


Record of Cabinet portfolio holder decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Councillor Lynn Lloyd
Key decision?	No
Date of decision (same as date form signed)	
Name and job title of officer requesting the decision	Shona Ware, Community Enablement Manager
Officer contact details	Tel:01235 422188 Email: shona.ware@southandvale.gov.uk
Decision	To approve the council's Volunteering Strategy and action plan for 2018/19, attached in appendix 1. To agree to use the income raised through the lottery scheme to fund the website.
Reasons for decision	The council, through its corporate plan, has committed to supporting and increasing volunteering in the district. The Volunteering Strategy, provides a structured and focused approach to achieving our volunteering priorities and corporate objective to build thriving communities. The strategy is for two years, to cover the period we currently have a volunteering officer in post to drive forward this work. The strategy, includes an action plan for 2018/19, which we will review in quarter four before preparing a fresh plan for 2019/20.
Alternative options rejected	Without a strategy and volunteering website we lack a structured and focused approach to achieving our corporate priorities to support and increase volunteering in the district.
Legal implications	Under the council's scheme of delegations, the cabinet member with responsibility for community services has the authority to approve the Volunteering Strategy including the volunteering website.
Financial implications	There are financial implications associated with two of the projects in the action plan for this year (2018/19): <ul style="list-style-type: none"> • Develop an IT volunteering platform as a point of contact and local volunteering information. • Launch a pilot grant scheme to cover some of the costs of volunteering. <p>Growth bids to fund both these projects were approved in February 2017:</p>

	<ul style="list-style-type: none"> • £25,000 in the revenue budget, which has been carried forward to the 2018/19 budget for the volunteering grant scheme. • £40,000 was allocated in the capital budget for the IT platform. However, the proposed website is not a custom build, it is an existing web platform. There is no longer a need for a one-off capital website build. The proposed website cost is £3,000 of ongoing revenue per annum fixed plus an inflationary uplift to cover licencing costs. <p>We propose deleting the £40,000 allocated in the capital budget and use the income from the council's lottery scheme to fund this project as it fits with the brief to use this money to support the voluntary and community sector.</p> <p>We have already received £3,893.60 from the lottery scheme (year 1). The current projection this year, based on current ticket sales continuing, is £9,932.00.</p> <p>Should the lottery scheme no longer generate sufficient funds to cover the ongoing revenue costs of the website, the feasibility of the website will be reviewed.</p> <p>There are no additional financial implications associated with the implementation of this strategy as the volunteering officer needed to deliver this work is already in post.</p>			
Other implications	None			
Background papers considered	None			
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?				
List consultees		Name	Outcome	Date
	Ward councillors	N/A		
	Legal	Deirdre Smith	The website will need to follow councils' contracts procedures	10/09/2018
	Finance	Brian Mew	No comment	22/8/2018
	Human resources	N/A		
	Sustainability	N/A		
	Diversity and equality	Cheryl Reeves	Include in the strategy a communications plan to ensure volunteering information is accessible to all and not dependent on IT access – now included	29/8/2018

			The website- great to know that we will be able to work on the colour contrasting, consider adding browse aloud and focus group with access group members.	
	Communications	Lucy Billen	No comments	5/9/2018
	Strategic Management Team			12/9/2018
Confidential decision? If so, under which exempt category?	No			
Call-in waived by Scrutiny Committee chairman?	-			
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.				

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 26-9-18	Time: 09:00
Date published to all councillors	Date: 28-9-18	
Call-in deadline	Date: NOT APPLICABLE	Time: -

South Oxfordshire volunteering strategy and action plan

2018 - 2020

South Oxfordshire District Council is committed to supporting and encouraging volunteering across the district. We passionately believe volunteering offers many benefits for local groups and charities, the volunteers themselves and the wider community.

WHY WE NEED A STRATEGY AND ACTION PLAN

The council's biennial resident survey provides a statistical measure for volunteering rates in South Oxfordshire. The last survey showed that 24 per cent of people over the age of 16 had undertaken unpaid voluntary work in South Oxfordshire over the past 12 months. This is a 5 per cent decrease since the last survey in 2015.

The top three reasons stopping people from volunteering were;

- Work commitments.
- Other things to do in my spare time.
- Looking after children/the home.

In an online residents' survey, (November 2016) of which 85 per cent said they volunteer and 15 per cent said they never volunteer, the top three motivations for volunteering were;

- A desire to give something back to the local community/group.
- A desire to help others.
- A connection to personal interest/ belief.

This strategy and action plan is the council's commitment to supporting local communities to help themselves and to open the volunteering 'doors' to South Oxfordshire residents.

APPROACH AND CONSULTATION

This strategy and action plan has been informed through an engagement (which is ongoing) and consultation process with insight gathered from a range of stakeholders from public, private and VCS organisations across the districts as well as residents and included;

- Attendees at the South and Vale Voluntary Sector Forums (from 2013)
- Bi-annual South and Vale residents survey (from 2014)
- South and Vale online residents survey (2016)
- Stakeholder workshops with VCS infrastructure organisations and VCS organisations (2016)
- Data and insight gathered from attendees at the South and Vale Voluntary Sector Forums (since 2013)

The purpose of the engagement and consultation programme was to;

- Understand people's experiences of volunteering in the districts; why they volunteer, what they do and how often.
- Understand what is already being done to support volunteering in the districts and what more could be done.
- Test the 'volunteering' data already gathered and identify gaps.
- Test ideas already developed to explore if and how to develop further and put into action.

BARRIERS, CHALLENGES AND OPPORTUNITIES

When asked, through an online residents' survey (2016) what could be done to encourage volunteering, the top three suggestions were;

- Make people aware of volunteering opportunities; make use of local media, create a volunteering website, word of mouth.
- Be sensitive to the personal circumstances of potential volunteers.
- Support workplace volunteering schemes.

When asked to rate council generated ideas, informed by earlier engagement with community stakeholders, the top three ideas were;

- A website promoting volunteering opportunities in the district.
- Events showcasing volunteering opportunities.
- Funding to support groups or projects utilising the efforts of volunteers.

At the **local voluntary and community sector workshop** (November 2016) the top four challenges to encouraging volunteering were:

- Finding suitable candidates for volunteering roles (especially trustees).
- Organising training for volunteers (including funding to be able to offer this).
- Lack of funding and resourcing to plan for more volunteers.
- Lack of appropriate support from infrastructure organisations.

When asked to rate council generated ideas, as identified by local VCS groups, for encouraging volunteering across the district, the top four suggestions were;

- Having a council webpage which promotes volunteering by providing information or signposting.
- Support through the councils' grant schemes.
- Provide a budget to overcome some of the cost barriers to volunteering.
- Encouraging links between business and community organisations.

VCS organisations attending the workshop;

Oxfordshire Play Association	Home-Start Southern Oxfordshire
MS Therapy Centre Oxfordshire	Beacon Festival
Wantage Silver Band	Long Furlong Community Association
Didcot Train	Earth Trust
Friends of Hill End	Style Acre
Network Navigator	Sweatbox
Didcot Community Bank Management Team	Oxfordshire Sport and Physical Activity
The Watlington Club	South Oxfordshire Food and Education Academy

At the **Infrastructure** roundtable workshop (November 2016), the top four challenges to encouraging volunteering were;

- Difficulties rewarding and recognising volunteers.
- Organising training for volunteers (including funding to be able to offer this).
- Supply of volunteers to meet the demand.
- Ability to develop interesting and attractive volunteering opportunities.

When asked to rate council generated ideas, as identified by local VCS groups, for encouraging volunteering across the district, the top four suggestions were;

- Using social media to promote volunteering opportunities.
- Supporting community and voluntary groups to work with volunteers through council grants scheme.
- Signposting young people/parents/carers/schools to relevant volunteering information and opportunities at careers fairs and other school and college events.
- Encouraging links between businesses and community organisations.

Infrastructure organisations attending;

Citizens Advice Bureau	Oxfordshire Community and Voluntary Action
Community First Oxfordshire	South Oxfordshire Housing Association
Didcot First	Sovereign Housing Association
Berinsfield Information and Volunteer Centre	Didcot Rotary Club
Abingdon and Witney College	Abingdon Vineyard Church & Preston Rd Community Centre
South and Vale Young Carers	

KEY PRIORITIES AND ACTIONS

The insight collected through the consultation programme has closely informed the direction of travel for the strategy and action plan.

The proposed priorities and immediate focus for the action plan are;

Priority 1 -To provide additional support to voluntary and community groups to help them to find the volunteers they need, and provide vital services to residents, including a website to link potential volunteers with volunteering opportunities.

Priority 2 -To increase the number of people volunteering in the district.

Priority 3 - To promote, create and support volunteer roles and opportunities for sports volunteering with the local community.

Please note these priorities are also the council corporate plan objectives relating to the voluntary and community sector.

The action plan is a 'live' document and through the volunteering project board will adapt, reflect and respond to emerging trends and sector needs.

IMPLEMENTING THE STRATEGY AND ACTION PLAN

The strategy and year one (2018/2019) action plan will be closely monitored by the South Volunteering Project Board. The role of the project board is to monitor the quality and 'direction of travel' of the project as it develops; providing support, advice and approving decisions about changes to the project as it develops. Chaired by the Community Enablement Manager, the project board meet 3 times throughout the year with current membership including the lead Cabinet member for Communities Services and key internal council stakeholders.

The strategy, includes an action plan for 2018/19, which will be reviewed in quarter 4 before preparing a fresh plan for 2019/20.

PRORITY 1 - TO PROVIDE ADDITIONAL SUPPORT TO VOLUNTARY AND COMMUNITY GROUPS TO HELP THEM FIND THE VOLUNTEERS THEY NEED

Objective	Outcome	Actions	Budget implications	Lead officer(s) and teams	Measurement tool(s)	Completion target date	Review dates 2018 - 2019	R.A.G Status
To ensure volunteering information across South Oxfordshire (and the county) is available and accessible to all	An IT volunteering platform for organisations and groups to promote volunteering opportunities and local news and for volunteers to find out about volunteering opportunities	Develop an IT volunteering platform as a point of local contact and local volunteering information Encourage VCS organisations/groups to register and promote themselves through the platform and encourage residents to use the service Develop a communications plan to ensure volunteering information is accessible to all and not solely web based	Yes - within existing budgets	S.Wild Community Enablement Team and Customer Engagement Team	% increase - new provider registrations to the platform % increase - volunteering / interest in volunteering for providers registered VCS organisations	IT platform launch Summer 2018 Autumn 2018	Quarterly	
To support and promote infrastructure organisations supporting VCO's	Championing resilience and the support available across the local VCS sector, provide training and networking opportunities	To co-ordinate and lead the annual South and Vale VCS forum responding to emerging sector trends Promote the local volunteer brokerage service (OCVA) and sector support partners	Yes - within existing budgets	A.Richardson S.Wild Community Enablement Team and sector partners	Number of delegates attending and feedback Sector partner and engagement and programme delivery	Annual event ongoing	March 2018 September 2018	

To support VCS organisations who are working with volunteers	A resilient VCS sector across South Oxfordshire	e.g Community First – Oxfordshire, Didcot First		Improved VCS engagement with support partners	ongoing / dependant on grant(s) closing dates	Quarterly	
	To promote council grants available to VCS groups to encourage take up		S.Wild Community Enablement Team and Customer Engagement Team	% increase in enquiries and applications			

PRIORITY 2 – INCREASE THE NUMBER OF PEOPLE VOLUNTEERING IN THE DISTRICT

Objective	Outcome	Key actions	Budget implications	Lead officer(s) and teams	Measurement tool(s)	Completion target date	Review date(s)	R.A.G status
Remove some of the financial barriers to volunteering	A new, pilot grant scheme to cover some of the costs of volunteering	To launch pilot grant scheme – to cover some of the costs of volunteering	Yes - within existing budgets	S.Wild Community Enablement Team and Customer Engagement Team	Number of volunteering hours delivered directly due to receiving funding Increase in volunteer recruitment and engagement in VCS organisations Number of VCS organisations	Launch Summer 2018 To close March 2019	2018/2019 Quarterly	

To increase young people volunteering	A more diverse range of opportunities for young people to access	To work with schools and partners to map existing provision for young people and identify any gaps/trends Promote existing young people volunteering avenues and accreditation schemes To consult with young people to better understand how to encourage and support more young people to volunteer	S.Wild and K.Tolley Community Enablement Team and Customer Engagement Team	accessing a SODC grant for the first time	July 2018 Ongoing December 2018	Quarterly	
Recognise and reward the value of volunteers and VCO's across the district.	An increase in volunteering across the district	To create a Volunteer – 'Making a difference' wall of fame on new IT volunteering platform with linked media campaign To sponsor this year and promote two VCS awards - South and Vale – at the OCVA annual charity and volunteer awards	S.Wild and Community Enablement Team S.Wild and Community Enablement Team	Number of volunteers Number of VCS organisations nominated	Autumn 2018 June 2018	Quarterly July 2018	

To encourage employers to develop and support Employee Supported Volunteering schemes (ESV) and community links	More employers in South Oxfordshire will see the many benefits of Employer Supported Volunteering (ESV)	Work with networking groups, including SO business and brokerage services already linked with businesses Promote the councils' staff volunteering scheme to local VCS groups and partner agencies/networks Encourage council staff to partake on councils' existing volunteering scheme linking in with strategic HR colleagues	S.Wild and Community Enablement and Economic Development Teams	Number of South and Vale employees volunteering Number of South Oxfordshire employers who have committed to a ESV scheme and the number of hours volunteered	Ongoing throughout the year	Quarterly from September 2018 December 2018 March 2019			

PRIORITY 3 – PROMOTE, CREATE AND SUPPORT VOLUNTEER ROLES AND OPPORTUNITIES FOR SPORTS VOLUNTEERING WITHIN THE LOCAL COMMUNITY

Objective	Outcome	Actions	Budget Implications	Lead officer and teams	Measurement tool(s)	Completion target date	Review date(s) 2018- 2019	R.A.G status
To promote sports volunteering opportunities to staff, local businesses	A greater awareness of the sports opportunities available across the district	A local campaign to promote volunteering and liaise with local media with a linked social media campaign	No	S.Wild Active Communities Team, Community Enablement	Increase in take up of sports volunteering opportunities linked to pilot grant scheme	Ongoing	Quarterly from September 2018	

		volunteer engagement strategies				Showcase of projects and learning at South and Vale VCS forum	March 2019	April 2019	
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