

COMPACT

for HULL

Volunteering: a Code of Good Practice



Compact on Relations between the
Public Sector and the Voluntary and
Community Sector in Hull

CONTENTS

	Page
1. Introduction	2
2. What is the Volunteering Code of Good Practice?	3
3. Undertakings by the Public Sector	5
4. Undertakings by the Voluntary and Community Sector	7
5. Joint Undertakings	8

1. Introduction

The Compact for Hull

1.1 The compact for Hull is an agreement intended to provide a framework for developing effective relationships between the public and voluntary and community sectors in the city of Hull. Its objective is to create a level playing field and ensure that services are delivered in the best way possible and to the needs of local people.

1.2 As part of that process, the Compact sets out the key principles and undertakings which will underpin the relationship between the public and voluntary and community sectors in the city of Hull.

Status of the Compact for Hull

1.3 The Compact has been drawn up in partnership, following extensive consultation between the public and voluntary and community sectors in Hull. The Compact is deliberately not exhaustive, but recognises the diversity of the voluntary and community sector and its activities. It is both a general framework and an enabling mechanism that enhances the relationship between the public and voluntary and community sectors.

1.4 The Compact is an agreement about relations between the public and voluntary and community sectors. It is an agreed statement of intent, but its authority is derived from its endorsement by all parties during the process through which it was drawn up, and with their ongoing involvement in its review and development.

1.5 The Compact has been supported by five codes of practice, covering:

- Funding and procurement;
- Consultation and Policy Appraisal;
- Volunteering;
- Black and minority ethnic (BME) voluntary and community organisations;
and
- Community groups.

1.6 All of these codes, within the principle of the Compact, have a commitment to equality and diversity. The Compact is committed to promoting equality and diversity, and believes that all people should be treated fairly and not be discriminated against. If you would like any advice or further information relating to equality or diversity issues please contact:

Hull City Council's Equalities Team

Telephone 01482 300300 or e-mail equalities@hullcc.gov.uk

or

Humber all Nations Alliance (HANA)

Telephone 01482 491177 or e-mail admin@hanaonline.org.uk

2. What is The Volunteering Code of Good Practice?

2.1 The Volunteering Code of Practice sets out the key principles and undertakings of the Voluntary/Community and Public sectors in Hull on good practice in volunteering. This code reflects a shared Compact vision for the voluntary, community and public sectors in Hull to work together in developing and supporting volunteering in our city.

2.2 Volunteering is the commitment of time, effort and energy for the benefit of society and the community and can take many forms. It is undertaken freely and by choice without concern for financial gain.

2.3 Community organisations are those entirely or almost entirely made up of volunteers.

2.4 Voluntary organisations which employ paid staff may involve and manage volunteers and may provide infrastructure support or funding to volunteers and volunteering groups.

2.5 Public sector bodies (such as local authorities, primary care trusts) may work in partnership with voluntary and community organisations to run projects and deliver services. They may also involve volunteers directly (e.g. in museums, community health services etc.).

The Fundamental Principles of Volunteering:

2.6 *Choice:* Volunteering must be a free choice made by each individual. Any encouragement to become involved in volunteering should not result in any form of coercion or compulsion. Freedom to volunteer implies freedom not to become involved.

2.7 *Diversity:* Volunteering should be open to all, no matter what their background, age, race, nationality, ethnic origin, disability, religion or belief, gender, state of health, marital status or sexual orientation. Implementing equalities policies and schemes and a welcoming approach are basic to supporting diversity. It is recognised that barriers to volunteering can be overcome by skills, experience, confidence and contacts gained while supporting others.

2.8 *Reciprocity*: Volunteers offer their contribution unwaged but should benefit in other ways in return or their contribution to wider social issues. Giving voluntary time and skills must be recognised as establishing a reciprocal relationship in which the volunteer also receives. Volunteers have differing needs and abilities which should be embraced by organisations that are able to provide the necessary support.

2.9 *Recognition*: The value of what volunteers contribute to the organisation, to the community, to the social economy and to wider social objectives, is fundamental to a fair relationship between volunteers, organisations and statutory policy and practice.

Key Points

2.10 The key points that are important in relation to volunteering are:

- There is an agreed recognition that volunteering makes a major contribution to all aspects of life in the local community by promoting active citizenship and delivering services.
- Volunteering plays a great role in promoting social inclusion.
- All signatories recognise and respect that volunteering must be the free choice of the volunteer.
- Volunteering provides individuals with opportunities for personal development, as well as providing an outlet for individuals to make a difference in their community.
- The Voluntary/Community and Public sectors are committed to promoting best practice in the promotion, development and celebration of volunteering.

- All parties should seek to remove barriers to volunteering.
- All parties should recognise that volunteers' knowledge, enthusiasm and experience enriches organisations.
- Volunteering should complement and support public services, and should not be expected to replace them.

Aims of the Volunteering Code of Practice

2.11 The aims of the Volunteering Code of Good Practice are:

- to promote volunteering as a valuable contribution to our community and to ensure all volunteers are valued for their contribution to society through the wide range of volunteering roles they undertake;
- to provide sound structures for all organisations working with volunteers and to offer the necessary support;
- to raise the profile of volunteering locally and the need for a structure of support for volunteers;
- to acknowledge the wide range of volunteering opportunities and to enable more people to get involved in volunteering; and
- to actively promote volunteering to individuals.

3. Undertakings by the Public Sector

3.1 Public sector bodies and organisations undertake to:

- consider the impact of policy decisions on volunteering;
- consult with volunteer involving organisations on decisions which are likely to affect them and their volunteers;

- recognise the need for infrastructure support for volunteering;
- adopt uniform procedures on dealing with volunteer involving organisations to ensure fairness and transparency;
- identify funding to be made available to promote and celebrate volunteering locally;
- advise/inform public sector organisations and agencies of relevant consultation and research which is/ has been undertaken with regards to volunteering;
- aim to adopt policies which ensure that volunteering infrastructure bodies can rely on realistic sustainable long-term funding from public agencies;
- recognise that volunteer infrastructure bodies are independent voluntary sector organisations with voluntary management committees and trustee boards;
- seek to work with existing volunteering infrastructure organisations locally rather than setting up new structures;
- seek to ensure that policies and practices are consulted upon for their impact on voluntary/ community activity and funding before being adopted;
- support initiatives which provide accessible information about volunteering opportunities at local level and to encourage distribution of this information through the local agencies across the city; and
- recognise the contribution of the voluntary sector in achieving government targets and delivering, in partnership, national agendas for the city.

4. Undertakings by the Voluntary & Community Sector

4.1 Voluntary and Community organisations undertake to:

- make a commitment to actively promote volunteering across the community in Hull;

- recognise the importance of high standards and effective management of volunteers;
- make a commitment to being inclusive and to operate in ways which promote diversity and equality of opportunity;
- make a commitment to operate transparently and ensure that volunteers have a clear understanding of what's involved;
- make a commitment to actively promote individual volunteering;
- assist potential volunteers to access suitable placements across Hull that meet their needs and abilities;
- encourage and enable accreditation of skills acquired whilst volunteering through recognised qualifications, where appropriate;
- ensure that the contribution of volunteers is valued within the organisation and is publicly acknowledged in annual reports etc.;
- recognise the contribution that trustees make as volunteers in organisations and provide the appropriate training for such roles, as appropriate;
- provide relevant supervision and appraisal to volunteers, as appropriate;
- make a commitment to be as flexible as possible in involving volunteers and to take account of individual needs and motivations;
- make a commitment to follow good practice guidance in managing and supporting volunteers;
- make a commitment to support, train and induct volunteers so they are properly prepared for their roles and able to fulfil them effectively;
- operate fair and appropriate recruitment procedures which promote equal opportunity whilst taking account of legal requirements (e.g. Criminal Record checks);
- ensure that volunteers have a voice within organisations; and
- ensure that volunteers are not left out of pocket.

5. Joint undertakings

5.1 The community/ voluntary sector and the public sector jointly undertake to:

- agree to work together to break down barriers to volunteering and community involvement;
- work towards social inclusion;
- provide adequate induction and training for volunteers to enable them to carry out their volunteering;
- ensure that there are health and safety procedures in place to support both volunteers and staff within organisations and groups;
- actively participate in the promotion and celebration of volunteering locally and in national events;
- promote and commit to best practice to all volunteer involving organisations;
- work together to ensure that there is a great understanding about the scope of volunteering;
- increase publicity for the achievements of volunteers;
- expand the public perception of volunteering by improving the profile, status and range of volunteering activity;
- monitor and report to all parties on the implementation of the code; and
- recognise and enhance the status of volunteers in all sectors.

For further copies of this document please contact:

Kingston upon Hull City Council,
The Guildhall
Hull
HU1 2AA
01482 300300

There is a national version of the Compact (including five national codes of practice) that outlines the agreement between the Government and the voluntary and community sector to improve their relationship for the benefit of each other and the communities they serve. To view the national Compact please visit the Compact website www.thecompact.org.uk