**Staff Volunteering Policy**

**Document Control:**

|  |  |
| --- | --- |
| Policy Name | Staff Volunteering Policy |
| Policy Number | MSEICB094 |
| Version | 1.0 |
| Status | Final - Approved |
| Author / Lead | HR Business Partner |
| Responsible Executive Director | Executive Chief People Officer |
| Responsible Committee | Remuneration Committee |
| Date Approved by Responsible Committee | 7 February 2025 |
| Date Ratified by Board | 13 March 2025 |
| Next Review Date | February 2027 |
| Target Audience | Refer to Policy in Scope |
| Stakeholders engaged in development of Policy (internal and external) | * Trade Union |
| Impact Assessments Undertaken  *(State if not applicable)* | * Equality and Health Inequalities Impact Assessment * Quality Impact Assessment * Privacy Impact Assessment |

**Version History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author (Name and Title) | Summary of amendments made |
| 0.1 | January 2025 | HR Business Partner | First draft ICB Policy |
| 1.0 | 07/02/25 | Governance Support Officer | Final – Approved version |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Contents**

[**1.** **Introduction 4**](#_Toc95149168)

[**2.** **Purpose / Policy Statement 4**](#_Toc95149169)

[**3.** **Scope 4**](#_Toc95149170)

[**4.** **Definitions 4**](#_Toc95149171)

[**5.** **Roles and Responsibilities 4**](#_Toc95149172)

[5.1. Integrated Care Board 4](#_Toc95149173)

[5.2. Chief Executive 5](#_Toc95149176)

5.3 Executive Chief People Officer 5

[5.4. Policy Authors 5](#_Toc95149177)

[5.5. Line Managers 5](#_Toc95149180)

[5.6. All Staff 5](#_Toc95149181)

[**6.** **Policy Detail 5**](#_Toc95149182)

[6.1. Staff Volunteering 5](#_Toc95149183)

6.2 Finding a Volunteering activity 6

6.3 Time off for volunteering 6

6.4 Agreeing volunteering days off 6

6.5 Expenses 6

6.6 Health and Safety 6

[**7.** **Monitoring Compliance 7**](#_Toc95149184)

[**8.** **Staff Training 7**](#_Toc95149185)

[**9.** **Arrangements For Review 7**](#_Toc95149186)

[**10.** **Associated Policies, Guidance And Documents 7**](#_Toc95149187)

[**11.** **References 7**](#_Toc95149188)

[**12.** **Equality Impact Assessment 7**](#_Toc95149189)

[**Appendix A - Equality Impact Assessment 8**](#_Toc95149190)

[**Appendix B – Staff Vounteer Placement Evaluation 10**](#_Toc95149191)

## Introduction

Mid and South Essex ICB recognise and supports the invaluable contribution that providing staff volunteer opportunities with the local community can provide. The policy aims to agree paid time for volunteering for staff to enhance employee development and well-being, both as individuals and as teams.

## Purpose / Policy Statement

The MSE ICB is committed to promoting health, reducing health inequalities, and delivering the best possible care for our local population within the resources available. Volunteering benefits our communities and the employees, as individuals and teams. 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. We aim to support worthwhile volunteer placements that will benefit both the local community. We aim to demonstrate our values in staff volunteering by providing opportunities within the system that we work within.

## Scope

This policy applies to all staff employed or working within the Mid and South Essex ICB.

It does not apply to staff members who are not employed directly by the MSE ICB (including temporary/bank/agency/work experience staff, students and volunteers).

## Definitions

Refer to policy details for full definitions.

## Roles and Responsibilities

**Integrated Care Board**

The ICB Board is accountable and responsible for ensuring that the ICB has effective processes for the management of volunteering in accordance with best practice guidance.

**Chief Executive**

The Chief Executive is accountable for the policy and procedure being in place to ensure fair and equitable approach for all staff to participate for those in scope of this policy.

### Executive Chief People Officer

The Executive Chief People Officer oversees the implementation of this policy and is responsible for ensuring that managers take action to meet the organisation’s obligations to ensure equity and consistency.

**Policy Authors**

Policy authors are responsible for ensuring that this document is updated to reflect any changes that may impact upon legal, statutory and good practice guidance requirements.

**Line Managers**

Line Managers have responsibility for the following:

* Ensuring staff are aware of this policy and that staff adhere to the advice and guidance
* Co-ordination of all stages in relation to approval, risk assessment, placement and management of staff volunteers in line with this policy
* All mandatory training has been completed prior to acceptance for ‘Volunteer’ activity
* Assessing if suitable opportunity for staff involvement in line with MSE ICB priorities taking into account the benefits both to the individual and to the MSE ICB

**All Staff**

Those within the scope of this policy have the following responsibilities:

* To be familiar with the volunteer policy and comply with the advice and guidance
* Bring to the attention any concerns they might have regarding their own health and safety or disclose any conflict of interest they may have in connection with their volunteer placement
* To complete Staff Volunteer Placement Evaluation Form (see Appendix B)

## Policy Detail

**Staff Volunteering**

6.1.1 Volunteering can be undertaken as an individual or as part of a team. It is anticipated that all volunteers treat all service users, staff and other volunteers with dignity and respect during their placement. Volunteering opportunities should be undertaken within the system, and which coincide upon demonstrating our values.

**Finding a volunteering activity**

6.2.1 All staff wishing to apply for a volunteer opportunity within the local community will be asked to consider the planned activity as a team or individual event organised by the MSE ICB which is advertised on Connect.

6.2.2 Upon identifying the activity this should be discussed with the line manager for consideration and approval. Consideration of all applications will be made in line with the needs of the service.

**Time off for volunteering**

6.3.1 All employees are entitled to up to one paid day volunteering a year, to be agreed in advance with their manager and will be recorded on ESR.

**Agreeing volunteering days off**

6.4.1 The following principles guide the manager’s approval:

* Service delivery can continue unaffected (in the same way holiday is planned and managed)
* The activity does not conflict MSE ICB values and conflicts of interest.

**Expenses**

6.5.1 Out of pocket expenses are not covered by MSE ICB, although the host organisation may make provision.

**Health and safety**

* + 1. The MSE 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.

6.6.2 Whilst the MSE 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 or groups need to satisfy themselves they are not putting themselves at risk. An appropriate risk assessment should be completed prior to any placement being undertaken. 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.

## Monitoring Compliance

The HR Team will be responsible for monitoring that this procedure is followed and may be consulted at any stage through the process to offer advice to those involved.

Monitoring information which will consist of participation and feedback will be published and reported as appropriate with the evidence gathered by staff feedback evaluation.

## Staff Training

No essential learning and development requirements have been identified for any staff groups, to fulfil the requirements stated within this policy.

## Arrangements for Review

* 1. This policy will be reviewed no less frequently than every two years. An earlier review will be carried out in the event of any relevant changes in legislation, national or local policy/guidance, organisational change or other circumstances which mean the policy needs to be reviewed.
  2. If only minor changes are required, the sponsoring Committee has authority to make these changes without referral to the Integrated Care Board. If more significant or substantial changes are required, the policy will need to be ratified by the relevant committee before final approval by the Integrated Care Board.

## Associated Policies, Guidance and Documents

**Associated Policies**

* 018 Conflict of Interest Policy
* 020 Lone Worker Policy

## References

* + Health and Safety at Work 1974

## Equality Impact Assessment

### The EIA has identified no equality issues with this policy.

### The EIA has been included as Appendix A.

**Appendix A - Equality Impact Assessment**

**INITIAL INFORMATION**

|  |  |
| --- | --- |
| **Name of policy and version number:**  Staff Volunteering  1.0 | **Directorate/Service**:  People Directorate |
| **Assessor’s Name and Job Title:**  Julia Atigla, HR Business Partner | **Date:** 13th January 2025 |

|  |
| --- |
| **OUTCOMES** |
| *Briefly describe the aim of the policy and state the intended outcomes for staff* |
| The ICB aims to encourage all its employees to participate in a structured activity for volunteering. This policy outlines the procedures which will apply in the case of finding an activity, agreeing time off and considering any appropriate risk assessments. |
| **EVIDENCE** |
| *What data / information have you used to assess how this policy might impact on protected groups?* |
| The ICB monitors the composition of its workforce under the nine protected equality characteristics and reports on this annually. This information helps the ICB to assess the potential impact of its policies upon staff. |
| *Who have you consulted with to assess possible impact on protected groups? If you have not consulted other people, please explain why?* |
| Relevant Trade Unions have been consulted on the policy and any comments will be taken into consideration when the policy is published. |

**ANALYSIS OF IMPACT ON EQUALITY**

The Public Sector Equality Duty requires us to **eliminate** discrimination, **advance** equality of opportunity and **foster** good relations with protected groups. Consider how this policy / service will achieve these aims.

N.B. In some cases it is legal to treat people differently (objective justification).

* ***Positive outcome*** *– the policy/service eliminates discrimination, advances equality of opportunity and fosters good relations with protected groups*
* ***Negative outcome*** *–**protected group(s) could be disadvantaged or discriminated against*
* ***Neutral outcome***  *–**there is no effect currently on protected groups*

Please tick to show if outcome is likely to be positive, negative or neutral. Consider direct and indirect discrimination, harassment and victimisation.

| Protected  Group | Positive  outcome | Negative  outcome | Neutral  outcome | Reason(s) for outcome |
| --- | --- | --- | --- | --- |
| Age |  |  | x |  |
| Disability  (Physical and Mental/Learning) | x |  |  | Reasonable adjustments to be made regarding disability |
| Religion or belief |  |  | x |  |
| Sex (Gender) |  |  | x |  |
| Sexual  Orientation |  |  | x |  |
| Transgender / Gender Reassignment | x |  |  | No less favourable treatment for transition |
| Race and ethnicity |  |  | x |  |
| Pregnancy and maternity (including breastfeeding mothers) | x |  |  | Reasonable adjustments to be made regarding pregnancy and breastfeeding mothers to permit participation |
| Marriage or Civil Partnership |  |  | x |  |

|  |
| --- |
| **MONITORING OUTCOMES** |
| Monitoring is an ongoing process to check outcomes. It is different from a formal review which takes place at pre-agreed intervals. |
| *What methods will you use to monitor outcomes on protected groups?* |
| It is anticipated that any issues in respect of the implementation of the policy will be identified as a result of staff exercising a grievance. |

|  |
| --- |
| **REVIEW** |
| *How often will you review this policy / service?* |
| Every 2 years as a minimum and earlier if there are any significant changes in legislation, policy or good practice. |
| *If a review process is not in place, what plans do you have to establish one?* |
| N/A |

**Implementing the Policy/Service**

**Appendix A – Staff Volunteer Placement – Evaluation form**

**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 MSE ICB and objectives?

(please circle)

**Yes**

**No**

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

If no, please explain why,

|  |
| --- |
|  |

4.Do you feel your placement has given you further skills and experience? Will you do more Volunteering? (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 completed form to mseicb-me.essexhr-inbox@nhs.net