



MOBBERLEY PARISH COUNCIL

VOLUNTEERS POLICY

Last Review: June 2023. Next Review: June 2025.

Introduction

Many of Mobberley Parish Council's activities involve working in partnership with community and voluntary groups, also 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 will have systems in place to involve volunteers in staff information sessions and regular supervision.
 - 1.3 Mobberley 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.

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. Expenses

- 3.1 Travel expenses carried out on behalf of the Parish Council will be met.

4. Support

- 4.1 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.

5. The Volunteer's Voice

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

6. Insurance

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

7. Health and Safety

- 7.1 Volunteers are covered by Mobberley Parish Council's Health and Safety Policy, a copy of which will be provided to each volunteer.

8. Equal Opportunities

- 8.1 Mobberley 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.

9. Confidentiality

- 9.1 Volunteers will be bound by the same requirements for confidentiality as paid staff.

Adopted by Mobberley Parish Council 7th June 2021.

