

## **An agreement to become a volunteer with the Council**

**Approved at Full Council meeting on 25<sup>th</sup> November 2019**

**(Minute 143/19/20)**

### **Introduction**

From time to time, there will be some people who, whilst not being in a position to take on a Councillor's role, would nevertheless be willing to assist Councillors by supporting the work of Council in a particular and well-defined manner. This may be on an ad hoc or continuing basis that would suit the individual.

Council therefore sets out here an agreement under which volunteers would operate.

### **Role and responsibilities of a volunteer.**

Before signing this agreement, each volunteer will agree their specific role with the Council.

A volunteer will:

- Follow those policies and procedures of the Council most relevant to the role.
- Acknowledgement that all work will be on a voluntary, unpaid basis.
- Have Council's assurance that volunteers will be covered by the Council's insurance while working on behalf of the Council.
- Have a councillor mentor, who will support and supervise all activities.
- Acknowledge that either party could terminate the agreement with immediate effect.
- Agree to follow the Volunteer Code of Conduct.

### **Volunteer Code of Conduct**

This Code is adopted in order to ensure high standards of conduct by anyone when contributing to the work of the Council.

#### **General Principles of Conduct**

When working with the Council, volunteers will be expected to observe the same general principles of conduct (the Nolan principles) as apply to councillors:

- Selflessness
- Integrity

- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

When working with the Council, volunteers will consider the public interest, avoid conflict between personal interest and the public interest, and resolve any conflict between the two at once and in favour of the public interest.

The Code applies to anyone when working with the Council, including when they are engaged in the business of the Council or representing the Council externally. This Code of Conduct does not seek to regulate what people do in their private and personal lives.

### **AGREEMENT**

**I confirm that I have agreed my role with the Council, accept the definition of the role of volunteer as described and agree to abide by the Code of Conduct:**

**NAME:**

**Signed:**

**Date:**

**Signed for the Council:**

**NAME:**

**Signed:**

**Date:**