**MTC P&R Committee 3.2.21**

**Report No 3 Flood Warden and Volunteer Recruitment Process**

1. A new Flood Warden was recruited recently which gave rise to the matter of needing to clarify expectations by the Council for both Flood Wardens, and also volunteers.

2. To facilitate the process of recruiting the new flood warden, a basic volunteer form was created and used to request basic personal information to held securely on the volunteer, as well as the requirement for two referees. The form used was taken from the one used to recruit Covid 19 Volunteers.

3. Currently there is an 'understood practice' that requires Flood Wardens to carry out a DBS check, although it is not written into the plan and there is no policy to refer to stating the reasons  for this; the flood wardens' role is  not intended to enter people properties, or work directly with vulnerable individuals, or operate in isolation 'unsupervised' i.e. when mobilised the wardens operate as a team and  are in full communication in respect of their movements . This matter is open to interpretation and different Council's have opposing expectations. E.g. Melksham Without expect a DBS  check, whereas Northamptonshire Council does not.

4. Equally there is no policy for volunteer recruitment, although basic good practice for volunteer's management would usually address this.

5. The Committee are asked to consider the following for clarification, and instruct the Town Clerk accordingly:
    1. The requirement that all new Flood Wardens to complete a Volunteer Application form stating ( see attached from), and with this provide two references.
    2. The requirement for a Flood Warden to complete a DBS check as a pre-requisite for being a warden is reviewed and the reasons for this are clarified and re-stated.
    3. The requirement to expect all new Council volunteers to complete a Volunteer Application form, and provide two references.
    4. The requirement for all Council volunteers to have a basic job description clarifying the purpose, responsibility and parameters of the role allocated. (NB this would be needed for employer insurance purposes

Richard Spencer-Williams – Town Clerk 27.1.21