

EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE - 5 OCTOBER 2016

REPORT BY HEAD OF HUMAN RESOURCES AND  
ORGANISATIONAL DEVELOPMENT

EMPLOYEE VOLUNTEERING

WARD(S) AFFECTED:      NONE

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**Purpose/Summary of Report**

- To outline the new employee volunteering programme.

**RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE:**

**That:**

(A)	the new employee volunteering programme be noted
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1.0 Background

1.1 A new employee volunteering programme has been developed to add to our existing employee benefits package. The programme supports employees to undertake voluntary work, both during their own time and work time (through paid time off). Human Resources (HR) will advertise volunteering opportunities as well as arrange team volunteering activities throughout the year.

2.0 Report

2.1 The employee volunteering programme allows employees to take a maximum of 7.5 volunteer hours during any 12-month period, which is paid time away from work (part time employees will be on

a pro rata basis), to carry out voluntary work predominately in the East Herts district.

- 2.2 The hours may be taken as a whole block of time or can be spread across the year. However, time off must be agreed in advance with the employee's manager and will be subject to service needs. Employees can also top-up volunteering allowances with annual leave, flexi or unpaid leave if required, with manager approval.
- 2.3 It will be the employee's responsibility to organise his or her own volunteering activity, whilst being supported by the council. Employees can suggest their own ideas, choose to use their paid time off at an organisation they already volunteer for, work with local voluntary agencies who will be able to recommend activities, or take part in a team volunteering activity organised through the council.
- 2.4 Volunteering opportunities will be advertised by HR on the intranet and will signpost employees to the various agencies such as:
- Broxbourne and East Herts volunteer centre – who can advise employees of local organisations requiring volunteers
  - [www.do-it.org](http://www.do-it.org) – where employees can search for volunteering opportunities in their local area
  - Inspiring the future – where employees can pledge an hour a year to volunteer to speak in local schools about their job
  - #TeamHertsVolunteering – the council is working in partnership with Hertfordshire County Council on a project (delivered by North Herts CVS) to deliver volunteering across East Herts. Employees will be able to find out about volunteering opportunities via a website or using a mobile phone app. There are two types of volunteering available – regular volunteering which is frequent and regular, and flexible volunteering which focuses on informal, one-off or infrequent volunteering opportunities.
  - Herts County Council - where volunteering opportunities in Hertfordshire are listed.

- The Care Bank – where employees can use their talents and skills to connect with and help others online or in their local community.

2.5 In addition, HR will work with various organisations such as the Countryside Management Service as well as local charities to set up team volunteering activities within East Herts which either whole teams or mixed teams comprising of employees from various services can sign up for.

2.6 HR will continually monitor and evaluate the impact of the scheme to ensure its long term success.

2.7 Please see **Essential Reference Paper 'B'** for the full employee volunteering programme document.

### 3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

### Background Papers

None

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