



## **HOUGHTON REGIS TOWN COUNCIL**

### **VOLUNTEERING POLICY**

Date of Approval:	7 <sup>th</sup> October 2019
Dates of Review:	10 <sup>th</sup> June 2019
Dates of Re approval:	

#### **Contents**

- 1. Introduction**
- 2. Principles**
- 3. Practice Guidelines**
- 4. The Volunteers Voice**
- 5. Insurance**
- 6. Health & Safety**
- 7. Equal Opportunities**
- 8. Confidentiality**
- 9. Political Impartiality**
- 10. Review**

## **1. Introduction**

Houghton Regis Town Council provides facilities and services to the residents of Houghton Regis including public parks, play areas, open spaces, public conveniences, sports pitches, cemeteries and community events.

Houghton Regis Town Council seeks to involve volunteers to:

- ensure our services meet the needs of our residents
- provide new skills and perspectives
- increase our contact with the local community we serve.

The council provides volunteer opportunities in the following ways:

- As formal co-optees on council committees, sub committees and working groups
- As volunteers at council events (community and civic)
- As work experience placements

## **2. Principles**

This Volunteering Policy is underpinned by the following principles:

- Houghton Regis Town Council will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to Houghton Regis Town Council's work;
- Houghton Regis Town Council does not aim to introduce volunteers to replace paid staff;
- Houghton Regis Town Council expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work;
- Houghton Regis Town Council recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to carry out their tasks effectively.

## **3. Practice Guidelines**

The following guidelines deal with practical aspects of the involvement of volunteers.

### *Recruitment*

All prospective volunteers will be interviewed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

### *Volunteer Agreements and Voluntary Work Outlines*

Each volunteer will have a Volunteer Agreement establishing what Houghton Regis Town Council undertakes to provide for them and what our organisation expects of its volunteers. In addition, they will agree to a Job Description– a written outline of the specific tasks they will be undertaking. Neither of these documents is a contract; Houghton Regis Town Council has no intention of creating a contract with any volunteers.

#### *Induction and training*

All volunteers will receive an induction into Houghton Regis Town Council and their specific volunteer role. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.

#### *Support*

All volunteers report to their designated main point of contact. They will be provided with regular supervision and feedback on progress and will have the opportunity to discuss future development and air any problems.

### **4. The Volunteer's Voice**

Volunteers are encouraged to express their views to their designated main point of contact about matters concerning Houghton Regis Town Council and its work.

### **5. Insurance**

All volunteers are covered by Houghton Regis Town Council's insurance policy whilst they are on the premises or engaged in any work on Houghton Regis Town Council's behalf.

### **6. Health and Safety**

Volunteers are covered by Houghton Regis Town Council's Health and Safety Policy, a copy of which is readily available.

### **7. Equal Opportunities**

Houghton Regis Town Council operates an equal opportunities policy in respect of both paid staff and volunteers. A copy of which will be made available. Volunteers are expected to have an understanding of and commitment to our policies and procedures.

### **8. Confidentiality**

Volunteers are bound by the same requirements for confidentiality as paid staff.

## **9. Political Impartiality**

Volunteers are bound by the same requirements for political impartiality as paid staff.

## **10. Review**

This policy will be reviewed by the Corporate Services Committee every 4 years.

Appendices:

**Application & Agreement for Co-Optees**

**Application & Agreement for Event Volunteers**

**Application & Agreement for Work Experience**



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## HOUGHTON REGIS TOWN COUNCIL

### APPLICATION & AGREEMENT FOR CO-OPTEEES

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The Town Council operates with council staff and a team of elected councillors, however in relation to certain business of the Town Council there are advantages for the Council to formally appoint co-optees to Committees, Sub Committees and Working Groups for the skills and experience they are able to offer that group.

Applications for co-optees may be by invitation from the Town Council or by application from an individual. Either way co-optees of the Council are required to work under the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol and other relevant policies of the Council. These can be found on our website and by following this link: <http://www.houghtonregis.org.uk/council-policies-procedures>

Of particular note is the requirement of co-optees to follow the principals of the Councils Code of Conduct<sup>1</sup>, so as to maintain the standards of the Council in the work undertaken.

Upon appointment training will be provided by the designated main point of contact covering Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol.

The term of office for a co-optee is ideally May to April each year, although invitations and applications can be considered part way through a year.

The Council will keep you informed of the progress of your application.

If you would like to become a co-optee please provide the following information and sign the agreement:

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<sup>1</sup> Link to the HRTC Code of Conduct

<https://www.houghtonregis.org.uk/useruploads/policies/170327%20Code%20of%20Conduct.pdf>

<b>Co-Optee Application</b>	
<b>Name</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Contact email address</b>	
<b>Name of Committee, Sub Committee or Working Group to which you would like to be co-opted:</b>	
<b>Why you would like to become a co-optee?</b>	
<b>What skills and experience do you feel you can bring to the Council?</b>	
<b>Agreement</b>	
<b>Co-optees are required to agree to the following:</b>	
<ul style="list-style-type: none"><li>• To abide by the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer &amp; Member Protocol. These can be found at: <a href="http://www.houghtonregis.org.uk/council-policies-procedures">http://www.houghtonregis.org.uk/council-policies-procedures</a></li></ul>	
<ul style="list-style-type: none"><li>• To attend meetings as required or to offer apologies if you are not available.</li></ul>	
<ul style="list-style-type: none"><li>• To attend and support events (if appropriate) as required.</li></ul>	
<ul style="list-style-type: none"><li>• To work with the Council to secure the best outcomes for the community.</li></ul>	
<b>*the Council reserves the right to remove this position should the agreement not be upheld.</b>	
<b>* the co-optee may at any time withdraw from their position.</b>	
<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

*Under the **GDPR** I give consent for the personal data supplied above to be retained by HRTC so that I can undertake my role as a volunteer. You can find out more about how we use your data from our “Privacy Notice” which is available from the council office or from our website at <https://www.houghtonregis.org.uk/general-data-protection-act>. You can withdraw or change your consent at any time by contacting the council office.*

*Signature:*

*Date:*



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## HOUGHTON REGIS TOWN COUNCIL

### APPLICATION & AGREEMENT FOR EVENT VOLUNTEERS

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The Town Council operates with council staff and a team of elected councillors, however in relation to civic and community events there are advantages for the Council to formally appoint event volunteers to help manage and run the event.

Applications for event volunteers may be by invitation from the Town Council or by application from an individual. Either way event volunteers of the Council are required to work under the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol and other relevant policies of the Council. These can be found on our website and by following this link: <http://www.houghtonregis.org.uk/council-policies-procedures>

Of particular note is the requirement of event volunteers to follow the principals of the Councils Code of Conduct<sup>2</sup>, so as to maintain the standards of the Council in the work undertaken.

Upon appointment training will be provided by the designated main point of contact covering Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol.

A person or group may apply to be an event volunteer for a single event or for a number of events. Applications can be considered part way through a year.

If you would like to become an event volunteers please provide the following information and sign the agreement:

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<sup>2</sup> Link to the HRTC Code of Conduct

<https://www.houghtonregis.org.uk/useruploads/policies/170327%20Code%20of%20Conduct.pdf>



<b>Event Volunteer Application</b>	
<b>Name</b>	
<b>Name of group (if applicable)</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Contact email address</b>	
<b>Next of Kin details (name and contact number)</b>	
<b>Why you would like to become an event volunteer?</b>	
<b>What skills and experience do you feel you can bring to the Council?</b>	
<b>Agreement</b>	
<b>Event volunteers are required to agree to the following:</b>	
<ul style="list-style-type: none"><li>• To abide by the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer &amp; Member Protocol. These can be found at: <a href="http://www.houghtonregis.org.uk/council-policies-procedures">http://www.houghtonregis.org.uk/council-policies-procedures</a></li></ul>	
<ul style="list-style-type: none"><li>• To attend the event as required or to offer apologies with as much notice as possible if you are not available.</li></ul>	
<ul style="list-style-type: none"><li>• To work with the Council to secure the best outcomes for the community.</li></ul>	
<b>*the Council reserves the right to remove this position should the agreement not be upheld.</b>	
<b>* the event volunteer may at any time withdraw from their position.</b>	
<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

*Under the **GDPR** I give consent for the personal data supplied above to be retained by HRTC so that I can undertake my role as a volunteer. You can find out more about how we use your data from our “Privacy Notice” which is available from the council office or from our website at <https://www.houghtonregis.org.uk/general-data-protection-act>. You can withdraw or change your consent at any time by contacting the council office.*

*Signature:*

*Date:*



## **HOUGHTON REGIS TOWN COUNCIL**

### **APPLICATION & AGREEMENT FOR WORK EXPERIENCE**

The Town Council operates with council staff and a team of elected councillors. To support, encourage and develop members of the public the council will consider and offer work experience opportunities.

Applications for work experience opportunities need to be made to the Town Clerk. The person will be required to work under the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol and other relevant policies of the Council. These can be found on our website and by following this link: <http://www.houghtonregis.org.uk/council-policies-procedures>

Of particular note is the requirement of work experience volunteers to follow the principals of the Councils Code of Conduct<sup>3</sup>, so as to maintain the standards of the Council in the work undertaken.

Upon appointment training will be provided by the designated main point of contact covering Standing Orders, Financial Regulations, Code of Conduct and Officer & Member Protocol.

If you would like to be considered for a work experience placement, please provide the following information and sign the agreement.

Please note it is not always possible to offer work experience placements due to other operational demands / organisational capacity.

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<sup>3</sup> Link to the HRTC Code of Conduct

<https://www.houghtonregis.org.uk/useruploads/policies/170327%20Code%20of%20Conduct.pdf>

<b>Work Experience Application</b>	
<b>Name</b>	
<b>Address</b>	
<b>Contact number</b>	
<b>Contact email address</b>	
<b>Next of kin details (name and contact number)</b>	
<b>Why you would like to have a work experience opportunity at HRTC? What are you looking to achieve from this placement?</b>	
<b>What skills and experience do you feel you can bring to the Council?</b>	
<b>Please detail hours and days available and the ideal duration of the work experience placement.</b>	
<b>Hours:</b>	
<b>Days:</b>	
<b>Start date:</b>	
<b>Finish date:</b>	
<b>Other:</b>	
<b>Agreement</b>	
<b>Volunteers are required to agree to the following:</b>	
<ul style="list-style-type: none"><li>To abide by the Councils Standing Orders, Financial Regulations, Code of Conduct and Officer &amp; Member Protocol. These can be found at: <a href="http://www.houghtonregis.org.uk/council-policies-procedures">http://www.houghtonregis.org.uk/council-policies-procedures</a></li></ul>	
<ul style="list-style-type: none"><li>To attend the workplace as agreed or to contact the office if you are not available.</li></ul>	

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• To work with the Council to secure the best outcomes for the community.	
<b>*the Council reserves the right to remove this position should the agreement not be upheld.</b>	
<b>* the volunteer may at any time withdraw from their position.</b>	
<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

*Under the **GDPR** I give consent for the personal data supplied above to be retained by HRTC so that I can undertake my role as a volunteer. You can find out more about how we use your data from our "Privacy Notice" which is available from the council office or from our website at <https://www.houghtonregis.org.uk/general-data-protection-act>. You can withdraw or change your consent at any time by contacting the council office.*

*Signature:*

*Date:*