

Employee Volunteer Scheme

This Scheme applies to all contracted Eastbourne Borough Council employees.

Volunteering is an enjoyable way to meet people, learn new skills and gain useful experience. Many people in the borough already volunteer, but many more are needed. The Council aims for a high level of community volunteering and involvement in our neighbourhoods, and we want to support our staff to be part of this.

In drawing up this scheme, consideration has been given to striking a balance between what is a reasonable timeframe to allow someone the opportunity to undertake voluntary work, and ensuring that the day-to-day business is not adversely impacted. It also ensures that the member of staff demonstrates their commitment to the voluntary and community sector by contributing an equivalent amount of their own time using annual leave, flexi or time off in lieu. It is important to clarify that any voluntary activity undertaken should not contravene the council's Code of Conduct.

The scheme is intended to provide support for staff wishing to try a new voluntary placement and does not apply to existing volunteering commitments. The scheme is intended to encourage placements within local organisations or groups and not to provide individual support arrangements such as shopping for a neighbour. Activities such as these should be co-ordinated through a local group or charity. The scheme will provide time off to support volunteering activities within normal working hours within the Borough.

Time Commitment

Eastbourne Borough Council will support its employees to volunteer for up to a maximum of 3 days per year, which can be broken down into smaller blocks of time. For each hour that is given by Eastbourne Borough Council, the employee will be expected to contribute half an hour of their own time using either annual leave, flexi or time off in lieu. So effectively each member of staff will be given up to 2 days per year (pro-rata for part-time staff), paid time off for voluntary work, with the expectation that they will provide up to 1 day off in their own time using flexible leave arrangements.

The release of employees from work to participate in voluntary work must be balanced against the other demands and priorities of the council and as such, time-off for this purpose is not an entitlement.

APPENDIX TWO

Process

If you would like to spend time helping a local voluntary organisation, you should speak to your line manager.

Once you have agreed the time off with your line manager, you should complete The Employee Volunteer Scheme Application Form.

Further Information

Further information about Volunteering is available by visiting

<http://www.vces.org.uk/>

<https://www.3va.org.uk/>

APPENDIX TWO

Part A - Applicant details (To be completed by employee)

Name	
Post	
Department	

Part B - Volunteer Placement Details (To be completed by employee)

Name of Organisation			
Address			
Type of voluntary work to be undertaken			
Date of placement		Hours requested	
Date & Details of annual, flexi leave or TOIL booked			

Authorisation

I confirm that I have read the Employee Volunteer Policy and confirm that this is a new voluntary placement and agree to commit to contributing 1 days leave (or equivalent if part-time) as detailed above.	
Applicant's signature	
Dated	

Part C - To be completed by line manager

<p>I have considered the application for the Employee Volunteer Scheme</p> <p>The request is APPROVED / NOT APPROVED*</p> <p><small>*please delete</small></p> <p>If not approved please provide the reasons below:</p> <p>Service Manager Signature _____</p> <p>Date _____</p>
--