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3



4

Our values

Integrity We say what we mean and when we make a promise, we keep it.

We listen to others, explore our differences and work to find common ground. **Respect**

Care Scouts are friends to all and think of others before themselves.

We believe passionately in improving the lives and life chances of young and helping them explore and develop their beliefs and attitudes. **Belief**

Cooperation Scouting is about teamwork. We believe that when we work together we achieve more than we can on our own.

5

 **South London Scouts**



Transforming the Volunteer Journey

GREATER LONDON



SOUTH

GREATER LONDON



SOUTH EAST

Scouts 

6

We are transforming your volunteer experience
We will have new digital tools for recruitment, welcoming, learning and adult membership management. These will all be accessed from scouts.org.uk.

We are transforming your volunteer experience
We're moving from training to learning and development. There's some learning for everyone but completing your wood badge will be optional.

We are transforming your volunteer experience
We're moving from appointment panel meetings to welcome conversations that will take place in your group.

We are transforming your volunteer experience
We are moving to teams-based volunteering. Each team has a clear purpose and shared tasks.

7

We are transforming your volunteer experience
We are moving to teams-based volunteering.

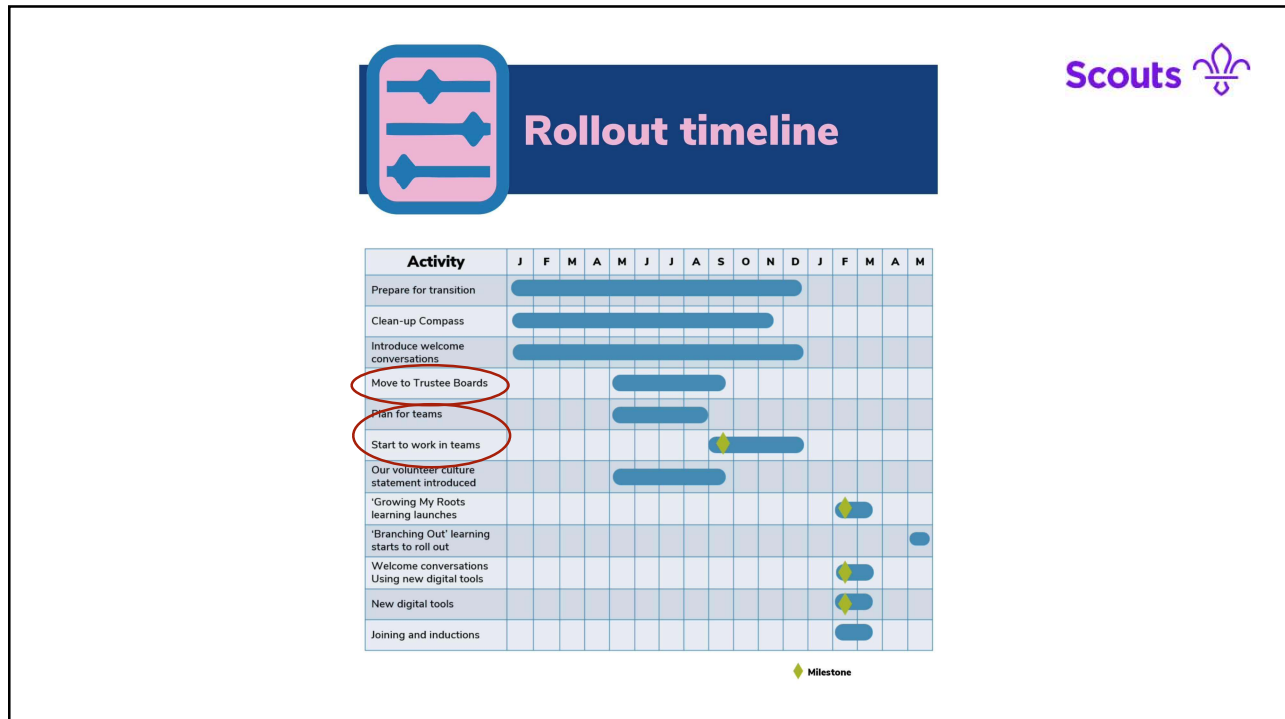
Each team has a clear purpose and shared tasks.

8

Transitioning to Trustee Boards




9



10

We want to make volunteering with Scouts easier and more fun...

...so that we can attract more volunteers
 and our current volunteers want to stay



11

This session looks at:

- Moving to a team-based approach (overview)
- What's changing for Trustee Boards...
- Constitutions
- Annual General Meeting
- Our Volunteering Culture
- Putting it all together...



12



13

Notes

Scouts 

Scout Council - The charity membership of the Group, District or County (or equivalent), as defined in POR

Trustee Board - The representatives of the Scout Council. The terms of reference for each Trustee Board are defined in 2023 POR.

Annual General Meeting (AGM) - A meeting of the Scout Council, where the Trustee Board reports back on their activities during the previous financial year. The necessary agenda topics for this are defined in the April 2023 POR edition.

14

Setting the scene...

15

Over the past few years, the good practice and regulations set by the Charity Commission has been significant changed and in order to be compliant, we need to change too.

16

Our current position

Nationally
(census 2023)

17

**Many Executive Committees
currently oversee a mixture of
governance and operational
tasks.**

18

Governance processes such as risk and financial management, are often not carried out or well supported.

19

There are lots of Executive Committees that have not formally adopted a constitution.

20

Executive Committees range in size from 2 to 40+ members.

21


Length of service varies, some for many years...

Group Chair 63 years
County Chair 35 years

22

Moving to a team-based approach

An overview to set the scene!



23



24

We need to adapt to stay relevant, attract new volunteers, and make sure the scouts is enjoyable for everyone.



25

The way we volunteer is changing!



26



27



28

Moving to a team based approach

The key principles for these new teams:



Provide clear purpose & responsibilities to ensure our volunteers and young people have the required support



Allow for flexible volunteering that suits people's skills, interests, and time

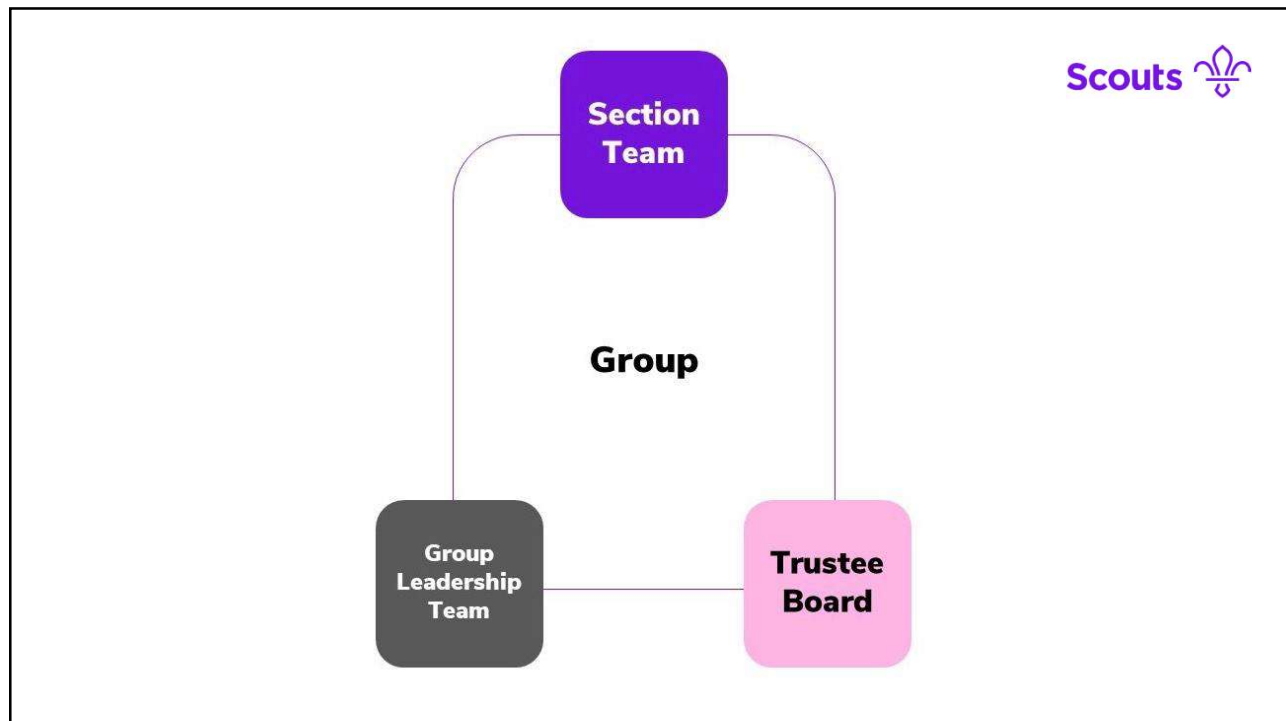


Have tasks that will be shared among a team

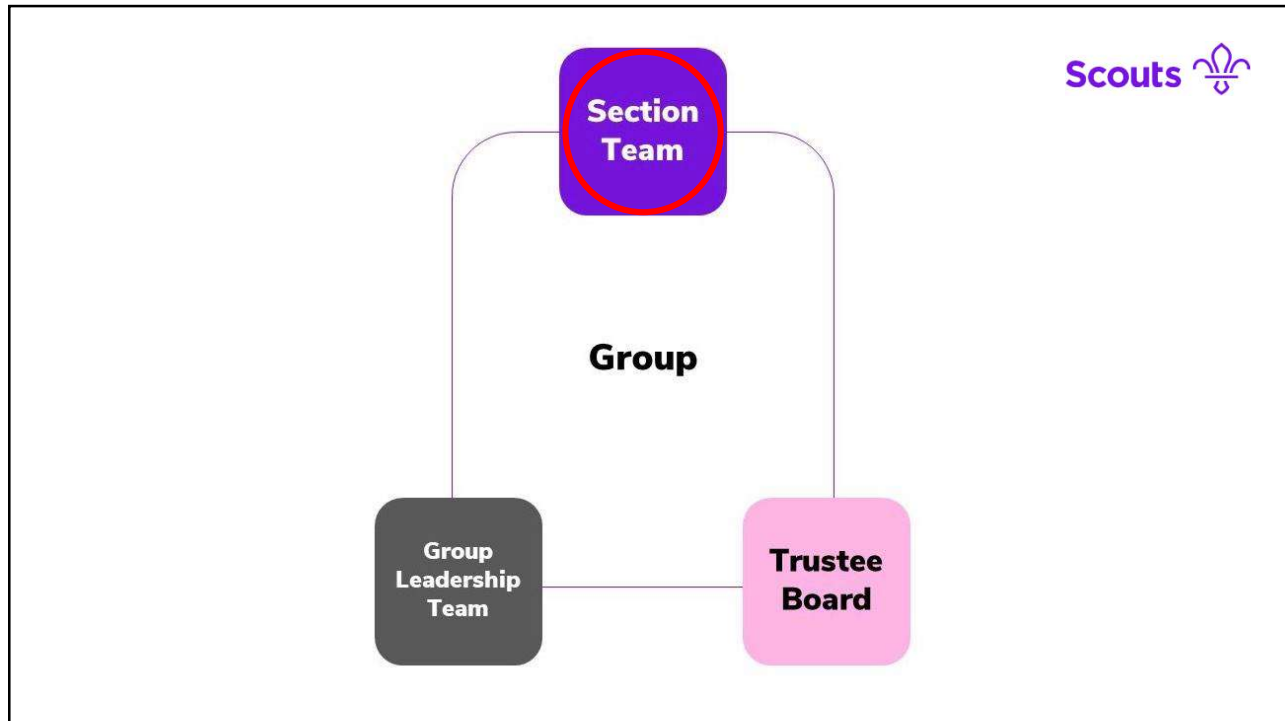


Be led by a Team Leader or Lead Volunteer

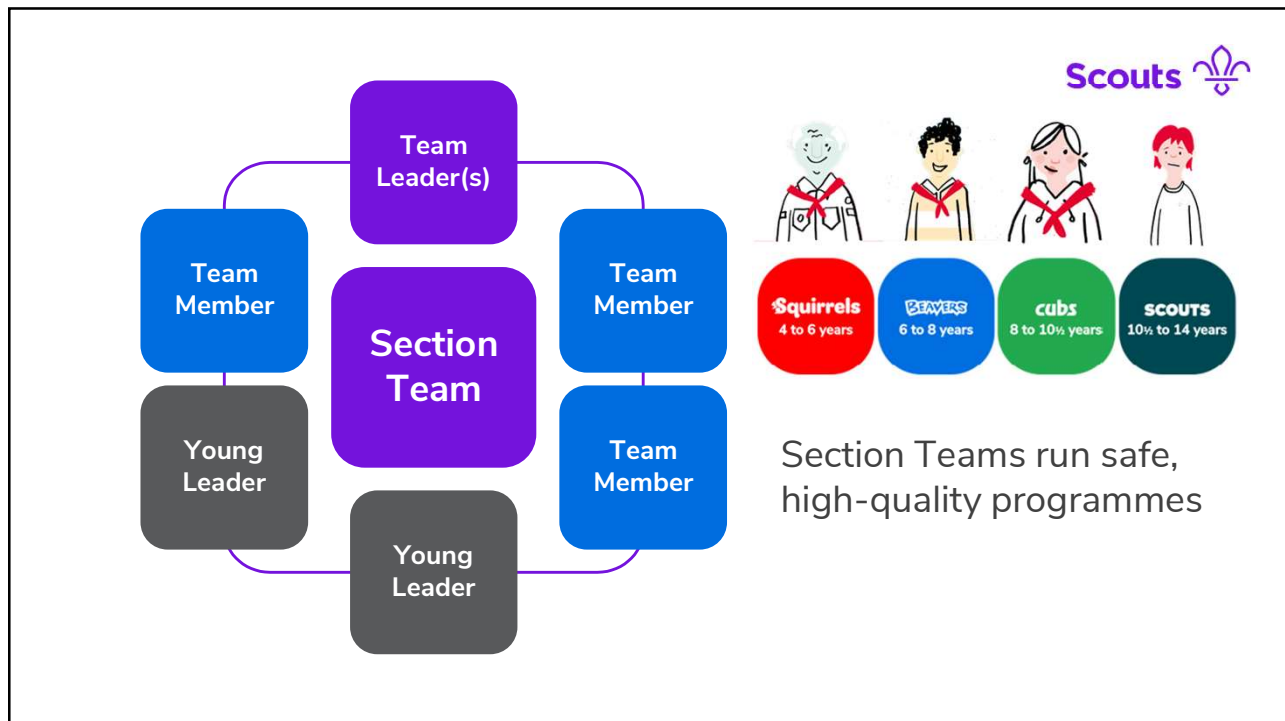
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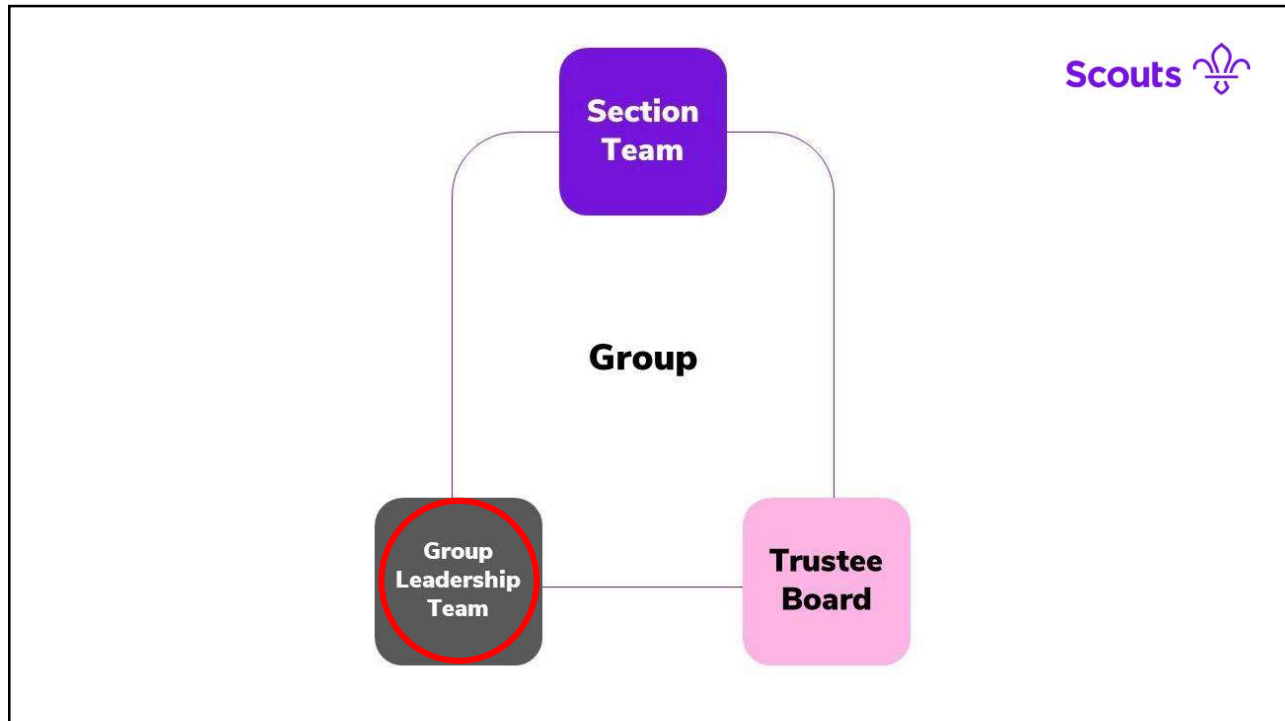
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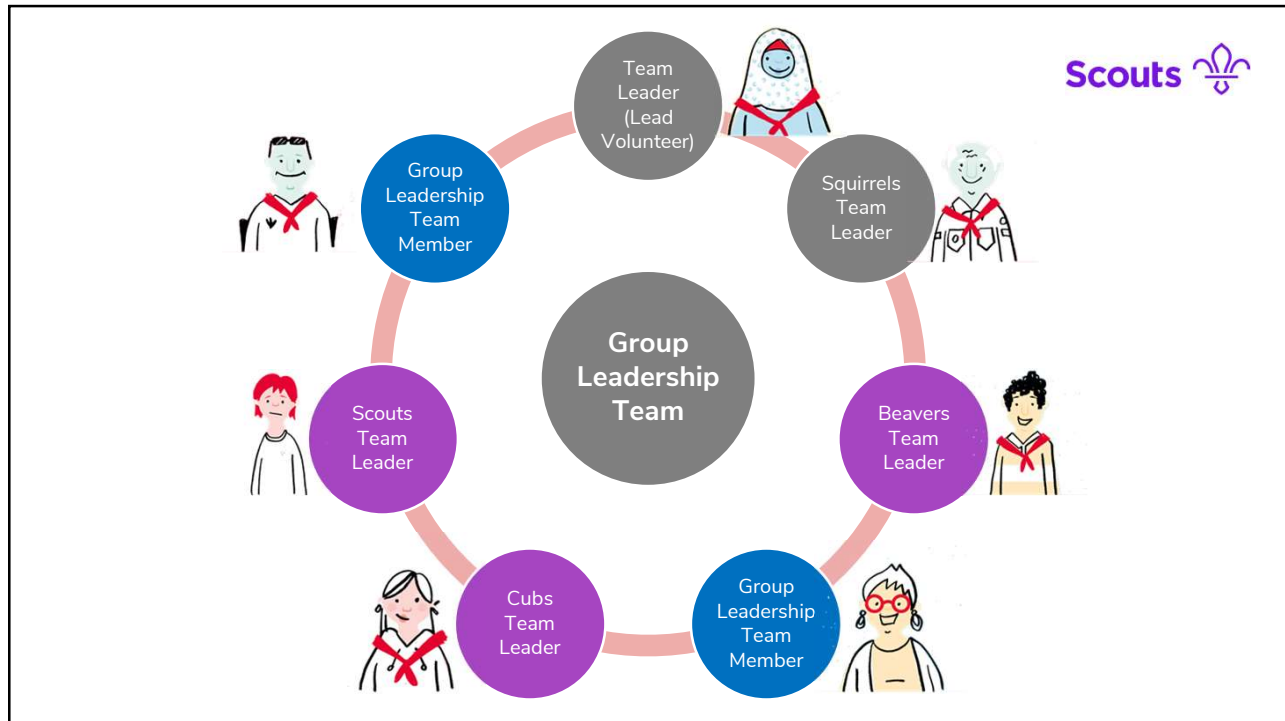
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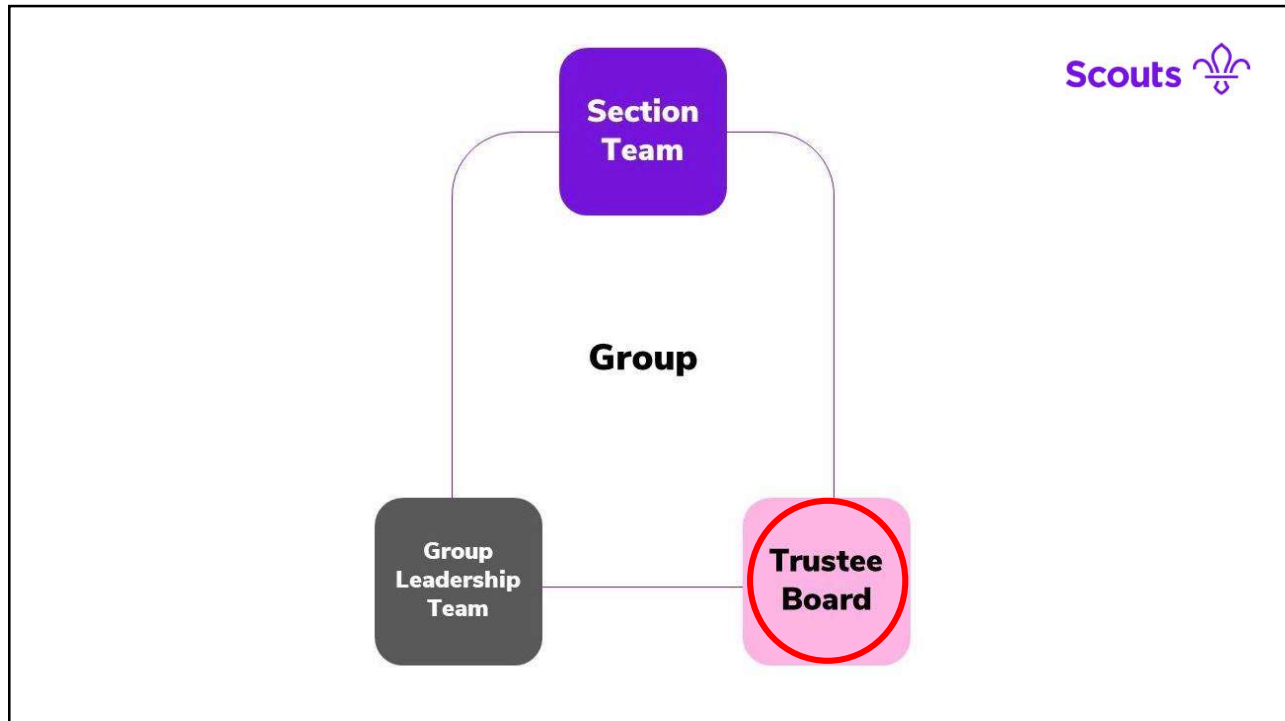
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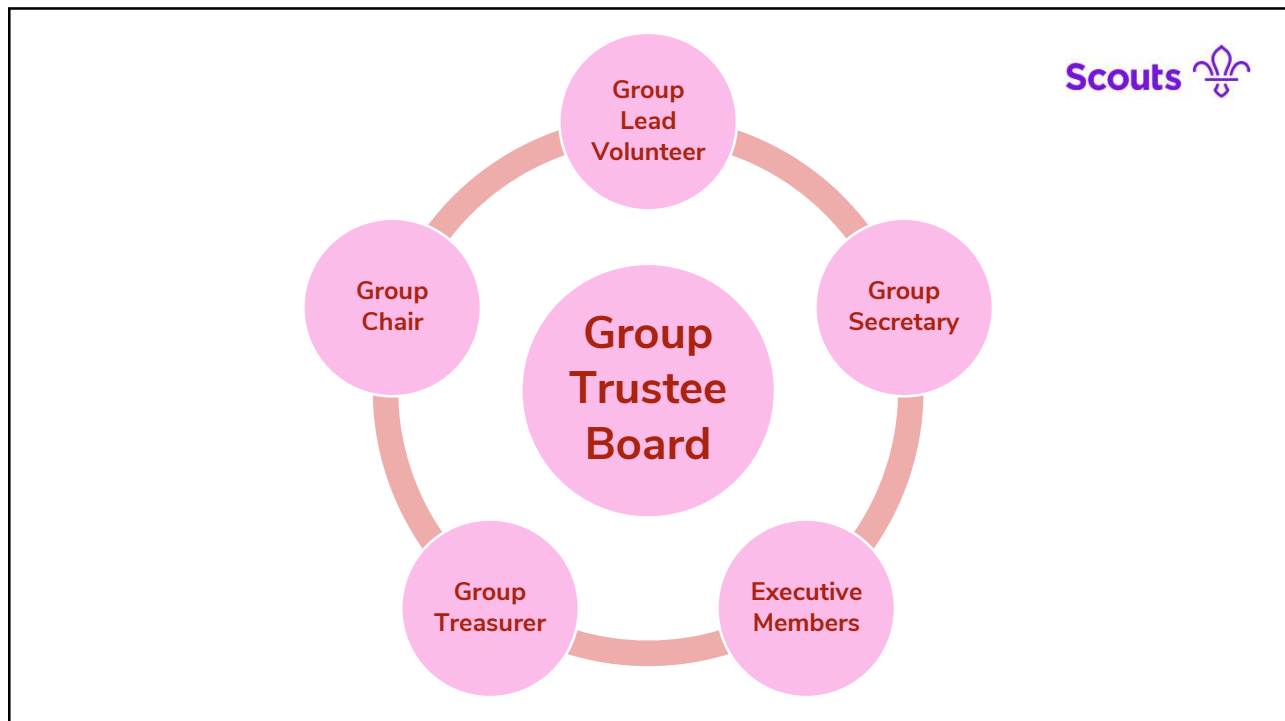
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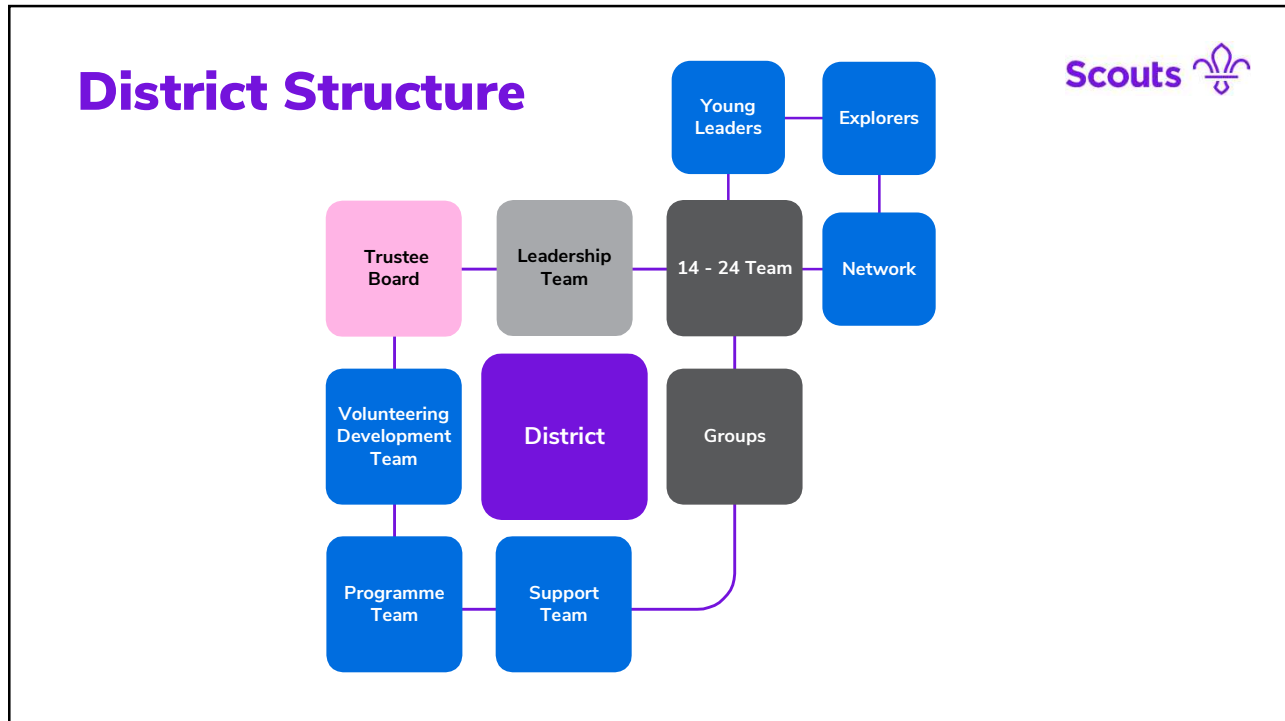
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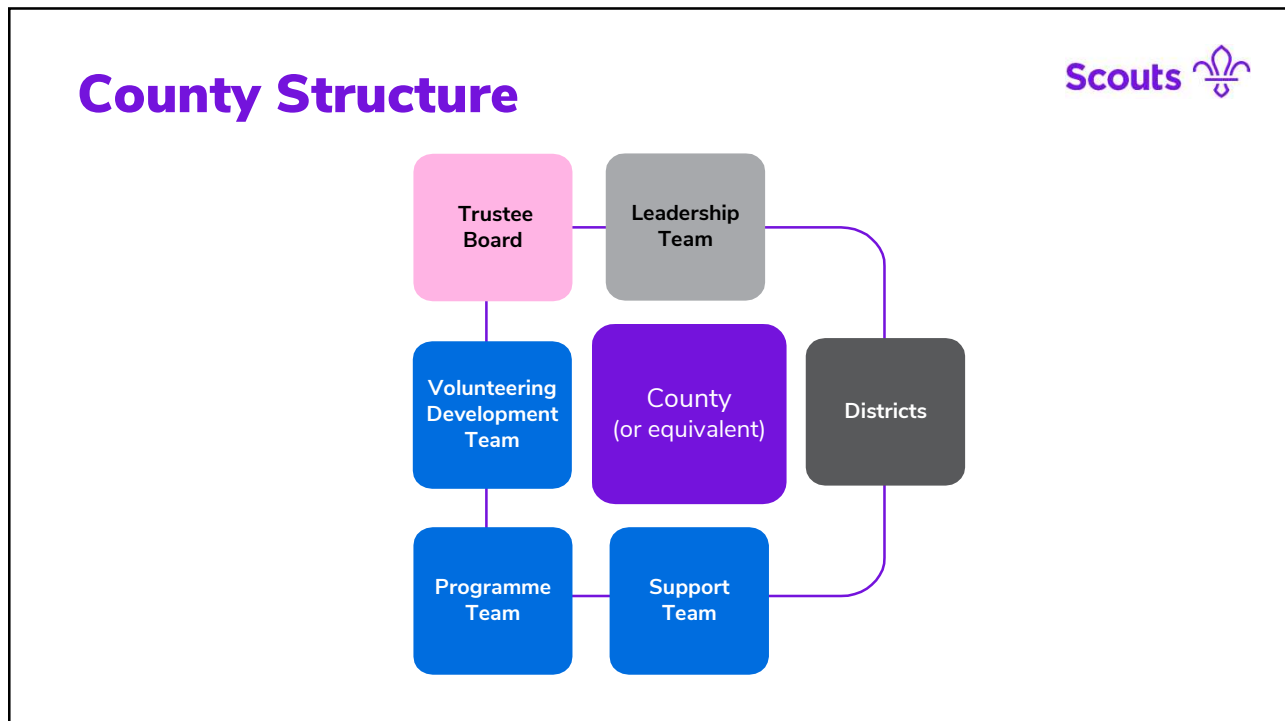
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40

Each team has a team description. A team description has two types of tasks listed:

- **Tasks for the whole team** – All team members take part in these tasks and must have, or develop, the skills associated with these tasks
- **Allocated tasks** – The team leader ensures that one or more team members has the responsibility and skills for these tasks

		Hannah Team Leader	Tom Team Member	Mita Team Member	Jamal Team Member	Arnold Team Member	Jess Helper
Tasks for the Whole team	Task 1 Whole team						
	Task 2 Whole team						
	Task 3 Whole team						
Allocated tasks	Task 1 Allocated						
	Task 2 Allocated						
	Task 3 Allocated						
	Task 4 Allocated						
	Task 5 Allocated						
	Task 6 Allocated						

41

What's changing for Trustee Boards...

42

What's changing?

To bring our current structure in line with the good practice guidance set out by the charity regulators there are two key areas of change:



43



Name

Executive Committees will be renamed **Trustee Boards**, and Executive member, will be renamed **Trustees**

44

Scouts 

Renaming as Trustee Boards

Why is this changing?










Reinforce the purpose of Trustee Boards and the role of a charity Trustee

45

Scouts 


Renaming as Trustee Boards

When is this changing?




**Policy,
Organisation
and Rules**
April 2023

From publication
of April edition of
POR onwards



Does not need to be adopted
or approved through AGMs

46


Scouts 

Renaming as Trustee Boards


What will be the changes in POR?

POR references
Trustee Boards and Trustees

instead of
Executive Committees
and
Executive Committee members




47

Scouts 


Start to use the new names.



48



Compass

Scouts 

Compass will not be updated with any new titles; these will be reflected in the new membership system.

49



Purpose

Trustee Boards will have a new clearer **purpose statement**, which **focuses on governance**, making sure scout groups are well managed, and everyone follows legal requirements, and POR.

Scouts 

50

Trustee Board – purpose



The Trustee Board is a team of volunteers who work together to make sure Scouts is run safely and legally.

Together, Trustees make sure the charity is well managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and Policy, Organisation and Rules (POR).

Their support helps other volunteers run a fantastic programme that gives young people skills for life (and experiences they'll remember forever).

51

Trustee Board – purpose



The Trustee Board must act in the Scout Group's (charity's), best interests, acting with reasonable care and skill and take steps to be confident that:

The scout group is:

- well managed
- carrying out its purposes for the public benefit
- complying with the charity's governing document and the law
- managing the charity's resources responsibly

52

Trustee Board – purpose continued...

And that the scout group:

- is operating compliant with Policy, Organisation & Rules (POR), including effective management of the key policies listed in chapter 2
- ensures that young people are meaningfully involved in decision making at all levels

53

Trustee Board – purpose continued...

And that the scout group:

- plans so that there are sufficient resources (funds, people, property and equipment), available to meet the planned work of each of the sections in the group to enable the delivery of high quality programmes and the youth training programme
- has a positive image in the local community

54

Scouts 

The purpose of Trustee Boards


Why is this changing?








55

Scouts 

What will this look like in practice?

56

‘Governance’ tasks are managed
by the **Trustee Board**

‘Operational’ tasks are managed
through the **Group Leadership
Team**

(The Support Team in Districts and Counties)

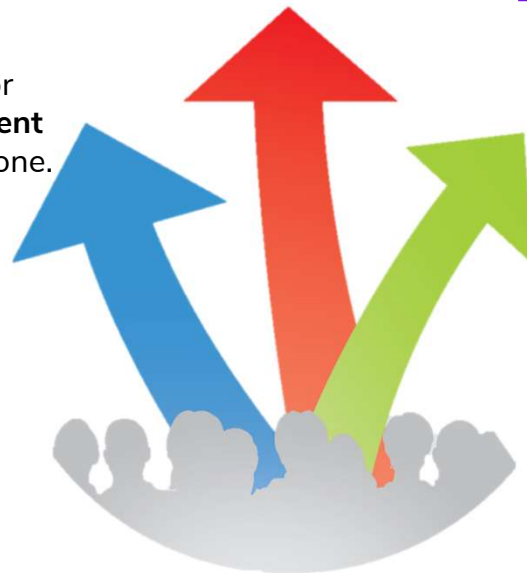
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What will this look like in practice?

Some areas will be for trustees **to be confident** that they are being done.

This is different from doing it themselves!

These are the **operational tasks.**



Some areas will be for trustees **themselves** to **collectively** do.

These are the **governance tasks.**

58

Governance tasks...

59

Trustee Board – tasks (responsibilities)

- develop and maintain a risk register
- ensure that the group's finances are properly managed
- development appropriate budgets to support the work of the group
- maintain and manage:
 - a reserves policy
 - an investment policy
 - a public benefit statement for the group

60

Trustee Board – tasks (responsibilities)

- ensure that people, property and equipment are appropriately insured
- ensure property and equipment is properly protected and maintained
- promote and support the development of scouting in the local area
- ensure the appointment, management, and operation of any sub-committees
- ensure that effective administration is in place to support the work of the trustee board

61

Trustee Board – tasks (responsibilities)

- prepare and approve the annual accounts
- prepare and approve the Trustees' annual report and accounts
- present the approved Trustees' annual report and annual accounts to the scout council at the AGM
- take responsibility for adherence to data protection legislation (GDPR), as a data controller and a data processor
- individually and collectively maintain confidentiality regarding appropriate trustee board business

62

Trustee Board – tasks (responsibilities)

- where staff are employed:
 - act as a responsible employer in accordance with scouting's values and relevant legislation
 - ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
 - ensure that appropriate specific personnel insurance is in place

63



64

Operational tasks...

65

Start Trustee Boards thinking about governance vs operational

Example governance tasks – for which Trustees are collectively responsible	Example support tasks - undertaken through the Group Leadership Team or District/County Support Teams
Ensure that there are sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group, including delivery of the high-quality programme	Fundraising Premises management and maintenance Grass cutting or service crew at camp site
Ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the charity's work	Bookkeeping Payments of expenses and invoices Banking
Ensure that effective administration is in place to support the work of the Trustee Board	Distribution of agendas, minutes, etc. for Trustee Board Meetings and Annual General Meetings Managing agreed Trustee appointment processes prior to AGMs
Take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor	Manage any web sites, email systems, documents stores used within/by the charity
Ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated	Line manager, supporting staff in their work

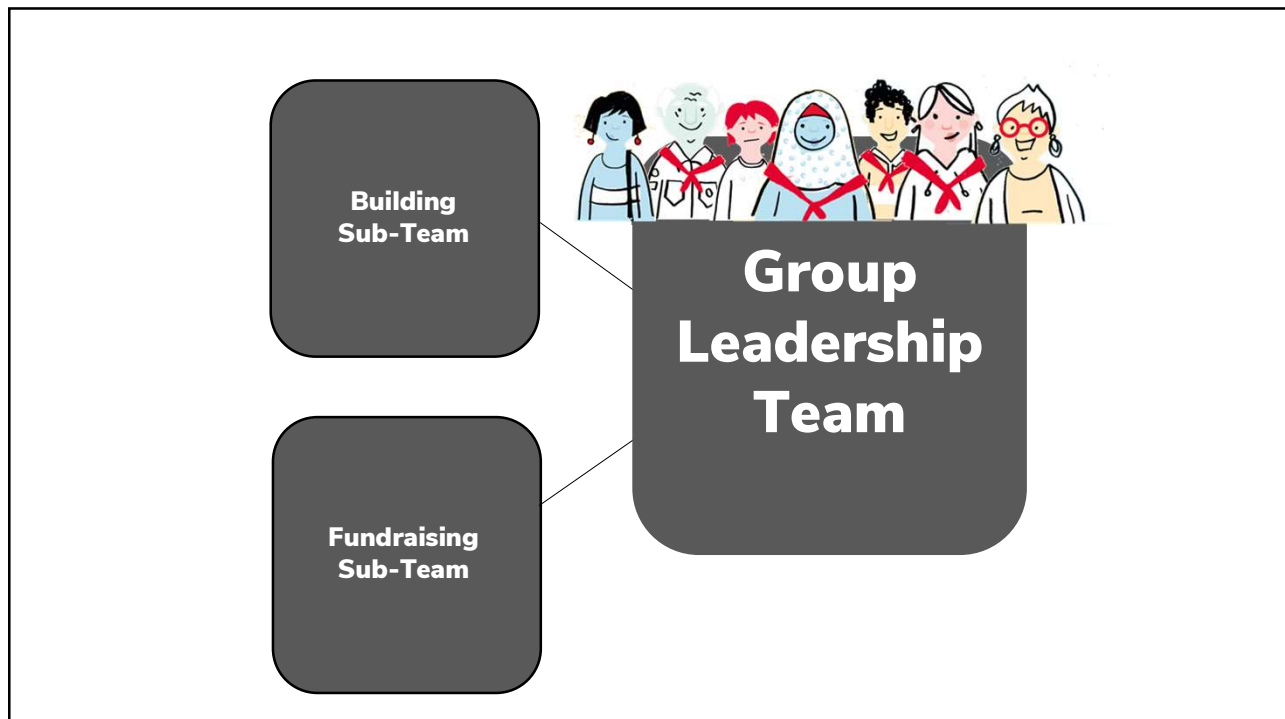
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Operational tasks



These operational tasks can be carried out by people who are also trustees, however, they will be managed as a member of the relevant team rather than in their trustee role.

67



68

Scouts 

Start using the new purpose statements to shape your trustee board agendas and the boards governance support.



69

Scouts 

Constitutions



70

Our current position (Nationally)



There are lots of Executive Committees that have not formally adopted a constitution.

71



A constitution explains what your scout group is set up to do, and how it should operate.

It sets out the rules and procedures to be followed in the governance of the group.



72

All Trustee Boards need to ensure they have adopted a constitution.

Whilst this is not a change in POR, it is important that this is done.



73

This could be:



The constitution as set out in POR



An adapted version of the constitution as set out in POR



74

Why?

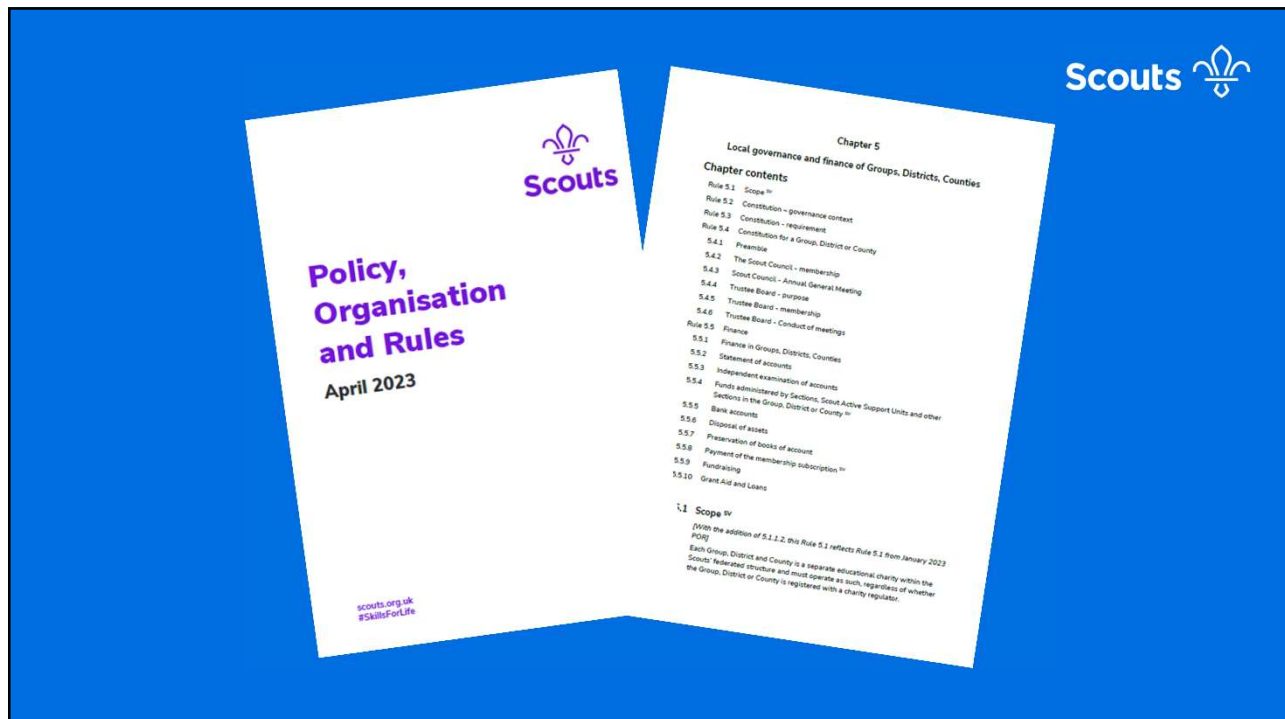


This has been a POR requirement of Annual General Meetings since 2011.

It continues to be a requirement for Trustee Boards.




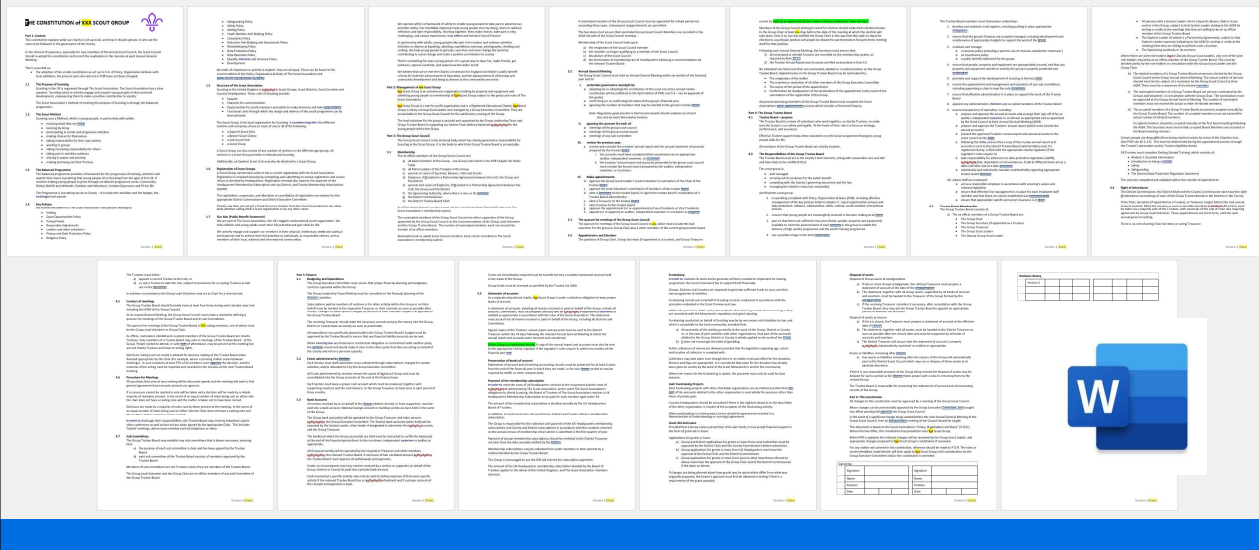
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76


Model Constitution...






77

Model Constitution



THE CONSTITUTION of **XXX** SCOUT GROUP



Scouts
Your Group

Part 1: Context
This constitution explains what our charity is set up to do, and how it should operate. It sets out the rules to be followed in the governance of the charity.

In the interest of openness, especially for new members of the Group Scout Council, the Scout Council should re-adopt this constitution and record the re-adoption in the minutes at each Annual General Meeting.

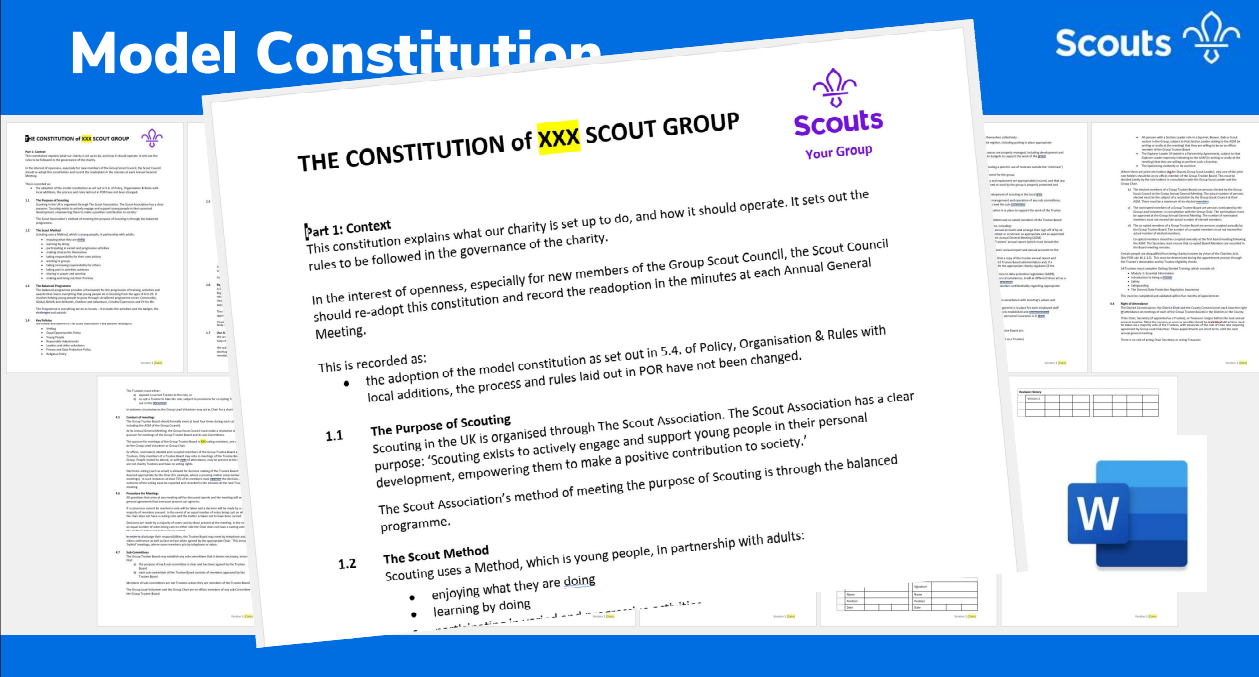
This is recorded as:

- the adoption of the model constitution as set out in 5.4. of Policy, Organisation & Rules with local additions, the process and rules laid out in POR have not been changed.


1.1 The Purpose of Scouting
Scouting in the UK is organised through The Scout Association. The Scout Association has a clear purpose: 'Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.'
The Scout Association's method of meeting the purpose of Scouting is through the balanced programme.

1.2 The Scout Method
Scouting uses a Method, which is young people, in partnership with adults:


- enjoying what they are doing
- learning by doing



78


Scouts 

When is this changing?





**Policy,
Organisation
and Rules**
April 2023

From publication
of April edition of
POR onwards



79

Scouts 



What will be the changes in POR?

The April 2023 edition of
POR, contains the updated
'Trustee Board Purpose'
statements in chapter 5

80

Start using the revised constitution and adopt or readopt it at your next AGM.



81



When should this be done?

- **Those who have already adopted the constitution as set out in POR**
This change can happen from now and **does not** need to be adopted or approved through AGMs
- **For those who have not adopted the POR constitution**
This change can be informally adopted and worked towards from now and will then need to be adopted at your next AGM

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Scouts 

Annual General Meetings



The graphic shows three overlapping diamond shapes. The left one is teal with a white 'A' and a calendar icon below it labeled 'ANNUAL'. The middle one is yellow with a white 'G' and a briefcase icon below it labeled 'GENERAL'. The right one is red with a white 'M' and a group of three people icon below it labeled 'MEETING'.

83

Scouts 



The graphic shows three overlapping diamond shapes. The left one is teal with a white 'A' and a calendar icon below it labeled 'ANNUAL'. The middle one is yellow with a white 'G' and a briefcase icon below it labeled 'GENERAL'. The right one is red with a white 'M' and a group of three people icon below it labeled 'MEETING'.

From your next AGM (onwards) It is important that the model AGM agenda outlined in the April 2023 edition of POR is followed.

84

- ✓ undertake governance oversight
- ✓ agree quorums
- ✓ review the previous year
- ✓ make appointments

85

AGM – agenda items...

- undertake governance oversight by:
 - adopting (or re-adopting) the constitution of the scout council (a revised modal constitution will be published in the April edition of POR, rule 5.3)
 - confirming (or re-confirming) the dates of the group's financial year
 - agreeing the number of members that may be elected to the group's trustee board

86

AGM – agenda items...

- agreeing the quorum for:
 - meetings of the group scout council
 - meetings of the group trustee board
 - meetings of any sub-committees

87

AGM – agenda items...

- review the previous year:
 - receive and consider the trustees' annual report and the annual statement of accounts prepared by the trustee board
 - the accounts must have completed their examination by an appropriate auditor, independent examiner, or scrutineer
 - the trustees' annual report and accounts presented to the group scout council must include the formal report prepared by the auditor, independent examiner, or scrutineer

88

AGM – agenda items...


- Make appointments:
 - approve the Lead Volunteer's (Group Scout Leader's), nomination of the Chair of the trustee board
 - approve the Lead Volunteer's nomination of members of the trustee board
 - elect a Secretary to the trustee board, or agree the trustee board's nomination of a Trustee Board Administrator.

89


AGM – agenda items...

- elect a Treasurer to the trustee board
- elect a Secretary to the trustee board **(if appointed as a Trustee)**
- elect Trustees to the trustee board
- approve the appointment (or re-appointment) of any Presidents or Vice Presidents
- appoint (or re-appoint) an auditor, independent examiner or scrutineer as required

90

Scouts 

**Use the new agenda format
from your next AGM onwards.**




91

Our Volunteering Culture



92

Scouts 

Our Volunteering Culture

Our Volunteering Culture: Being at our best
A shared understanding for what we do and say as volunteers in Scouts, supporting each other, following our values and being at our best, while acting as role models for young people.

Why we volunteer
As volunteers in Scouts, we're proud to help young people step up, speak up, dream big and gain the skills they need for life. Thanks to you, young people find their place in the world, learn to believe in themselves and make a difference to their communities and society. No matter your background or experience, where you're based, or which team you're in, your time and skills help young people gain skills for life.

As UK Scouts we'll:

- a. Make Scouts a welcoming place, making sure everything we do and say is led by the **Values of Scouting** and the **Scout Promise**
- b. Commit to **Equity, Diversity and Inclusion** in everything we do, making sure everybody has access to our activities and can thrive in Scouts
- c. Support you to be part of positive teams that resolve issues with respect and integrity
- d. Acknowledge your personal motivation for volunteering and the skills you already have
- e. Help you develop your own potential by offering learning opportunities to give you the confidence and the skills needed for your Scout role

As a volunteer in Scouts we'll trust you to:

- a. Promote a welcoming environment
- b. Be open and honest with your team about your time commitment and let them know if things change
- c. Enjoy yourself and have fun while volunteering
- d. Develop yourself by engaging in learning and new opportunities depending on what you and your team needs

promptly complete any training required to ensure you have the skills for your role

Our Culture is founded on our Values. That means that as volunteers we think carefully about the impact of our words and actions, and behave as role models for our young people. Here are the behaviours that we expect from each other in Scouts.

Volunteering has a positive impact on your wellbeing and that you are in an environment where you are comfortable to share ideas and things are going, improve opportunities and resolve

things which we task volunteers of PDOL

March 2021

93

Together, we create a strong positive culture



94

Putting it all together...

95

Outcomes

Prior to the introduction of our new digital tools, the outcome of these changes should be that:



96

**Every Executive Committee
recognises that they are now a
Trustee Board (with trustees)**

97

**Trustee Boards are using the
new purpose statements to
shape their agendas and
governance support**

98

All Trustee Boards have adopted a constitution

99

Resources



**Policy,
Organisation
and Rules**
April 2023

scouts.org.uk
#SkillsForLife



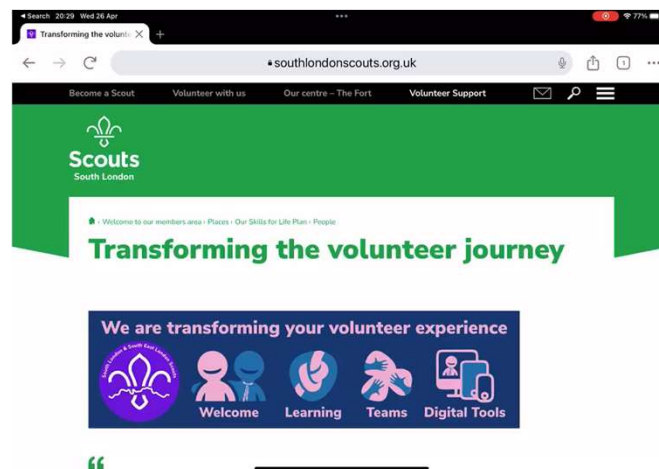
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Resources



1. **Actions for Executive Committees to move to Trustee Boards**
2. **Business that needs to happen at your 2023 Annual General Meeting**
3. **Sample agenda for your annual general meeting**
4. **Actions for your refreshed Trustee Board**
5. **Sample agenda for Trustee Board meetings**
6. **Group constitution**
7. **Governance? or Support? activity**
8. **High level Group Leadership team description**
9. **Tools to help your trustee board**
10. **Being a trustee**
11. **Policy, Organisation and Rules – April 2023 edition overview**
12. **POR April 2023 Model constitution - Chapter 5**
13. **Our Volunteering Culture**
14. **Trustee recruitment hooks**
15. **The good governance code**

101




102

Become a Scout Volunteer with us Our centre – The Fort Volunteer Support

Welcome to our members area > Places > Our Skills for Life Plan > People > Transforming the volunteer journey

Things to do...



Things to do...

A handy list of things you can do to help your group move to our new ways of working

“

Check back regularly - we will be adding new things you can do to achieve your transformation throughout the year and into 2024

103

Become a Scout Volunteer with us Our centre – The Fort Volunteer Support

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Things to do...

A handy list of things you can do to help your group move to our new ways of working

Take part in the discussions...

To support you through our journey of change we have a programme of engaging online (PDRs) and in person sessions planned.

[click here to view our programme and book your place!](#)

Clean-up Compass...

As you all imagine, there is a lot of data to set up on Compass covering personal details, emergency contacts, appointment records and completed and required training.

Please review, check, and enter your teams records so that the data uploaded to the new system, later in 2023, is as clear and accurate as possible.

[click here to view our guide](#)

“

Check back regularly - we will be adding new things you can do to achieve your transformation throughout the year and into 2024

Introduce welcome conversations...


A handy template to the new welcome conversation process, that we are fully adopting in 2023. It gives you a friendly path and some examples of our current appointments process at a time and place that is suitable for everyone involved. Take a look at our welcome conversation guide and book one of our sessions to welcome your next new team member.

[click here to view our guide](#)

Join us on facebook


Join the conversation in our transformation feedback group

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Scouts 


We are transforming your volunteer experience

We're moving from appointment panel meetings to welcome conversations that will take place in your group.



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We're moving from training to learning and development. There's some learning for everyone but completing your wood badge will be optional.



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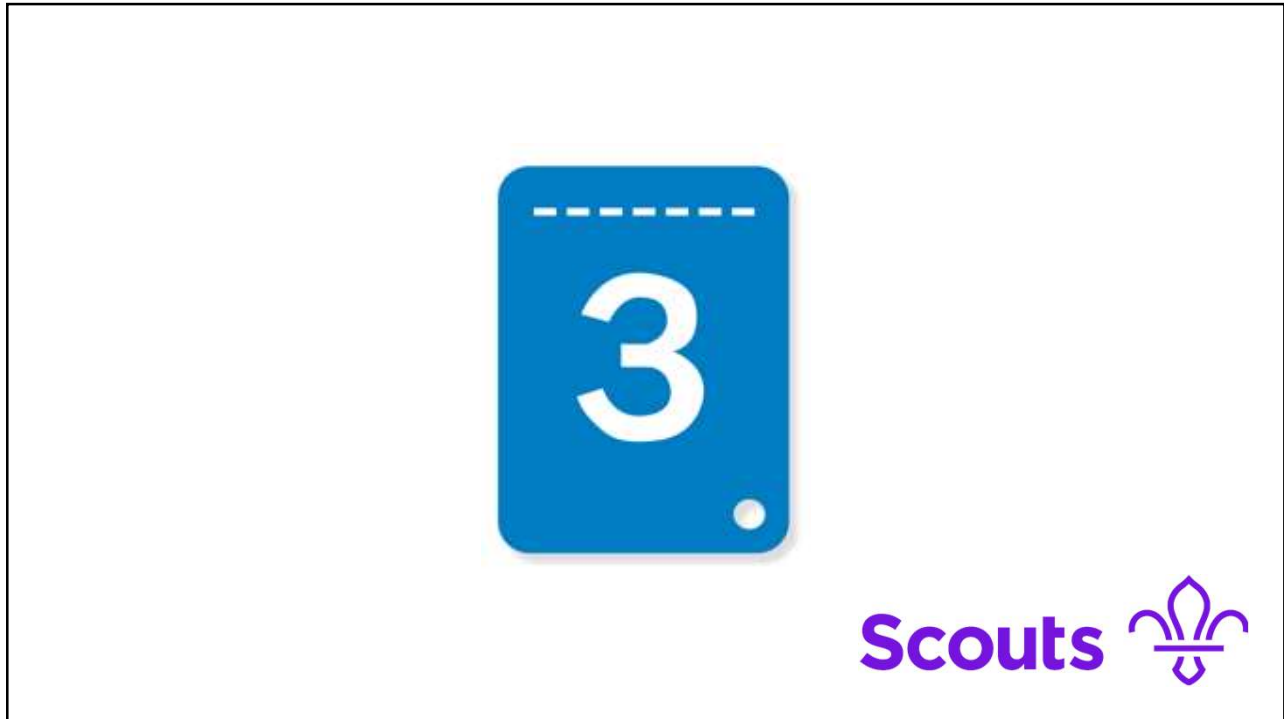
tinyurl.com/vol-journey

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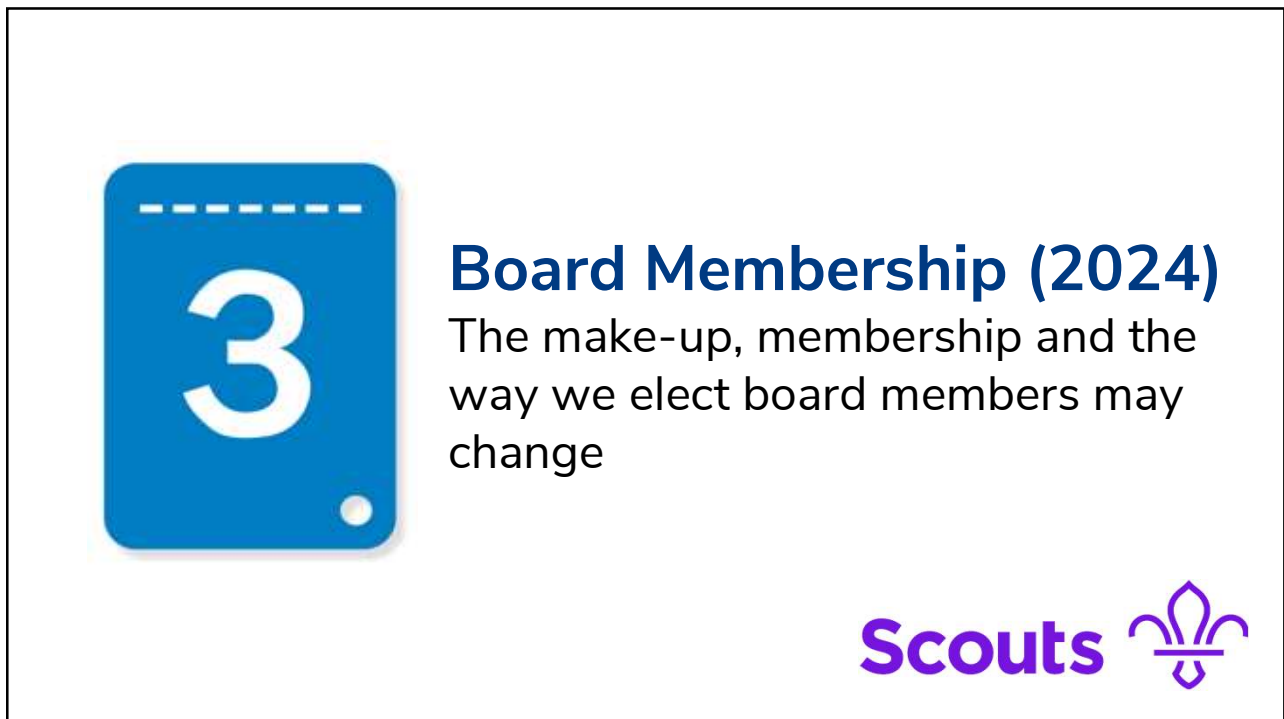
Scouts 



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108

The Membership of Trustee Boards



There may be further changes from the point at which we transition to the new digital tools.

Any further developments will be communicated later in the year.

Charity Governance Code

Principle 5. Board effectiveness

Regulatory good practice is that Trustee Boards should comprise of at least 5, but no more than 12 Trustees



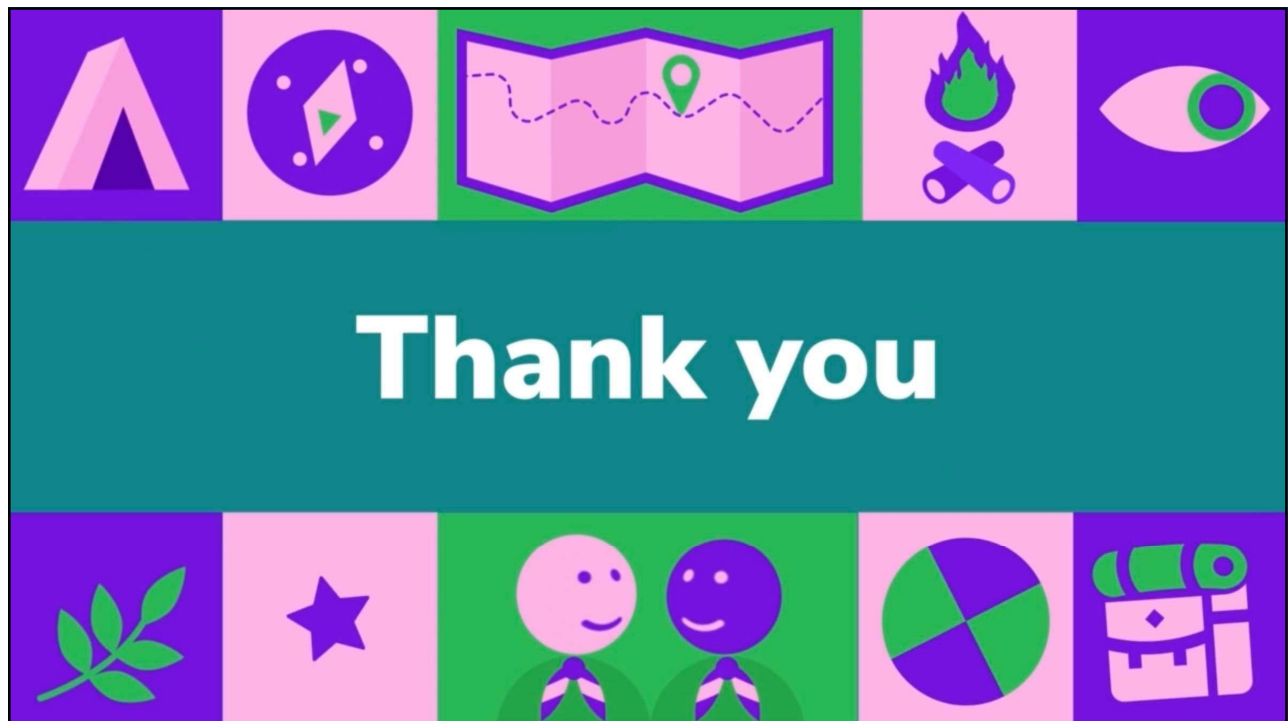
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