

## Volunteering Working Group meeting notes

3rd November, Highland Council, Glenurquhart Road

**Present:** Stephen Wiseman, Jonathan Willet, Liz McLachlan, Kirsty Ellen, Suzann Barr, Dan Jenkins, Caroline Vawdrey

Item	Action
<p>1 <b>Apologies and welcome</b></p> <p><b>Apologies:</b> Alan Smith, Joh Hollingdale, George Duff</p> <p>Stephen Wiseman (chair) welcomed members to the meeting</p>	
<p>2 <b>Actions from May minutes</b> (not covered by agenda)</p> <p><b>Volunteers Managers meetings</b> (Signpost) - Stephen and Kirsty have attended and found useful. Signpost also offers useful informal training.</p> <p><b>Publicise volunteering opportunities</b></p> <p>The meeting agreed to aim for a spring promotion of volunteering opportunities throughout Highland. The promotion will include a press release and circulation of other local media including radio stations, websites and Facebook pages. The week of 25th March 2016 will be targeted in order to align with Easter and school holidays.</p> <p>All other actions were covered by the agenda</p>	<p>Jonathan Willet to draw up press release.</p> <p>All group members to help with promotion</p>

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### **Collating information on volunteering and training opportunities - HTSI**

#### **Providing information to HTSI**

The aim is to have environmental volunteering as a subset within HTSI data.

HTSI and the Highland CVS network can add information to the Volunteer Scotland [website](#). Liaison with the local CVS group (eg Signpost) also gives a good way to build up an effective working relationship.

#### **The meeting agreed to:**

a) begin work on collating information on volunteering opportunities - to be submitted to HTSI and also to provide a useful database for volunteer opportunity providers to refer to and review the opportunities for collaboration.

b) Use the Volunteering Scotland template as the basis for this. Information is likely to include: What the opportunity is (for volunteering and training), location, participant criteria, transport requirements.

This request will be circulated to both working group members and the wider delegate list from the spring 2015 Highland Biodiversity conference.

c) Ask to meet Gail and Mhairi in January 2016 in order to discuss what the HTSI network needs from groups with volunteer opportunities and what the network can provide to them.

#### **In the meantime, Caroline will:**

a) Contact Gail Duff to ask for a Volunteering Scotland template and an example of one filled in

b) check the Highland Biodiversity [website](#) in order to ensure the volunteering information is up-to-date.

#### **Deadlines:**

Kirsty will aim to have a Trees for Life template example completed by 16th November (others are welcomed by that date too. (the wider group of conference delegates will be circulated with these, background info and grading system (see below))

All - to complete templates by 1st December

CV to contact HTSI and Signpost

All to provide information

CV

Kirsty

All

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### **Forward planning - to agree a system of grading volunteering activity**

The meeting agreed that:

a) A grading system would be a useful addition to the volunteering opportunities information

b) Suzann will research and advise on the most suitable grading system (likely to be boots)

Dan noted that the Active Scotland [website](#) was worth checking for information

Suzanne to look at examples and make a recommendation

All to add to collated info

5	<p><b>Forward planning - developing a collaborative volunteering calendar</b></p> <p>Will use initial drawing together of information (outline above) to develop this</p>	
6	<p><b>Report on collaborative volunteering strategy development</b></p> <p>Carried forward</p>	Jonathan to report to group before Christmas.
7	<p><b>Collating information on the benefits of volunteering</b></p> <p>Carried forward</p> <p>NHS Highland - Dan Jenkins noted that information on the benefits of volunteering have not been formally analysed, but that research has been undertaken on the benefits of strong communities and volunteering opportunities to encouraging and enabling involvement in volunteering.</p>	Jonathan to liaise with Dan and draw up draft - and other group members can add information
8	<p><b>AOCB</b></p> <p>None</p>	
9	<p><b>Date of next meeting</b></p> <p>Aim for week beginning 18th Jan for a meeting with Gail Duff (Signpost) and Mhairi Wylie (HTSI)</p>	