

Draft Agreement to provide Employee Volunteering Brokerage

County Durham Volunteer Bureaux/Centres will in partnership with Durham County Council develop and establish a scheme for Employee Volunteering. They will promote the benefits of volunteering to the workforce, register volunteers and generally provide support and information to those volunteers, including advice about relevant training opportunities and will, where possible, identify appropriate individual volunteering opportunities and suitable projects for 'team challenges'. The scheme allows Durham County Council employees, following agreement with a manager, to take up to 20 hours per annum of special leave. All employees will be eligible to participate in the scheme. Any school that chooses to adopt the Durham County Council policy on employee volunteering in its entirety can participate. Any school modifying the policy will be excluded from this agreement.

All volunteering activity will be carried out within the boundaries of County Durham. However, Durham County Council recognise that the voluntary agency may have a wider geographical remit. There will be three direct routes for employees to register for volunteering.

1. Where an employee is currently volunteering but wishes to use their 20 hours to provide direct volunteering with an organisation. This would be directly agreed through the appropriate line management systems however, the volunteer would still need to register with the appropriate Volunteer Bureau/Centre.
2. Where an employee directly identifies a volunteering opportunity they wish to carry out within a local organisation. This would be directly agreed through the appropriate line management systems however, the volunteer would still need to register with the appropriate volunteer bureaux/centre.
3. Where an employee wishes to volunteer but does not identify an agency or does not know what type of volunteering they wish to undertake then, they would be directly referred to the appropriate Volunteer Bureau/Centre. In this instance, the Volunteer Bureau/Centre would forward details of volunteering opportunities to the appropriate line manager for their final agreement.

The consortium of Volunteer Centres consists of the following:

Chester-le-Street & District CVS and Volunteer Bureau; Derwentside CVS Volunteer Bureau; Durham City District CVS and Volunteer Bureau; East Durham Trust Volunteer Bureau; Community and Voluntary Action Sedgefield Volunteer Centre; (2D).Volunteer Centre Teesdale and Wear Valley

Consortium of Volunteer Bureaux/Centres in County Durham will:

1. act as brokers for this project on behalf of Durham County Council.
2. carry out interviews, where appropriate, with volunteers
3. in partnership with Durham County Council develop appropriate marketing opportunities for the project
4. deliver this project at no cost to Durham County Council as a pilot project only. Any future brokerage project would be evaluated and priced to reflect the work carried out by the consortium.
5. register volunteers, provide support and information, and identify appropriate placements for individual volunteering opportunities.
6. ensure that all details of employees are registered and monitored through our Volunteer database system
7. provide Durham County Council with a regular update on the numbers of volunteers and type of volunteering.
8. inform all host organisations that they may require specific policies and provide any necessary training required for tasks undertaken by the volunteer.
9. provide access to CRB checks, where appropriate, for host organisations.

Durham County Council will :

1. ensure that all employees who volunteer through any of the three identified routes will be registered with the most appropriate Volunteer Bureau/Centre.
2. ensure that the consortium has the full support of all Services in the delivery of the project
3. support volunteering opportunities which may be with DCC Services (e.g. Adult & Community Services, Children & Young People, Environment). These types of placements would be organised directly with the individual Services but will not be a direct replacement for paid jobs.
4. be linked to DCC's 4 corporate objectives of Strong, Healthy and Safe Communities, Strong Economy, Looking after the Environment, and Life Long Learning
5. inform all prospective volunteers that where Criminal Record Bureau (CRB) checks are required for a particular volunteering activity these will be arranged by the host organisation.
6. understand that there may be particular placements which are unsuitable because they may result in situations which could be classed as a conflict of interest. Guidance on this matter is to be found in the DCC Code of Conduct for Employees.
7. monitor and evaluate the scheme in partnership with the Volunteer Bureaux/Centres.
8. monitor the project through a simple registration process and completion form to be filled in by the volunteer after the volunteering event. Impact on personal development will be recorded through the Appraisal system.
9. be responsible for deciding on the suitability of the volunteering opportunity and in the allocation of staff time and resources.
10. in partnership with the consortium develop appropriate marketing opportunities for the project
11. support the consortium in developing volunteering opportunities within the Local Area Agreement refresh

Signed by on behalf of
Durham County Council..... Date.....

Signed by on behalf of
Chester-le-street & District CVS
& Volunteer Bureau..... Date.....

Signed by on behalf of
CAVOS..... Date.....

Signed by on behalf of
2D..... Date.....

Signed by on behalf of
East Durham Trust..... Date.....

Signed by on behalf of
Derwentside CVS..... Date.....

Signed by on behalf of
Durham City District CVS..... Date.....