

**Agenda Item No:** 7

**Report to:** Museums Committee

**Date of Meeting:** 27 February 2012

**Report Title:** Volunteer Management Policy and Procedures

**Report By:** Cathy Walling  
Museum Curator

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**Purpose of Report**

to present a policy and guidelines on the management of volunteers at Hastings Museum

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**Recommendation(s)**

- 1. that the report is recommended for acceptance by Cabinet**

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**Reasons for Recommendations**

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## Introduction

1. The Museum has been involved in a Renaissance-funded Sustainable Volunteering Project. The company who are delivering the project are Local Economy Solutions Ltd in collaboration with Dare to Change and Stepping up Training. They have professional experience in working with 3rd sector organisations and have independently reviewed Volunteer England toolkits/checklists, as well as previously working with a number of museums and being assessors for Volunteer England standards. The project is due to end in March 2012.
2. Following work with the appointed Consultant, the Curator has produced a Volunteer Management Policy and received advice on the recruitment and retention of suitable volunteers. Museum staff and other stakeholders have been consulted as part of the process.
3. The aim of the policy is to enable Hastings Museum to think about the value of its volunteers and their involvement in delivering objectives. Specific roles will be developed to reach targets.
4. The co-ordination of volunteers will initially be the responsibility of the Curator to ensure consistency. This role will be looked at when the policy is reviewed and the need to define it as a formal role will be considered.

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## Wards Affected

None

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## Area(s) Affected

None

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## Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Yes
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	No
Human Rights Act	No
Organisational Consequences	Yes
Local People's Views	No

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## Background Information

Appendix A - Volunteer Policy and Procedures, Feb 2012

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**Officer to Contact**

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Appendix A could not be published on the Council's website because of the complex information that it contains. A copy may be obtained from Emily Horne, Tel: 01424 451719 or emailing: ehorne@hastings.gov.uk