

LYMM PARISH COUNCIL

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Volunteer Policy

Approval date: 14th September 2021

Review Date: 12th September 2022

1 Introduction

1.1 Many of the Parish Council's activities involve working in partnership with community and voluntary groups and volunteers work directly with the Council for a number of reasons:

- To increase our contact with the local community we serve
- To help ensure our services reflect the needs of our community
- To increase skills, experience, perspectives and diversity in the workplace
- To temporarily increase our skills and capacity.

1.2 We will ensure that volunteers feel part of the Parish Council structure by enabling them to contribute to our ongoing development. We have systems in place to involve volunteers in staff information sessions and regular supervision.

1.3 Lymm Parish Council does not aim to introduce volunteers to replace paid staff. We expect that staff at all levels will work positively with any volunteers and where appropriate, will actively seek to involve them in their work.

1.4 We acknowledge that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing training for them to do their role effectively.

1.5 Volunteers may come through community groups or direct from the community.

1.6 The following guidelines deal with practical aspects of volunteering with the Parish Council. More information can be found on our website and in copies of policies mentioned here.

2 Recruitment

2.1 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.

3 Volunteer Agreement and Task Descriptions

3.1 Each volunteer will have an agreement establishing what Lymm Parish Council undertakes to provide for them. Also, volunteers will be asked to agree

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to a written outline of the specific work they will be undertaking. Neither of these documents is intended to form a contract. Lymm Parish Council has no intention of creating a contract with any volunteers.

4 Expenses

4.1 When volunteering for Lymm Parish Council, travel expenses will be met.

5 Induction and training

5.1 All volunteers will receive an induction into Lymm Parish Council and their own area of work. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training on the same basis as paid staff.

6 Support

6.1 All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

7 The Volunteer's Voice

7.1 Volunteers are encouraged to express their views about matters concerning Lymm Parish Council and its work to staff and councillors to their main point of contact.

8 Insurance

8.1 All volunteers are covered by Lymm Parish Council's insurance policy whilst they are on the premises or engaged in any work on our behalf.

9 Health and Safety

9.1 Volunteers are covered by Lymm Parish Council's Health and Safety Policy, a copy of which will be provided to each volunteer. Each role will be risk assessed.

10 Equal Opportunities

10.1 Lymm Parish Council operates an Equal Opportunities Policy in respect of both paid staff and volunteers. A copy will be provided. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

11 Protection of Children and Vulnerable Adults

11.1 If the volunteer is to work in a regulated activity within the Council, the Council will carry out enhanced DBS checks and ensure the volunteer is not on the barred list with the Disclosure and Barring Service. The Council has a Protection of Children and Vulnerable Adults Policy which will be made available

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to volunteers. The Council will ensure there is a proportionate balance between civil liberties and safeguarding vulnerable groups, including children.

12 Problem Solving

12.1 We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is included in the Volunteers Handbook.

13 Confidentiality

13.1 Volunteers will be bound by the same requirements for confidentiality as paid staff and will receive data protection training and sign an agreement accordingly.