



# Cabinet (Resources) Panel

## 5 November 2013

**Time** 5.00pm      **Public meeting?** YES      **Type of meeting** Executive

**Venue** Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

**Room** Committee Room 4 (3<sup>rd</sup> floor)

*A pre-meeting for members of the Panel will  
be held in meeting room 4 at 4.30pm.*

## Membership

**Chair** Cllr Andrew Johnson  
(Lab)

Cllr Peter Bilson  
Cllr Steve Evans  
Cllr Roger Lawrence  
Cllr Phil Page  
Cllr John Reynolds  
Cllr Paul Sweet

Quorum for this meeting is  
two Councillors

## Information for the Public

If you have any queries about this meeting, please contact the democratic support team:

**Contact** Liz Kiely

**Tel** 01902 555045

**Email** [liz.kiely@wolverhampton.gov.uk](mailto:liz.kiely@wolverhampton.gov.uk)

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Wolverhampton WV1 1RL

Copies of other agendas and reports are available from:

**Website** <http://wolverhampton.cmis.uk.com/decisionmaking>

**Email** [democratic.support@wolverhampton.gov.uk](mailto:democratic.support@wolverhampton.gov.uk)

**Tel** 01902 555045

Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

# Agenda

## Part 1 – items open to the press and public

*Item No. Title*

### MEETING BUSINESS ITEMS

1. **Apologies for absence**
2. **Declarations of interest**
3. **Minutes of the previous meeting (15 October 2013)**  
[For approval]
4. **Matters arising**  
[To consider any matters arising from the minutes]

### DECISION ITEMS (Amber – delegated to the Cabinet (Resources) Panel)

5. **Employee Volunteering Scheme**  
[To agree proposals on an employee volunteering scheme which supports community activities]
6. **Procurement of a Preferred Partner List of Registered Providers**  
[To agree for an advert to be placed for registered housing providers to be appointed to a panel for work with the Council to deliver new housing]

### INFORMATION ITEMS

7. **Outcome of Called In Item**  
[To note the outcome of the Called In Item considered by the Scrutiny Panel]

### EXCLUSION OF PRESS AND PUBLIC

8. **Exclusion of press and public**  
[To pass the following resolution:

That in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information on the grounds shown below.]

## Part 2 – exempt items, closed to the press and public

<i>Item No.</i>	<i>Title</i>	<i>Grounds for exemption</i>	<i>Applicable paragraph</i>
9.	<b>Corporate Procurement Award of Contracts for Works Goods and Services</b> [To agree the acceptance of the award and extension of Council contracts as required by the Council's Contract Procedure Rules]	Information relating to the financial or business affairs of any particular person (including the authority holding the information)	3
10.	<b>Reorientation of the Council's Printing Operation</b> [To agree proposals for the managed reduction of the Council's directly delivered printing operation]	Information relating to the financial or business affairs of any particular person (including the authority holding the information)	3
11.	<b>Rating and Revenue Matters</b> [To agree the applications for discretionary rate relief]	Information relating to the financial or business affairs of any particular person (including the authority holding the information)	3

### INFORMATION ITEMS

12.	<b>Staffing Reports</b> [To note the schedule of staffing changes approved by Cabinet Members and Directors]	Information relating to any individuals	1
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# Cabinet (Resources) Panel Meeting

## Minutes – 15 October 2013

### Attendance

#### Members of the Cabinet (Resources) Panel

Cllr Andrew Johnson (chair)  
Cllr Peter Bilson  
Cllr Phillip Page  
Cllr John Reynolds  
Cllr Paul Sweet

#### Apologies for Absence:

Apologies for absence were submitted on behalf of Councillor S Evans and Lawrence

#### Staff

Keith Ireland	Strategic Director – Delivery
Alistair Merrick	Assistant Director for Central Services
Marie Bintley	Head of Physical Regeneration
Peter Oakeshott	Head of Procurement
Helen Price	HR Specialist Strategy and Policy
Mark Blackstock	Outdoor Events Manager
Rupert Knowlden	Operation and Events Manager
Jane Trethewey	Section Leader, Housing Development
Liz Kiely	Democratic Services Officer

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## Part 1 – items open to the press and public

*Item No.*    *Title*

### MEETING BUSINESS ITEMS

61.        **Declarations of interests**  
          None submitted

62. **Minutes of the previous meeting (24 September 2013)**

Resolved:

That the minutes of the meetings held on 24 September 2013 be approved as a correct record and signed by the Chair.

63. **Matters arising**

There were no matters arising from the minutes of the previous meeting.

**DECISION ITEMS (Amber – delegated to the Cabinet)**

64. **Mid-Year Review of Civic Halls and Slade Rooms Retail Prices**

Resolved:

1. That the increase of specific bar retail prices to generate additional income and in response to the increase in the price of certain stock items be approved
2. That the current fees and charges protocol be varied and the Head of service in consultation with the Assistant Director Partnerships Economy and Culture be authorised to increase retail process of stock without consultation with the Assistant Director Finance provided any change increases the gross margin on that stock item, such variation to be recorded along with the reasons as part of the normal audit process
3. That the Head of Service be authorised to set retail prices on new products that are procured from existing approved suppliers where that process will be set in accordance with the approved retail price and gross margin of similar stock items, without consultation with the Assistant Director Finance
4. That the Head of Service be authorised to vary fees and charges for hall hire rates, when the opportunity arises to secure an act or event where a response is required in 24 hours or out of hours without consultation with the Assistant Director Finance when any change in price makes less than a 10% difference to the approved hall hire rates, such variation to be recorded along with the reason as part of the normal audit process details of any variations to be sent to Strategic Finance within 48 hours of the decision being made
5. That all other variations to approved fees and charges to be subject to existing fees and charges protocol
6. That the Panel to receive report back in six months time to review the procedures

65. **School Milk Charges Update Report**

Resolved;

1. That the maximum termly charge for school milk be increased to £11.97 per term with effect from 1 January 2014 in line with the Rural Payments Agency subsidy framework subject to agreement by schools, via Schools' Forum or equivalent appropriate body
2. That schools not charge parents more than the amount recommended by the Local Authority which is currently £10.00 per term

66 **Criminal Records check for Councillors (DBS)**

Resolved:

1. That all Councillors have a standard DBS check regardless of other checks they may have
2. That the constitution be amended to included details of the Council's policy to conduct criminal checks for Councillors

**INFORMATION ITEMS**

67 **Schedule of Green Decisions**

Resolved:

That the summary of open and exempt green decisions approved by the designated officer following consultation with the appropriate Cabinet Member be noted.

**EXCLUSION OF PRESS AND PUBLIC**

68. **Exclusion of press and public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business as they involve the likely disclosure of exempt information falling within the paragraphs of Schedule 12A of the Act set out below:

<i>Item No.</i>	<i>Title</i>	<i>Applicable paragraph</i>
10	Corporate procurement - award of contracts for works, goods and services	3
11	Rating and Revenue Matters	3
12	FutureSpaces – Mini-Competition for a Construction Contractor	3
13	Housing Development Land Review Sites for Consideration	3
14	Wolverhampton Youth Zone Delivery Strategy Progress Update	1
15	Exempt Staffing Issues	3

**Part 2 – exempt items, closed to the press and public**

69. **Corporate procurement – award of contracts for works, goods and services**

Resolved:

1. That a contract be awarded for the supply of Paper and Board for a term of three years
2. That a contact be awarded for the replacement of air conditioning units at Bilston Market

3. That a contract be awarded for property related professional services for a fifty two month term commencing in November 2013
4. That a contract be awarded for Intensive Mental Health Accommodation for a term of three years with the option to extend by up to a further year

70. **Rating and Revenue Matters**

Resolved:

That the recommendations for the discretionary rate relief applications as detailed in the report be approved.

71. **FutureSpaces – Mini-competition for a Construction Contractor**

Resolved:

1. That a preferred bidder for Stage 2 (detailed design proposals) of the mini-competition be approved for a construction contractor for the FutureSpaces Programme
2. That it be noted that the decision to appoint the preferred bidder is not confirmation that the deep refurbishment of the Civic Centre has been approved, it will enable detailed design to be undertaken to produce the Final Business Case for Cabinet to consider in February 2014

72. **Housing Development Land Review Sites for Consideration**

Resolved:

1. That the Housing Development Team seek to develop sites for new housing including affordable housing, subject to more detailed feasibility studies on individual sites and further reports be submitted back to Cabinet(Resources) Panel to confirm the delivery and funding arrangement for each scheme
2. That the following sites be approved for proposed development using the Council's contractor:-
  - Redcotts Close, Fallings Park Ward
  - Newman Road/Tennyson Road, Fallings Park Ward
  - 5 &7 Hughes Road Bilston North Ward
  - Welbury Gardens, St Peters Ward
3. That the following sites be approved for development through the Delivery Partner Panel:-
  - Former Dale House, Bushbury South and Low Hill Ward
  - Open Spaces at Cambridge Street, Heath Town Ward
  - Tenbury Gardens, Penn Ward subject to further investigation of a disposal option
4. That the following sites be approved for development through disposal and securing of Section 106 Affordable Housing:-
  - Fifth Avenue/BROOME Road, Bushbury SOUTH AND Low Hill Ward subject to confirmation of an alternative option to link it to Tap Works Site
  - Tower Works/Fort Works, Graiseley Ward
5. That the Cabinet Member for Economic Regeneration and Prosperity in consultation with the Strategic Director Education and Enterprise be authorised to sign off the detailed development of the individual site feasibility studies

6. That costs of up to £288,000 be committed from the HRA capital budget to progress these sites to the point of initiating development, subject to confirmation of funding availability
7. That the Council purchase the former Tap Works Site on Showell Road in order to develop it through the Homes and Communities Agency's Delivery Partner Panel for a mixed tenure housing scheme, subject to confirmation of funding availability
8. That it be noted that the Housing Development Land Review has shown that there is a range of Council owned sites with housing development potential across the City which can be brought forward for new housing schemes subject to future resources availability and prioritisation

73 **Wolverhampton Youth Zone Delivery Strategy Progress Update**

Resolved;

1. That the progress made in bringing forward the delivery of the Youth Zone be noted
2. That the existing commitment to a revenue contribution of £400,000 per annum from 2015/16 for a minimum three year period be reviewed during the third year with a view to continuing to provide ongoing revenue support for the Youth Zone, the amount of revenue funding will be determined once the budgetary provision has been assessed.
3. That the use of forfeiture provisions within the lease be approved as an alternative to a break clause

74 **Exempt Staffing Issues**

Resolved:

That the staffing establishment changes as detailed in the report be noted





# Cabinet (Resources) Panel

## 5 November 2013

<b>Report Title</b>	Employee Volunteering Scheme	
<b>Internal decision designation</b>	AMBER	
<b>Cabinet Member with Lead Responsibility</b>	Councillor Paul Sweet Performance and Governance	
<b>Key Decision</b>	No	
<b>In Forward Plan</b>	No	
<b>Wards Affected</b>	All	
<b>Accountable Strategic Director</b>	Simon Warren, Chief Executive	
<b>Originating service</b>	Office of the Chief Executive	
<b>Accountable officer(s)</b>	Charlotte Johns	Head of Policy
	Tel	01902 55(4240)
	Email	Charlotte.johns@wolverhampton.gov.uk

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### **Recommendation(s) for action or decision:**

The Cabinet (Resources) Panel is recommended to:

1. The Cabinet (Resources) Panel is recommended to approve the incorporation of the employee volunteering scheme into the council's suite of human resources policies, and its subsequent implementation

## 1.0 Purpose

- 1.1 The purpose of this report is to present a proposal on an employee volunteering scheme that supports community activities, as part of the council's work on developing self-reliant communities.

## 2.0 Background

- 2.1 On 5 September 2012, the Empowering People and Communities Cluster group of the Wolverhampton Local Strategic Partnership received a report from the Self-Reliant Communities sub-group. The report, which was agreed at that meeting, outlined three priority areas moving forward:

- Culture shift and addressing bureaucracy
- Enabling and supporting community asset transfer
- Unlocking community potential

- 2.2 This report relates to the first of these priority areas, culture shift and addressing bureaucracy. This work stream focuses on the culture shift required across partners to enable communities to increase their self-reliance. In particular it advocates the development of an employee volunteering scheme, to provide a pool of individuals to support communities through specific projects where necessary.

- 2.3 In order to develop community leadership and show commitment to corporate social responsibility, a number of councils across the country have adopted schemes for employee volunteering. This includes Wiltshire, Sandwell, Kent, West Sussex, Surrey, Lambeth and Warwick District.

- 2.4 Employee volunteering is a way of developing the skills of the workforce whilst improving job satisfaction and morale. It also demonstrates in a practical way the council exercising its corporate social responsibility, providing a leadership example to other businesses.

- 2.5 Employee Volunteering schemes usually have the following factors in common:

- Employee development – linked to training plans for individual staff.
- Provision of a number of days per year as paid time to volunteer within the local authority area. This work should socially, economically or environmentally benefit the city.
- It is linked to corporate priorities. In Wolverhampton's case this would relate directly to the City Strategy plan for self-reliant communities and for increased volunteering as well as to corporate social responsibility.
- It demonstrates the council's commitment to working with communities and to being a model of best practice to businesses.

2.6 As part of the City Strategy action plan Wolverhampton has already stated its commitment to developing more self-reliant communities that are able to do things for themselves and to shape their future and that of their community. The council is also committed to promoting Corporate Social Responsibility to businesses in the City.

2.7 The introduction of an employee volunteering scheme would enhance both of these objectives through a visible demonstration of community leadership and a very tangible investment of resources into assisting communities to move towards greater self-reliance through a significant injection of volunteer time. Given that a large percentage of council employees also live within the city it is anticipated that a further outcome will be increased additional volunteering (outside of this scheme) by employees within their communities.

### **3.0 Progressing the employee volunteering scheme**

3.1 It is proposed that Wolverhampton Employee Volunteering Scheme would comprise:

- An allowance of up to two days per year of paid time for all council employees to volunteer (pro-rata for part-time staff). (This amount of time is standard national best practice.)
- Volunteer activities to all be considered as a direct contribution to employee development.
- Volunteer activities to support the corporate priorities for communities to increase their self-reliance.
- Volunteers to provide feedback to the council on any obstacles/barriers to increased self-reliance that have emerged during their volunteering to assist the on-going culture change work underway by the self-reliant communities group.
- Linkages with the Volunteer Centre.

3.2 The proposed scheme has been discussed with the council's Human Resources team, which is supportive of the proposal and has agreed that it should be incorporated into the suite of HR policies.

3.3 A copy of the proposed scheme is at Appendix 1.

### **4.0 Financial implications**

4.1 There are no direct financial implications arising from the volunteering scheme. The policy stipulates that volunteering will only be allowed where it does not involve a visible financial cost to back-fill staff cover. Expenses arising from any volunteering undertaken will be met by the individual or the organisation for which they volunteer.

4.2 Each application for volunteering will be assessed on a case by case basis by the line manager to confirm that the leave for volunteering can be accommodated and that there are no financial implications.

[CN/23102013/E]

## **5.0 Legal implications**

- 5.1 Any potential legal implications of the scheme have been mitigated. Whilst Wolverhampton City Council will allow staff up to two days per year volunteering time, the staff member will be attending as an individual rather than as an employee of the council, therefore releasing the council from direct responsibility. Wherever possible, Wolverhampton Volunteer Centre will broker any volunteering arrangements.

(JH/221013/I.)

## **6.0 Equalities implications**

- 6.1 The equalities analysis has not uncovered any adverse impacts. However, under equalities legislation the council is also under a duty to foster good relations between communities and to support participation in public life. The Employee Volunteering Scheme has the potential to contribute significantly to this agenda through, for instance, encouraging staff to volunteer within organisations and activities that foster good relations and by encouraging a diverse range of staff to participate in public life.
- 6.2 It is also recommended that any disabled staff are assisted to participate in the scheme through the provision of 'reasonable adjustments' by the council. This would not incur any additional costs. For instance, if a staff member had an adapted phone, they would be permitted to utilise it as part of their volunteering. This would be at the manager's discretion.
- 6.3 The council also proposes to monitor take up of the scheme across the equalities strands. This will include who applied for the scheme, who was unsuccessful and any differentials.

## **7.0 Environmental implications**

- 7.1 The scheme could have environmental benefits if staff take up relevant opportunities to improve or enhance the environment.

## **8.0 Human resources implications**

- 8.1 Under the scheme staff would be allocated up to two days paid time for volunteering. Any application would need to be approved by the line manager, having taken business needs into consideration, and the appropriate documentation would be sent to the human resources support desk.
- 8.2 Staff would book their volunteering time as they would special leave. Human Resources will establish a volunteering code, so that the scheme can be monitored in relation to overall take up and equalities.

8.3 The benefits of this scheme have the potential to outweigh the cost . These are laid out in full in the Employee Volunteering Scheme in Appendix A, but they include:

- Improving employee job satisfaction, morale, commitment and performance.
- Enhancing the council's reputation and profile.
- Helping the council to attract and retain high-performing employees.
- Encouraging individual and team development.
- Helping team building through group volunteering.
- Strengthening relationships with voluntary, community and faith sectors – creating a “one team” approach. Helping to demonstrate its commitment and support to employees by encouraging them to play a more active role in society

## **9.0 Schedule of background papers**

9.1 Employee Volunteering Scheme 10 October 2013 Confident Capable Council Scrutiny Panel

# Wolverhampton City Council



## Human Resources Policy Framework

### Wolverhampton Employee Volunteering Scheme

<b>Approved by:</b>	<i>Cabinet Resources Panel ()</i>
<i>Published:</i>	<i>01.10.13</i>
<i>Review date:</i>	<i>01.10.14</i>

#### CONSULTATION

The following officers and/or bodies have been consulted on this policy:

<b>Officers and/or Bodies</b>	From	To
CCCScrutiny Panel		
CDB/SEB		
MRG		
HR		

The following Trade Unions have been consulted on this policy:

	From	To
<b>Unison</b>		
<b>GMB</b>		
<b>Unite</b>		

**REVIEW LOG**

Date	Version	Comments/Review	Approved by
	0.1	Check & review	

**EQUALITY ANALYSIS**

An equality analysis is being carried out on this policy and procedure. Contact HR Strategy and Policy Team for a copy. Contact HR on 01902 552345 or by email on [HR.supportdesk@wolverhampton.gov.uk](mailto:HR.supportdesk@wolverhampton.gov.uk) for HR advice.

**ADVICE**

Contact HR on 01902 552345 or email [HR.supportdesk@wolverhampton.gov.uk](mailto:HR.supportdesk@wolverhampton.gov.uk) for HR advice.

**COMMENTS AND AMENDMENTS**

Contact HR on 01902 552345 or email [HR.supportdesk@wolverhampton.gov.uk](mailto:HR.supportdesk@wolverhampton.gov.uk) to make any comments or suggest any feedback on this policy.

**DISTRIBUTION**

This policy and procedure is placed on the HR intranet for managers and employees to view. Copies will be provided to recognised Trade Unions and managers electronically.

## INDEX

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## **Our Commitment to Volunteering**

Statement from the Chief Executive of Wolverhampton City Council

I am delighted to support the Employee Volunteering Scheme, which is designed to support those already volunteering and to encourage new people to get involved in something really worthwhile. Speaking as a volunteer, I understand the real difference even the smallest contribution can make and hope the scheme will help you to find your ideal volunteering opportunity. As well as the chance to expand and share our skills and experience, it's a great way of playing a more active role in society. It can broaden our outlook and appreciation of diverse communities, creating a greater awareness of the needs of our community. Volunteering can enhance working relationships, create wider connections and enhance possibilities of future joint working practices. It can improve job satisfaction, morale and personal development, and simply be a means of giving, to create a more self-reliant and resilient society.

We will give the scheme time to become established and will be in touch to see how it's going, to continue to build improvements into it.

I hope that this will be the start of a new ethos of volunteering at Wolverhampton City Council

Simon Warren  
Chief Executive  
Wolverhampton City Council

## 1. Principles

- 1.1 The Employee Volunteering Scheme aims to provide volunteering opportunities for employees at Wolverhampton City Council and enable Wolverhampton City Council staff to contribute something to the city.
- 1.2 Employees can get involved in activities that benefit individuals, clubs, charities, faith groups and the environment.
- 1.3 The scheme applies to all Council employees with the exception of those working in schools and those employed centrally on teachers' terms and conditions of service.
- 1.4 The volunteering scheme allows employees to take up to two days' per annum or equivalent (pro-rotta) paid time off to volunteer within Wolverhampton.
- 1.5 The council will support volunteering by:
  - Releasing employees from normal duties for two days (14.40 hours) per year (pro-rotta) to continue current volunteering or undertake new volunteering activities
  - Encouraging employees to volunteer in their own time too
  - Encouraging volunteering to be used for staff development via the appraisal processes
  - Identifying possible opportunities for volunteering linked to the Corporate commitment to developing more active self-reliant communities
  - Communicating effectively
  - Reviewing and revising the scheme where appropriate or necessary.

## 2. Why volunteer?

For volunteers, it can:

- Bring a great sense of personal achievement and self-worth by contributing to the community
- Give a broader outlook and appreciation of diverse communities
- Give others the benefit of experience and skills
- Help to develop new skills and experiences
- Improve employability – providing valuable experience and demonstrating a “can do” attitude
- Be fun, social and enhance health and wellbeing
- Help adjustment from work to retirement.

For communities, it can:

- Help voluntary organisations to deliver services and improve communities
- Build a more robust and resilient society
- Improve relationships between council staff and residents.

For the council, it can:

- Improve employee job satisfaction, morale, commitment and performance
- Enhance its reputation and profile
- Help it to attract and retain high-performing employees
- Encourage individual and team development
- Help team building through group volunteering
- Strengthen relationships with voluntary, community and faith sectors – creating a “one team” approach
- Help to demonstrate its commitment and support to employees by encouraging them to play a more active role in society.

### 3. Volunteering allowance

#### 3.1 Time allowance and eligibility criteria

All employees are allowed **two days pro-rotta per year** paid time off to volunteer, provided that:

- You have agreed it with your manager at least two weeks in advance of the volunteering activity taking place so that cover arrangements can be made if necessary. As with annual leave, the needs of the service must be taken into account and you must obtain agreement to volunteering leave before making any commitments to a voluntary organisation
- It does not involve a visible financial cost to “back-full” staff cover, e.g. employees based in schools. Time taken to volunteer will not disrupt or adversely affect individual or team activity
- There are no conflicts of interest, e.g. political campaigning
- Activities benefit the environment, individuals or groups other than close relatives, within Wolverhampton
- Activities undertaken are with organisations which are “not for profit”
- Any development activities undertaken benefit the role and service (see “additional paid time” below)
- Activities are not used to replace council jobs

This covers employees who already volunteer and those just starting out. You can use your volunteering time flexibly, one day at a time, two together or broken down into hours to fit the needs of the activity and voluntary organisation or group. You will need to discuss this with your manager to make sure that this fits both your and the team’s needs.

You can also “top-up” volunteering allowances with annual leave or unpaid leave if necessary. e.g. You could use three days annual leave and two day volunteering allowance for a week off to work at a children’s camp.

### **3.2 Allowance for those working part-time**

The 2 days volunteering hours are calculated pro-rotta to working hours, in the same way as annual leave e.g. if you work for half of every week, you would be able to volunteer for 7.24 hours.

### **3.3 Carrying over volunteering days**

Volunteering days cannot be carried over from one year to the next.

### **3.4 Criminal Records Bureau checks**

Certain activities that involve working with young people or other vulnerable groups may require you to have a check by the Disclosure and Barring Service (formally CRB). The organisation will indicate if this is necessary and will be required to meet all associated costs.

### **3.5 Public duties**

Duties associated with school governance, duties as a magistrate, election candidacy, support at polling stations, trade union activities and employee advocacy are not covered by this policy.

### **3.6 Subsistence and travel expenses**

Volunteering activities should be claimed through the organisation with which you are volunteering

### **3.7 Monitoring**

The level of detail required to agree and monitor an employee’s volunteering activity is at the manager’s discretion. The employee should complete a simple application form (appended to this document) setting out how the volunteering activity fits in the scheme; the purpose of the activity; what they will do; and how they will do it.

### **3.8 Recording volunteering time**

Once you have agreed your volunteering activity with your manager, you will need to record it as working time in the time recording system. Any approved volunteering activity should be recorded as special leave.

## **4. Before volunteering**

### **4.1 Discussion with manager**

Before you volunteer, you must discuss with your manager the type of volunteering you wish to do. If you know which organisation you would like to volunteer for, you should contact the organisation to find out what opportunities are available, then speak to your manager.

You must provide your manager with the following information at least one month in advance, using the employee volunteering application form:

- The type of volunteering activity
- The name of the voluntary organisation
- Where the activity will be carried out
- The benefits of the activity, both to the employee and the voluntary organisation
- Duration, frequency and commitment required
- Any risks, e.g. conflicts of interest, contravention of political restrictions or political campaigning

The information you provide to your manager will enable them to discuss and explore any implications or risks. The manager will need to understand enough about the proposed volunteering activity to be able to approve it.

Where at all possible, managers are expected to support volunteering activities, demonstrating flexibility for cover arrangement e.g. swapping shifts, covering each other's work, working flexibly and/or remotely, use of flexi-time, time off in lieu and unpaid leave. You and your manager should agree what is reasonable.

Managers will need to consider:

- The possible impact of volunteering time on service activity, e.g. operational and shift cover

### **4.2 Review of refusal**

If your manager does not approve your proposed volunteering activity, you have the right to a review of the refusal through your manager's manager. Your manager will need to evidence the reason for their decision.

### **4.3 Liability**

It is the manager's responsibility to be satisfied that there are no conflicts of interest and that you have considered and accepted any risks. The council will not be liable for damages or injuries that occur while you are volunteering for other organisations.

## **5. Volunteering activities**

### **5.1 Types of volunteering**

Volunteering can be anything from helping out in a neighbourhood to being a trustee for a charity. It can be a short one-off activity or a regular on-going commitment.

For example:

- Engaging with a Local Neighbourhood Partnership
- Mentoring Looked After Children and vulnerable people
- Developing or mentoring a project for Make:Shift
- Supporting vulnerable adults and disabled people
- Reading and listening activities at school
- Outdoor activities e.g. environmental clean ups, recycling initiatives
- Sponsoring charities e.g. through fund-raising
- Club leader, treasurer or secretary, e.g. at youth clubs, Scouts, Guides or similar groups
- Organising sports activities or events
- Police Specials
- Trustee for a charity
- PTA officer/member

You could discuss with your manager:

- Taking up a volunteering opportunity, as an individual, that you have a particular interest in and might wish to continue doing
- Giving a one-off contribution to a voluntary organisation, whether individually or as part of a team activity or project
- Exploring activities that have the potential for longer-term volunteering.
- For example, spending time with a charity or job-shadowing another volunteer to gain experience and knowledge that benefits your work
- Undertaking specific training linked to a new or current volunteering activity, such as charity law training for trustees or treasurers.

The pages on the council's public website include details of the Volunteer Centre and sets out lots of volunteering opportunities and sources of advice.

## **5.2 Scope of volunteering**

You can volunteer to do almost any activity and it need not be connected in any way with your work for the council. Many people use volunteering as a way of trying something completely new.

## **5.3 Geographical volunteering boundaries**

The volunteering activity must be within Wolverhampton. You can volunteer to work with any charity in Wolverhampton, provided there is no conflict of interest with our volunteering principles (see section 7 below).

## **5.4 Training requirements (including health and safety) to perform volunteering activities**

The organisation for which you volunteer is responsible for providing any induction or other training to allow you to perform your volunteering role and remain safe. Where this training benefits your role at the council or your career progression and cannot be met by Will, you will need to negotiate an extra paid day with your manager.

If you are involved in community transport volunteering using your own car, you will need to check that your own motor policy is suitable.

## **5.5 Clothing and equipment**

If the volunteering activity requires specialist clothing or equipment, this will need to be provided by the organisation or by the volunteer. The organisation will provide details of what is required.

## **5.6 Expenses**

The council will not be liable for any expenses incurred by staff as part of the Employee Volunteering Scheme.

## **5.7 Reasonable Adjustments**

The council will consider making reasonable adjustments for disabled staff to enable them to participate in a volunteering activity e.g. allowing staff to use specialist equipment such as a council provided adapted phone at the volunteer placement.

## **6. Volunteering principles**

When volunteering, you agree to:

- Respect the privacy, property and confidentiality of others
- Report any problems you experience to your manager and Volunteer Centre (where it has acted as a broker)
- Aim to fulfil the commitment you have made and inform your named contact in the voluntary organisation if you are unable to attend
- Act in a professional way, recognising that you are representing the council while carrying out the volunteering activities.

The code of conduct continues to apply to employees when volunteering. The code contains provisions that encourage the highest standards of integrity and personal conduct on the part of all employees.

The council strongly recommends that the organisation for which you volunteer is registered with Wolverhampton Volunteers, the City's Volunteer Centre, for quality assurance purposes. If the organisation that you wish to volunteer with is not registered, you can suggest that it registers with Wolverhampton Volunteers for free. Wolverhampton Volunteers can be contacted on [wwalker@wolverhamptonvsc.org.uk](mailto:wwalker@wolverhamptonvsc.org.uk) or 01902 328980.

If the organisation is unlikely to register with the Volunteer centre, you and your manager should satisfy yourselves that the organisation's quality assurance and health and safety policies are adequate.

## **7. After volunteering**

You should discuss your volunteering activity with your manager and share the experience with colleagues.

If you experience any blockages or challenges to communities being more active as part of your volunteering these should be forward to the self-reliant communities' task group via [lnp@wolverhampton.gov.uk](mailto:lnp@wolverhampton.gov.uk)

## **8. Six easy steps to help you start volunteering**

1. Discuss and agree the volunteering activity with your manager.
2. Complete the Volunteering Registration form and return it to Human Resources support desk.
3. Record paid time in your time recording system.
4. Get volunteering and tell your colleagues about your experience!



5. After you've volunteered, discuss the experience with your manager at your next one-to-one and appraisal and plan your next volunteering activity.
6. Let the self-reliant task group know about any blockages that feel communities face in terms of being more active. Contact us by emailing [lnp@wolverhampton.gov.uk](mailto:lnp@wolverhampton.gov.uk).

## **9. More information and useful links**

## **10. Roles and Responsibilities**

### **Roles and Responsibilities of Employees**

Employees volunteering under this policy must observe the standards and principles set out in it, ensure they have management support for their volunteering activity and advise their line manager if there are any changes to the volunteering arrangements.

### **Roles and Responsibilities of Managers**

Managers have a responsibility to support the Council's volunteering policy and ensure that this policy is applied appropriately within their own area. Any queries on the application or interpretation of this policy should be discussed with HR prior.

Managers should ensure any employees engaged in volunteering fully understand the provisions of the scheme.

### **Roles and Responsibilities of HR**

HR will provide operational support to the organisation to enable the effective implementation of the volunteering policy.

HR has a responsibility to:

- Provide support and guidance to managers and employees
- Ensure the communication, maintenance, regular review and updating of this policy
- Monitor and review the delivery and impact of this policy.

## **Role of the Chief HR Officer**

In consultation with the recognised Trade Unions, the Chief HR Officer will exercise delegated authority for and be responsible for the on-going review and updating of this policy to ensure compliance with changes in statutory requirements and operational delivery, including responsibility for identifying the appropriate process for the regular evaluation of the effectiveness of this policy. Any fundamental changes to this policy will be brought before Cabinet (Resources) Panel for approval.

## **Role of Trade Unions**

Any review and revisions of this policy will be in consultation with the Council's recognised trade unions.

## **11. Monitoring and Review**

The external secondment policy and procedure will reviewed and updated annually and be available to managers and employees via the HR intranet.

## **12. Equalities**

An Equality Analysis has been carried out on this scheme.

The Council has a duty to monitor the application of this scheme in relation to protected characteristics under the Equality Act 2010. This is reported annually in the Council's Equality Monitoring Report.

If any aspect of this scheme causes you difficulty because of any disability you have, or if you need assistance because English is not your first language, you should raise this issue with HR.



# Cabinet (Resources) Panel

## 5 November 2013

<b>Report Title</b>	Procurement of a Preferred Partner List of Registered Providers and Development Partners	
<b>Internal decision designation</b>	AMBER	
<b>Cabinet Member with Lead Responsibility</b>	Councillor Peter Bilson Economic Regeneration and Prosperity	
<b>Key Decision</b>	Yes	
<b>In Forward Plan</b>	Yes	
<b>Wards Affected</b>	All	
<b>Accountable Strategic Director</b>	Tim Johnson, Education and Enterprise	
<b>Originating service</b>	Regeneration	
<b>Accountable officer(s)</b>	Jane Trethewey Tel Email	Section Leader, Housing Development 01902 55(5583) Jane.trethewey@wolverhampton.gov.uk
	Lesley Eagle Tel Email	Housing Development Officer 01902 55(5446) Lesley.eagle@wolverhampton.gov.uk

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### **Recommendation(s) for action or decision:**

The Cabinet (Resources) Panel is recommended to:

1. Approve a formal procurement process through the Official Journal of the European Union (OJEU) to appoint a number of partners to a Development and Partnering Framework to work with the council to deliver housing projects.
2. Delegate authority to the Cabinet Member with lead responsibility for Economic Regeneration and Prosperity to approve the process and framework criteria to be used for the procurement of a Framework Panel of Preferred Partners.

**Recommendations for noting:**

1. The Cabinet (Resources) Panel is asked to note that following the evaluation of tenders' stage, a further report will be taken to Cabinet (Resources) Panel to approve the appointments to the Framework Panel.

## **1.0 Purpose**

- 1.1 The purpose of this report is to seek approval for a new Housing Development and Partnering Framework to be procured through OJEU, to appoint a number of Housing Associations and Development partners to a legal framework for a four year period.

## **2.0 Background**

- 2.1 Wolverhampton Council established a Preferred Partners Framework 12 years ago, under Housing Corporation guidelines at that time. This Framework enabled the council to work with five housing association partners to jointly commission social housing programmes. At the time when this Framework was established, the allocation of Housing Corporation funding was directly to housing associations and was site specific. This Framework ensured funding allocation was targeted to meet local housing needs. Partners were selected to the Panel who were able to deliver the council's approved development programme and neighbourhood renewal priorities. This included disposal of council-owned land to a partner housing association for development of social housing and development of supported / specialist housing schemes.
- 2.2 The Homes and Communities Agency (HCA) was established in December 2008 as a successor body to the Housing Corporation. Housing associations were later known as Registered Social Landlords but are currently referred to as Registered Providers.
- 2.3 The current Framework is now out of date as it does not meet the council's current procurement requirements or EU regulations. The council's housing requirements have also changed and under the self-financing regime, the council is now in a position to utilise Housing Revenue Account (HRA) finance for our own development programme. The council currently awaits HCA Board approval to recommend Investment Partner (IP) Status which will allow the council to draw down funding for approved schemes and bid directly for further HCA funding. It is anticipated that this approval will be given at the end of October 2013.
- 2.4 Over the last two years, 'Improving the City Housing Offer' reports to Cabinet have outlined the council's ambitions to increase the delivery of high quality affordable housing. A range of different approaches have been proposed including direct procurement by the council of development partners, disposal of sites with S106 requirements, and work with our Strategic Construction Partnership contractors. The addition of an up to date, EU compliant Preferred Partners Framework will create an important additional means for delivery of new homes for the city.
- 2.5 A new Framework is therefore required to be developed and procured in order to deliver housing projects in line with current regulations and to maximise the use of external resources and capital investment in housing-led regeneration.
- 2.6 The new Framework will enable both Registered Providers and other development partners to tender to be part of the Framework. It will allow for similar types of work as the previous framework but will also include a range of other housing- led regeneration

and housing initiatives (as outlined in section 3.4) including enabling partners to bid for land / property which the council is disposing of, to provide affordable housing opportunities in line with the council's strategic objectives.

- 2.7 Registered Providers and development partners who tender to be part of a Framework Panel will be required to have Investment Partner status with the HCA and hence eligible for their own funding allocation from the HCA. The pooling of resources as appropriate to enable project delivery would also be possible under the Framework.
- 2.8 The criteria for membership of the Framework Panel will ensure the necessary contracting capacity among Framework Partners.
- 2.9 However, the Framework can be structured and procured in such a way as to also allow for continued delivery of housing schemes / initiatives using other delivery methods including:
- Site Development using the council's Strategic Framework Contractors (for small site development)
  - Utilising the HCA's Delivery Partner Panel (DPP) procurement option to select a developer partner to develop larger sites.
  - Direct tendering for a development partner.
  - Disposal of council-owned sites to private sector developers for housing development with S106 affordable housing obligations
- 2.10 A Framework Panel of Preferred Partners would add a further option to progress housing projects and would give greater capacity to deliver a range of housing development proposals and other housing initiatives using the most appropriate method and ensuring value for money.
- 2.11 Without a Framework a formal tender process would be required for any development scheme where costs were less than £4,348,350 (the EU threshold for works) and for projects with costs above this threshold a full OJEU Notice would be required. A Framework Panel procured through OJEU will enable the award of individual contracts without requiring a full OJEU compliant procurement process for each contract.
- 2.12 Partners on the Framework Panel will be pre-qualified under set terms and conditions, speeding up the procurement process and reducing costs for each project. The terms and conditions of the Framework Agreement will set out clearly the mechanism for awarding contracts to the Framework suppliers.
- 2.13 The appointment process will ensure that successful Framework partners meet all the necessary requirements (health and safety, financial, equality, quality standards, etc.) in order to undertake contracts for the council. It will also provide the council with the ability to specify key outcomes such as local employment and training, local management of housing etc.
- 2.14 The evaluation process will also give consideration to best practice in employment terms when selecting Framework partners.

- 2.15 In brief, the OJEU process will be as follows:
- The council drafts and agrees its requirements.
  - OJEU Notice published
  - Interested parties complete a Pre-Qualification Questionnaire
  - Evaluation of Pre-Qualification Questionnaire submissions
  - Selected suppliers from Pre-Qualification stage proceed to the Invitation to Tender (ITT) stage
  - Competition period
  - Receipt of tenders
  - Interviews are held / evaluation of tenders against Framework criteria
  - A report will be taken to Cabinet (Resources) Panel for approval to appoint Framework Panel partners
  - The Standstill Period is observed
  - The council appoints the successful suppliers

The timescale for the above process is dictated by the legal requirements of an OJEU procurement, but overall the process is expected to take around one year from the publication of the Contract Notice in OJEU. It is anticipated that the Framework will be in place by 1 April 2015.

- 2.16 Once the Framework Panel is established, contracts for particular projects and schemes will be awarded in accordance with the mechanisms set out in the Framework Agreement. These mechanisms will take into account the capacity and specialism(s) offered by the suppliers and will allow for either direct call-off from the Framework, or for further competition.
- 2.17 Wolverhampton Homes may be asked to manage delivery of some of the smaller scale developments on behalf of the council.

### **3.0 Progress and options**

- 3.1 Advice from the council's Procurement Section is that the correct route for procurement of a Framework list of Partner organisations is through an OJEU process.
- 3.2 Discussions have also taken place with Sandwell Council who have experience of setting up an OJEU procured panel for this specific purpose, having procured a Housing Development Framework for the period 2010-15. These discussions have allowed Wolverhampton City Council officers to gain an understanding of how the procurement process worked in practice with local developers, timescales for the various stages of the process, types of activities which the Framework can apply to, the level of interest received, and some of the lessons learnt.
- 3.3 A joint approach to procurement with Sandwell Council was discussed as a possible option but this is unlikely to transpire due to different procurement timescales for each Council and other strategic issues. However, council officers will keep in contact with Sandwell's officers and there may at least be opportunities for shared learning.

3.4 The Framework will enable the council to work with Registered Providers and development partners on a range of housing projects and initiatives including:

- Council site development
- Council estate regeneration
- Potentially providing council grant for Registered Provider development
- Development of specialist and /or supported housing schemes
- Discounted sales for development
- Market sale and market rent development
- Construction contractor work
- Development agent work
- Other housing initiatives which may arise which support the aims of Wolverhampton Housing Strategy
- Development which supports housing-led regeneration such as open space, environmental and community facilities

3.5 Some of the benefits of the Framework approach will be:

- A standard approach which creates certainty for partners
- Accountability and transparency
- Mitigates against risks and legal challenge
- Provides a means to legally dispose of sites at less than best consideration for a development
- Removes Pre-Qualification requirements, i.e. no need for individual checks for every scheme, as this will have been covered as part of the Framework
- State Aid regulations compliance
- Standard templates (e.g. development agreement, cost modelling etc.) make comparison clearer
- Reduces timescale for project delivery
- Creates cost savings
- The Framework will comply with key national funding bodies, such as the Homes and Communities Agency (HCA)
- Encourages economies of scale and supply chain stability

#### **4.0 Financial implications**

4.1 The cost of undertaking this procurement process will be met from existing approved budgets in Procurement, Legal and Housing Services.

4.2 A further report will be submitted to Cabinet (Resources) Panel to approve the appointment of the preferred partners.

[CF/21102013/C]

#### **5.0 Legal implications**

5.1 European Union public procurement law regulates the purchasing of contracts for goods, works or services by public sector bodies. Where the contract value exceeds a certain threshold, The Regulations require public bodies to publish a contract notice in the



Official Journal of the European Union (OJEU) and follow one of the prescribed forms of tendering process.

- 5.2 The Public Contracts Regulations 2006 allows for Framework agreements to be established. A Framework sets out the terms under which parties enter into contracts during the term of the framework.
- 5.3 A Framework Agreement should last for no more than four years and can only be extended in exceptional cases.
- 5.4 Procurement of a Framework Panel through OJEU will ensure that new housing development contracts and other housing projects carried out as contracts called off from the Framework are fully EU compliant.

[JH/181013/S]

## **6.0 Equalities implications**

- 6.1 A Partner Framework Panel would be selected through a tender process and would be evaluated against pre-disclosed award criteria and pre-determined methodology which would ensure transparency, equality and proportionality. An Equality Analysis will be completed in respect of the agreed procurement process.
- 6.2 Any projects / initiatives progressed through the Framework would be subject to an Equality Analysis and community consultation as appropriate.

## **7.0 Environmental implications**

- 7.1 The Framework will enable new housing developments to be taken forward across the city. These schemes can be developed to Code Level 4, and will meet the council's planning requirements in respect of environmental standards.
- 7.2 Housing-led regeneration will improve the function and visual amenity of neighbourhoods, particularly in areas of underutilised and unattractive land.

## **8.0 Schedule of background papers**

- 8.1 Open Executive Information Item 26 September 2002, Joint Commissioning: Selection of Preferred Housing Association Partners  
Cabinet 11 April 2012, Improving the City Housing Offer



# Cabinet (Resources) Panel

## 5 November 2013

<b>Report Title</b>	Outcome of Called In Item	
<b>Internal decision designation</b>	AMBER	
<b>Cabinet Member with Lead Responsibility</b>	Councillor John Reynolds City Services	
<b>Key Decision</b>	No	
<b>In Forward Plan</b>	No	
<b>Wards Affected</b>	All	
<b>Accountable Strategic Director</b>	Keith Ireland, Delivery	
<b>Originating service</b>	Delivery / Central Services	
<b>Accountable officer(s)</b>	Carl Craney Tel Email	Democratic Services Officer 01902 55(5046) Carl.craney@wolverhampton.gov.uk

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### Recommendation for noting:

The Cabinet (Resources) Panel is asked to note:

1. The decision of the Scrutiny Board

#### 1.0 Purpose

- 1.1 To receive the decision of the Scrutiny Board on a Called In item.

#### 2.0 Background

- 2.1 The enclosed schedule sets out the decision of the Scrutiny Board in respect of a Called In item relevant to this Panel. Where appropriate, any relevant issues raised or comments made by the Board in respect of the Call In is set out in the schedule.

#### **4.0 Financial / Legal / Equalities / Environmental / Human resources implications**

4.1 Of itself, this report has no implications for any of these policies

#### **5.0 Schedule of background papers**

5.1 Report to Enterprise and Business Scrutiny Panel: 30<sup>th</sup> July 2013 – Street Cleansing optimisation report and proposal for reconfiguration of the preferred service delivery model.

5.2 At the Enterprise and Business Scrutiny Panel held on the 30<sup>th</sup> July 2013, Councillors considered the options for Street Cleansing optimisation.

It was noted that Option 2 was the preference going forward as a delivery method as this would allow for resources to be deployed where they are most needed within the city.

Councillors were also informed that by considering this option, the financial implications would contribute significantly to the savings required as part of the Medium Term Financial Plan.

However, as the report did not have any detailed financial implications within it, some councillors felt it would be difficult to consider the report as it did not contain a breakdown of the savings.

Councillors were also informed that some areas of the city actually received a regular cleanse on a daily basis based upon acknowledged intelligence.

5.3 Report to Cabinet (Resources) Panel – 11 September 2013.

**SCRUTINY BOARD – 1 OCTOBER 2013****CALLED- IN ITEM**

<b>CABINET/CABINET PANEL MEETING</b>	Cabinet (Resources) Panel
<b>DATE</b>	11 September 2013
<b>SUBJECT</b>	14: Street Cleansing Optimisation Review Report and Proposal for Reconfiguration of the preferred Service Delivery Model
<b>PORTFOLIO</b>	
<b>CALLED-IN BY</b>	Councillor Findlay Date: 12 September 2013 Time: 09:05 hrs.
<b>METHOD OF CALL – IN</b>	E-mail
<b>REASON(S) FOR CALL – IN</b>	To investigate further the possibility of reinstating a six-weekly frequency for non-A or B roads (i.e. neighbourhood roads) across all parts of the service.
<b>CALL – IN RECEIVED IN DEMOCRATIC SUPPORT</b>	Date: 12 September 2013 Time: 09:10 hrs Name of Democratic Support Officer: Liz Kiely Telephone Number: (55)5045
<b>DETAILS OF CABINET MEMBER and DIRECTOR TO WHOM CALL IN REFERRED</b>	Councillor John Reynolds Cabinet Member for Environmental Services Strategic Director for Delivery Date: 12 September 2013 Time: 09:10 hrs.
<b>DECISION OF CABINET/CABINET PANEL</b>	That Option 2 be approved as the preferred service delivery model that aligns cleansing cycles throughout the city and implements best practice in all areas which also allows the best utilisation of resources within programmed works deployed in areas in most need of cleansing
<b>SUPPLEMENTARY INFORMATION</b>	<ul style="list-style-type: none"> <li>The preferred Option 2 model would allow the service to optimise mechanisation and provides robust consistent frontline environmental cleansing service delivery that ensures that mechanised sweeping for roads can be set at every 12 weeks as a minimum, whilst still maintaining a continuous presence in some neighbourhood areas, with orderly hand carts and specific channel, footway litter collection at a minimum of every 6 weeks.</li> <li>In addition to this, there would be major enhancements to the service, including a mobile city-wide resource team to deal with urgent/high priority littering issues and requests,</li> </ul>

	<p>although there are presently only a small number of sweeping requests within neighbourhood areas each month, many of which can be dealt with by use of manual resources and scheduled cleansing arrangements (every 6 weeks) rather than the deployment of mechanical sweepers.</p> <ul style="list-style-type: none"> <li>• There would also be additional mechanical “Green machines” in the city/town centres, shopping areas and other such “hot-spots.”</li> <li>• A minimum 6-weekly manual cleansing regime in neighbourhood areas, together with a minimum 12-weekly mechanical sweep ensures acceptable standards in accordance with section 89 of The Environmental Act 1990 and the ‘Code of Practice on Litter and Refuse’ (COPLAR) 2006 which provides guidance on a series of legislation and powers affected by the Clean Neighbourhoods and Environment Act 2005.</li> <li>• The preferred resource model would ensure that personnel and equipment is deployed into areas where cleansing is most needed instead of wasting resources with superfluous equipment on a traditional frequency based approach, where some areas are cleansed whether needed or not. Flexibility for cleansing exceptions is included within the plan on this Option. Locations which would require additional cleansing due to high foot fall or other local issues have been identified and included in this model.</li> </ul>
<p><b>SCRUTINY BOARD DECISION</b></p>	<p><b>Decision Noted</b></p>
<p><b>SCRUTINY BOARD COMMENTS OR ISSUES RAISED</b></p>	<p><b>None</b></p>