

Agenda item 4

For decision: Volunteer Policy

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Summary

This report requests approval for a new Volunteer Policy, to be adopted as a new chapter in the constitution of Frome Town Council.

Frome Town Council is now delivering a series of projects, which involve working with volunteers to improve the lives and experience of local people living and working in Frome, as well as those visiting the town. It is our intention that FTC is an exemplar of best practice for other community organisations and services in the way that we recruit, manage and support volunteers. It is not intended that volunteers take the place of paid staff, rather that they support projects that FTC initiates, develops and co-delivers.

The proposed Volunteer Policy (at Appendix 1) recognises the important role of volunteers and highlights how FTC will work with and support individuals volunteering on behalf of FTC. The policy has been drafted using a pro forma supplied by SPARK (who provide information, advice, training and support to the voluntary and community sector) and is in line with those promoted through Volunteer Frome.

It is based on national guidance and best practice in volunteering. The policy provides the overarching statement, under which will sit the Volunteer Agreement (at the end of the Policy) and a Volunteer Handbook, which will be drafted soon, and which will be given to each new volunteer. It is proposed that the Volunteer Policy becomes part of FTC's Constitution.

FTC will continue to support volunteers through the communication channels, training programmes and events hosted by Volunteer Frome.

Recommendations:

1. To approve the Volunteer Policy Appendix 1
2. To adopt this policy as Chapter 19 in the constitution of FTC