

## Staff Volunteering Policy

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<b>Target audience</b>	All ICB staff, Non-executive directors, temporary staff and contractors

## CONSULTATION SCHEDULE

### APPROVALS & RATIFICATION SCHEDULE

Name and Title of Individual	Groups consulted	Date Consulted
Head of HR	ICBs Staffordshire & Stoke onTrent ICB	August 2021
	Staff Engagement Group	April 2024
	Staff Side	Via CSU HR

Name of Committee approving Policy	Date
Communications, Engagement, Equalities & Employment committee	03.08.21
Governing Bodies	26.08.21
People, Culture and Inclusion Committee	13.03.2024

### VERSION CONTROL

Version	Version/Description of amendments	Date	Author/amended by
1	New policy	2021	MLCSU
2	Adapted for ICB use & scheduled review	Aug 2023	MLCSU
3	Review	March 2024	MLCSU
4			

### Impact Assessments – available on request

	Stage	Complete	Comments
Equality Impact Assessment	1		
Quality Impact Assessment	N/A		
Privacy Impact Assessment	N/A		

The formally approved version of this document is that held on the ICBICB website:

[IAN - Home \(sharepoint.com\)](#) Printed copies or those saved electronically must be checked to ensure they match the current online version.

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## **1. Introduction**

The purpose of this document is to define the ICB's policy for providing staff volunteer opportunities within the local community. The aim of this policy is to inform employees and managers of the levels of entitlements and to provide a framework for the process to ensure consistent standards and good practice are applied.

## **2. Scope**

This policy applies to all staff employed or working within the ICB.

## **3. Policy Statement**

The ICB is committed to promoting health, reducing health inequalities and delivering the best possible care for our local population within the resources available. We recognise volunteering as an essential aspect of our patient and public involvement work, which will help to build better links and relationships with our local community.

As such, we are committed to encouraging and enabling our staff to participate in volunteering activities to support their personal development, help the ICB achieve its objectives, values and vision by delivering benefits in communities where we operate.

We aim to make a positive contribution to the community through the development of, and involvement in, a range of initiatives and programmes, working closely with our local partners.

The ICB considers staff volunteering an essential element within our health and wellbeing agenda. Therefore we aim to support worthwhile volunteer placements that will benefit and optimise performance of both our staff and the ICB.

The purpose of this document is to set out the ICB's approach to the management of staff volunteer opportunities within the local community and the procedure that should be followed.

## **4. Definitions**

### **4.1 Staff Volunteers**

For the purpose of this document, a staff volunteer is a ICB employee who wants to apply for a volunteering position outside the ICB.

### **4.2 Local Community**

For the purpose of this document, volunteering within the local community will apply to placements within the county of Staffordshire.

## **5. Duties & responsibilities**

### **5.1 ICB**

The ICBs has delegated responsibility to the Executive Team for setting the strategic context in which organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents.

## 5.2 Accountable officer

The Accountable Officer has overall responsibility for the strategic direction and operational management, including ensuring that ICB's process documents comply with all legal, statutory and good practice guidance requirements.

## 5.3 Delegated Responsibilities

The Executive Director for Corporate Services, Governance and Communications Development has the lead responsibility for ensuring that the staff volunteer policy is implemented and ensuring alignment with the ICB's business plan and long-term strategy.

## 5.4 Line Manager

The relevant Line Manager will be responsible for:

- the co-ordination of all processes in relation to approval and management of staff volunteers in line with this policy.
- provision of a central point of contact for all staff volunteers and manager requests for volunteering requests within their team.
- Managers are responsible for ensuring staff within their area of responsibility are aware of this policy and that staff adhere to the advice and guidance.
- assessing staff involvement in line with ICB priorities taking into account the benefits both to the individual(s) and to the ICB.
- working with employees to agree the most suitable opportunity based on existing skills and personal development goals.
- ensuring full consideration of staff requests for volunteering opportunities and completing the necessary approval pro-forma and risk assessment.
- ensuring that all mandatory training has been completed prior to acceptance for 'Volunteer' activity.
- recording the volunteering time on ESR

## 5.5 Staff

Staff will be responsible for ensuring that they are familiar with the volunteer policy and are aware of the opportunities and scope of volunteering activities within the local community. Staff are required to discuss proposals for employer-supported volunteering activities and associated needs for support with their line-managers well in advance of their involvement.

## 6. Principles

- to ensure recognition of the important role volunteering plays within the local community and the benefits that staff volunteering can bring.
- to ensure that the ICB follows recognised standards of good practice in providing volunteer opportunities to staff.
- to offer a step-by step guide on how staff can engage in volunteering opportunities within the local community through positive and worthwhile placements that will be of benefit to staff, the ICB and our local population.
- to give a cohesive and consistent set of guidelines to ensure that staff volunteers are fully supported during their volunteer work.

## 7. Eligibility

All staff employed or working within the ICB will be eligible to participate in the staff volunteer programme. Where staff are employed by another organisation i.e. through a shared service agreement, prior agreement with the employing organisation will be required. Where employees are being managed under the formal capability procedure, consideration by the line manager to defer volunteer opportunities may be considered where appropriate.

## **8. Time Commitment**

Staff will be eligible to apply for a volunteer opportunity for one day per annum, pro-rata for part-time staff. This time may be taken at a minimum of a half day per placement. In exceptional circumstance, at the discretion of the Executive Director, more than one day may be granted, in line with the agreed procedure as detailed below.

Time off for volunteer opportunities will be at full pay, and where opportunities may exceed one working day, a combination of paid / unpaid / annual leave or flexible working may be provided.

Where the volunteer placement falls on a non-working day, where applicable, time back in lieu (at plain time) will be provided in agreement with the line manager.

Individuals who have been granted paid leave under these arrangements must provide formal confirmation from the voluntary organisation confirming their participation, covering the period of paid leave. Failure to provide these details may result in the individual being required to use annual leave or time back in lieu to cover the period of absence.

## **9. Attendance**

Sickness or other absences during a volunteering day should be reported in usual way, in line with local policies and procedures.

## **10. Expenses**

It will be the employee's responsibility for travel costs associated with volunteering placements.

## **11. DBS Check**

In situations where the volunteer placement requires staff to have substantial contact with young people or vulnerable adults (e.g. elderly people, adults with a learning disability), it is likely that they will need a current enhanced DBS check. It is the responsibility of the voluntary organisation and/or the individual employee to identify when this check would be necessary and ensure that this has been undertaken before they commence any volunteering activity.

## **12. Whistle-Blowing (Freedom to Speak Up)**

All staff working in the NHS have a contractual right and a duty to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest.

The ICB will take any malpractice or wrongdoing seriously and encourages staff to raise any concerns during the course of a volunteer placement where, due to malpractice, fraud, abuse or other inappropriate acts/omissions, the interest of others or the organisation itself is at risk staff should raise. Any concerns should be raised in line with local arrangements within the voluntary organisation and in line with the ICB's Whistle-blowing Policy.

## **13. Conflicts of Interest**

Support will be provided both to staff becoming involved in new volunteering activities as well as those who may already be actively involved. The ICB will take into consideration any

conflict of interest when approving volunteer placements for members of staff dependent on their individual role and organisation / project the opportunity is placed with.

Volunteering on behalf of political groups will not be supported.

## **14. Health & Safety**

The ICB acknowledges that whilst it is allowing its staff to undertake, paid volunteer work/support, it has a duty of care to its employees under the Health and Safety at Work Act 1974 and Managing Health and Safety at Work Regulations. Managers and staff volunteers should refer to the Health and Safety policy for further guidance.

Whilst the ICB may endorse the chosen volunteering activities of staff, they cannot accept responsibility for insuring staff when engaged in activities outside of its premises. Individuals must therefore ensure that they are adequately covered by their chosen voluntary organisation. The ICB will take responsibility for checking that adequate insurance cover is provided and will inform staff about this.

A risk assessment must also be completed prior to any placement being undertaken (appendix 3). This must be completed by their line manager or competent person who is able to identify control measures required are in place and adequate. This may include additional training requirements or lone working strategies to mitigate risks identified.

## **15. Procedure**

### **15.1 Application**

All staff wishing to apply for a volunteer opportunity within the local community will be asked to complete a Staff Volunteer Application Form (appendix 1).

This form should be approved by your line manager and submitted to their Line Manager for consideration and approval.

Consideration of all applications will be made in line with the needs of the service.

### **15.2 Evaluation**

On completion of the volunteering activity the member of staff will be asked to complete a Staff Volunteering Evaluation Form (appendix 2) and return it to their line manager in order that the ICB can review the benefits of volunteering.

## **16. Implementation**

This policy will be available to all staff, via the ICB staff Intranets, for use in the circumstances described on the title page.

All managers are responsible for ensuring that relevant staff within the ICB have read and understood this document and are competent to carry out their duties in accordance with the procedures described.

Detailed guidance on implementing the policy and assistance with writing policies may be obtained from the Human Resources Team.

## **17. Training Implications**

It has been determined there are no specific training requirements associated with this policy/procedure.

## **18. Monitoring**

This policy is intended to be non-discriminatory, promote fairness and equity in the treatment of individuals and good employee relations. Use and compliance of this policy will therefore be monitored by the HR Department on an annual basis.

The policy and procedure will be reviewed periodically (no less than every two years) by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

Staff who become aware of any change which may affect a policy should advise their line manager as soon as possible.

## **19. Equality Analysis**

In applying this policy, the ICB will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

An Equality Impact Assessment has been carried out on this policy

## APPENDIX 1

### Staff Volunteer Application Form

This form is to be used to request approval for a volunteering opportunity outside of the ICB. Please note, no action must be taken until approval is gained from your Line Manager.

Name :	
Job Title:	
Directorate:	
Role /Title of Volunteer placement:	
Receiving Organisation:	
Date of Volunteer placement:	
Number of days requested (minimum half day blocks):	

**1. Please use this space to describe the volunteer opportunity, including role and responsibilities:**

**2. Please describe how this role will contribute to the objectives of the ICB.** Please include which objectives, projects this will support and how this will be achieved

**3. Is your Statutory and Mandatory Training is up to date? Yes / No**

**If no, please list the modules and explain the reasons why below;**

**Approval:**

**Line Manager Approval:**

Signed .....

Print Name.....

Job Title .....

Date.....

**Director Approval**

Signed .....

Print Name.....

Job Title .....

Date.....

**Once completed and approved this form should be sent to [training@staffsstoke.icb.nhs.uk](mailto:training@staffsstoke.icb.nhs.uk)**

**The Line Manager is responsible for ensuring the volunteering time is recorded on ESR**

## APPENDIX 2

### Staff Volunteer Placement - Evaluation Form

To enable us to assess how useful you found your volunteer placement it would be extremely helpful if you would answer the following questions. This information may be used to develop programmes for future placements.

1. What did you hope to achieve from your placement?

2. Has this been achieved? (please circle)

**Yes**                      **No**

3. Do you feel your placement contributed to the ICB and objectives?(please circle)

**Yes**                      **No**

If yes, please describe how your placement has contributed to the ICB objectives

If no, please explain why

4. Do you feel your placement has given you further skills and experience? (please circle)

**Yes**                      **No**

If yes, please describe how your placement has enhanced your skills and experience

If no, please explain why

5. Do you feel the structure of the volunteer placement was (please circle)

**Excellent**

**Very Good**

**Average**

**Poor Very**

**Poor**

6. Which aspect of the placement did you find most interesting?

7. Which aspects of the placement did you find least interesting and why?

***Please return this completed form to your Line  
Manager***

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**Risk Assessment**

**Name:**

**Assessment carried out by:**

**Date of next review:**

**Date assessment was carried out:**

What are the risk?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

**Line Manager:**

**Employee:**

Signed .....

Signed .....

Job Title .....

Job Title .....