

## Personnel Committee

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<b>Date:</b>	<b>31 October 2017</b>
<b>Title:</b>	<b>Officer Volunteering Policy</b>
<b>Contact Officer:</b>	<b>Graham Hunt, Town Clerk</b>

### Purpose of this Report

1. To provide background to a suggested Officer Volunteering Policy.

### Background

2. One of the Council's employees has asked if a Staff Volunteering Policy could be considered. This would typically allow a member of staff to take up to 2 working days a year to work for a charity / good cause of their choice
3. This was triggered by an article in a Community First Oxfordshire newsletter describing how South Oxfordshire District Council has introduced a 2 day a year policy for its staff.
4. At least 2 officers already use their existing holiday entitlement for volunteering purposes.
5. The Management Team have discussed the idea, and on balance, feel that the disadvantages currently outweigh the advantages.
6. Advantages include:
  - a) An additional staff benefit – for existing staff, and recruitment purposes.
  - b) A benefit to the recipient organisation – 2 days free time.
  - c) Opportunity for the individual to develop new skills and find out more about local community groups / organisations
  - d) Can contribute to personal and professional development as well as a sense of well-being for the individual
  - e) Makes a difference to the community
  - f) Could also incorporate officer team building days.
7. Disadvantages include:
  - a) Such policies are often a component of large corporation Corporate Social Responsibility – who have a defined need to give something back – and in effect are spending corporate profit.
  - b) All that we do is already of benefit to the community anyway.
  - c) Some Members of the Public may not agree with public money being spent on officer's particular charitable interests.
  - d) Some minor extra administration will be required
  - e) A loss of the actual time to the good of the Council
8. The Town Clerk has sought examples of policies from other Town Councils, but none have been provided, suggesting that not many Town Councils have implemented such a policy.
9. The officer with the original idea has offered to execute further research of existing policies – leading to a tightly worded policy for further consideration.

### Action Required:

10. To consider whether any further time should be spent on following up the suggestion of an Officer Volunteering Policy.