

## **NDP Steering Group Volunteer Policy**

**Activity:** Tavistock Neighbourhood Development Plan Steering Group

**Governing Body:** Tavistock Town Council

**Application:** Members of the Tavistock Neighbourhood Development Plan Steering Group (Councillors are also covered by the applicable arrangements of their own Council)

**Date approved by governing body:** June 2021

**Date at which policy due for review:** June 2024

The Tavistock Neighbourhood Development Plan (NDP) project is funded by the Town Council and Government grant. It is led by a broadly based Steering Group drawn from the community and Council and administered and facilitated by the NDP Project Manager. This policy applies to Members of the Steering Group and should be read in conjunction with the Volunteer Agreement.

The aim of the Steering Group is to assist the Town Council, in its capacity as statutory 'qualifying body' by working with other authorities and relevant local organisations/the community to support and promote the preparation, maintenance, delivery and monitoring of a Neighbourhood Development Plan for Tavistock approved by the Town Council. That includes, in particular:

- The objectives and scope of the Plan;
- Identifying and analysing the relevant information available;
- additional information gathering necessary;
- policy preparation;
- consultation and engagement activities including ways of involving the whole community.

This policy recognises that without volunteers a Neighbourhood Development Plan for the Town would be less likely to reflect the views of, or be owned by the community it is intended to support. It also enables those with particular skills or knowledge to contribute to the current and future quality of life and environment of the Town

Volunteering can help put these skills to good use for the town and wider community. It is an opportunity for the volunteer to try something new, and contribute to public life.

Because the Neighbourhood Development Planning work is undertaken on behalf of the 'qualifying body' (Town Council), and

funded from public monies, there will be some obligations which will apply to either all Members of the Steering Group, or just some depending on responsibilities. In the latter case these will be explained by the Project Manager.

However, those that apply to all Members of the Steering Group are compliance with the Volunteer Agreement and with:

- Data Protection, Freedom of Information and General Data Protection Regulations (GDPR) requirements;
- Health and Safety requirements and Coronavirus regulations;
- Media Policy and Social Media protocols and advice;
- Any obligations imposed by the Town Council's insurance policy. Note –
  - Insurance cover is subject to carrying out agreed project activities whilst adhering to Council policies and procedures and on the understanding that the Project Manager provides regular oversight of activities.
  - nothing in the Council's insurance policy can provide motor insurance cover for use of a private vehicle in connection with volunteering. It is the responsibility of volunteers to ensure that they have appropriate motor insurance cover in place.
- The Council's Equalities Policy;
- Continuing to treat any information that you may receive through your volunteering with the Council which is on a confidential basis in the same manner;
- Keeping the Project Manager informed should you find that your ability to, or availability for, volunteering becomes impaired.

Safeguarding - in addition please note the Council does not undertake work where it may become responsible for groups who are potentially subject to safeguarding obligations (such as children or vulnerable adults). Where engagement with these groups is to be undertaken it is therefore necessary to secure the support of an organisation which has applicable registrations and appropriate training in place to undertake such activities.

Volunteer recruitment is managed through local newspapers, posters distributed throughout the town, online (via websites and social media) and by word of mouth.

Date.....

Signed.....

Chair of the Steering Group