

	<p align="center"><b>London Borough of Hammersmith &amp; Fulham</b></p> <p align="center"><b>CABINET</b></p> <p align="center"><b>27 APRIL 2015</b></p>
<p><b>H&amp;F EMPLOYER SUPPORTED VOLUNTEERING SCHEME</b></p>	
<p><b>Report of the Cabinet Member for Social Inclusion : Councillor Sue Fennimore</b></p>	
<p><b>Open Report</b></p>	
<p><b>Classification - For Decision</b></p> <p><b>Key Decision: Yes</b></p>	
<p><b>Wards Affected: ALL</b></p>	
<p><b>Accountable Executive Director: Nigel Palace, Interim Chief Executive</b></p>	
<p><b>Report Author:</b></p> <p><b>Debbie Morris – Bi-Borough Director of HR</b></p>	<p><b>Contact Details:</b>  Tel: 020 8753 3068  E-mail: <a href="mailto:debbie.morris@lbhf.gov.uk">debbie.morris@lbhf.gov.uk</a></p>

## 1. EXECUTIVE SUMMARY

- 1.1 To allow all employees of H&F to participate in the volunteering scheme for up to 14.5 hours per annum within Hammersmith & Fulham.

## 2. RECOMMENDATIONS

- 2.1 That the employee supported volunteering scheme be approved with immediate effect.

## 3. REASONS FOR DECISION

- 3.1. The scheme contributes to the Council's commitments to:
- Staff who wants to apply to undertake a volunteering opportunity.
  - Teams who want to undertake a volunteering opportunity.
  - Line Managers receiving requests to undertake volunteering opportunities.
  - Supporting local community projects.

## 4. INTRODUCTION AND BACKGROUND

4.1 Employer Supported Volunteering is the term used for volunteering supported by the Council and delivered during working hours. Employer Supported Volunteering is acknowledged to offer a variety of positive benefits - to the employer, the employee volunteers and the community organisations they support.

4.2 Employer Supported Volunteering Scheme (ESV):

Volunteering England defines Employer Supported Volunteering as: providing employees with the opportunity to volunteer with support from their employer. This may be in the form of time off for individual volunteering, or in a programme developed by the employer, such as a team challenge event or ongoing arrangement with a community partner. Employer Supported Volunteering provides real benefits to the employer, the volunteers and community organisations they support. By helping tackle local issues, employers can benefit both themselves and the communities in which they operate.

4.3 H&F's Employer Supported Volunteering Scheme has been designed to better enable staff to volunteer in the communities that the Council serves.

4.4 Research has shown that volunteering strengthens business, motivates staff and makes a real difference in communities. Outcomes for employees, who volunteer, via their employer, may include:

- A sense of achievement.
- A greater understanding of local communities.
- Increased team working and better relationships.
- Increased level of engagement with their employer.
- Learning and additional skills gained.

*(Source: [employee.volunteering.co.uk](http://employee.volunteering.co.uk))*

4.5 Furthermore, expected benefits both for H&F employees participating, include greater networking due to contacts made, up-skilling due to the different skills utilized when volunteering, an active way to demonstrate their commitment to the values of the Council, closer working with residents and as the experience will be locally based a better understanding of the borough. The Chartered Institute of Personnel and Development carried out research in 2014 and in their paper (Volunteering to Learn: Employee Development through Community Action) they talk about the positive impact of employee volunteering on learning and development. From their research they say "many (who carried out volunteering) highlighted how their volunteering activities have helped them to develop their own skills, leading to further progression in their careers".

4.6 Types of volunteering under this Scheme might include:

*Team volunteering events* (Community Challenges) - these enable employees to volunteer their labour in the community on organised projects. Recent local examples are the revamp of the local Law Centre, gardening at the Community Art Centre and a painting project at a local Primary School.

*Skills based volunteering* - where employees volunteer their particular business and work skills to help a community organisation or individual, this may be face to face or virtual (on-line).

The above are examples only and are not an exhaustive list.

## **5. PROPOSAL AND ISSUES**

- 5.1 To participate in the employee supported volunteering scheme which allows Council employees up to 14.5 hours volunteering time per annum (calendar year). Initially this scheme is open to H&F employees only (including those who work in shared services). These 14.5 hours are in addition (i.e. not part of the employee's annual leave or flexi-time allowance).
- 5.2 The above volunteering time is during normal working hours (subject to departmental needs and agreement by the Director or Head of Service).
- 5.3 In addition to the 'core' 14.5 hours volunteering per annum, employees are encouraged to consider matching hours spent volunteering during work time with added time spent volunteering outside of their working hours. This should be taken into consideration by the line manager when agreeing to grant time for volunteering.
- 5.4 Requests for volunteering time should not conflict with other work related responsibilities; create need for overtime or cause conflicts with employees' schedules.
- 5.5 The following process is an outline; it may be amended depending on staff/team requirements:
  1. Volunteering opportunities regularly communicated to Council employees.
  2. Employees who may be interested in volunteering opportunities discuss this with their line manager in the first instance (e.g. in regard to possible time off for volunteering).
  3. Employee completes the volunteer application form and sends this to the central coordinator.
  4. The volunteering is arranged. The employee volunteering may be asked to sign a volunteer agreement with the organisation or charity he/she is volunteering for.
  5. The employee undertakes the volunteering.

6. The employee feeds back to the central coordinator. Records updated.
- 5.6 The employee may use the volunteering experience as further evidence to support skills and competencies discussed at their annual appraisal.
- 5.7 The Council employees who complete volunteering under this scheme, and record the hours they have volunteered, will receive a thank you letter from the Council at the end of the year.
- 5.8 In addition to volunteering carried out under this scheme directly, employees of the Council who volunteer through their own arrangements are encouraged to notify the central coordinator of the volunteering they have done each year in order to build up an accurate picture of the volunteering activity carried out by Council employees, and to inspire others for example.
- 5.9 This is a new scheme for the Council and will be monitored, especially in the first year of its operation.
- 5.10 The following set out plans to launch the scheme to employees of H&F. It utilises a staged timeline in order to give this issue a prominence and keep it in people's thoughts.

In advance of the launch of the Employer Supported Volunteer Scheme document

- Council senior managers to be asked to self identify individuals willing to volunteer (leading the way).

Day of launch of the Scheme

- Scheme document available on the intranet.
- Specific volunteering opportunities listed.
- Message of the day

Month 1 following launch of Scheme document

- HR Business Partners to cascade the message about employer Supported volunteering via the department management teams they attend.
- Lunchtime stall in the Town Hall foyer to publicise the Scheme and Specific current local volunteering opportunities.

By month 3

- Follow up communications to staff targeting particular groups (suggested groups: those who have never volunteered before; those who have volunteered before – e.g. as London 2012 Games Makers; those who as well as working for the Council also live in the Borough).
- Feature a 'good news story' of an employee who has volunteered and the

Positive benefits etc. Re-publicise specific volunteering opportunities available.

- Ask for employee suggestions of other possible volunteering Opportunities in the Borough as a way to increase interest and engagement in the Scheme.

#### **5.11 Further information:**

At the Works4u website ([www.works-4u.com](http://www.works-4u.com)), details of current local volunteering opportunities can be viewed. Contact details for Works4u are as follows:

Tel: 020 8741 9876

Email: [enquiries@works-4u.com](mailto:enquiries@works-4u.com)

Other general sources of information on volunteering as part of employment can be found at:

- [www.hfvc.org.uk](http://www.hfvc.org.uk) (Hammersmith & Fulham volunteer centre)
- [www.sobus.org.uk](http://www.sobus.org.uk) (Sobus is a new Community Development Agency for Hammersmith & Fulham)
- [www.employeevolunteering.co.uk](http://www.employeevolunteering.co.uk)
- [www.volunteering.org.uk](http://www.volunteering.org.uk)

## **6. EQUALITY IMPLICATIONS**

6.1. There are no equality implications.

## **7. LEGAL IMPLICATIONS**

7.1. None.

## **8. FINANCIAL AND RESOURCES IMPLICATIONS**

8.1 There are no costs expected other than staff time.

## **11. IMPLICATIONS FOR BUSINESS**

11.1 None.

## **12. RISK MANAGEMENT**

12.1 None.

13. **PROCUREMENT AND I.T. STRATEGY IMPLICATIONS**

13.1 None.

**LOCAL GOVERNMENT ACT 2000**  
**LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	None		