



Report of the Head of Adult Social Services and Tackling Poverty

Safeguarding People and Tackling Poverty Corporate Delivery Committee – 27
February 2023

Swansea Council Volunteering Policy / Strategy Development

Purpose: The report is for information purposes only.

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For Information

1. Swansea Council Volunteer Policy Development

- 1.1. A Swansea Council Volunteering Strategy Development Officer Working Group has been established to drive forward the development of a Volunteering Policy and Strategy. The Working Group is coordinated by the Tackling Poverty Service and Swansea Council for Voluntary Service.
- 1.2. The Working Group has explored current practice across departments and services and has reviewed best practice volunteering policy in Wales. It has been identified that development of a Swansea Council Volunteer Policy would establish consistent approaches and practice across the organisation.
- 1.3. The Draft Swansea Council Volunteer Policy sets out consistent principles and practice by which volunteers are involved across the organisation. The policy aims to create a common understanding and definition of volunteering and clarify roles and responsibilities to ensure the highest standards are maintained consistently in relation to the management of volunteers within Swansea Council whilst also recognising the importance of volunteers to Swansea Council.
- 1.4. A Draft Swansea Council Volunteer Policy is attached at **Appendix A**. This draft policy takes account of best practice as identified by Third Sector

Support Wales and as such defines volunteering, sets out standards and commitments to roles and responsibilities, recruitment and selection, induction and training and support and supervision.

2. Considerations

2.1 The development and implementation of a Swansea Council Volunteer Policy that adheres to best practice would require consideration of the following:

- Development of a Corporate Volunteer Handbook and Tool Kit for Volunteer Management.
- Development of consistent baseline data for all volunteers hosted by Swansea Council.
- Commitment of staff resources within host team to support and manage volunteers.
- Commitment of financial resources to support volunteers e.g. reimbursement of volunteer expenses.

3. Next Steps

3.1 Working Group to develop consistent baseline data recording standard for hosted volunteers.

3.2 Working Group to consider and develop Draft Volunteer Handbook and Tool Kit for Volunteer Management.

3.3 Engaging current volunteers to undertake experience mapping and ongoing engagement and coproduction.

4. Integrated Assessment Implications

4.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

- 4.2 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
- 4.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 4.4 An Integrated Impact Screening has been completed for this report with no further assessment required (See Appendix B). This is an IIA Screening for the 'For Information' Report to the Safeguarding People and Tackling Poverty Corporate Delivery Committee regarding the development of a Swansea Council Volunteering Policy and Strategy. A full IIA will be carried out as part of the policy / strategy development process in due course.

5. Legal Implications

- 5.1 There are no legal implications.

6. Financial Implications

- 6.1 Whilst there are no direct financial implications arising from this report, it may lead to decisions being taken at a later date that may have costs attached, e.g. volunteer expenses. Any such costs will need to be managed within departmental resources at that time with due regard to the Council's medium term financial plan.

Background papers: None

Appendices:

Appendix A: Draft Swansea Council Volunteering Policy

Appendix B: IIA Screening Form