

SHARED SENIOR MANAGEMENT TEAM



WORKING TOGETHER

INSERT TITLE OF REPORT

Author: Laura Hendi
Meeting date: 6th October 2021

Implications of report: (Please tick relevant item)

	CBC	SRBC	Shared
Directorate level delivery changes			
Significant MTFS implications			
Significant staffing impact			
Strategic risk			
Escalated from Shared Senior Leadership Team for decision			
Corporate strategy delivery	X		

Issues for discussion: (List the key areas for discussion at the shared senior management team)

1. To review and consider the redrafted Volunteering Policy (2021, Appendix 1) for implementation across Chorley Council.
2. To consider options for funding the requirements of the volunteering programme.

Recommended decision (List the recommendations)

3. To agree to the implementation of the Volunteering Policy (2021), with any suggested amendments.
4. To agree a way forward to fund the requirement of the volunteering programme.

Background

5. The Volunteering Policy was last updated in 2015, since which time volunteering has formed a recurring key measure of success within the Corporate Strategy. The Community Resilience Framework 2020/21 highlights the importance of changing dialogue between public services and communities to systematically strengthen community capacity by helping them overcome barriers and capitalise on their own assets. This is amongst a landscape of public funding cuts and reduced services, changes to the unemployment landscape, rising inequalities and the cost of living, and the Covid-19 response and recovery.
6. A review of the 2015 Volunteering Policy found opportunities to outline a more ambitious approach to internal volunteer at Chorley Council, strengthen current procedures to enhance volunteer experience and safety, enable better insight into the impact of the policy, and outline the standards partner organisations and community groups must meet to become community volunteer referral partners.

7. The Shared Senior Management Team were able to view a drafted version of the Volunteering Policy on 7th July 2021 and offer feedback. This feedback has shaped a redraft of the Volunteering Policy (Appendix 1)

Key Changes

8. Following feedback from SSMT and subsequent meetings, the policy has been redrafted to:
 - Utilise the updated policy template
 - Integrate sections to improve functionality and flow
 - Update the DBS section in line with current HR protocol
 - Update the escalation process in line with current HR protocol
 - Add reference to staff volunteering policy
 - Make the distinction between employability work placements and school work placements (work experience) clearer
 - Removed proforma from the appendices section
 - Update the volunteer and volunteering role risk assessment process
9. Finally, a section has been added outlining the overarching responsibilities each service area will undertake throughout the volunteer pathway. Within this section it has been identified that service areas will be responsible for allocating funding to cover the costs associated with each volunteers' DBS checks, allocated expenses and training. With service areas using the business planning process to identify volunteering and work placement opportunities for the year ahead, a volunteering budget can be generated for the following year. Currently, estimates can be generated using volunteering figures collated for the employability performance indicators.
10. Working from 2018-19 volunteering figures from the employability performance indicators, we can expect approximately 20 internal volunteers per year (it should however be noted that there is currently no central data for volunteering across the council, and while service areas were requested to provide their own data it was not always available). An approximation of annual costs for the volunteering programme based on these figures can be viewed below:

No. of volunteers	DBS (estimated at 50% uptake and £30 per volunteer)	Expenses (estimated at 50% uptake and £5 per day for 8 weeks per person)	Training (estimated at £125 per volunteer)	Total
20	£300	£2,000	£2,500	£4,800

11. Currently, the overwhelming majority of volunteers are placed within Streetscene and Market Walks, however the Volunteering Policy will ask all service areas to consider building volunteering and work placement roles into their business plans, to broaden the scope of opportunities the Employability and Volunteering Coordinator is able to offer. While service areas who commonly benefit from volunteers may be asked to budget for these volunteers themselves, it could encourage a broader scope of volunteering opportunities if a central volunteering budget were available to draw from for each volunteering role offered.