

NORTH YORKSHIRE COUNTY COUNCIL

NORTH YORKSHIRE LOCAL ACCESS FORUM

17 February 2005

COUNTRYSIDE VOLUNTEERS SERVICE – PROGRESS REPORT

1.0 Purpose Of Report

To provide details of progress on the development of the Countryside Volunteers Service.

2.0 Background

At the meeting of 11th November 2004, LAF heard the Volunteer Co-ordinator's verbal report on the first month in post. At that time needs were identified for an assessment of the existing situation, and for a Volunteer Service Plan. This has been drafted & is appended.

3.0 Progress

A social function for 'old' Volunteers was held in Boroughbridge, 8th January; 45 attended from as far afield as Redcar & Bentham.

Thanks to press coverage, recruitment has been good; we are nearing a limit of the number of Volunteers that can be managed at present with existing staff resources.

60 Volunteers now on register, + 8 prospective 'members'.

New Volunteers are undertaking path condition surveys; working parties are being planned & Volunteer interest gauged in Areas 1 & 2.

Open Access Volunteer target number of 40 achieved; we now have a waiting list. Training for this is underway.

Standard recruitment/induction/training procedure still at planning stage.

Volunteer database/register in use.

Volunteer Policy at draft stage.

Risk management & insurance issues in respect of safe / lone / unsupervised working resolved.

Standard training for path condition surveys planned.

4.0 Recommendation

It is recommended that the report be received for information.

Contact Officer

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Countryside Volunteer Co-ordinator

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Appendix

COUNTRYSIDE VOLUNTEER SERVICE - PLANNING

Process	What	Who involved / consulted	Notes	By when
Assess	Quantify existing volunteer resource	Area PRoW staff Heritage team & HH AONB Volunteers	Consult Visit	October
Assess	Early needs & priorities	Best Value Review / Improvement Plan. Countryside Service staff	Read Consult	October
Assess	Existing use of volunteers	Area PRoW staff Heritage team & HH AONB	Consult	October
Assess	Prospective volunteers from web-site survey of Summer 2004	AF's database		October
Plan / design	Volunteer Service mission statement	Management (Vols Policy)	Ensure compliance - Countryside Service & NYCC Vision/ Objectives	October
Assess	Tools & equipment held / needed & storage facilities	Area PRoW staff		November
Assess	Existing recruitment & induction procedures	Countryside Service staff, Personnel staff., paperwork	Consult Read	November
Assess	Present volunteer capacity	Area PRoW staff	Consult: Potential with existing staff resources?	November
Assess	Potential / capacity of Volunteers in archaeology team	Archaeology staff	Consult College / university links?	November
Plan / design	Develop volunteers register / database	Personnel ICT	MS Access	November / ongoing

Plan	Establish contact with neighbouring Ranger Services	Moors & Dales Parks	Liaise / Share Vols/ training/& recruitment?	November
Plan / design	Organise social / meeting	Hotel - central location	Existing volunteers - staff to attend "thanks" for past work	November
Plan / design	Volunteers 'PR' project	Staff colleagues Communications team	Identify project, arrange publicity, include Councillor e.g. John Fort?	November
Assess	Potential / capacity of Volunteers in ecology & conservation team	Ecology staff	Consult College / university links?	December
Assess / Plan	Budget	Management, Staff Suppliers	Initial needs / 2004-05, 2005-06	December
Plan / design	Standardise recruitment & induction procedures	Personnel, Staff		December
Plan / design	Develop Volunteer Service structure – Countryside Service-wide	Neighbouring services, Countryside Service staff	Consult 2-tier structure + affiliates	December
Plan / design	Affiliate groups to Service	HH AONB	Community involvement Local heritage & RA groups	
Plan / design	Volunteer Recruitment / Publicity	Web-site team Graphics - Redesign pamphlet Press	Consult Regular press releases	December
Plan / design	Produce Countryside Services Volunteers Policy	Corporate policy, Countryside staff / manager, other Vol. organisations	Consult	December
Plan / design	Staff guidance on working with volunteers	Countryside Service staff / manager	Consult	January
Assess	Volunteer training needs	Countryside Service staff, Volunteers	Consult	Dec/Jan
Plan / design	Standard basic training	Countryside Service staff	Consult - baseline per activity	Dec/Jan
Plan / implement	Acquisition of tools / equipment	Staff suppliers		January

Plan / implement	Programme of work parties	PRoW staff	Consult - Areas 1 & 2	January
Plan & implement	Deliver guidance on working with volunteers	All staff	Workshops Guidance notes	ongoing
Plan / design	Health & Safety, Welfare & Lone working guidance/procedures Insurance	Legislation, existing procedures. H & S officer, Risk Management officer, Other Services	Research Consult	January
Plan / design & Implement	Volunteers' clothing	Manager, Access Officer	Consult - OA vols requirements	January
Assess & Implement	Volunteers' Personal Protective Equipment	Staff H&S officer catalogues		January
Implement	Recruit Open Access volunteers	AONB Communications	Target of 40 (trained & operational May 2005)	December / ongoing
Implement	Volunteer recruitment	Communications team Web-site	Target of 50 by March 2005 Revise web-site content Rewrite recruitment leaflet Produce power-point presentation	Dec/Jan
Assess & Plan	Student work placements	Colleges, staff	Consult - Craven, Askham B, etc.	Jan/Feb
Plan / design & Implement	Publicity / PR Plaque - for vol works done	catalogues	Incorporate NYCC logo	Feb/Mar
Assess & Plan	Volunteer Officer / Part-time leader	BTCV, Manager, Countryside Service staff	Consult	Jan/Feb
Plan / design	Launch of Countryside Volunteers Service	Manager / colleagues	Press / media	April
Plan / design & Implement	Vols newsletter	Volunteers, Printing	Website?	Spring

Plan	National “Year of the Volunteer”	Volunteer England (Neighbouring services)	May = Environmental theme month	April
Plan / design	System to collate/ quantify work of Volunteer Service		Number of new recruits? Paths surveyed? Steps, stiles, built, man- days	April
Plan / design	Display material	Graphic designers / printing	Plan schedule for shows, libraries, etc.	May
Assess & Plan / design & Implement	Monitoring of Promoted Walks	PRoW staff	consult	2005/6
Plan / design	Volunteers’ Handbook	Volunteers, Countryside Service staff Printing		2005/6
Assess	Investigate external funding	Liaise with funding officer	Consult	2005/6
Plan / design	Guided walks?	Manager, Countryside Service staff	Consult	2005/6
Assess & Plan / design	Introduce Path Problem Reporting?	Manager, Countryside Service staff	Consult	2005/6