

CORONAVIRUS

LOCAL COMMUNITY ACTION VOLUNTEERING (LCAV) SCHEME

ADMINISTRATION POLICY

DATED: 29TH MARCH 2020

In this Policy, **“Volunteer”** means anyone offering support to a Service User under the Local Community Action Volunteering (LCAV) Scheme; **“Service User”** means anyone receiving support from a Volunteer under the LCAV Scheme.

1. The LCAV Scheme Administrator will be one of the following, from time to time: the Parish Clerk; the Chairman or a Co-Opted Member.
2. The Full Parish Council is responsible for the Co-Option of a Member who will oversee the day-to-day administrative running of the LCAV Scheme.
3. Any Co-Opted Member under this LCAV Scheme Administration Policy will not have any voting rights on the Parish Council and will hold the position of Co-Opted Member for the duration of the LCAV Scheme.
4. Any Co-Opted Member under this LCAV Scheme Administration Policy will also be deemed to be a member of the Parish Council’s Emergency and Winter Plan Committee only, subject to paragraph 3 above.
5. Any Co-Opted Member will be issued with the Parish Council’s Code of Conduct, Data Protection Policy, Child Protection and Vulnerable Person Policy and this LCAV Scheme Administration Policy and must agree, in writing, to abide by them. Any Co-Opted Member will be required to complete and return the form appended at A before they can begin the role of LCAV Scheme Administrator as set out in paragraph 7 below.
6. The LCAV Scheme will be managed by the Parish Clerk and/or Chairman at all times and any Co-Opted Member must follow all directives issued by the Parish Clerk and/or Chairman.
7. The LCAV Scheme Administrator will be responsible for:
 - a) monitoring the LCAV Scheme’s designated email account (see paragraph 9 below);
 - b) responding to all LCAV Scheme enquiries subject to paragraph 13 below;
 - c) keeping the LCAV Scheme spreadsheet updated and accurate;
 - d) allocating Volunteers to Service User;

Policy formally adopted by Plaistow and Ifold Parish Council at the Full Parish Council Meeting: 8th April 2020

Policy reviewed: 5th May 2021

Further review date: May 2022

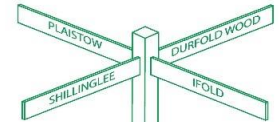
- e) ensuring all Volunteers and Service Users receive any updated Policy and record consent under sub-paragraph 7c above;
- f) reviewing any central Government Policy and/or Guidance, or any other recommendations received by the Parish Council from time to time on the effective management of the LCAV Scheme and bring to the attention of the Parish Clerk and/or Chairman for implementation; and
- g) notifying the Parish Clerk and/or Chairman immediately that a Volunteer contacts the Scheme with concerns regarding the welfare of a Service User under the LCAV Scheme Volunteer and Service User Policy.
8. The Parish Clerk and/or Chairman is responsible for making referrals to Statutory Services in the event a Service User requires additional support outside the scope of the LCAV Scheme. This includes, but is not limited to, Adult Social Care and Children's Services.
9. The LCAV Scheme has a designated email address: LCAV.Scheme@plaistowandifold.org.uk Access to this email is via webmail and is password protected. The only authorised users of this email account are the LCAV Scheme's Administrator (see paragraph 1 above), Parish Clerk and Chairman.
10. The LCAV Scheme Administrator's computer, used for the day-to-day running of the Scheme, must be protected by the Parish Council's preferred antivirus software. The LCAV Scheme Administrator must only use computers and/or devices which are protected by this antivirus software.
11. The LCAV Scheme Administrator's computer must be protected by a password.
12. All LCAV Scheme documentation will be password protected.
13. The LCAV Scheme Administrator will use pre-drafted and approved standard email responses when communicating with Volunteers and Service Users unless the situation requires a personalised response. See paragraph 14 below.
14. All non-sensitive LCAV Scheme documentation are available via drop box:
https://www.dropbox.com/sh/p1a9dlpp9u2wync/AAA6dNC9PThLtG9b0Q_DEn1aa?dl=0
15. The Parish Council's Data Protection Officer is the Parish Clerk.
16. The LCAV Scheme will conform to the requirements set out in the Parish Council's Data Protection Policy.

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17. Any Volunteer or Service User can request access to the personal information held by the Parish Council about them in relation to the LCAV Scheme pursuant to section 5 of the Parish Council's Data Protection Policy.
18. At the conclusion of the LCAV Scheme, all personal data collected and recorded for the purposes of running the Scheme will be removed and destroyed from the LCAV Scheme Administrator's computer and any other device where this information is held.
19. If A Co-Opted Member ceases to be the LCAV Scheme Administrator, they will first pass all the relevant files held on their computer to the Parish Clerk and then ensure that they are deleted from the LCAV Scheme Administrator's computer and any other device where they are stored.



Appendix A

Please complete this form and return to the Clerk: clerk@plaistowandifold.org.uk

I[insert name] confirm that I have received and read Plaistow and Ifold Parish Council’s **Code of Conduct, Data Protection Policy, Child Protection and Vulnerable Adult Policy** and the **LCAV Scheme Administration Policy**. I agree that I will abide by all of these Policies for the duration of my role as LCAV Scheme Administrator[sign & print/date]

I confirm that I have received:

- 1. the password to the LCAV Scheme designated email account;
- 2. the passwords for all the secure documents

.....[sign/date]

I confirm that I have installed the Parish Council’s preferred antivirus software package on my computer and any other devices which I will be using to run the LCAV Scheme and have informed the Parish Council of all these devices.

.....[sign/date]

I confirm that my computer and all other devices used for the running of the LCAV Scheme are protected by passwords and my computer and any other devices used are regularly backed up[specify back-up used]

.....[sign/date]

I confirm that at the conclusion of the LCAV Scheme, all personal data collected and recorded for the purposes of running the Scheme will be removed and destroyed from my computer and any other device where this information is held.

.....[sign/date]