

Agreement between

Ashwell Parish Council and Volunteers for Office Support

See also Ashwell Parish Council Volunteer Policy

'Ashwell Parish Council is committed to working with volunteers, when appropriate, for the benefit of the community. This can cover support in the Council Offices and around Ashwell and any other aspects of the Council's work.'

[https://www.ashwell.gov.uk/downloads/what the parish council does from may 2023/from sept 2023/apc volunteer policy 2023.pdf](https://www.ashwell.gov.uk/downloads/what_the_parish_council_does_from_may_2023/from_sept_2023/apc_volunteer_policy_2023.pdf)

1. Purpose of this Agreement

This Agreement sets out the understanding between Ashwell Parish Council ("the Council") and the undersigned volunteer ("the Volunteer"). It defines the expectations, responsibilities, and commitments of both parties. It recognises that there are differences between volunteers for office support which might involve sensitive or confidential matters and, for example, practical activities such as litter picking where such an agreement would not be deemed necessary or appropriate.

2. Status of Volunteers for office support

The Volunteer is not an employee, worker, or agent of the Council.

This Agreement does not create a contract of employment and does not have employment rights.

The Volunteer undertakes their role freely and without expectation of financial remuneration, except for agreed expenses.

3. Role and Responsibilities

Following a request by APC, the Volunteer will confirm whether or not they are able and willing to provide office support; this to be agreed on a case-by-case basis. All input from the Volunteer would be on a 'best of ability' basis and there would be no liability for any unintentional errors or misinformation. It is envisaged that the Volunteer would contribute knowledge, skills and experience that would enhance those within APC. These might include

- assistance with locating factual or historical information from Parish Council records or elsewhere
- advice on local contacts or organisations
- advice on procedures, policy and governance matters.

- advice based on specialist skills, eg ecological, HR, legal.

The Volunteer agrees to:

- follow reasonable instructions provided by the Council or its staff.
- act in a manner that supports the Council's objectives and values.
- adhere strictly to any confidentiality requirements

The Council agrees to:

- Ensure that responses to third parties, decisions or actions are undertaken by APC and are the responsibility of APC and not of the Volunteer.
- Offer appropriate guidance, support, and supervision where necessary.
- Provide access to relevant resources where necessary.

4. Time Commitment

The Volunteer may agree to contribute time on a flexible basis as mutually agreed. Either party may review or amend the time commitment at any time.

5. Health and Safety

The Council is committed to ensuring, so far as reasonably practicable, the health, safety, and welfare of Volunteers.

The Volunteer agrees to:

- Take reasonable care for their own health and safety and that of others.
- Follow all relevant health and safety guidance and report hazards promptly.

6. Confidentiality and Data Protection

The Volunteer may have access to confidential or sensitive information.

The Volunteer agrees not to disclose such information to any third party without prior consent, both during and after their involvement.

The Council will process personal data in accordance with applicable data protection legislation.

7. Insurance

The Council will maintain appropriate insurance cover for Volunteers while undertaking approved activities on its behalf. The current policy schedule includes volunteers under the definition of an employee; the Volunteer would be included under the legal section of the policy.

8. Ending the Arrangement

Either the Volunteer or the Council may end this arrangement at any time without notice.

The Council reserves the right to withdraw volunteering opportunities where necessary.

9. Review of Agreement

This Agreement may be reviewed periodically to ensure it remains appropriate and up to date.

Declaration

I confirm that I have read and understood this Agreement and agree to the expectations outlined above.

Volunteer Name: _____

Signature: _____

Date: _____

On behalf of Ashwell Parish Council:

Name: _____

Position: _____

Signature: _____

Date: _____