

## **Ilton Parish Council**

### **Volunteer Terms of Reference**

Ilton Parish Council acknowledges and values the support that Volunteers provide to the local community. This document sets out the broad principles for voluntary involvement in activities overseen by Ilton Parish Council. It will be reviewed annually to ensure that it is relevant to the needs of Ilton Parish Council and its Volunteers.

#### **Scope**

This Terms of Reference document applies to Volunteers working on behalf of, but not employed by, the Parish Council. Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.

Parish Council Volunteer opportunities are advertised through Parish media, including the Parish Council, Ilton notice boards and Ilton Facebook page.

Other Volunteering opportunities that arise in the community relating to Parish Council land, assets or areas of responsibility must be authorised by the Parish Council.

1. On condition that Volunteers are working on behalf of the Parish Council and at their direct request, then they will be insured under the Parish Council's Public Liability and Employer's Liability cover.
2. Volunteers will only be required to carry out less hazardous work involving use of non-powered tools where possible, other than lawnmowers/strimmers/grass cutting equipment. In all cases, sensible and appropriate protective equipment should be worn including stout footwear, safety goggles (if appropriate); protective clothing and high visibility vests.
3. The Council does not insure the Volunteer's personal possessions against loss or damage and if Volunteers use their own tools or equipment the Parish Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.
4. If tools, equipment, chemicals and consumable items (e.g. paint, preservatives etc) are required to undertake the task then the Parish Council should provide these.
5. The Parish Council maintains a list of Volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the Parish Council of any changes to those details. If Volunteers no longer wish to Volunteer, they should contact the Clerk to have their details removed from the Volunteer List.
6. Volunteers must be competent to carry out a role. The nature of skills required will depend on the activity. If required, appropriate training will be provided in advance of the Volunteer working on site. The minimum level of training should be sufficient to ensure maintenance of the health and the safety of Volunteers and any people who might be affected by the work, as far as reasonably practicable.
7. Volunteers should be informed about the task and its purpose, health, safety and supervision arrangements before commencement of work. All works undertaken by Volunteers take account of the Health & Safety at Work Act.
8. Volunteers should only carry out tasks allocated to them.
9. There should be a method of communication for emergency purposes.
10. Volunteers must have due regard to the fact that they are carrying out authorised work on behalf of the Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.
11. If a Volunteer raises a complaint that cannot be resolved at the time, then a complaint should be instigated in accordance with Parish Council's Complaints Procedure.

12. A copy of this document must be given to Volunteers the first time they undertake work on behalf of the Parish Council. The document will be re-issued to Volunteers if any material changes are made.

### **Procedures & Risk Assessment**

13. The Volunteer Task Assessment Form must be completed by the Councillor facilitating the work (in conjunction with the Volunteer) before commencement of any work. This form includes a site-specific dynamic Risk Assessment and a Volunteer induction briefing appropriate for the task(s) being undertaken. The Parish Clerk is to receive a copy of the form.
14. Volunteers will be expected to sign the Volunteer Task Assessment Form, showing that they have received an induction brief, they understand the nature of the work, they recognise the risks associated with the task and agree to comply with instructions provided during the induction brief. This document is not intended to form a contract. Volunteers will also be expected to confirm that they do not have any medical issues that would put either them or other Volunteers at risk.
15. On completion of the work, the Councillor facilitating the work, is to forward the completed Volunteer Task Assessment Form to the Parish Clerk with a record of the work undertaken. Retention of forms will allow the Parish Council to record work and ultimately acknowledge the contributions to the community made by Volunteers.

Ilton Parish Council  
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