

OVERVIEW AND SCRUTINY COMMITTEE

Task and Finish Group Title	Volunteering Policy Development
Membership of Working Group:	tbc after new Committee formed
Area for Investigation: (Directorate and Service Area)	Development of a council-wide Volunteering Policy
Key Officer Contacts:	Bill Hunt Rose Winship Alison Williams Karen Warren Christine O'Rourke
Scoping form completed by:	Bill Gifford
Scrutiny requested by:	O&S Committee January 2011
Criteria for inclusion in work programme	(If yes please provide details)
Customer Feedback	Yes Feedback from organisers of volunteer groups/events indicates inconsistency in the approach adopted by council officers/service areas to support volunteers. The inconsistencies in general approach, attitude to risk and support provided to volunteers is also evidenced by the audit of current activity.
Poor performance	No
Area requiring policy development	Yes No integrated policy available at present. Purpose of T&F Group is to ensure one is produced.
Value for Money Concerns	Not known – to be explored by the Group
Emerging issues; Executive Referral, CAA etc	Yes Links to the emerging Big Society debate and proposals Direct link to the development of the Local Strategic Partnership workplan
Long term financial benefit anticipated	No
Corporate priority	Yes Links to the development of Fit for the Future through the LSP
Summary of overall anticipated benefits and intended outcomes	<ul style="list-style-type: none"> Development of a coherent policy framework covering the following areas:

	<ul style="list-style-type: none"> ∇ Direct use of volunteers in delivering services ∇ Indirect use of volunteers in activities that contribute to the delivery of the Council's Vision e.g. assistance to 'friends' groups maintaining or improving Council owned land ∇ Volunteering by WDC staff ∇ Promotion of volunteering within the community to develop social capital • Consistent application of the policy across all service areas • Development of a culture of encouraging and enabling volunteering where appropriate • Increase in volunteering
Indicators of success	<ul style="list-style-type: none"> • Production and approval of a policy • Feedback indicating consistent application of policy • Increased use of volunteers by the Council where appropriate • Increase in overall levels of all volunteering by residents
Policy Context	
National or Regional Policy Implications	Emerging provision of the Localism Bill and development of the Big Society theme.
Impact on local people	<ul style="list-style-type: none"> • Removal of barriers (perceived or actual) to volunteering • Increased opportunities for volunteering • Potential beneficial impact on health and well-being through individual's engagement in volunteering • Increase in safe and secure activities suitable for volunteers to participate in.
Scope	
In Scope	<ul style="list-style-type: none"> • Examination of the use of volunteers in delivering council run services • Examination of the use of volunteers in activities that contribute to the delivery of the Council's Vision e.g. assistance to 'friends' groups maintaining or improving Council owned land • Development of policies and/or changes to terms and conditions designed to promote/assist volunteering by WDC staff • Initiatives/activities to promote volunteering generally within the community
Excluded from Scope	<ul style="list-style-type: none"> • Examination of individual

	<p>projects/activities that currently use volunteers</p> <ul style="list-style-type: none"> • Improvements to existing volunteering activity or development of new opportunities.
Council and Partner Involvement	
Who would need to be involved from the Council?	All service areas, Community Partnership Team and WCC Legal team, WDC unions
Which of our partners, stakeholders and Members of the community should we seek to engage?	CAVA, WCC and other councils, Police (in relation to CRB checks), WDC's insurers, existing voluntary groups engaging with WDC
Review Resources	
Evidence	<ul style="list-style-type: none"> • Internal audit of volunteering activity presented to January Committee • Existing employment policies/terms and conditions for WDC staff • Guidance on CRB checks • Insurance guidelines • Other council's policies • Sector good practice
Witnesses	tba - See partner involvement section above
Site visits	not applicable
Consultation	<p>Consultation with unions may be required on issues around staff volunteering dependant on what the policy will contain.</p> <p>Intention is to consult with CAVA on emerging policy.</p>
Dangers/ Barriers/Risks	
What are the risks to the review?	<p>Trying to do too much</p> <p>Raising expectations</p> <p>Presumption that volunteering activities could/should be increased</p> <p>Staff/member capacity to complete work while focussing on existing Fit for the Future commitments</p>
Timescales	
Anticipated Review Start Date	June 2011
Anticipated Reporting Date	October 2011
Frequency of Meetings	Minimum monthly meeting – to be reviewed when Group established.
Date to evaluate impact	6 monthly review after policy implemented (possibly June 2012) involving repeat of internal audit and structured feedback e.g.

	questionnaire capturing customer experience from existing and new voluntary groups engaging with WDC
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