

# West Suffolk Joint Staff Consultative Panel

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

<b>Title of Report:</b>	<b>Employee Volunteering Scheme</b>	
<b>Report No:</b>	<b>JSP/JT/15/001</b>	
<b>Decisions plan reference:</b>	N/A	
<b>Report to and date/s:</b>	<b>West Suffolk Joint Staff Consultative Panel</b>	26 January 2015
<b>Portfolio holders:</b>	Councillor Stephen Edwards Cabinet Member for Resources, Governance & Performance (FHDC) <b>Tel:</b> 01638 660518 <b>Email:</b> stephen.edwards@forest-heath.gov.uk	Councillor David Ray Cabinet Member for Performance & Resources (SEBC) <b>Tel:</b> 01359 250912 <b>Email:</b> david.ray@stedsbc.gov.uk
<b>Lead officer:</b>	Karen Points Head of HR, Legal & Democratic Services <b>Tel:</b> 01284 757015 <b>Email:</b> karen.points@westsuffolk.gov.uk	
<b>Purpose of report:</b>	This scheme is designed to support employees that already volunteer and to encourage new volunteers to get involved in opportunities to share their skills and experience, develop new skills and contribute to our communities.	
<b>Recommendation:</b>	<b>It is recommended that, the West Suffolk Joint Staff Consultative Panel note and support the contents of the Employee Volunteering Scheme attached as Appendix A.</b>	

<b>Key Decision:</b> (Check the appropriate box and delete all those that <b>do not</b> apply.)		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<b>Consultation:</b>		Leadership Team and Unison	
<b>Alternative option(s):</b>		N/A	
<b>Implications:</b>			
Are there any <b>financial</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>staffing</b> implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • Needs to be managed to ensure there is no detriment to the service delivery	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Impact to Service Delivery	Low	Effective decision making from Managers and support from HR.	Low
<b>Ward(s) affected:</b>		None directly	
<b>Background papers:</b> (all background papers are to be published on the website and a link included)		None – see document attached	
<b>Documents attached:</b>		Appendix A - Employee Volunteering Scheme	

**1. Key issues and reasons for recommendation(s)**

- 1.1 This joint scheme has been designed to support employees that already volunteer and to encourage new volunteers to get involved in opportunities to share their skills and experience, develop new skills and contribute to our communities.
- 1.2 The scheme would need to be effectively managed with the support of HR to ensure there is no detriment to the service delivery of the authorities.