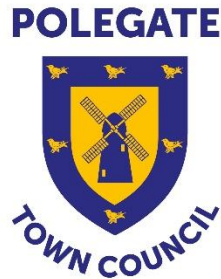


Polegate Town Council



EMPLOYEE VOLUNTEERING POLICY

Policy Number 28		
Issue No.	Date completed	Details of amendments
1	21.04.23	Adopted at Finance and Policy Meeting
2	22.05.23	Adopted at Annual Stat Meeting
3	20.05.24	Adopted at Annual Stat meeting
4	19.05.25	Adopted at Annual Stat meeting
5	11.05.26	Adopted at Annual Stat meeting

1. Policy Aim

1.1 The aim of this policy is to enable all employees of Polegate Town Council to undertake volunteer work during working hours as part of the community leadership role of the Town Council and to encourage employees to contribute to their local community.

2. Policy Scope

2.1 This policy applies to all staff once they have successfully completed their probationary period.

3. Benefits of Volunteering

3.1 Volunteering can provide benefits to individuals as well as to the organisation. The benefits of volunteering are that it:

- Helps the organisation meet its objective to be a community leader;
- Improves the public perception of the organisation;
- Develops and strengthens partnerships with other organisations;
- Allows employees to develop their skills and abilities;
- Improves teamworking and communication across sections;
- Supports employees in making the transition from employment to retirement;
- Improves employee motivation and morale;
- Attract new recruits and help retain existing employees;
- Encourages other organisations to do the same if the Town Council leads by example, thereby building capacity.

4. Employer Support for Volunteering

4.1 Employees are entitled to apply up to 3 days volunteering leave per annum (pro rata for part time staff) provided that they are prepared to match that with their own time. The time off will be paid off. The time off does not have to be used all at once, for example, it may be taken as an hour a week to listen to reading in a school. The Town Council will not pay Travel and Subsistence costs. The individual should investigate whether the voluntary organisation chosen is able to pay expenses.

4.2 In exceptional circumstances, such as national events, employees may be able to apply for longer periods of volunteering leave with the agreement of the Town Clerk and in consultation with the Chairperson of the Personnel Committee as appropriate. The requirement to contribute a maximum of 3 days annual leave, where the activity is not part of the employee's personal development plan, still applies.

4.3 If appropriate, volunteering can be considered as one of the methods for meeting development needs and in these circumstances the employee does

not have to match the volunteering with their own time (unless they wish to) and travel and subsistence will be paid.

4.4 The employee will decide which organisation to volunteer for.

5. How to apply

5.1 Where an employee is volunteering for training and development purposes they must discuss and agree the need with their line manager during their Performance and Development Review and include it in their Personal Development Plan. They must then make arrangements with the voluntary group that they have chosen. The Employee Volunteer Scheme Application Form must be completed by the volunteer and passed to the Town Clerk for approval. Attached to the form must be copies of current insurance certificates for the organisation they will be volunteering for as set out in 7.2.

5.2 Where an employee is applying for volunteering leave, they need to apply to their line manager to have time off and make arrangements with the voluntary group they have chosen. An Employee Volunteer Scheme form must be completed and passed to the CEO for approval. Attached to the form must be copies of current insurance certificates for the organisation they will be volunteering for as set out in paragraph 7.2

6. How to approve an application (Managers)

6.1 When considering sponsoring or promoting an application for volunteering managers need to consider the following factors;

- The involvement support the Town Council's Community Leadership role;
- There is no conflict of interest;
- The Council can accommodate the time implications of the activity (maximum up to 3 days, pro rata for part time staff);
- The individual will develop as a result of the activity;
- The activity will not bring the council into disrepute;
- The activity is appropriate for the individual concerned.

6.2 The decision of the Town Clerk will be final and will be based on a completed form and the relevant insurance certificates.

7. Health and Safety

7.1 Whilst the Town Council is not responsible for any volunteering activity that employees undertake, managers and employees should satisfy themselves that risks have been considered and accepted before an activity is undertaken as a risk assessment may be necessary. Guidance can be obtained from the Town Clerk.

7.2 The Town Council's insurance may provide cover if the voluntary work is broadly related to Council activities e.g. litter picking. If the work is outside of

the Town Council activity e.g. cleaning out at a donkey rescue centre, the Town Council's insurance will not provide cover. Volunteers need to check with the Town Council whether their activity is covered by the Town Council's insurers or not. Volunteers also need to prove that the Voluntary Organisation has Employer and Public Liability Policies that cover volunteers.

Statement prepared for adoption by Polegate Town Council at its meeting on 11.05.26

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO