

HUCCLECOTE PARISH COUNCIL VOLUNTEER POLICY

This policy sets out the broad principles for voluntary involvement in activities overseen by Hucclecote Parish Council (HPC). It will be reviewed periodically to ensure that it is relevant to the needs of HPC and its volunteers.

HPC acknowledges that volunteers contribute in many ways that their contribution is unique and that volunteering can benefit local communities and the volunteers themselves. HPC values the contribution made by volunteers and is committed to involving volunteers in ways which are appropriate and supportive.

- Volunteers are people who, unpaid and of their own free will, contribute their time, energy and skills to benefit the community.
- Volunteers expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation. Volunteers must be accommodated from all walks of life.
- No enforceable obligation, contractual or otherwise, can be imposed on volunteers to give, or be set a minimum amount of time to carry out the tasks involved in their voluntary activity.
- HPC cannot be compelled to provide either regular work or payment or other benefit for any activity undertaken by a volunteer.
- Volunteers must carry out only less hazardous work (for example, path maintenance, grass cutting, litter picking) with the use of non-powered tools only, other than lawn mowers/grass cutting equipment, when stout footwear must be worn.
- Volunteers must be adequately trained to be able to carry out tasks, sufficient to ensure their health and safety. Responsibility for this rests with the individual to whom authority has been provided by HPC.
- Volunteers should strive, while carrying out Council tasks, to conduct themselves in ways which do not negatively affect the Council's reputation.
- On condition that volunteers are working at the sole request of, and under the sole control of HPC, the Council's liability insurance policies include their activities and liability towards them. However the Council does not insure the volunteer's personal possessions against loss or damage. A full risk assessment must be undertaken for all activities.
- **Volunteers act in the execution of the council's business, do not make decisions whilst acting on the council's part, and have no voting rights in the council's business.**

The Clerk to the Parish Council and Chair are responsible for the recruitment, selection and induction of volunteers as well as evaluating their contribution within the organisation. All communications will go through the Clerk.

Policy adopted 03/08/2015

Policy reviewed and accepted 15th March 2021

Next review March 2022