

# APPENDIX I

## WAVERLEY BOROUGH COUNCIL

### EXECUTIVE – 29 SEPTEMBER

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**Title:****COMMUNITY VOLUNTEERING POLICY****[Portfolio Holder: Denise Le Gal****[Wards Affected:n/a]**

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**Summary and purpose:**

The purpose of the report is for the Executive to give consideration to the adoption of a policy on staff volunteering – the Waverley Employee Volunteering scheme (WEVS)

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**How this report relates to the Council's Corporate Priorities:**

This policy supports the achievement of the Council's corporate objectives and demonstrates the Council's commitment to encouraging community growth and development. Overall the policy would produce positive impact on our local communities.

**Equality and Diversity Implications:**

Detailed in the report.

**Resource/Value for Money implications:**

The head of service and the applicant will need to assess the impact on the service and on colleagues and balance this against the potential benefits for the individual, the community and the Council, such as:

- skills acquired by staff when volunteering.
- increased staff morale and sense of achievement
- increasing Waverley's image as an employer of choice
- engaging local communities and offering resources to support them

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**Introduction**

1. Volunteering has been described as 'an important expression of citizenship and essential to democracy. It is the commitment of time and energy for the benefit of society and the community, and can take many forms. It is undertaken freely and by choice, without concern for financial gain.'
2. For the purpose of this policy an operational definition is 'an activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups).'

There are some principles fundamental to volunteering. These include:

- Choice: Volunteering must be a choice freely made by each individual. Any encouragement to become involved in volunteering should not result in any form of coercion or compulsion.
- Diversity: Volunteering should be open to all.
- Reciprocity: Volunteers offer their contribution unwaged but should benefit in other ways in return for their contribution to wider social objectives. Giving our staff time to voluntary recognises their commitment

3. **Principles of the Waverley Employee Volunteering scheme (WEVS)**

- Any employee with one year's service can apply for up to two days volunteering leave per annum (Jan – Dec).
- The application will be considered by the Head of Service to ensure it meets the scheme criteria, if it does not but the Head of Service feels there is merit in the application it will be passed to the Director for a decision.
- If the application meets the scheme criteria the Head of Service will then consider the impact on customer service and other team commitments, eg annual leave, training etc before agreeing an application.
- Any employee who is granted time off to volunteer should volunteer for the employee's normal working hours.
- If a request is refused and the employee feels it has been unfairly refused they will have recourse to the grievance procedure
- This policy applies to members of staff who currently undertake eligible volunteer work

4. **Scheme Criteria**

The employee must provide a service as an unpaid volunteer to:

- a registered charity on the WEVS approved list; or,
- an appropriate voluntary organisation in the Borough; or,
- support a one-off project that will benefit the community or an individual in the community

5. Appropriate organisations will be those that do not normally charge their end users for the services provided or make a nominal charge and support the achievement of Waverley's corporate objectives by providing a service to the residents of Waverley. If the proposed service is to an individual, the application of this Policy will be considered on a case-by-case basis in conjunction with the appropriate head of service.

6. To assess which charities meet the scheme criteria and require volunteers the communications team would promote the introduction of the policy through existing volunteer bureaux and ask organisations to make contact if they need volunteers. The Communications team will build a list of charities for approval by CMT. This will be publicised on Backstage.

## 7. Team Work

The scheme will also provide the opportunity for teams or groups of staff to work together to offer skills to community organisations and enhance teambuilding.

## Recommendation

It is recommended that the Executive approves and adopts the Waverley Employee Volunteering Scheme (WEVS).

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## Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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