in the particular service, or in the particular type of work.
- Relevant skills, interests or experience.
- Any particular access needs they have.

It will not be necessary for volunteers undergo the formal interview process as prescribed by the Council's Recruitment and Selection Policy for paid staff.

In most instances an interview with a volunteer will differ from an interview for a paid post in that a selection is not being made from a number of applicants to fill one vacancy. However, if it *is* a selection process, and not all prospective volunteers will be taken on, people should be made aware of this from the outset.

If the volunteer is to be taken on the checks of references, health and CRB disclosure must be undertaken, as appropriate.

If the prospective volunteer is deemed to be unsuitable for the particular voluntary role the reasons for the decision should be explained to them.

4.1.3 References

Two personal references are required which ask the referee to comment on the volunteer's suitability for a particular activity or client/service user group, and to affirm that the volunteer is trustworthy and reliable. The referees need not necessarily be former employers, and should not be given by a relative. A volunteer should not commence a placement until both references are received and are satisfactory.

4.1.4 Health Checks

Prospective volunteers must declare any health issues that may affect their ability to carry out voluntary work on their registration form. If a volunteer highlights a health issue in this respect, the supervisor must discuss it with them before any volunteering is undertaken and where appropriate further advice should be sought from Occupational Health Services.

If once a volunteer has started a volunteering role there is any concern about their fitness for the assigned role, the supervisor should discuss it with the volunteer and consider if it is appropriate to refer the volunteer to the Occupational Health Service for further advice.

4.2 Volunteering Agreement

The Manager or Supervisor will prepare a Volunteering Agreement between the Council and the volunteer, which both parties must sign before the volunteer commences any work (Appendix B).

4.3 Induction

All volunteers must be provided with an induction that covers (at least) all items specified by the 'Induction Checklist' contained within the volunteer agreement (Appendix B).

4.4 Personal Identification

All volunteers are required to wear an identification badge at all times during their volunteering activity.

A volunteer's supervisor must ensure that the identification badge is returned when the volunteering placement ceases.

4.5 Training

The Council will provide any training that is required for the volunteering role, including any essential health and safety training.

4.6 Supervision

A supervisor will be appointed to provide guidance and support to the volunteer. The supervisor will review the arrangement with the volunteer after four weeks, and thereafter on a regular basis. The volunteer should raise any queries with their supervisor.

4.7 Payment of Expenses

Volunteers are unpaid. However, service managers will have discretion regarding the reimbursement of expenses to volunteers for travel and subsistence expenses, which will be in accordance with the [Expenses, Benefits and Travel Policy](#). Other than expenses as stated here, no other payment should be made to volunteers within the council.

4.8 Confidentiality

During the course of their work volunteers may become aware of confidential information about the Council, its staff, customers/clients/service users and/or suppliers. Volunteers should not disclose this information or use it for their own or another's benefit without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain (unless it has been made public as a result of the volunteer's breach of confidentiality) or where the law permits or requires disclosure.

4.9 Use of Council Property, Facilities or Equipment

Council property, facilities and equipment (including computers and telephones) are provided for official Council business only.

4.10 Gifts and Hospitality

Volunteers must not accept gifts (including money) or hospitality (for example, an invitation to a dinner) from customers, contractors or users of Council

services. A volunteer should raise any queries in relation to gifts and hospitality with their supervisor.

4.11 Standards of Dress and Appearance

Volunteers must ensure that their standards of dress, the type and style of clothes and personal ornamentation worn are appropriate to the nature of the duties and responsibilities undertaken by the volunteer.

Volunteers must conform to requirements for clothing that apply for health and safety reasons, and to wear any uniform issued to them.

4.12 Alcohol and Drugs

All volunteers will be expected to attend work without being under the influence of alcohol or drugs (illegal or other), and without having their ability to undertake the volunteering role adversely impaired by alcohol or drugs.

4.13 The Media

All communication with the media (for example, television, radio, newspapers) must be directed through the office of the Head of Corporate Communications.

4.14 Dealing with Problems

The volunteer should discuss any problems associated with their placement with their supervisor. The supervisor will normally try to resolve problems informally, but if this is not possible the volunteer should write to his or her supervisor stating clearly what the problem is. The supervisor will endeavour to resolve the problem. If the volunteer is not satisfied with the outcome they may raise the matter with their supervisor's manager, who will make a final decision on the outcome.

If a complaint is made about a volunteer, this will be notified to him or her in writing and the supervisor will decide whether any action should be taken. If the volunteer is dissatisfied with the decision he or she may raise it with the supervisor's manager.

In matters deemed by the supervisor or manager to constitute serious or gross misconduct on the part of the volunteer the Council may end the volunteering arrangement with immediate effect. If the volunteer wishes to appeal this decision they should do so in writing to the supervisor's manager (or to the manager's manager if not appropriate to do so to the supervisor's manager) whose decision will be final.



Volunteer Registration Form

This form should be used by anyone wishing to volunteer for Bristol City Council

PLEASE RETURN FORM TO:

Personal Details / Contact Information

Name Date of birth

Address
Home Telephone Number
Mobile Telephone Number
Email

Emergency Contact Name

Emergency Contact Telephone Number

Volunteering Information

What volunteering role(s) are you registering for, or which area of work are you interested in?

What has attracted you to the idea of volunteering in Bristol City Council? (please tick any that apply)

Personal development:	<input type="checkbox"/>
Professional development:	<input type="checkbox"/>
Helping people:	<input type="checkbox"/>
Social opportunities:	<input type="checkbox"/>
Other - please specify:	

What skills or experience do you have that you would particularly like to use at Bristol City Council?

Are there any skills or interests that you would like to develop whilst volunteering at Bristol City Council?

Availability – I can offer my time: (please tick one box)

Weekly:	
Monthly:	
At one off events:	
My availability varies:	
Days:	Hours:

If possible, please tell us the days and times that you would normally be available, otherwise leave blank:

References

It is our policy to obtain two character references. Please provide details of two referees who know you well enough to comment on your suitability for volunteering. They could be employers, professionals, friends, neighbours etc., but must not be relatives

Referee One:

Referee Two:

Name

Name

Address

Address

Telephone

Telephone

email

email

In what capacity do you know referee one?

In what capacity do you know referee two?

Your Access Needs

We want to make your experience of applying and undertaking voluntary work as accessible and comfortable as possible. To do this we need to know about your needs, for example, do you need an interpreter (sign or community language), or do you use a wheelchair or have a disability? [The Disability Discrimination Act 1995 defines disability as: “A physical or mental impairment which has a substantial or long-term effect on someone’s ability to carry out normal day-to-day activities”.]

Yes – please give brief details

No

Do you have any health issues or problems that could affect your volunteering?

Yes – please give brief details

No

Criminal Offences

Only Complete this section if you are seeking a volunteering role working with children, young people or vulnerable adults.

Volunteering roles that involve working with children (persons under 18) or vulnerable adults require you to be subject to a Criminal Records Bureau (CRB) disclosure. A criminal record is not necessarily a barrier to volunteering. If you do have a criminal record, your suitability for a volunteering role will be assessed according to your record’s relevance to the role.

We will follow the CRB Code of Practice concerning the use of information gained from the Disclosure Service, which ensures that sensitive personal information is handled and stored appropriately and is kept for only as long as is necessary.

Do you have a criminal record or have you ever been banned from working with children or vulnerable adults? (please tick one box)

Yes

No

Have you ever been the subject of any proven or unproven investigations(s) or complaint(s) in relation to working with children or vulnerable adults? (please tick one box)

Yes

No

Equal Opportunities Questionnaire

Bristol City Council is working to ensure that its workforce, including volunteers, reflects the city's diverse population. We can only judge our success in this area if we have full information regarding the gender, ethnicity and disability of all prospective volunteers. The information will be kept confidential and used only for monitoring purposes.

Disability With reference to the Disability Discrimination Act definition:

		No	
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Ethnic origin Please note that these categories reflect those used in the 2001 Census. How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use one of the "other" categories.) Please tick one box.

White	WU	British	
	WI	Irish	
	WO	Other white	
Mixed	MC	White and black Caribbean	
	MA	White and black African	
	MS	White and Asian	
	MO	Other mixed	
Asian or Asian British	AI	Indian	
	AP	Pakistani	
	AB	Bangladeshi	
	AS	Other Asian	
Black or Black British	AC	Caribbean	
	AA	African	
	AO	Other black	
Chinese or other	AH	Chinese	
	OE	Other ethnic group	
	UU	Don't know/not sure	
	RF	Would rather not state	

Religion/belief

How would you describe your religion/belief? Please tick one box

C	Christian	
B	Buddhist	
H	Hindu	
J	Jewish	
M	Muslim	
S	Sikh	
O	Other	
N	None	
U	Don't know/not sure	
R	Would rather not state	

Sexual orientation

How would you describe your sexual orientation? Please tick one box

H	Heterosexual	
G	Gay/lesbian	
B	Bisexual	
U	Don't know/not sure	
R	Would rather not state	

The collection of equalities information conforms with employment provisions in the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act (1995).

VOLUNTEERING AGREEMENT - BRISTOL CITY COUNCIL

This agreement sets out the relationship between you (the volunteer) and Bristol City Council. The agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us.

Referees

We require you to provide the names of two people from whom we can request references for you.

Criminal Records Bureau Disclosure

For volunteering roles working with children and young people and/or vulnerable adults we will obtain a disclosure from the Criminal Records Bureau.

Your role as a volunteer

The task(s) that you will be asked to undertake as a volunteer is/are: [insert here the tasks to be undertaken by the volunteer/the likely days and times that the volunteering role would be available/the likely duration].

What you can expect from us

The Council will provide you with:

- An induction to the work area and your volunteering role within it.
- Training related to your volunteering role if appropriate.
- A [supervisor/volunteer coordinator/manager/named person] who will supervise your volunteering and with whom you can discuss your work.
- A review of your volunteering role after four weeks. This will normally be carried out by your [supervisor/volunteer coordinator/manager/named person].
- Employers liability insurance and personal accident insurance to cover you while you are fulfilling authorised volunteer work.
- Reimbursement of your expenses, subject to being agreed in advance by your manager (in accordance with the Expenses, Benefits and Travel Policy).

What we expect from you

We will discuss with you the amount of time that you are willing to commit to volunteering, when you will be available each week, and how your availability will fit in with our needs. If, for any reason, you will not be attending as we have agreed, you should let us know as soon as possible so that if necessary a substitute can be found or different arrangements can be made, and that we know you are safe and well. If we have no work for you we will let you know as soon as possible.

Confidentiality

In the course of your volunteering you will come across confidential information about the Council, its staff, its clients, customers, service users or

other third parties. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

Policies

You will abide by the Council's Health and Safety and Equal Opportunities policies, as well as the provisions of the Policy for Volunteering in Bristol City Council. These can be found [at [place] or [in the documents that have been given to you]].

Ideas and problems

You may have ideas for the better performance of your duties or of ways in which we can meet our objectives as an organisation. Please discuss these with your [supervisor/volunteer coordinator/manager/named person].

You may run into problems when performing your duties. You should discuss any complaint or problems with your [supervisor/volunteer coordinator/manager/named person].

Your [supervisor/volunteer coordinator/manager/named person] will discuss with you any issues that he/she may have with your work.

If you would like to change the arrangements for your volunteering or move to a different kind of volunteering, that too should be raised with your [supervisor/volunteer coordinator/manager/named person].

Induction Checklist

Tick to confirm that the volunteer has received the following:

- A copy of the Policy on Volunteering in Bristol City Council.
- Copies of Health & Safety policies (including the risk assessment for the role).
- A briefing on health and safety, confidentiality and equalities procedures and/or principles (including advice on how to access associated information or advice).
- An introduction to colleagues.
- Volunteer Registration Form (completed and returned to the supervisor).
- A tour of the premises, including fire exits, toilets and other relevant facilities (e.g. tea/coffee arrangements).
- A briefing on fire procedures, including alarms and assembly areas.
- A briefing on first aid procedures, including location of first aid kits.
- A briefing on accident reporting procedures.
- Protective clothing (if applicable).
- Advice and information around any training the volunteer is required to undertake that is relevant to the role, including health and safety training.
- A briefing on any other legislation or regulations relevant to persons undertaking the work of the role (eg voluntary bar staff's requirement to be 18 years of age or over).

Termination

Either you or the Council can terminate this agreement, with or without notice, at any time.

* * *

I confirm that I have received an induction as specified in the above list, and that understand and agree to abide by the this agreement:

Volunteer's Name:

Volunteer's Signature:

Date:

Supervisor's Name:

Supervisor's Signature:

Date:

Equality Impact Assessment (EqIA)
Stage 1: Initial Screening Form for New/Revised HR Policies or Functions

A: Summary Details

Directorate: Central Support Services

Section: Human Resources

Person responsible for the assessment: Bryn Williams

Contact details: x22655

Name of Policy to be assessed: Policy and Procedure for Volunteering in Bristol City Council

Is this a new or revised policy: NEW

Date policy scheduled for Overview and Scrutiny/Cabinet/LAB: N/A

B: Preparation

It is important to consider all available information that could help determine whether the policy could have any potential adverse impact. Please attach examples of available monitoring information, research and consultation reports.

1. Do you have monitoring data available on the number of people (from different target groups) who are using or are potentially impacted upon by your policy? *Please specify what monitoring information you have available (your monitoring information should be compared to the current available census data to see whether a proportionate number of people are taking up your service).*

The following is the only set of equalities monitoring data on volunteers that is currently available. It relates to the volunteers of Bristol's Museum Service.

Equalities Group	2001 Census of Bristol (%)	Bristol City Council - Employees in post (% 30-09-06)	Bristol Museums Volunteers (% of volunteer workforce (103 volunteers as at April 2008)	Comments
Gender - Male Female	53.81 46.19	26.06 73.94	66.99 33.01	Higher proportion of males - attributable in part to the significant group of males who work in the Industrial Museum.
Disabled	7.07	4.10	5.82	
BME	6.70	6.28	2.91	The majority of volunteers in Bristol museums are white British, and many are students undertaking related courses at the nearby university.
Over 65s	1.37	unknown	25.24	The high figure is attributable to the significant group of over 65s who work in the Industrial Museum.
16-24s	17.28	22.72	24.27	
LGB	-	unknown	unknown	
Religion/Faith	-	unknown	unknown	

2. If monitoring has NOT been undertaken, will it be done in the future or do you have access to relevant monitoring data for this area? If not, specify the arrangement you intend to make; if not please give a reason for your decision.

Consideration should be given to devising/implementing a system by which data relating to volunteers can be gathered (eg. mandatory 'registering' of all volunteers by managers and issuing of equalities data monitoring questionnaires to volunteers, which can then be collated and analysed.)

3. Please list any consultations that you may have had and/or local/national consultations, research or practical guidance that will assist you in completing this EqIA

**With managers utilising volunteers in their service
With Core Cities utilising volunteers**

C: Your Policy or Function

1. What is the main purpose of the policy or function?

To ensure that consistent and safe practices are adopted by managers who utilise the services of volunteers.

2. Are there any other objectives of the policy or function, if so what are they?

In creating a new volunteer policy there is an opportunity to define a clear process for managers to follow when utilising volunteers within BCC, which should include the requirement to register volunteers. It will then be possible to monitor the composition of volunteers within BCC to ensure that the proportions of each equalities group are consistent with what would be expected or desired in relation to the Census data for Bristol.

Any disparities between actual and desired volunteer force composition can be investigated and addressed.

The policy should also contain an express statement of the commitment to equality of opportunity in the utilisation of volunteers.

3 Do any written procedures exist to enable delivery of this policy or function?

No

4 Are there elements of common practice in the service area or function that are not clearly defined within the written procedures?

NA

5 Who are the main stakeholders of the policy?

**BCC Managers/Employees
Volunteers/public**

6 Is the policy associated with any other Council policy (s)?

It is not the intention to create mutuality of obligation (e.g. Volunteers should not be required to commit to working a particular number of hours or on particular days) between BCC and the Volunteer, or for any 'Agreement' between BCC and a Volunteer to be legally binding (eg Not a contract for the provision of work or services). If a Volunteer (or even a prospective volunteer who was declined an opportunity) could demonstrate that mutuality of obligation or a contract exists (or would have existed had they been successful in the case of a prospective Volunteer) they could be judged to be an employee or worker, and potentially a volunteer could then bring a claim against the Council.

In view of the above it follows that because there is not an employer-employee (or -worker) relationship in the legal sense, full policies and procedures should not necessarily be applied to Volunteers. Whilst it is essential that certain policies and procedures are applied equally to paid staff and volunteers (eg Health and Safety or (where necessary) CRB checking), it is not necessary or advisable for policies and procedures in other areas (eg. Training, Grievance, Disciplinary, Performance, Managing Attendance, Managing change etc.) to be applied to volunteers. Where appropriate, basic or 'skeleton' processes should be used.

7 Are there any areas of the service that are governed by discretionary powers? If so, is there clear guidance as to how to exercise these?

Managers must fulfil requirements in relation to Criminal Records Bureau checks for volunteers (where applicable), and owe a duty of care to provide for the health and safety of volunteers, equal to that in respect of employees and the public.

However because there is currently no policy/procedure covering use of volunteers in BCC, and therefore managers utilising the services of volunteers have discretion around the methods of appointment of volunteers and the practices used in managing those volunteers. A new policy and procedure for volunteering will provide a clear framework for the utilisation of volunteers, minimising current discretion available to managers.

8 Is the responsibility for the proposed policy or function shared with another department or authority or organisation? If so, what responsibility, and which bodies?

No

D: The Impact

Assess the potential impact that the policy could have on each of the target groups. The potential impact could be negative, positive or neutral. If you have assessed negative potential impact for any of the target groups you will need to also assess whether that negative potential impact is high, medium or low – see glossary in the attached guidance notes for definitions.

1.
a) Identify the potential impact of the policy on men and women:

Gender	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Women	Y			Because more, consistent, transparent, fair and safe procedures will be followed when

				utilising the services of volunteers
Men	Y			Because more, consistent, transparent, fair and safe procedures will be followed when utilising the services of volunteers

b) Identify the potential impact of the policy on different race groups:

Race	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Asian (including Bangladeshi, Pakistani, Indian, Chinese, Vietnamese, Other Asian Background – please specify _____)	Y			Because more, consistent, transparent, fair and safe procedures will be followed when utilising the services of volunteers
Black (including Caribbean, Somali, Other African, Other black background – please specify _____)	Y			“”
White (including English, Scottish, Welsh, Irish, Other white background – please specify _____)	Y			“”
Mixed Dual heritage (White and Black Caribbean, White and Black African, White and Asian, Other mixed background - please specify _____)	Y			“”

Other (please specify)				
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c) Identify the potential impact of the policy on disabled people:

Disability	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
All	Y			Because more, consistent, transparent, fair and safe procedures will be followed when utilising the services of volunteers

d) Identify the potential impact of the policy on different age groups:

Age Group (specify, for example younger, older etc)	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
	Y			Because more, consistent, transparent, fair and safe procedures will be followed when utilising the services of volunteers

e) Identify the potential impact of the policy on lesbian, gay men, bisexual or heterosexual people:

Sexual Orientation	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Lesbian	Y			Because more, consistent, transparent,

				fair and safe procedures will be followed when utilising the services of volunteers
Gay Men	Y			“”
Bisexual	Y			“”
Heterosexual	Y			“”

f) Identify the potential impact the policy on different religious/faith groups?

Religious/Faith groups (specify)	Positive	Negative (please specify if High, Medium or Low)	Neutral	Reason
Buddhist	Y			Because more, consistent, transparent, fair and safe procedures will be followed when utilising the services of volunteers
Christian	Y			“”
Hindu	Y			“”
Jewish	Y			“”
Muslim	Y			“”
Sikh	Y			“”
Other (please specify)				

g) As a result of completing Question 1 a-f above what is the potential impact of your policy? **N/A**

High Medium Low

If you have assessed the potential impact as HIGH you must complete a full Equalities Impact Assessment

2. Could you minimise or remove any negative potential impact that is of medium or low significance? Explain How.

Race: **N/A**

Gender: **N/A**

Disability: **N/A**

Age: **N/A**

Sexual Orientation: **N/A**

Religious/Faith groups: **N/A**

3. If there is no evidence that the policy promotes equal opportunity– could it be adapted so it does? How?

N/A - See C.2. above

Please ensure that all actions identified are included in the attached action plan and in your service plan.

Please sign and date this form, keep one copy and send one to Equalities Team.

Signed

Signed

Lead Officer

Departmental Equalities Contact

Date

Date