

SEEDA Policy for Charitable work/donations

SEEDA is committed to facilitating staff in collecting for or giving money to their chosen charities. Equally, we are supportive of staff becoming involved in voluntary work within the region. The following sets out SEEDA's policy and some practical guidance in these areas.

Charitable donations

Since SEEDA administers public funds, some of which find their way to the voluntary sector through funding targeted at social inclusion within the South East, SEEDA has a policy of not making corporate donations to charity.

However, SEEDA offers you the opportunity to make donations to any UK charity/charities through payroll deduction. This is administered by the Charities Aid Foundation, and enables you to nominate one or more charity for regular donations or use a charity cheque book to make donations to any charity as and when you wish. Details are available from the Personnel team.

This is an efficient way of giving to charity since deductions are made before tax and for three years with effect from April 2000 the government is also adding a further 10% to all contributions made in this way. Very occasionally, SEEDA may bring to your attention a particular charitable cause to which you may contribute via payroll deduction. Tax may also be reclaimed via a tax return on charitable donations made from taxed income.

SEEDA has no objection to staff who wish to promote or collect for a particular charity through placing information on staff notice boards around the offices and/or canvassing colleagues within their team. **However, you are asked not to use the email system for this purpose as the system is primarily for business use.** When SEEDA's intranet has been developed it may be possible to set up an electronic notice board for this purpose.

Voluntary work

SEEDA is supportive of staff becoming involved in voluntary work within the region as this not only provides benefit to the region but can also be an effective means of self-development. To this end SEEDA will, within reason and wherever possible, allow staff to accommodate voluntary commitments within its flexible working arrangements.

SEEDA is committed to all permanent employees devoting at least five days a year toward training and development activity. Where voluntary work is being used as a self-development/learning

opportunity (for which objectives are set and evaluation undertaken – so you will need to complete a TR2 form), SEEDA will increase this commitment to six days a year.

If you would like information on volunteering opportunities within (and outside) the region, these can be accessed on www.do-it.org.uk and staff may make reasonable use of this website within working hours. Details of local volunteer bureaux can also be accessed on this website. Those local to SEEDA's offices are:

35 Castle Street
Guildford
GU1 3UQ
Tel. 01483 565456

Hands Volunteer Bureau
Medway CSC
15A New Road Avenue
Chatham
ME4 6BA
Tel. 01634 830371

During the year, Personnel will running a number lunchtime sessions on volunteering, highlighting examples of work that individuals already undertake and bring in representatives from external organisations, such as the Volunteer Bureau, to answer questions.