Ardip Sandhu
Monitoring Officer
Executive Director – Law and People
South Derbyshire District Council,
Civic Offices, Civic Way,
Swadlincote, Derbyshire DE11 0AH.

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Please ask for Democratic Services
Phone (01283) 595722/ 595889
Democratic.services@southderbyshire.gov.uk

Date: 22 January 2025

Dear Councillor,

Housing and Community Services Committee

A Meeting of the **Housing and Community Services Committee** will be held at **Council Chamber**, Civic Offices, Civic Way, Swadlincote on **Thursday, 30 January 2025** at **18:00**. You are requested to attend.

Yours faithfully,

Monitoring Officer
Executive Director – Law and People

To: **Labour Group**
Councillor G Rhind (Chair), Councillor M Mulgrew (Vice-Chair)
Councillors J Carroll, S Harrison, A Haynes, L Mulgrew, D Pegg and D Shepherd

Conservative Group
Councillors D Corbin, M Ford, J Lowe and J Patten

Liberal Democrats
Councillor J Davies.

AGENDA

Open to Public and Press

1	Apologies and to note any substitutes appointed for the Meeting.	
2	To receive the Open Minutes of the Meetings held on:	
	14 November 2024	**4 - 6**
3	To note any declarations of interest arising from any items on the Agenda	
4	To receive any questions by members of the public pursuant to Council Procedure Rule No. 10.	
5	To receive any questions by Members of the Council pursuant to Council Procedure Rule No. 11.	
6	REVISED VOLUNTEERING POLICY	**7 - 24**
7	COMMITTEE WORK PROGRAMME	**25 - 29**

Exclusion of the Public and Press:

8 The Chairman may therefore move:-

That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.

9 To receive the Exempt Minutes of the Meetings held on:

Details
14 November 2024

- See agenda for reasons for exemption

10 To receive any exempt questions by Members of the Council pursuant to Council Procedure Rule No. 11.

Details

HOUSING & COMMUNITY SERVICES COMMITTEE

14 November 2024

OPEN

PRESENT:

Labour Group
Councillor G Rhind (Chair), Councillor M Mulgrew (Vice-Chair)
Councillors J Carroll, S Harrison, A Haynes, L Mulgrew, D Pegg and D Shepherd

Conservative Group
Councillors D Corbin, M Ford, J Lowe and J Patten

Liberal Democrats
Councillor J Davies.

In Attendance
Councillors A Wheelton and A Tilley

HCS/33 **APOLOGIES**

The Committee was informed that no apologies had been received.

HCS/34 **DECLARATIONS OF INTEREST**

The Committee noted that no Declarations of Interest had been received.

HCS/35 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from Members of the Public had been received.

HCS/36 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

MATTERS DELEGATED TO COMMITTEE

HCS/37 **COUNCIL PLAN 2024-28 PERFORMANCE REPORT (2024-2025 QUARTER 2 – 1 APRIL TO 30 SEPTEMBER)**

The Executive Director – Environment and Communities provided a summary of the report outlining the progress against the performance targets set out within Appendix A to the report.

Members considered the report and noted the progress made.

RESOLVED:

1.1 The Committee noted the progress against the performance targets set out in the Council Plan 2024-2028 Performance Dashboard, in Appendix A to the report.

1.2 The Committee noted the Council Performance Report: Reporting by Exception and approved the proposed actions highlighted in Appendix B to the report.

HCS/38 **CONSULTATION ON FUTURE SOCIAL HOUSING RENT POLICY**

The Executive Director – Place and Prosperity presented the report to the Committee and sought approval of the recommendation.

Members considered the report and supported the officer's recommendations.

RESOLVED:

1.1 The Committee delegated authority to the Executive Director - Place and Prosperity, in consultation with the Chairman of Housing and Community Services Committee, to submit the Council's response to the Consultation on Future Social Housing Rent Policy, which the Ministry of Housing, Communities and Local Government launched on the 30 October 2024.

HCS/39 **COMMITTEE WORK PROGRAMME**

The Executive Director – Environment and Communities presented the work programme to the Committee.

RESOLVED:

1.1 The Committee considered and approved the updated work programme.

HCS/40 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

The Chairman may therefore move:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

EXEMPT MINUTES

The Exempt Minutes of the Meeting held on 15 August 2024 and 26 September 2024 were received.

ANY EXEMPT QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no exempt questions from Members of the Council had been received.

The meeting terminated at 18:15hours.

COUNCILLOR G RHIND

CHAIR

REPORT TO:	**HOUSING AND COMMUNITY SERVICES COMMITTEE**	**AGENDA ITEM: 6**
DATE OF MEETING:	**30 JANUARY 2025**	**CATEGORY: DELEGATED**
REPORT FROM:	**EXECUTIVE DIRECTOR - ENVIRONMENT AND COMMUNITIES**	**OPEN**
MEMBERS' CONTACT POINT:	**SEAN MCBURNEY, HEAD OF CULTURAL AND COMMUNITY SERVICES** **sean.mcburney@southderbyshire.gov.uk**	**DOC:**
SUBJECT:	**REVISED VOLUNTEERING POLICY**	
WARD(S) AFFECTED:	**ALL**	**TERMS OF REFERENCE:**

1.0 Recommendations

1.1 That members approve the revised Council Volunteering Policy at Appendix 1.

2.0 Purpose of the Report

2.1 To obtain Members approval for the revised Council Volunteering Policy. The Council requires all Policies to be reviewed on a regular basis.

3.0 Detail

3.1 The Council currently recruits volunteers through a wide range of volunteering opportunities across Council services, the majority of these are within the Cultural and Communities Service area, and in particular at Rosliston Forestry Centre, within the Active Communities and Health Team and the Parks and Green Spaces Team. The Volunteering Policy attached as Appendix No.1 confirms the Council's commitment to engaging volunteers and establishes the values and standards of the Council in its involvement with them.

3.2 This Policy outlines the principles and guidelines for the effective engagement, management, and support of volunteers within the Council. It provides guidance and information on the following areas:

- Recruitment and Selection
- Training and Support
- Conduct
- Communication
- Recognition and Appreciation
- Confidentiality

- Insurance
- Volunteer expenses
- Exit Process

3.3 The Policy review has been subject to consultation with the various Council departments that use volunteers and the Councils Union representative.

3.4 The main changes to the previous version are the removal of procedural information and the transferring of the information onto the new corporate policy template.

4.0 Financial Implications

4.1 Volunteer expenses are budgeted for on an annual basis based on the expected level of activity. The budget for 2025/26 is £650 for volunteers own travel and celebration events.

5.0 Corporate Implications

Employment Implications

5.1 Enables people to gain valuable skills to improve their employability through volunteering both general volunteering and focussed placements. Provide opportunities for business volunteering to get teams together on a community project and achieve teambuilding objectives at the same time.

Legal Implications

5.2 None arising directly from this report

Council Plan Implications

5.3 The policy through supporting managers and making the experience for volunteers an enjoyable and worthwhile experience will potentially impact on several of the Council Plan priorities: **Shape our Environment** - Increase biodiversity in the district and meet our ecological commitments. **Drive our Economy** - Improve the employability, prosperity and skills prospects of our residents. **Support our Community** - Improve the health and well-being of our Community.

Risk Impact

5.4 Health & safety risks are reduced as all volunteers will receive training and supervision. This is covered by this policy

6.0 Community Impact

Consultation

6.1 This Policy will help maintain and develop a workforce of volunteers which will benefit the South Derbyshire community.

Equality and Diversity Impact

6.2 No negative impact was identified through completing the initial EIA Assessment. Services have been consulted, and their feedback has been used to develop this policy. Volunteering opportunities are available to everyone.

Social Value Impact

6.3 Positive impact with volunteering providing people with a sense of value, potential to meet new people and establish new social groups, to provide experience and skills that can be used to help others or to help the individual find further employment, and to provide exercise and fitness in some cases.

Environmental Sustainability

6.4 As stated in the policy the volunteers are contributing positively to environmental sustainability, work carried out by volunteers includes planting trees, create new and improved meadow areas, hedge laying and a variety of other environmental projects

7.0 Conclusions

7.1 South Derbyshire District Council recognises the valuable role that volunteers play in enhancing the services we provide to our local communities.

7.2 This Policy will help to ensure a positive, safe, and rewarding experience for all volunteers; while ensuring they contribute meaningfully to the Council objectives.

8.0 Background Papers

8.1 Appendix 1 – Volunteer Policy
Appendix 2- Equality Impact Assessment

South Derbyshire District Council

Volunteering Policy

Author: Cultural and Community Services

Date: date of committee approval

Version Control

Version	Reason for review (review date/legislation/process chances)	Reviewer	Effective Date
1.0	Original Volunteering policy	CS	24th November 2016
1.1	Scheduled review	CS	25th June 2019
1.2	Scheduled review	CS	30th Jan 2025

Approvals

Approved by (Committee/Leadership Team/ HoS)	Date
Housing and Community Services Committee	Nov 2016
Head of Service	June 2019
Housing and Community Services Committee	Jan 2025

1.0 Content

Contents

2.0 Introduction

Volunteers are described as individuals who put their experience, knowledge and skills at the disposal of the Council, without pay, whilst helping the Council to achieve its objectives in the provision of services for our community and residents.

South Derbyshire District Council (the Council) recognises the valuable role that volunteers play in enhancing the services we provide to our local communities. Volunteering fosters community spirit, promotes social inclusion, and strengthens the connection between residents and the Council. This Policy outlines the principles and guidelines for the effective engagement, management, and support of volunteers within the Council.

The Council is committed to creating an environment where volunteering is open to everyone, regardless of background or experience, and to providing clear roles, guidance, and support to help volunteers thrive. This Policy applies to all areas within the Council where volunteers are utilised.

The Council wants to make information on volunteering easily available to everyone and will publicise roles on the Council's website and through the South Derbyshire CVS Volunteering opportunities database.

3.0 Purpose

The purpose of this Policy is to ensure a positive, safe, and rewarding experience for all volunteers; while ensuring they contribute meaningfully to our objectives. It is designed to support a mutually beneficial relationship between volunteers and the Council, maintaining respect, dignity, fairness and equity for all participants.

This Policy formalises the way volunteers are supported and managed across the Council and provides a base on which to build their involvement. It sets out the Council's key principles and objectives for the involvement of volunteers and provides a framework for best practice and a consistent approach.

4.0 What is our Policy

This Policy outlines the commitment of the Council to ensure the well-being, support, and recognition of volunteers who undertake voluntary work. The Council values the contributions of our volunteers and aims to create a positive and rewarding experience for them.

1. Recruitment and Selection:

- Volunteers will be recruited through a transparent, fair, and inclusive processes.

- All volunteers will be provided with training, instruction and support to understand their roles, responsibilities, and what is expected of them.

- All volunteers will receive instruction and guidance on the health and safety arrangements in place for the work they undertake that will include any use of equipment and personal protective equipment (PPE).

- Volunteers in roles where they will work closely or in isolation with vulnerable adults or children may need particular checks (i.e. DBS Checks), support, advice and training. Managers can check to see if a DBS check is required by completing the check on the Gov.uk Website: https://www.gov.uk/find-out-dbs-check.

- Managers should make all volunteers who will work with vulnerable adults or children aware of the Councils Safeguarding Policy and procedures documents.

2. Training and Support:

- Volunteers will receive appropriate training to equip them with the necessary skills and knowledge for their roles.

- Depending on the role to be undertaken, the following training may be made available:

- An induction to the Council and its aims
- Record keeping and payment of expenses
- Information security and procedure relating to the use of the Council's IT services and data.
- Explanation of the formal mechanisms for reporting information and concerns
- Health and safety responsibilities including the reporting of incidents and near misses
- Equality, Diversity and Inclusion training
- Safeguarding training and awareness of the Councils Safeguarding Policy and procedures. As a minimum, all volunteers should be advised on what safeguarding is, what to look out for and what to do if they witness anything that causes concern (reporting and referring).
- First aid and emergency evacuation procedures

- Ongoing support will be provided through regular check-ins, feedback sessions, and access to resources and information, including:
  - Roles, responsibilities and relationships within the Council
  - Roles, responsibilities and relationships with outside organisations
  - Information on other volunteering opportunities ie South Derbyshire CVS Volunteer force
  - Any specific procedures or systems that are relevant to the type of volunteering being undertaken

3. Conduct:

- As with paid employee's, volunteers are expected to conduct themselves with the highest levels of integrity, courtesy and respect to staff, customers, members of the public and other volunteers at all times and not to do anything which may bring the Council into disrepute.

4. Communication:

- Open lines of communication will be maintained to ensure volunteers feel comfortable sharing their thoughts, concerns, and suggestions.

4. Recognition and Appreciation:

- Volunteers may be recognised for their contributions through various means, such as appreciation events, certificates, or public acknowledgment. This may be done through linking in with South Derbyshire CVS' celebrating volunteering events.

- Feedback from volunteers will be sought to improve the future arrangements in place for volunteers.

5. Confidentiality:

- Volunteers are expected to respect the confidentiality of sensitive information they may encounter during their service ie: if they are privy to names and addresses of individuals participating in activities or other personal data.

- The Council will protect the personal information of volunteers in accordance with its Data Protection policies and responsibilities.

6. Insurance:

- Volunteers registered with and supervised by the Council are insured against personal injury and are covered by professional and public liability insurance, in the same way as employees. However, the insurance will not cover unauthorised actions, misconduct, personal injury sustained when not undertaking volunteering duties or actions outside the volunteer's role description.

7. Volunteer expenses:

- The Council recognises that volunteers should not lose or gain financially because of their volunteering activities. There is a Council Policy on expenses for the reimbursement of eligible expenses that they have incurred.

- With prior agreement with the manager, eligible expenses incurred during volunteering duties and training will be reimbursed on production of appropriate receipts and claim forms. The reimbursement of any allowances will be in line with the current rates and allowances that are made to Council staff.

- The Council does not accept any liability or responsibility for any tax and national insurance implications arising from the payment of approved expenses. Volunteers should always ensure that they check out any potential implications with the HMRC.

8. Exit Process:

- Volunteers wishing to leave the Council will be encouraged to provide feedback on their experience.

- An exit interview may be conducted to gather insights for improving the volunteer program.

5.0 Performance and Monitoring

The Head of Cultural and Communities will be responsible for ensuring delivery of this Policy. Where possible, hours worked and what role has been worked by volunteers should be recorded by the managers to help inform future resource plans for the service.

Feedback Mechanism:

- Volunteers will be encouraged to provide feedback on their experiences, including any obstacles they face and suggestions for improvement.

Monitoring Volunteer Satisfaction:

- Volunteer satisfaction will be monitored by managers and feedback will be encouraged to ensure that volunteers feel valued and supported.

- The Council may use this information to make necessary adjustments to the Volunteering Policy if necessary and enhance the overall experience.

Continuous Improvement:

- The Council is committed to continuous improvement of the Volunteering Policy based on manager and volunteer feedback.

- Regular reviews of performance and volunteer experiences will inform the continued development of this Policy.

6.0 Definitions

Volunteers

Volunteers are described as individuals who put their experience, knowledge and skills at the disposal of the Council, without pay, whilst helping the Council to achieve its objectives in the provision of services for our community and residents.

Volunteers choose to volunteer for a variety of reasons, for example to:

- Socialise
- Improve their physical or mental health (self-referred or prescribed by a healthcare professional)
- To give something back into the community
- Regain or learn new skills
- Improve their work experience and their CVs
- Give up some of their personal time
- Support their local services

- Share their experience for the benefits of others
- Join with other volunteers with a shared interest

Health and Safety

The Council's Health and Safety Policy and procedures set the standards for a safe and healthy working environment and must be followed by volunteers at all times. Health and Safety information will be made available during the volunteer's induction and throughout any volunteering work they undertake.

The Council has a duty of care for the health and safety of its volunteers. Necessary training, instruction along with personal protective equipment (PPE) will be made available, either on loan or provided without charge as appropriate if necessary to the role.

Equality, diversity and inclusion

The Council intends to draw on as wide a pool of volunteers as possible. Volunteers from all backgrounds, including those from the protected characteristic groups defined in the Equality Act 2010, are encouraged to volunteer.

It will be made clear to all volunteers that they should treat all staff, Members, clients, other volunteers and members of the public with respect, regardless of their backgrounds and beliefs, and that volunteers should expect the same in return.

Volunteers will adhere to the Council's Equality, Diversity and Inclusion Strategy and Policy at all times. Information will be given on how to raise any concerns with inappropriate treatment of and by volunteers so the Council can take appropriate and timely action to address any issues. Should any volunteer be the subject of any inappropriate behaviour then the Council will offer access to support and resources that are available to our employees.

Following an investigation, any volunteer found in breach of Council's Equality, Diversity and Inclusion Strategy and Policy will be relieved of their duties with immediate effect and will not be used as a volunteer again. The Council also reserves the right to report any incidents to the appropriate bodies.

Safeguarding

Safeguarding means protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care. Safeguarding children, young people and adults is a collective responsibility. Those most in need of protection include Children and young people and Adults at risk.

Vulnerable Adults and Children

According to the NHS Website the definition of a vulnerable adult may be regarded as anyone over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment. In England, a child is defined as anyone who has not yet reached their 18th birthday.

7.0 Roles and Responsibilities

- ***Responsible:*** *Service area who performs an activity or does the work.*
- ***Accountable:*** *Service area which is ultimately accountable for the service being provided*
- ***Consulted:*** *Services who need to be engaged and contribute to the policy*
- ***Informed:*** *Services or stakeholders that needs to be informed of the policy*

Responsible	Accountable

• ***JOB ROLE/SERVICE AREA***
• ***All Heads of Service***
  ○ *To ensure all depts where volunteers are used are aware of aware of policy*
• ***Head of Cultural and Community Services***
  ○ *Establish Policy and review*
  ○ *Ensure equalities impact assessment undertaken as part of this policy*
	• ***JOB ROLE/SERVICE AREA***
	• ***Chief Executive***
	  ○ *Leadership commitment to policy aims*
	• ***Directors***
	  ○ *Corporate objectives*
	  ○ *Departmental compliance*

Consulted	**Informed**
○ ***JOB ROLE/SERVICE AREA*** • *The following depts have been consulted:* • *Get Active in The Forest, Environmental Education Project, Park life Officer, Active Community and Health, Events team, HR, Data Protection Officer, Legal?* • *Trade Unions – UNISON, GMB and unite*	• ***JOB ROLE/SERVICE AREA/ STAKEHOLDER*** • *The departments that use volunteers have all had sight of this policy.*

8.0 Sustainability Impact Assessment

This assessment is completed using the below table. You must select the potential impact of this policy on the environmental, economic and societal aspects within the corporate plan. Your assessment should be detailed in the "findings" section. You must detail the reasoning and the mitigation of any negative impacts. If there is 'no impact' no detail needs to be given.

Our Environment	Potentially positive impact (Y/N)	Potentially negative impact (Y/N)	No disproportionate impact (Y/N)	**Sustainable Assessments findings** *(Please utilise the guidance provided for assessment findings.)*
Improve the Environment of the District	Y			*Volunteers contribute work which improves parks and open spaces for all.* *Volunteers complete wildlife-related tasks which are desirable rather than essential, providing a clear benefit which would not exist without their input*

Tackle Climate Change	Y			*Volunteers plant trees, create new / improved meadow areas and do other environmental projects to help tackle climate change*
Enhance the attractiveness of South Derbyshire	Y			*Volunteers complete tasks like bulb planting, hedgelaying, footpath improvements which makes the area more atttractive*
Our People				
Engage with Communities	Y			*Help communities setup and run local community groups,* *Provide work experience and opportunities for people to upskill, improve their health and contribute to the local community through volunteering*
Supporting and Safeguarding the most vulnerable	Y			*Volunteering promotes wellbeing by providing opportunities for people to get fit while volunteering on physical projects and improve their mental wellbeing through a whole range of tasks.*
Deliver Excellent Services	Y			*Volunteering enhances existing services by enabling more input from the communities they serve and additional person-power to enable extra tasks to be done.*
Our Future				
Develop Skills and careers	Y			*Enable people to gain valuable skills to improve their employability through volunteering both general volunteering and focussed placements.*
Support economic growth and infrastructure	Y			*Provide opportunities for buisness volunteering to get teams together on a community project and achieve teambuilding objectives at the same time. Encourage and support businesses in new investment that encourages sustainable growth inline with "Journey to Net Zero"*
Transforming the Council	Y			*Supports the councils aims, Provides new ways of working. Support sustainable business models. Best practice/ ISO standards etc Support People, place and progress objectives are all enhanced through volunteering*

9.0 Policy Review

This policy will be reviewed every three years and amended as necessary to ensure it remains relevant and effective. If only minor changes are required at the review time, approval can be given by the Executive Director of Environment and Communities and the Chair of Housing and Communities Committee.

10.0 References

SD CVS Volunteer Force Website: https://www.volunteersouthderbyshire.org/

SD CVS Volunteer Force Handbook

SD CVS Volunteer Policy

11.0 Associated Documentation

Description of Documentation	Document Reference
SDDC Policy Framework	SDDC-POL-00
SDDC Training Matrix	AWAITING
SDDC Corporate Plan	2024-2027
SDDC Safeguarding Policy	
SDDC Safeguarding Procedures Doc	
SDDC Equality, Diversity and Inclusion Strategy and Policy	
SDDC Health and Safety Policy	
SDDC Expenses Policy	

12.0 Appendices / Glossary

13.0 Equality Impact Assessment Form

Completed and full EIA not required

14.0 Policy Briefing Form

See appendix below

Policy Briefing Form

Introduction

This form is to provide a brief update to summarise the changes/amendments to an existing policy or to provide a summary for a new policy. This form should be used for the consultation, approval and communication of all adopted policies.

Policy update

A summary of the policy is detailed below

Policy Name: Volunteering Policy

Policy Date: Oct 2024

Version Number: 3

Summary of Policy*:*

This policy outlines the commitment of the Council to ensure the well-being, support, and recognition of volunteers who undertake unpaid work for the Council

Summary of key changes made to an existing policy.

Section	Amendment
Various	Policy put onto new corporate template.
Various	Detail considered procedural removed

Following final adoption of the policy, this form will be used by the communication team to be included in Core Brief as part of the communication plan.

Further information can be found in the ‘My Policies’ section in Connect.

Equality Impact Assessment - Preliminary Assessment Form

Title of the strategy, policy, service or project:	This assessment sets out the overall impact that the budget proposals have on a range of equality and diversity characteristics, including the nine protected characteristics defined under the Equality Act 2010
Service Area:	All
Date of assessment:	16/10/2024
Is the strategy, policy, service (procedure) or project:	
Changed	☑
New	☐

Section 1 – Clear aims and objectives

1. What is the aim of the strategy, policy, procedure or project?

A brief description of the aims of the policy – use a bullet point list if appropriate

This Policy outlines the commitment of the Council to ensure the well-being, support, and recognition of volunteers who undertake voluntary work. The Council values the contributions of our volunteers and aims to create a positive and rewarding experience for them.

2. Who is intended to benefit from the strategy, policy, procedure or project and how?

E.g. specific sections of the community, employees

The policy will benefit managers and staff that are using volunteers, the volunteers themselves and the community who are accessing services.

3. What outcomes do you want to achieve?

A brief summary of the anticipated outcomes (if required as explained in the accompanying Committee report) use a bullet point list if appropriate

To provide a corporate framework to assist managers in recruiting and managing volunteers. It covers the following areas:

- Recruitment and Selection
- Training and Support
- Conduct
- Communication
- Recognition and Appreciation
- Confidentiality
- Insurance
- Volunteer expenses
- Exit Process

Section 2 – What is the impact?

4. Summary of anticipated impacts. *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories e.g. older people, younger people, people with hearing impairment etc.* ***Hyperlinks to supporting information about the protected characteristics listed below can be found here.***

	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age	☑	☐	☐
Disability and long-term conditions	☑	☐	☐
Gender reassignment	☑	☐	☐
Marriage or civil partnership	☑	☐	☐
Pregnant women and people on parental leave	☑	☐	☐

Sexual orientation	☑	☐	☐
Race	☑	☐	☐
Religion or belief	☑	☐	☐
Sex (Gender)	☑	☐	☐

Section 3 – Recommendations and monitoring

If you have answered that the strategy, policy, procedure or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

5. Should a full EIA be completed for this strategy, policy, procedure or project?		
☐ *Yes*	☑*No*	

Please explain the reasons for this decision:

There are no negative impacts on any protected characteristics as a result of this policy.

Enabling volunteering opportunities has benefits for all people and can in particular provide support and access to people that may encounter challenges when trying to gain employment and/or developing their own personal skills.

Section 4 – Approval

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

Reviewed by Head of Service	Name:	Sean McBurney
	Date:	14/11/2024

If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)

REPORT TO:	**HOUSING AND COMMUNITY SERVICES COMMITTEE**	**AGENDA ITEM:7**
DATE OF MEETING:	**30 JANUARY 2025**	**CATEGORY: DELEGATED**
REPORT FROM:	**EXECUTIVE DIRECTOR – PLACE AND PROSPERITY**	**OPEN**
MEMBERS' CONTACT POINT:	**DEMOCRATIC SERVICES 01283 59 5889/5722 democraticservices@southderbyshire.gov.uk**	**DOC:**
SUBJECT:	**COMMITTEE WORK PROGRAMME**	**REF:**
WARD(S) AFFECTED:	**ALL**	**TERMS OF REFERENCE: G**

1.0 Recommendations

1.1 That the Committee considers and approves the updated work programme.

2.0 Purpose of Report

2.1 The Committee is asked to consider the updated work programme.

3.0 Detail

3.1 Attached at Annexe 'A' is an updated work programme document. The Committee is asked to consider and review the content of this document.

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Background Papers

5.1 Work Programme.

Housing and Community Services Committee – 2024/25
Work Programme

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
Reports Previously Considered By Last 5 Committees		
Corporate Plan 2020-24: Performance Report (2023-2024 Quarter 3 – (1 October to 31 December)	07 March 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
SHDF Wave 1	07 March 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Voids and Relet Update (exempt)	07 March 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Careline Service (Exempt)	07 March 2024	John Comber Interim Head of Housing
Housing Services Update (Exempt)	07 March 2024	John Comber Interim Head of Housing
Fields of Trust Update	23 April 2024	Sean McBurney Head of Cultural & Community Services 07435 935050
Arts Melbourne (Exempt)	23 April 2024	Mike Roylance Head of Economic Development Mike.roylance@southderbyshire.gov.uk
Housing Community Engagement Staffing (Exempt)	06 June 2024	Jason Dhesi Asset and Improvement Manager Jason.dhesi@southderbyshire.gov.uk

Leisure Centre /Civic Office Project EXEMPT	15 August 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Consultation of Discretionary Grants	15 August 2024	Sean McBurney Head of Cultural & Community Services 07435 935050
Consumer Standards Update	26 September 2024	Jason Dhesi Interim Head of Housing Jason.dhesi@southderbyshire.gov.uk
Budget Setting Approach 2025/26	26 September 2024	Charlotte Jackson Head of Finance and Performance Charlotte.jackson@southdernyshire.gov.uk
Service Based Budgets 2025/26	06 January 2025	Charlotte Jackson Head of Finance and Performance Charlotte.jackson@southdernyshire.gov.uk
Housing Service Structure (Exempt)	06 January 2025	Jason Dhesi Head of Housing Jason.dhesi@southderbyshire.gov.uk
Housing Revenue Account Budget 2025/26	06 January 2025	Charlotte Jackson Head of Finance and Performance Charlotte.jackson@southdernyshire.gov.uk
Housing Revenue Account Business Plan	06 January 2025	Jason Dhesi Head of Housing Jason.dhesi@southderbyshire.gov.uk
Environmental and Communities Staffing	06 January 2025	Heidi McDougall Head of Cultural & Community Services 07435 935050
Empty Homes Policy & Strategy	06 January 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk

Provisional Programme of Reports To Be Considered by Committee		
Volunteering Policy	30 January 2025	Sean McBurney Head of Cultural & Community Services 07435 935050
Policy on Access to Allotments	13 March 2025	Sean McBurney Head of Cultural & Community Services 07435 935050
Districtwide Built Facilities Strategy	13 March 2025	Sean McBurney Head of Cultural & Community Services 07435 935050
Revitalising Rosliston Update	13 March 2025	Sean McBurney Head of Cultural & Community Services 07435 935050
Foundation/Adaptations Policy Review	13 March 2025	Eileen Jackson Strategic Housing Manager Eileen.jackson@southderbyshire.gov.uk
Safeguarding Group Update	17 April 2025	Chris Smith Communities Manager Chris.smith@southderbyshire.gov.uk
Asset Management Strategy	TBC	Jason Dhesi Head of Housing Jason.dhesi@southderbyshire.gov.uk
Green Space Strategy	Autumn 2025	Sean McBurney Head of Cultural & Community Services 07435 935050
Active Wellbeing Strategy	June 2025	Sean McBurney Head of Cultural & Community Services 07435 935050
Arts Strategy	June 2025	Sean McBurney Head of Cultural & Community Services 07435 935050

Community Health & Wellbeing Hubs	September 2025	Sean McBurney Head of Cultural & Community Services 07435 935050
Health and Housing Strategy 2021-23	November 2025	Eileen Jackson Strategic Housing Manager Eileen.jackson@southderbyshire.gov.uk
Strategic Housing development including Fisher Close	TBC	Eileen Jackson Strategic Housing Manager Eileen.jackson@southderbyshire.gov.uk
Asset Management Strategy	TBC	Jason Dhesi Head of Housing Jason.dhesi@southderbyshire.gov.uk