

PORLOCK PARISH COUNCIL VOLUNTEER AGREEMENT



Volunteers are an important and valued part of Porlock Parish Council 'the council'. The real strength of Porlock is the people, like you, who have made a positive choice to help others in their community. Thank you for agreeing to give your time and energy freely to support one of our essential services. We very much hope that you enjoy volunteering with us.

This agreement outlines what you can expect from us while volunteering and what we expect from you. This agreement is not a contract and the council has no intention to create a contractual agreement between you and ourselves. If you have any questions regarding the 'Volunteer Agreement' then please email info@porlockparishcouncil.gov.uk or phone: 01643 863350

We aim to make sure you:

- Feel welcomed as a volunteer and have a good understanding of what the Council is and does
- Receive relevant training, support and information to carry out your volunteering role and are clear on what is expected
- Know who to talk to if there are problems or difficulties and have your concerns listened to
- Have safe working conditions and appropriate insurance cover whilst undertaking approved volunteer activity
- Are treated fairly and with civility and respect in your volunteer role
- Are kept informed of any changes
- Are reimbursed for previously approved out-of-pocket expenses, which are appropriately receipted and with prior approval from the clerk.

We ask you to:

- Be a good role model with behaviour and an attitude that are in line with our values
- Be reliable, and tell us if you are unavailable or running late
- Agree to stick to the tasks set out in volunteer role descriptions
- Comply with our policies, procedures, standards and all applicable UK laws and guidance
- Respect confidentiality whenever you have access to confidential information, this includes not only personal information but also confidential information about council business
- Not communicate with the press as a spokesperson for the council unless express permission has been granted
- Give us honest feedback and ideas for improvement
- Take part in relevant training
- Communicate with others in an open and respectful way whether in person, by phone, writing or digital media and complete any required monitoring information within agreed timescales
- Ask for support if you need it
- Treat staff, customers and your fellow volunteers with the courtesy you would expect to receive
- Undertake your work safely and report any concerns immediately, including any concerns you may have about customers or the things you are being asked to do
- Inform us as to any changes to the personal information we hold, including any charge, summons or conviction in relation to a criminal matter, made against you

- Provide as much notice as possible if you decide to end your volunteer role and return any property that belongs to the council on ceasing the voluntary role, including any identification

I accept that this agreement is binding in honour only. It is not intended to be a legally binding contract between myself and the council and may be cancelled at any time at the discretion of either party.

Volunteer Name:

Signature:

Volunteer Role:

Date:

Council Representative:

Signature: