

Appointments Board

02 February 2012

Employee Volunteering

1..0 Summary

- 1.1 Walsall Council recognises that community involvement is an integral and expanding part of the Council's role and business activity. It is also widely recognised that individual employees are an important link between an organisation and the communities which they serve.

Recommendation – The Appointments Board is requested to approve the Employee Volunteer Procedure as set out in Appendix 1

2.0 Background

- 2.1 The procedure has been tabled at CMT on 26 January 2012.
- 2.2 Employee volunteering is widespread across both the public and private sector; a summary of other schemes is given below:

Employee Volunteer Schemes

Below is a summary of the significant points of the Employee Volunteer schemes ran by three very different organisations:

Midcounties Co-op

- Charity Broker
- 2 year partnership
- Planned group activities
- 3 days per annum matched by employee
- Evidence of activity required
- Simple questionnaire for assessment of activity

Addleshaw Goodard

- Individual choice and Olympic Games
- 2 days per annum matched by employee
- Allowance allocated once evidence provided

ACAS

- Olympic & Paralympic Games
- 20 days matched by employee
- Approval Management discretion

- Evidence of acceptance

2.2 The council would like to offer the employee volunteer scheme as a tool to add value to the organisation, to incentivise staff and give visibility to the residents residing in the borough.

2.3 Examples of types of work that could be undertaken by employee volunteers are business, administrative and IT support, work on social and environmental projects, reading in schools and volunteer driving.

3.0 Council priorities

3.1 More and more organisations are beginning to realise that part of their responsibilities is to try and meet expectations of their stakeholders, whether they are internal or external to the organisation.

3.2 The image projected to the local community it serves is integral to the way in which it recruits and also to the perception of that brand image.

3.3 By giving back to the local community of Walsall, we as an organisation are not only developing our employees but we are also adding value to the Borough of Walsall, allowing them to see the good work that Walsall Council does for the area and for its staff.

4.0 Equality implications

4.1 The implications for the council are minimal, as all liability is on the third sector.

5.0 Financial implications

5.1 The cost to each individual service will be dependant on the salary grade of those employees who access the scheme. Service costs will be offset with employee development and benefits to the local communities.

6.0 Legal implications

6.1 Other than creating an entitlement for employees, there are no direct legal implications arising.

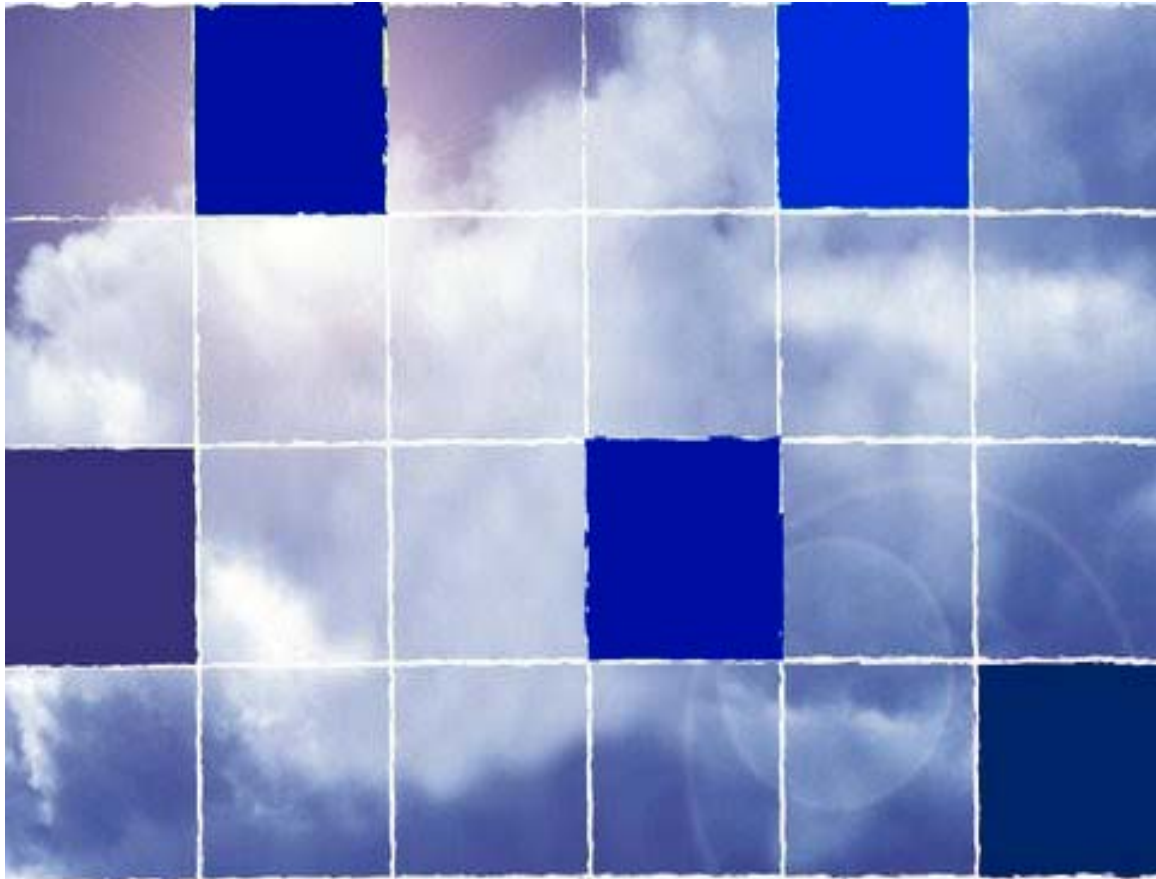
Signed




Bethany Evans

Head of Human Resources

26th January 2012



Employee Volunteer Procedure

 Walsall Council	HUMAN RESOURCES & DEVELOPMENT Vision statement "To be an excellent employer we will create an environment which enables managers to develop, manage and lead people to achieve the council's vision"
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Document title:	Employee Volunteer Procedure		
Version:	4	Owner:	HRD Operational Services
Status:		Approved on:	tbc
Review date:	December 2012		
Last updated date:	November 2011	Last updated by:	HRD Operational Services
Purpose:			

Employee Volunteer Procedure Contents

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2. Principles
3. Employee Responsibilities
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5. Reporting and Evidence
6. Guidelines

Summary

Walsall Council recognises that community involvement is an integral and expanding part of the Council's role and business activity. It is also widely recognised that individual employees are an important link between an organisation and the communities which they serve.

This procedure sets out the process for employee volunteering.

1.0 Introduction

- 1.1 Walsall Council positively supports staff who wish to volunteer in the local community.
- 1.2 Time off for volunteering will be granted on a discretionary basis and may be revoked if there is a business need to do so. A minimum of four weeks notice would apply in most circumstances, although a longer period would be required if the activity is for an extended period.
- 1.3 There will be no increase on current annual leave allowances for staff wishing to volunteer.
- 1.4 Walsall Council will, where possible authorise special paid leave to volunteer to a maximum of 15 hours per annum. However, staff will also be expected to match the 15 hours leave with 15 hours per annum of their own time.

2.0 Principles

- 2.1 Walsall Council understands its responsibility as an employer both in the local community and the wider world and supports the employee to volunteer.
- 2.2 There is a mutual understanding that staff will be willing to give their own time alongside the time given by Walsall Council.
- 2.3 This procedure applies to all permanent, fixed term and temporary employees (except schools based).
- 2.4 Abuse of this procedure may result in action being taken under the disciplinary procedure.
- 2.5 Staff can apply for time off to volunteer, applications will be carefully considered but time away from the workplace to volunteer is ultimately given at the line managers' discretion depending on the needs of the service.

- 2.6 Business needs will always be taken into account when deciding whether to grant leave to volunteer and staff should bear in mind that it may not be possible to meet everyone's expectations for time off.
- 2.7 Part of Walsall Council's business may have constraints due to the area they serve, and may need to consider carefully the number of staff they can allow to take time away from the workplace.
- 2.8 Volunteering can be an aid to personal development, providing people with transferable skills that they can bring back to Walsall Council and line managers should support staff who wish to volunteer wherever possible.
- 2.9 Walsall Council reserve the right to revoke authorisation and recall volunteers if there is a business need to do so, where possible within one week prior to the proposed activity, or if the activity has already started within 24 hours.
- 2.10 Time allocated for volunteering will be additional to time off that is already allowed by statute or National Agreement for Local government employees, including jury service, school governors, magistrates, reservists, trade union activities, special constables.

3.0 Employee's responsibilities

The council expects its employees to adopt the following minimum standards;

- 3.1 The activity must support a voluntary, community or charitable organisation that is recognised by the council and operating within Walsall Borough.
- 3.2 Employees must be able to provide evidence of their involvement in activities undertaken and the benefits/outcomes that have been achieved. Evidence can either be provided via email or by using the evidence form which can be found on the intranet.
- 3.3 Dates for volunteer work must be agreed with the line manager with reasonable notice and subject to operational considerations. A minimum of four weeks notice would apply in most circumstances, although a longer period would be required if the activity is for an extended period.
- 3.4 Staff should be aware of their total working hours and need for rest breaks under the Working Time Regulations.
- 3.5 Staff must provide their Managers with the confirmation that they have been selected to volunteer and evidence of attendance following the event.

- 3.6 There must be no conflict of interests with paid employment as a local government officer and otherwise be in accordance with the Code of Conduct.
- 3.7 Activities must not bring the council into disrepute.
- 3.8 Activities will be treated as 'special leave' and recorded under a separate category on the council HR system (Trent).
- 3.9 Staff are not eligible to claim any expenses incurred when volunteering for the activities.

4.0 Manager's responsibilities

The council expects its managers to adopt the following minimum standards;

- 4.1 It is recognised that some parts of Walsall Council's business would find it difficult to allow too many staff to volunteer. If there are a high number of applications then managers will have to consider the impact on business objectives and may have to put local selection criteria in place.
- 4.2 Managers should recognise the benefits of volunteering, the individual development and the transferrable skills that it can bring to Walsall Council.
- 4.3 Managers must ensure that benefits and learning are clearly identifiable.
- 4.4 Managers must consider the impact of Working Time Regulations and refer to Walsall Council's special leave policy prior to authorising any applications.

5 Reporting Procedures/Certification

- 5.1 An application must be made by the employee and presented to the employee's line manager for consideration and approval.
- 5.2 Evidence of the employee being accepted onto the proposed activity must be provided.
- 5.3 Confirmation of the activity and the employees attendance must be given to the line manager proceeding the activity proposed in the application, either via email or evidence form.

6 Guidelines

6.1 Bank Holidays

- 6.1.1 If a volunteer day falls over a bank holiday managers must allow for that day to be added back to the annual leave entitlement of the individual (pro rata for part time if they would normally work a Monday, or Friday).

6.2 Non-acceptance of Application


- 6.2.1 If the needs of the service can not be met and the request for leave has not been accepted then a reasonable reason for refusal must be given.

These are:

- *planned structural changes*
- *the burden of additional costs*
- *a detrimental impact on quality*
- *a detrimental impact on performance*
- *the inability to reorganise work among existing staff*

- 6.2.2 Staff working their notice period will not be eligible for volunteer days.

- 6.2.3 There is no special right of appeal on the decision to refuse an application.

 Walsall Council	<h2 style="margin: 0;">Application</h2> <p style="margin: 0;"><i>A description for the activity that documents the assumptions made, the options considered, the benefits to be realised</i></p>
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Question	Details
Applicant Name:	
Job Title:	
Directorate:	
Employee Number:	
Date From:	
Date To:	
Time Requested:	
Time Matched:	
<i>Who is the activity with?</i>	
<i>What personal development will this give?</i>	
<i>What are the benefits to the department?</i>	
<i>What are the benefits to the organisation?</i>	
<i>Is the expected development part of your appraisal?</i>	
<i>What help can Walsall Council provide?</i>	

I can confirm this activity does not conflict with my paid employment with the Council.

I confirm this application does not breach the working time regulations.

Signed Date

Approvals

This document requires Line Manager approval:

Evidence of proposed activity verified YES/NO

Non-Acceptance

Reasons:

Name	Signature	Job Title	Date



Question	Details
Activity undertaken:	
Date From:	
Date To:	
<i>What personal development has this activity given?</i>	
<i>What benefits or outcomes has this activity given?</i>	

Employee Confirmation

Name	Signature	Job Title	Date

Line Manager

Name	Signature	Job Title	Date