Scouts
Croydon Scouting

Group (or Centre) Board of Trustees

In accordance with the rules of The Scout Association (Policy, Organisation and Rules or P.O.R for short) the governance of a Scout Group (or Centre) is the responsibility of the Group (or Centre) Board of Trustees (formally known as the Group (or Centre) Executive Committee).

The Group (or Centre) Board of Trustees play a vital and important role in helping to ensure that individual Scout Groups (or Centres) meet their statutory requirements and are able to deliver good quality Scouting to their members in a safe manner and controlled environment.

It should be noted that the Group (or Centre) Board of Trustees are expected to fully comply with the rules of The Scout Association (as detailed in P.O.R) and in addition meet the requirements of the Charities Act at all times.

The following is a rough guide to help explain the role of the Group (or Centre) Board of Trustees, the appointments and or election process(es) and in addition to outline their primary functions and responsibilities.

As a responsible organisation The Scout Association has a duty of care to all its members including its adult volunteers. In this respect it is important that all adult volunteers fully understand their roles and responsibilities and to aid this (and also ensure best practice) training is available appropriate to the role(s) held.

Additionally, all adult volunteers are expected to be fully aware of the safeguarding policies and procedures of The Scout Association and in particular must be familiar with (and follow) the contents of the latest version of the “yellow card”. This is to ensure the protection of both young people and adult volunteers alike.

The Scout Association have insurance(s) in place to protect all its adult volunteers whilst they are undertaking (or delivering) activities or are engaged on authorised Scouting business. Naturally these insurances are only valid where the rules and policies of The Scout Association have been implemented and followed in full.

Every Scout Group (or Centre) (regardless of whether or not they are registered with the Charity Commission) is considered to be an educational charity. All members (over the age of 18 years) of the Group (or Centre) Board of Trustees are the Charity Trustees of the Group (or Centre).

Charity Trustees are responsible for ensuring that there is good and effective management and governance in the Group (or Centre) and in turn that the Group (or Centre) fulfils and meets its stated charitable aims.

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society. The charitable aims of a Group (or Centre) Trustees are to provide the facilities and resources to facilitate and achieve this.

For clarity (and in order to comply with the requirements of the Charities Act) any Group (or Centre) which meet any of the following requirements must be registered with the Charity Commission and make an annual (electronic) return (within 10 months of the end of their financial year) to the Charity Commissioners:

- owns land or buildings (or has an interest in the same) with an income of £5,000 or above.
- has a permanent endowment.
- an income in excess of £100,000.

Once registered Groups (or Centres) will receive a unique Charity registration number (which cannot be shared with (or transferred) to another Group, Centre or Unit) and as a matter of good practice this should be displayed on all correspondence. A registered Charity number is useful when applying for external funding etc.

It should be noted that where a Group (or Centre) is not registered with the Charity Commission that the members of the Board of Trustees are still considered to be the Charity Trustees of the Group (or Centre) and in this respect are expected to comply fully with the requirements of the Charities Act.

All members of the Group (or Centre) Board of Trustees must be suitable individuals in accordance with the rules of The Scout Association (P.O.R) and the requirements of the Charities Act. In this respect all members must be registered on Compass and complete a criminal records (DBS) check prior to taking on the role.

Members of the Group (or Centre) Board of Trustees should also complete an annual declaration confirming their suitability for the role and acknowledging and accepting the associated responsibilities and liabilities.

A draft Group (or Centre) Annual Trustee Declaration is available on request.

Additionally, and in order to comply with the rules of The Scout Association (P.O.R) all members of the Group (or Centre) Board of Trustees must complete (and where required keep up to date) the following mandatory training modules within the required timeframes:

- Essential Information
- GDPR
- Safety
- Safeguarding
- Trustee Introduction

Uniformed Group (or Centre) Section Leaders have the option to opt in to serve on the Group (or Centre) Board of Trustees. It should however be noted that under certain circumstances an individual may be permitted to serve as a Section Leader but will be barred from being a Trustee under the requirements of the Charities Act.

Where a Section Leader (holding a Squirrel Scout Leader, Beaver Scout Leader, Cub Scout Leader or Scout Leader role) opts to serve on the Board of Trustees they must do so (clearly indicating either in writing or orally) at the Annual General Meeting of the Group (or Centre) Scout Council.

There is no requirement for Section Leaders to become a Group (or Centre) Trustee as the views of the Group (or Centre) Leadership Team should be represented by the Group Scout Leader or equivalent Line Manager at meetings of the Board of Trustees following discussions at the Group (or Centre) Leadership Team Meetings.

The Group (or Centre) Board of Trustees should work in partnership with the Group Scout Leader or equivalent Line Manager (and the Group (or Centre) Leadership Team) to ensure that every aspect of the management, administration and governance of the Group (or Centre) is open, transparent, accountable, compliant and professional.

To ensure a good relationship between the Group (or Centre) Leadership Team and the Board of Trustees the Chair (of the Board of Trustees) is the sole nomination of the Group Scout Leader or equivalent Line Manager. This appointment is approved at the Annual General Meeting of the Group (or Centre) Scout Council

Other members of the Group (or Centre) Board of Trustees are also elected (or re-elected) at the Annual General Meeting. The Group (or Centre) Scout Council is made up of the following and it is the body that the Board of Trustees is accountable too:

- Leaders;
- Administrators;
- Section Assistants;
- Skills Instructors;
- Advisors;
- all Members and Associate Members of The Scout Association registered to the Group or Centre;
- all members of any Scout Active Support Unit(s) registered to the Group or Centre (where applicable);
- Patrol Leaders;
- all parents/carers of Squirrel Scouts, Beaver Scouts, Cub Scouts and Scouts;
- Explorer Scouts and their parents/carers if stated in a Partnership Agreement (where applicable);
- the Group (or Centre) Sponsoring Authority or their nominee (where applicable);
- individuals elected or reselected annually by the Group (or Centre) Scout Council on the recommendation of the Group Scout Leader or the equivalent Line Manager and the Board of Trustees;
- the District Commissioner and District Chair are ex-officio members.

It should be noted that with the exception of the Group Scout Leader (and Deputy Group Scout Leader) or the equivalent Line Managers (who are members by virtue of their appointments) that no other member (uniformed or otherwise) of the Group (or Centre) Board of Trustees has the automatic "right" to continue to serve by token of either their role or length of service etc.

It should also be noted that the role of Group (or Centre) President or Vice President is an honorary role and confers no right of attendance at meetings of the Group (or Centre) Board of Trustees unless they have been elected as a member (onto the same) at the Annual General Meeting.

All roles on the Group (or Centre) Board of Trustees should be nominated and or elected annually at the Annual General Meeting. However, in some circumstances it may be appropriate for an individual to be nominated/elected to serve in a specific role for a period of up to 3 years.

Further details and explanations outlining the responsibilities of individual Trustee roles (i.e., Chair, Secretary and Treasurer) can be found of The Scout Association website and in P.O.R.

The Group (or Centre) Board of Trustees consists of the following:

Ex officio members

- The Group (or Centre) Chair;
- The Group Scout Leader or equivalent Line Manager;
- The Deputy Group Scout Leader or equivalent role holder (where appointed);
- The Group (or Centre) Secretary;
- The Group (or Centre) Treasurer;
- The Explorer Scout Leader (if stated in the Partnership Agreement and subject to the Leader expressly indicating at the AGM (in writing or orally at the meeting) that they are willing to become a Trustee (where applicable);
- The Sponsoring Authority or their nominee (where applicable);
- All Section Leaders – *refer to earlier note regarding opting in.*

Nominated members

- persons nominated by the Group Scout Leader or the equivalent Line Manager.
- the nominations must be approved at the Group (or Centre) Annual General Meeting.
- the number of nominated members must not exceed that of elected members.

Elected members

- persons elected at the Group (or Centre) Annual General Meeting.
- these should normally be four to six in number.
- persons elected must be members of the Group (or Centre) Scout Council.

Co-opted members

- persons co-opted annually by the Group (or Centre) Board of Trustees.
- the number of co-opted members must not exceed the number of elected members.

Right of Attendance

- the District Commissioner, the District Chair and the County Commissioner have right of attendance at meetings of the Group (or Centre) Board of Trustees and its sub-Committees.

In accordance with the rules of The Scout Association (P.O.R) the Annual General Meeting must be held within 6 months of the end of the Groups (or Centres) financial year. A minimum of 21 days notice should be given and all relevant documentation (the agenda, the annual report and accounts) must be published with any notice.

As a matter of best practice nomination forms for the elected (or any vacant) positions on the Board of Trustees should also be circulated prior to the Annual General Meeting allowing sufficient time (if necessary) for elections to be held.

It should be noted that in respect of the annual accounts that these should be prepared and presented using one of the templates recommended by The Scout Association.

Additionally in accordance with the rules of The Scout Association (P.O.R) the accounts must have been independently scrutinised, examined or audited (as appropriate) and approved by the Group (or Centre) Board of Trustees before they are presented to the Group (or Centre) Scout Council for adoption at the Annual General Meeting.

As a guide where annual income does not exceed £25,000 the accounts can be scrutinised. Where annual income exceeds £25,000 but does not exceed £100,000 the accounts need to be examined. Where annual income is more than £100,000 but does not exceed £250,000 the accounts need to be examined (or audited) by an individual with a recognised accounting qualification.

Further guidance and advise in respect of the requirements/processes and details of the suitable individuals (along with the necessary qualifications) required for the scrutinising, examination or auditing of accounts can be found on The Scout Association (and Charity Commission) websites.

It should be noted that income includes all membership subscriptions (paid to either the Group or individual Sections), gift aid payments, all camp and activity fees, all fundraising (including any hall lettings or equipment hire etc), any donations or legacies and any loans or grants.

As a matter of best practice all Groups (or Centres) should register and claim gift aid from HMRC on all membership subscriptions paid. This is a fairly simple process and currently for every £1 paid in subscriptions (by a tax paying Parent/Career) Groups (or Centres) can claim back (from HMRC) an additional 25p.

Primarily the Annual General Meeting is a business meeting and must include the following as a minimum on the agenda:

- adoption of the annual report and accounts of the Group (or Centre) Board of Trustees.
- election of (and approval of the nominations of) the members to serve on the Group (or Centre) Board of Trustees.
- appointment of an auditor, independent examiner or scrutineer as required.
- adoption of (or re-confirm the adoption of) the Constitution of the Group (or Centre) Scout Council.

A draft Group (or Centre) Annual General Meeting Agenda is available on request.

The Group (or Centre) Board of Trustees are primarily responsible for (but not restricted to) the following:

- Complying with the Policy, Organisation and Rules of The Scout Association.
- Supporting the promotion and development of Scouting in the local area.
- Management of the Group (or Centre) finances including the preparation of the Annual Accounts.
- Overseeing matters relating to safety, safeguarding, data management and data protection.
- Overseeing the management of the Group (or Centre) website and any other digital platforms operated by the Group.
- Preparing policies and strategies (including risk management) to ensure good governance.
- Management of the property and equipment owned or leased by the Group (or Centre).
- Providing the relevant insurance for individuals, property and equipment for which the Group (or Centre) has responsibility.
- Providing sufficient resources for Scouting to operate effectively in the Group (or Centre). This includes, but is not limited to recruitment and fundraising activities.
- Appointing and managing the operation of any sub-Committees, Working Parties and Organising Committees including the appointment of a Chair to lead these Committees.

- Ensuring that any Partnership Agreement(s) or Sponsorship Agreement(s) with the Group (or Centre) are relevant and up to date.
- Ensuring that Young People are meaningfully involved in any decision making at all levels within the Group (or Centre).
- Approving the opening, closure and amalgamation of any Sections in the Group (or Centre) as necessary.

The Group (or Centre) Board of Trustees must also:

- Appoint Administrators, Advisors and Co-opted members of the Board of Trustees.
- Approve the Annual Report and Annual Accounts after examination by an appropriate auditor, independent examiner or scrutineer
- Present the Annual Report and Annual Accounts to the Annual General Meeting of the Group (or Centre) Scout Council.
- File a copy of the Annual Reports and Annual Accounts with the District Board of Trustees within 14 days of their AGM (and if applicable the Charity Commissioners).
- Maintain confidentiality with regards to appropriate Board of Trustee business.

For transparency and to aid good governance the Group (or Centre) should have a Constitution as it governing document which clearly sets out the processes for the governance and management of the Group or (Centre).

A draft Group (or Centre) Constitution is available on request.

The Constitution should clearly detail/state the following:

- The quorums for all formal meetings in the Group (or Centre).
- The nomination/election process(es) to the Board of Trustees.
- The role of the Board of Trustees.
- The conduct of meetings in the Group (or Centre).
- The responsibilities of the Board of Trustees.

The quorums set for all meetings (including the Group (or Centre) Scout Council) should be an odd number and sensibly and adequately reflect the membership of the Group (or Centre) and or the size/responsibilities of the Board of Trustees and any appointed sub-Committees or Working Parties.

As previously stated, the Constitution should be adopted (or readopted) annually at the Annual General Meeting of the Group (or Centre) Scout Council. Any revisions should be notified in advance of the meeting (with the notice of the meeting) and be duly recorded in the minutes of the meeting.

In order to provide transparency and ensure good governance the Group (or Centre) should also have the following policies:

- Data Privacy Notice (and Policy).
- Financial Management Policy (including expenditure and expenses policies).
- Safety Policy (including risk management).

In addition, Groups (or Centres) should ideally also have the following:

- Social Media Policy.
- Terms of Reference for any sub-Committees or Working Parties.

The Group (or Centre) Constitution and all other relevant policies etc should be available on the Group (or Centre) website and should be readily available for inspection if required.

Once appointed the Group (or Centre) Board of Trustees should meet regularly to conduct its business. It is suggested that there should be at least 5 meetings a year. In addition to holding face to face meetings it is acceptable (subject to prior agreement) for meetings to be held using telephone or video conferencing facilities.

The agenda for meetings should be circulated (along with any other relevant documentation) at least 7 days prior to the meeting and must include the following as a minimum requirement:

- Finance.
- Appointments and Training.
- Safety and Risk Management.
- Safeguarding (as and when required/appropriate).

As a matter of best practice there should be reports (written or verbal) from the following:

- The Group Scout Leader or the equivalent Line Manager (or their nominated representative).
- The Group (or Centre) Chair.
- The Chair of any sub – Committees or Working Parties.

In addition, there should be an opportunity for Trustees (or any member of the Group Scout Council) to raise any items or concerns for discussion under any other business on the agenda or request that a specific item is added to the agenda.

Where appropriate (and particularly in relation to any expenditure) matters should be voted on and duly recorded in the minutes of the meeting. It should be noted that any recommendations/decisions reached by a sub-Committee or Working Party will need to be ratified/approved (and duly recorded) by the Board of Trustees.

Decisions should be made by a majority of votes of those present (and entitled) to vote at the meeting. In the event of an equal number of votes being cast on either side (in any issue) the Chair does not have a casting vote and the matter is taken not to have been carried.

It should be noted that for any vote to be binding that there must be a quorum (as defined in the Group (or Centre) Constitution). As a matter of best practice, it should also be recorded (minuted) if any Trustee(s) vote against a motion or abstain from any vote(s).

In the event that a Trustee is likely to experience a conflict of interests (for whatever reason) during a meeting then they should inform the meeting and remove themselves from any (relevant) discussion(s) and or voting. Once again this should be recorded in the minutes.

In exceptional circumstances it is permissible for an electronic vote to be held outside of a normal meeting. In this event the vote must be conducted in accordance with terms detailed in the Group (or Centre) Constitution and must produce a 75% majority (of eligible voting members) for the motion to be carried.

In addition to conducting the "day to day" business the Group (or Centre) Constitution and all other Policies should be subject to regular review by the Board of Trustees to ensure that they are up to date and continue to meet the needs of the Group (or Centre).

Ideally minutes of any meetings of the Board of Trustees should be circulated to all members within 14 days of the meeting.

Whilst it is acceptable for digital recordings of meetings to be kept (subject to the approval of those involved and the relevant Group (or Centre) policies) a set of written minutes must also be produced and kept on record.

In order to assist Groups (or Centres) and their Trustees meet their obligations (and key responsibilities) the District have produced the following policies ***(available to view on the District website or available on request as a word file)*** which specifically reference the responsibilities (or expectations) for individual Groups (or Centres):

- Safety Policy.
- Risk Assessment Policy.
- Website and Social Media Policy.
- Data Protection Policy and Guidelines.˜˜

˜˜***Awaiting final approval from District Board of Trustees.***

In addition, the District have the following policies ***(also available to view on the District website or available on request as a word file)*** which can be easily adapted for use by Groups (or Centres) to demonstrate best practice and good governance in respect of the management of a Group (or Centres) finances:

- Financial Management Policy.
- Expenditure Policy.
- Expenses Policy.

In respect of finances Groups (or Centres) should ideally have access to electronic banking. All payments must be made to and from named Group (or Centre) accounts and authorised/signed off by 2 authorised Trustees. As a matter of best practice there should be a minimum of 3 authorising (Trustees) signatories on any account.

Under no circumstances should monies for any Scouting activities etc be paid into a non-Scouting named (or personal) account.

To ensure best practice under no circumstances must any of the Trustees authorised to operate any account(s) be related to each other (in any way) or engaged in any form of relationship, be it of a personal or commercial nature.

As previously mentioned, all expenditure must be approved/authorised in accordance with the published and approved Group (or Centre) policies. Any investments must be made in the name of the Group (or Centre) and (subject to approval from the Trustees) should ideally be made into a risk-free investment account or scheme.

Groups (or Centres) should not hold excessive reserves. Where reserves exceed more than 2 years of general running costs they should be allocated against anticipated future expenditure (building maintenance or minibus replacement fund etc) to demonstrate both good governance and financial planning.

In order to ensure continuity and to be able to demonstrate best practice Groups (or Centres) should establish and maintain a "daily file" containing essential documentation/information which is required for the safe and good governance of the Group (or Centre).

Depending on a Group (or Centres) circumstances the suggested/recommended documentation/information is as follows:

- Groups (or Centres) with their own Headquarters – see appendix A on page 13.
- Groups (or Centres) in rented meeting venues – see appendix B on page 14.
- Groups (or Centres) with motor vehicles – see appendix C on page 15.

Whilst the above can all seem a bit daunting it is important that all Groups (or Centres) are able to demonstrate that they are employing best practice in respect of governance and are therefore compliant with the rules of both The Scout Association and the requirements of the Charities Act

In addition to the above guidance there is a wealth of information and resources available online to assist Group (and Centre) Boards of Trustees meet their obligations. There is simple and easy access to The Scout Association website and this has links to P.O.R, various factsheets and policies along with Headquarters governance webinars.

The above will be regularly reviewed to ensure that it is relevant an up to date and continues to the meet both the rules of The Scout Association (P.O.R) and the requirements of the Charities Act.

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APPENDIX A

Suggested copies of documentation to be held in the Group (or Centre) "daily file" where Groups (or Centres) own or Lease their own Headquarters as follows:

- Copies of any insurance policies relating to the Group (or Centre).
- Details of gas supplier and account No.
- Details of electricity supplier and account No.
- Details of water supplier and account No.
- Account No(s) for payment of rates to Croydon Council.
- Details of account No(s) for the payment of rent to the Landlord. **
- Details of any bank account(s) and signatories on the same.
- Gas safety certificate.
- Electrical safety certificate.
- Fire extinguisher test certificate.
- Fire alarm test certificate. **
- Testing records for smoke, heat and carbon monoxide alarms.
- Water testing (legionella) certificates and records.
- Asbestos survey report.
- Tree safety report.
- COSHH register.
- Food safety certificate.**
- Portable appliance testing (PAT) register.
- Copies of any guarantees, warranties or certification for any works.
- Maintenance register for serviceable tools and equipment.
- Risk assessments for buildings, the site and any activities.
- Risk management strategy and or register.
- Copy of the Group (or Centre) Safe Scouting Premises Audit.
- Details of inspections and or copies of any safety certificates for activities and the equipment used for activities. **
- Asset register/inventory.
- Copy of the current Lease or Freehold agreement.
- Copies of any letters of variation etc. which may alter or affect the terms of the current Lease or Freehold agreement.
- Copies of any planning permission(s)/consent(s) obtained since the Freehold agreement or last Lease was granted.

- Copy of the Group (or Centre) development/improvement plan.
- Copies of any Partnership or Sponsorship Agreements. **
- Copy of the current booking form for the Headquarters. **
- Copy of the booking terms and conditions of use. **
- Copies of any "contracts/agreements" for regular hirers/users. **
- Copy of tariff of charges. **
- Passwords etc for all websites, social media platforms, record or membership systems.
- Up to date list of members of the Board of Trustees.
- Copy of the Group (or Centre) Constitution.
- Copies of any Group (or Centre) policies and or procedures.
- List and contact details of all key holders to the Headquarters.
- Any other relevant documentation.

** Where applicable.

APPENDIX B

Suggested copies of documentation to be held in the Group (or Centre) "daily file" where Groups (or Centres) rent or hire their meeting venue as follows:

- Copies of any insurance policies relating to the Group (or Centre).
- Copy of the current Hire or Rental Agreement.
- Copies of any letters of variation which may alter or affect the terms of the Hire or Rental agreement.
- Copies of any Partnership or Sponsorship Agreements. **
- Account No(s) for payment of rent to the Landlord.
- Details of any bank account(s) and signatories on the same.
- Maintenance register for serviceable tools and equipment.
- Risk assessments for the meeting venue and any available activities.
- Risk management strategy and or register.
- Details of inspections and or copies of any safety certificates for equipment used for activities. **
- Asset register/inventory.
- Copy of the Group (or Centre) development/improvement plan.
- Passwords etc for all websites, social media platforms, booking, record or membership systems.

- Up to date list of members of the Board of Trustees.
- Copy of the Group (or Centre) Constitution.
- Copies of any Group (or Centre) policies and or procedures.
- List and contact details of all key holders to the meeting venue**.
- Any other relevant documentation.

** Where applicable.

APPENDIX C

Suggested copies of documentation to be held in the Group (or Centre) "daily file" where Groups (or Centres) own vehicles:

- Copies of insurance policies.
- Copy of Vehicle Registration Certificate.
- Copy of the latest MOT Certificate.
- Copy of maintenance and service records.
- Copies of any guarantees, warranties or certification for any repairs or alterations.
- Copies of milage and usage log.
- Copies of any permits or exemption certificates.
- Copies of any relevant risk assessments.
- List of insured and authorised drivers.
- List and contact details for all keyholders for the vehicle.
- Copies of any outstanding finance, hire or rental agreements. **
- Copy of the current booking form for hirers/users of the vehicle. **
- Copy of the booking terms and conditions of use. **
- Copies of any "contracts/agreements" for regular hirers/users. **
- Copy of tariff of charges. **
- Any other relevant documentation.

** Where applicable.