

Resource Implications

This part of the workbook should be used in conjunction with Set 6 of the Good Practice Guidelines that support Bradford's Policy Statement of Good Practice in Working with Volunteers. Please ensure you have read and understood this Set before using the workbook.

Area:

Set 6

Resource Implications: What will it cost? (InfoSheet 6.1)

LEVEL ONE

You need to budget and plan for a number of additional costs if your volunteer involvement programme is to be a success. Your main area of expenditure is likely to be volunteer expenses, but there are other things to consider, such as training costs, venues, and the amount of staff time you will need to dedicate to supporting your volunteers.

Each of the boxes below covers an area of expense you will need to think about. For each item, state how you plan to meet this expense and the budget you have available.

1.1 Volunteer expenses (see InfoSheet 6.1 if you are unsure about which expenses you should be covering):

a) Travel (include taxis, buses, trains and car mileage)

b) Food/Refreshments

Set 6

Part 6.1

c) Telephone calls/postage

d) Childcare

e) Other expenses (i.e. photos for identity cards, celebratory meals for religious occasions, etc.)

1.2 Time spent in the consultation process with staff, service users/clients and other stakeholders before deciding to go ahead with your volunteer programme (see InfoSheets 1.1 & 1.2)

Set 6

Part 6.1

1.3 Training for staff who will be involved with volunteers

1.4 Staff time and training for volunteer policy development work and development of good practice

1.5 Staff time for co-ordinating, supervising, supporting and managing volunteers

Set 6

Part 6.1

1.6 Staff time in completing administrative tasks (e.g. managing the volunteer budget and paying out volunteer expenses).

1.7 Producing a dedicated volunteer budget (and finding the money!) for all of the above before you decide to go ahead with volunteer involvement.

1.7 Insurance – check that you have the necessary insurance for volunteers and whether there will be any extra cost (see InfoSheet 5.1 – Insurance).

Set 6

Part 6.1

LEVEL ONE - Implementation Plan - *InfoSheet 6.1*

Item No (i.e. 2a)	How we plan to achieve this	Person/Team Responsible	Timescale

Set 6

Part 6.1

LEVEL ONE - Implementation Plan - *InfoSheet 6.1* (continued)

Item No (i.e. 2a)	How we plan to achieve this	Person/Team Responsible	Timescale

Set 6

Part 6.2

Area: Set 6

Resource Implications: Developing Volunteer Expenses Guidelines (*InfoSheet 6.2*)

The next step is quite simple. You need to collate all of the information you gathered for 6.1 (above) into a set of expenses guidelines that you should write down and make available to your volunteers at induction. You should make sure that volunteers have access to your guidelines and that they are given a copy to take away with them after your induction training. Be clear about exactly how much your volunteers can claim and for what.

You also need to ensure that you tell volunteers about how they go about claiming their expenses (i.e. who to ask, whether or not they need to give that person notice and what receipts they need to bring).

You need to ensure that you only pay your volunteers their actual out-of-pocket expenses – giving volunteers a flat rate payment could imply a contract of employment.

1. Putting together expenses guidelines

1.1 Which member of staff will write and produce your guidelines (based on the information you gave in 6.1 of this Workbook)?

1.2 How will you ensure that your volunteers are aware of the procedures for claiming expenses and receive their own copies of your expenses guidelines?

Set 6

Part 6.2

LEVEL ONE - Implementation Plan - *InfoSheet 6.2*

Item No (i.e. 2a)	How we plan to achieve this	Person/Team Responsible	Timescale