

Chapter 5

The Scout County

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Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and Leaders to make decisions and take responsibility;
- functional units through which the design and delivery of the programme can be best achieved;

A Scout County comprises several Scout Districts and one County Scout Network. Additionally the County may have one or more County Scout Fellowships.

Rule 5.1 Membership of the Scout County

- a. No individual aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made.
- b. There are two types of membership - Members and Associate Members.
- c. British Subjects who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Policy, Organisation and Rules).
- d. Foreign residents in the United Kingdom, with the approval of an appropriate Commissioner, may become Members or Associate Members.
- e. When an individual becomes a Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association and of the World Organisation of the Scout Movement.
- f. When an individual becomes an Associate Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association.
- g. Membership of Beaver Scout Colonies, Cub Scout Packs, Scout Troops, Explorer Scout Units and the Scout Network is open to males and females (unless otherwise stipulated).

- h. Adult membership of the Scout Movement, whether by appointment or otherwise, is open equally to men and women.
- i. The minimum age limit for membership is 5¾ years.
- j. There is no maximum age limit for membership but all adult appointments are subject to a minimum age limit of 18.
- k. There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- l. Members or Associate Members do not have any rights, actual or implied, to take part in the national management of The Scout Association or the World Organisation of the Scout Movement.

Members

- m. The following are required to be Members and pay the Headquarters Membership Subscription annually:
 - Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts and Scout Network Members;
 - those adults with Warranted Appointments;
 - Associate Members and other adults who opt to be Members.

Members must also pay any County, District and Group Membership Subscription determined locally.
- n. Young people become Members of the Scout Movement by making the Promise appropriate to their Section.
- o. Adults become Members by making the Promise and completing a Members' Declaration.
- p. Members of the Movement may:
 - wear the approved uniform (see Chapter 10);
 - wear the World Membership badge;
 - receive benefits provided by any Group, District, and County to which the Member belongs and of The Scout Association and the World Organisation of the Scout Movement;
 - wear the World Membership lapel badge.

Associate Members

- q. The following are required to be Associate Members and pay the Headquarters Membership Subscription annually:
- Members of the Scout Fellowship;
 - Section Assistants;
 - Group and District and County Skills Instructors holding Certificates of Appointment;
 - Group, District and County Advisers;
 - District and County Chairman, Secretary and Treasurer;
 - other adults who opt to be Associate Members.
- Associate Members must also pay any County, District and Group Membership Subscription determined locally.
- r. Adults become Associate Members of the Scout Movement by completing an Associate Members' Declaration.
- s. Associate Members are not required to make the Promise.
- t. Associate Members of the Movement may:
- wear the approved uniform (see Chapter 10);
 - receive benefits provided by any Group, District, and County to which the Member belongs;
 - wear the Associate's lapel badge.

*Note: other District and County trustees are not required to be Associate Members but are **encouraged** to become Members or Associate Members.*

Rule 5.2 Admission to membership

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned.
- c. The decision to admit anyone to membership of an Explorer Scout Unit rests with the Explorer Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- d. The decision to admit anyone to membership of a Scout Network rests with the Scout Network Commissioner.

Rule 5.3 Forfeit of membership

- a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group.
- b. Explorer Scouts forfeit membership if they leave the Unit.
- c. Scout Network Members forfeit membership if they leave the County Scout Network provision.

Rule 5.4 Transfer of membership

- a. If a Member leaves a Group due to moving to another locality, the Group Scout Leader should inform the District Secretary of the District into which the Member is moving.
- b. If a Member leaves an Explorer Scout Unit due to moving to another locality, the District Explorer Scout Commissioner should inform the District Secretary of the District into which the Member is moving.
- c. If a Member leaves the Scout Network due to moving to another locality, the Scout Network Commissioner should inform the County Secretary of the County into which the Member is moving.
- d. If the address of the District or County Secretary is not known, the information should be forwarded to Headquarters.
- e. Notification should also be sent to Headquarters in respect of Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts and Scout Network Members who are going to live abroad.

Rule 5.5 Annual Census

- a. The number of Members and Associate Members must be returned in an annual census of the Group, District or County.
- b. A list of the names and addresses of Members in a Group at the date of the annual census must be collected by the Group and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- c. A list of the names and addresses of Members of Explorer Scout Units in the District must be collected by the District and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- d. A list of the names and addresses of Members of the Scout Network in the County must be collected by the County and passed to the County Secretary.

Rule 5.6 Mixed Membership

- a. All Scout Groups registered after 1st January 2000 are required to be open to male and female membership except in special situations.

- b. Scout Groups registered before 1st January 2000 may have either mixed or single sex membership as decided by the Group Scouters' Meeting following the suggested consultation process available from the Scout Information Centre.
- c. If a Group has decided on mixed membership in one of the Sections, there must be the opportunity for Members (male and female) to progress to the next Section(s) within the Group.
- d. Single sex Sections may exist within a mixed Group.
- e. Once a decision has been taken to have a mixed membership Section(s) within a Scout Group, under the provisions of the Sex Discrimination Act, the decision is not reversible.
- f. All Explorer Scout Units are required to be open to male and female membership except in special situations.
- g. All County Scout Networks are required to be open to male and female membership except in special situations.
- h. From 1st January 2007 all Scout Groups will be required to be open to male and female membership except in special situations. Single sex Sections may exist within a Scout Group provided that membership is available for both sexes across all Sections within that Group.
- i. Special situations are defined as being where:
 - there are cultural or religious requirements for single sex working;
 - Scouting is offered in a single sex institution (e.g. school, young offenders institute) through a closed Scout Group;
 - a specialist single sex provision is required to meet a clearly identified educational need (e.g. Scouting for young mothers).

The decision whether Groups or Explorer Scout Units may become an exception to the policy is made by the District Commissioner in consultation with the County Commissioner.

The decision whether a County Scout Network may become an exception to the policy is made by the County Commissioner.

Guidance to those Groups wishing to have mixed membership is available from the Scout Information Centre.

Rule 5.7 The County Scout Network

- a. The Scout Network is part of a County's provision of Scouting.
- b. The Scout Network consists of all Scout Network Members in the County.
- c. All adult Members of Scouting aged 18–25 years old are automatically Members of the Scout Network.
- d. The age for moving from the Explorer Scout Section is between 17½ and 18½ years.
- e. Members cease to be a Member of the Scout Network on their 25th birthday and should be encouraged to take a new role in Scouting.
- f. All Members aged 18 or over must satisfactorily complete a 'Personal Enquiry' (unless otherwise stipulated).
- g. Scout Network Members may meet as local Scout Networks to carry out activities.
- h. Members are supported by the Scout Network Commissioner and County Scout Network Leaders.
- i. The Scout Network must have opportunities for the Members to take part in the decision making process. Any forum or committee should have both Scout Network Members and Leaders working together.
- j. Members of the Scout Network wear the approved adult uniform with distinguishing emblems and scarves as described in Chapter 10.
- k. The following minimum standards are laid down for Scout Networks:
 - **Training** - must be in accordance with the Association's official publications for the Section.
 - **Camping** - every Scout Network Member must have the opportunity of attending a camp every year.
- l. The County Commissioner, with the County Team, is required where necessary to assist the Scout Network to reach the required standard.

Rule 5.8 Local Scout Networks

- a. Local Scout Networks comprise a number of Members of the Scout Network, meeting together and organising a series of activities for Scout Network Members.
- b. All Local Scout Networks are part of the County Provision.

- c. The opening and closing of local Scout Networks is the responsibility of the County Commissioner in consultation with the County Scout Network Commissioner, County Executive Committee and District Commissioners.
- d. Local Scout Networks may be linked to a Scout District, Group, Activity Centre or other provision of Scouting, but are not a formal part of that District, Group, Activity Centre or provision. A formal agreement between the two is not required, however, discussions between them are encouraged.
- e. All Local Scout Networks are required to be open to male and female membership except in special situations. Special situations include those where there are specific cultural or religious requirements for single sex Local Scout Networks.
- f. Each Local Scout Network is required to nominate a Co-ordinator from their membership whose role is to liaise with the County Scout Network Commissioner.

Rule 5.9 The County Scout Fellowship

- a. The County Commissioner, in consultation with the County Executive Committee may form County Scout Fellowships.
- b. The purpose of County Scout Fellowships is to provide active support to Scouting in the County.
- c. All adult only support groups linked to Scouting within the County eg camp site service teams must be registered as Scout Fellowships.
- d. The County Commissioner may nominate an Assistant County Commissioner (Scout Fellowship), regardless of whether or not there is a County Scout Fellowship, to:
 - co-ordinate, promote and develop Scout Fellowships;
 - maintain effective liaison between the County and District Scout Fellowships.
- e. Subject in all cases to the enquiry procedure, membership of the County Scout Fellowship is open to any person aged 18 or over, including:
 - those holding appointments, who will be expected to give priority to the duties of their appointments;
 - Scout Network Members;
- f. All members of a County Scout Fellowship must be at least Associate Members. They may also become Members by making the Scout Promise.

- g. The County Scout Fellowship is responsible for its own composition, organisation, programme and administration in accordance with a remit agreed annually with the County Commissioner.
- h. The remit may provide for this function to be exercised by a Committee elected by the Scout Fellowship members and consisting of the Chairman of the Scout Fellowship and such other Members as they may decide.
- i. The following minimum standards are laid down for County Scout Fellowships:
 - **Leadership** – there should be a properly elected Chairman of the County Scout Fellowship.
 - **Activity** - the Scout Fellowship should provide active support to Scouting in the County.
- j. The County Commissioner, with the County Team, is required where necessary to assist County Scout Fellowships to reach the required standards.
- k. If a Scout Fellowship fails to reach the minimum standards for two consecutive years it may be closed by the County Commissioner with the approval of the County Executive Committee.
- l. If a Scout Fellowship fails to reach the minimum standard for three years it must be closed.

Further information is contained within the 'Scout Fellowship File' available from the Scout Information Centre.

Rule 5.10 The Formation and Registration of Scout Counties

- a. The registration, suspension and cancellation of Scout Counties are matters for the Country Headquarters. This includes their amalgamation and changes in boundary.

Rule 5.11 Suspension of County Registration

- a. Suspension is a purely temporary measure.
- b. A County may have its registration suspended by the most senior Country Committee on the recommendation of the appropriate Chief Commissioner.
- c. In the event of suspension all County, District, and Group activities must cease and all County, District, and Group Scouters are automatically suspended as if each were individually suspended unless otherwise specified by the most senior Country Committee.

- d. During suspension no member of the County, District, or Group may wear uniform or badges.
- e. If the County Executive Committee is included in the suspension, this must be specified and the most senior Country Committee will be responsible for the administration of County property and finance during the period of suspension.
- f. The County Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the most senior Country Committee.
- g. The Chief Commissioner and Country Committee which suspends a County must report the matter with full details to Headquarters.
- h. The Chief Commissioner should consult Headquarters as to how best to resolve the underlying problem which led to the suspension.

Rule 5.12 Suspension of Scout Networks

- a. Suspension is a purely temporary measure.
- b. Any County Scout Network or local Scout Network may be suspended by the County Commissioner in consultation with the County Executive Committee and County Scout Network Commissioner.
- c. Suspension may also be a consequence of the suspension of the County.
In such a case the County Commissioner may direct that Scout Network Members will not be suspended but attached to a neighbouring County as appropriate.
- d. In the event of suspension all Scout Network activities must cease and all Scout Network Scouters are automatically suspended as if each were individually suspended.
- e. During suspension no Member of the Scout Network may wear the Scout Network uniform or badges.
- f. A County Commissioner who suspends a Scout Network must report the matter with full details to the Chief Commissioner.

Rule 5.13 Cancellation of Registration of the Scout County

- a. The registration of a Scout County may be cancelled by Headquarters:
 - on the recommendation of the Chief Commissioner and the most senior Country Committee, following a meeting specially convened.

At such a meeting, the County Commissioner and County Chairman are entitled to be heard;

- if registration is not renewed at the time of the required annual renewal of registration;
- if the registration of the County is cancelled.
- b. When the registration of a Scout County is cancelled the Scout County ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c. The membership of each Member of the County will cease automatically, unless membership of another County is arranged as directed by the Chief Commissioner.
- d. A Scout County cannot exist unless it has a current registration with Headquarters.
- e. Charity law does not permit a Scout County to transfer from The Scout Association to any other body whether calling itself a scout organisation or by any other name.
- f. Individual or several Members of a County may leave and join any other organisation they wish. The County itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.
- g. In the event of all the Members leaving, the Country Headquarters will close the County and cancel its registration.
- h. In the event that not all the Members leave, it will be a decision for the Chief Commissioner and the most senior Country Committee as to whether to close the County or try to keep it running with a reduced membership.

Rule 5.14 Management of the Scout County

- a. Every Scout County is an autonomous organisation holding its property and equipment and admitting people to membership of the Scout County subject to the policy and rules of The Scout Association.
- b. A Scout County is led by a County Commissioner and managed by a County Executive Committee. They are accountable to the County Scout Council for the satisfactory running of the County.
- c. The County Commissioner is assisted and supported by:

- the County Team, comprising Deputy County Commissioners, County Scout Network Commissioner, County Training Manager, all Assistant County Commissioners and County Scouters;
- County Administrators and Advisers;
- the County Scout Council;
- the County Executive Committee;
- the County Scout Fellowship.

Rule 5.15 Management of the Scout Network

- The Scout Network is not an autonomous organisation. It is part of a Scout County which acts as the parent body.
- A Scout Network is led by a Scout Network Commissioner and managed by a committee of its Members and County Scouters acting together. The Committee is accountable to the County Scout Council for the satisfactory running of the Scout Network.
- The Scout Network Commissioner is assisted and supported by County Scouters in the delivery of the programme.

Rule 5.16 The Constitution of the Scout County

- The following represents an ideal constitution for a Scout County where the circumstances and the support allow.
- There may be situations where it is impractical to implement the constitution in full, such as a County comprising large areas of especially difficult terrain and a small population.
- All elected and constitutional bodies of The Scout Association at Headquarters, County, and District should have, as full voting members, at least two young people between the age of 18 and 25 years old.
- This policy as a matter of good practice, should also be applied to any ad hoc, short or long term working groups or committees.
- The County Scout Council**
 - The County Scout Council is the electoral body which supports Scouting in the County. It is the body to which the County Executive Committee is accountable.
 - Membership of the County Scout Council is open to:

Ex officio Members

- County President;
- County Vice-Presidents;
- Chief Commissioner;
- County Chairman;

- County Commissioner;
- County Secretary;
- County Treasurer;
- Deputy County Commissioners;
- County Scout Network Commissioner;
- County Training Manager;
- Assistant County Commissioners;
- County Scouters;
- County Skills Instructors;
- County Advisers;
- County Administrators;
- Chairmen, County Scout Fellowship(s);
- Local Training Managers;
- District Commissioners;
- District Chairmen;
- District Secretaries;
- District Treasurers;
- District Scout Fellowship Chairmen;
- Chairmen of each District Troop Leadership Forum;
- Chairmen of each District Explorer Scout Committee;
- Chairman of the Scout Network Committee.

Nominated Members

- the number of persons to be elected annually by the County Scout Council from each of the following categories is decided by the County Scout Council.
- persons recommended by the County Commissioner in consultation with the County Chairman.
- County Scout Network Members nominated by the County Scout Network Conference.
- County Scout Fellowship Members nominated by the County Scout Fellowship(s).
- Scouters nominated by District Scout Councils.
- Explorer Scout Members nominated by District Explorer Scout Meetings.

Co-opted Members

- the County Scout Council may co-opt members annually. Such co-opted members may include representatives of organisations with whom it is desired to maintain co-operation eg Girlguiding UK, religious bodies, other youth organisations and Local Education Authorities.

- Members are nominated by the County Commissioner.
- the number of members co-opted must not exceed the total of Ex officio and Nominated Members.

Invited Members

- the Field Development Officer.
- iii. Membership of the County Scout Council ceases upon:
- the resignation of the member;
 - the dissolution of the Council;
 - the termination of membership by Headquarters following a recommendation by the County Executive Committee.
- iv. The County Scout Council must hold an Annual General Meeting within six months of the financial year end to:
- approve the Annual Report of the County Executive Committee, including the annual statement of accounts;
 - approve the County Commissioner's nomination of the County Chairman and nominated members of the County Executive Committee;
 - elect a County Secretary unless the County Secretary is employed by the County Executive Committee;
 - elect a County Treasurer;
 - elect certain members of the County Executive Committee;
 - elect a representative(s) of the County Scout Council to serve as Nominated Members of the Council of The Scout Association;
 - elect a representative of the County Scout Council to serve as Nominated Youth Member on the Council of The Scout Association;
 - appoint an auditor or independent examiner or scrutineer as required.

f. The County Executive Committee

- i. The County Executive Committee exists to support the County Commissioner in meeting the responsibilities of the appointment and to provide support for Scout Districts and the Scout Network in the County.
- ii. The County Executive Committee consists of:

Ex officio members

- County Chairman;
- County Commissioner;
- County Scout Network Commissioner;

- County Secretary;
- County Treasurer.

Nominated members

- persons nominated by the County Commissioner in consultation with the County Chairman,
- the nominations must be approved at the County Annual General Meeting,
- persons nominated need not be members of the County Scout Council and their number must not exceed that of the elected members.

Elected members

- members of the County Scout Council elected at the County Annual General Meeting,
- these should normally be four to six in number,
- the actual number must be the subject of a resolution by the County Scout Council.

Co-opted members

- persons co-opted annually by the County Executive Committee,
- the number of co-opted members must not exceed the number of members who may be elected.

Right of Attendance

- the Chief Commissioner has the right of attendance at meetings of the County Executive Committee.

Invited to attend

- the County's Nominated Member(s) on the Council of The Scout Association*,
- the County's Nominated Youth Representative on the Council of The Scout Association*,
- Field Development Officer.

(* if not already a member of the Executive Committee)

- iii. The County Executive Committee may establish any sub-Committees that it deems necessary. Sub-Committees consist of members nominated by the Committee.
- iv. The County Commissioner and the County Chairman will be ex officio members of any sub-Committee of the County Executive Committee.
- v. Any fund raising committee must include at least two members of the County Executive Committee, in addition to the ex officio members. No County Scouter should serve on such a fund raising sub-Committee.

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- vi. A Scout County is an educational charity. Members of the County Executive Committee are the charity trustees of the Scout County.
 - vii. Only persons aged 18 and over may be full voting members of the County Executive Committee because of their status as charity trustees.
 - viii. Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
 - ix. Charity trustees are responsible for complying with all the legislation applicable to charities.
 - x. Some Counties may need to register as a charity. Scout Counties registered as a charity in England and Wales will be required to make an annual return to the Charity Commission (see Rule 13.3).
 - xi. The County Executive Committee is responsible for:
 - promoting the development of Scouting in the County;
 - arranging for harmonious co-operation between Districts and between units of the Association and with other organisations;
 - the raising of funds and the administration of the County's finance and property, including the Scout Network;
 - appointing a County Appointments sub-Committee and a Chairman of such a sub-Committee;
 - appointing other sub-Committees and their Chairmen as the Committee may require;
 - attending to County administration, particularly:
 - matters relating to Leader Warrants;
 - the appointment of Skills Instructors, Administrators and Advisers;
 - registrations, membership of the Movement;
 - the presentation of an Annual Report and annual statement of accounts to the Annual General Meeting of the County Scout Council.
 - g. **The County Appointments sub-Committee**
 - i. The County Appointments sub-Committee is a mandatory sub-Committee of every County Executive Committee.
 - ii. The County Chairman may be the Chairman of the County Appointments sub-Committee.
 - iii. The sub-Committee must maintain links with the County Training Manager and Local Training Managers (depending on the County training structure).
 - iv. The responsibilities of the Appointments sub-Committee are:
 - to interview and satisfy themselves as to the suitability of applicants for appointment as Scout Network Commissioner, County Training Manager, Assistant County Commissioners, District Commissioners, County Scouters, Scout Network Leaders and Skills Instructors; Local Training Managers and Training Advisers; County Administrators and Assessors and those seeking County Adventurous Activity Authorisations who do not hold a Warrant or Appointment elsewhere in the Movement;
 - to consider applications for changes in appointments in the County;
 - with the County Commissioner, to review appropriate Warrants, Certificates of Appointment and Adventurous Activity Authorisations;
 - following the suspension of an adult within the County, to recommend continuation of suspension, re-instatement, or modification or cancellation of appointment;
 - to support the County Commissioner in the resolution of disagreements.
- See also the publication 'The Appointment Process – Guidelines for Appointments sub-Committees'.*
- v. In addition to the functions listed above, the County Appointments sub-Committee must consider, jointly with the County Commissioner, the report of any Arbitrator appointed by the Chief Commissioner.
 - vi. Any recommendation to cancel or not renew a Leader Warrant or Appointment must be agreed with the County Commissioner and a report submitted to Headquarters.
 - vii. In the event of agreement not being reached the matter must be considered by the County Executive Committee. If the County Commissioner does not agree with that Committee's decision, the matter must be referred to the Chief Commissioner, whose decision must be accepted as final by all parties.

viii. The County Executive Committee may appoint an Assistant County Secretary to be the Secretary of the County Appointments sub-Committee.

h. The County Team Meeting

i. The County Team, comprising Deputy County Commissioners, Scout Network Commissioner, County Training Manager, all Assistant County Commissioners, County Scouters and Chairmen of the County Scout Fellowships, meet as frequently as necessary under the chairmanship of the County Commissioner.

ii. The purpose of the County Team Meeting is to:

- review the progress, standards and effectiveness of Scout programmes in the County and Districts including the Scout Network;
- plan a programme of visits to Districts to give support and encouragement to Leaders and Commissioners;
- plan the provision of Adult Training;
- plan any programme of County events deemed to be necessary to supplement Scouting in the Districts and Groups;
- secure the support of the Scout Fellowship in the work of the County;
- keep the County Executive Committee advised of the financial requirements of the training programme in the County.

i. Conduct of Meetings in the Scout County

- i. In meetings of the County Scout Council and the County Executive Committee only the members specified may vote.
- ii. Decisions are made by a majority of votes of those present at the meeting. In the event of an equal number of votes being cast on either side in any issue the chairman does not have a casting vote and the matter is taken not to have been carried.
- iii. The County Scout Council must make a resolution defining a quorum for meetings of the Council and the County Executive Committee and its sub-Committees.

Rule 5.17 Administrators and Advisers

- a. The County Chairman and the County Commissioner must be able to work in partnership.
- b. To assist the formation of this partnership the County Chairman is nominated by the County Commissioner.
- c. The appointment of the County Chairman is approved by the County Council at its Annual General Meeting.

d. Every effort should be made to find a County Chairman. Only in extreme circumstances may the County Commissioner **act** as County Chairman for a short period.

e. The County Secretary - unless employed by the County - is elected by the County Scout Council at the Annual General Meeting every year. The appointment may not be held by a Scouter.

f. The County Treasurer is elected by the County Scout Council at the Annual General Meeting every year. The appointment may not be held by a Scouter.

g. No individual may hold more than one of the appointments of County Chairman, Secretary or Treasurer.

h. Other Administrators and Advisers may be appointed by the County Executive Committee with the approval of the County Commissioner.

i. Administrators and Advisers appointments may be terminated by:

- the resignation of the holder;
- the unanimous resolution of all other members of the County Executive Committee;
- the expiry of the period of the appointment;
- confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the County.

j. The appointment and termination of all County Administrators and Advisers appointments must be reported to the County Secretary who should maintain a record of such appointments.

Rule 5.18 Minimum Age for Appointments

- a. To hold a Warrant or other adult appointment (Skills Instructor, County Adviser or Training Adviser) in a Scout County a person must have reached the age of 18.

Rule 5.19 The Appointment of Adults in the Scout County

- a. No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made.

The enquiries must include a Personal Enquiry to Headquarters as described below, in the case of a person who:

- wishes to become a Member or Associate Member;
 - will have substantial unsupervised access to young people;
 - will have involvement with the handling or management of funds.
- b. An enquiry is not necessary if the individual is simply moving from one appointment to another, provided the procedures have been followed for the initial appointment, and the person's service has been continuous.
- c. The County Secretary must forward the Personal Enquiry to Headquarters without delay following its completion by the adult concerned.
- d. When completing a Personal Enquiry the fullest possible information about the individual must be given.

Rule 5.20 Types of Appointment

- a. There are three types of adult appointment:
- a Provisional Appointment which is made locally
 - a Warranted Appointment which is made by Headquarters upon local recommendation
- or
- a local appointment
- b. A local appointment may be:
- an appointment which is made locally (other than an elected appointment)
- or
- an appointment which is the result of a local election or approval of a nomination (an elected appointment)

Rule 5.21 Provisional Appointments

Provisional Appointments are for those adults seeking a Warranted Appointment for the first time or, in some cases, changing warranted roles.

- a. Provisional Appointments are made locally and expire five months from the date of issue.

- b. During the period of the Provisional Appointment, four processes must take place:
- a Personal Enquiry
 - the relevant *Getting Started* modules must be completed
 - a *Personal Learning Plan* must be produced
 - the adult must attend a meeting with the appropriate Appointments sub-Committee
- c. A Provisional Appointment may only be renewed once by the appropriate Commissioner in consultation with the appropriate Appointments sub-Committee.
- d. Holders of Provisional Appointments must not have unsupervised access to young people until a satisfactory final response from Headquarters to the Personal Enquiry has been received.
- e. Ultimate responsibility, for ensuring the processes in b) are completed, including ensuring that minimum safety standards are met, rests with the District or County Commissioner as appropriate.

Rule 5.22 Warranted Appointments

- a. Warranted Appointments are made by Headquarters following a local recommendation by the person or body specified in the table below.
- b. No recommendation may be made to Headquarters until the appropriate Commissioner is satisfied that:
- any consultation or approval for the appointment (see table below) has been undertaken or obtained
 - a satisfactory final response from Headquarters to the Personal Enquiry has been received
 - the relevant *Getting Started* modules have been completed
 - a *Personal Learning Plan* has been produced
- c. Warrants will be dated by Headquarters from the date requested by the Scout County.

The procedure for Warranted Appointments in the Scout County

Appointment	Recommended to Headquarters by	With the approval of	In consultation with	After consideration and approval by Appointments sub-Committee
County Commissioner	Chief Commissioner	-	-	Chief Scout's Committee
Deputy County Commissioner	County Commissioner	-	-	County
Scout Network Commissioner	County Commissioner	-	-	County
County Training Manager	County Commissioner	-	-	County
Assistant County Commissioner	County Commissioner	-	-	County
County Scout Network Leaders	County Commissioner	-	County Scout Network Commissioner	County
County Scouter	County Commissioner	-	-	County
District Commissioner Deputy District Commissioner	County Commissioner	-	-	County
Local Training Manager	County Training Manager	-	-	County
Assistant District Commissioner	County Commissioner	-	District Commissioner & appropriate Assistant County Commissioner	District
District Explorer Scout Commissioner	County Commissioner	-	District Commissioner & appropriate Assistant County Commissioner	District

Rule 5.23 Local Appointments (non-elected)

- a. Local appointments (other than elected appointments) are made by the person or

body specified in the table below. Such appointments do not take effect until all the approvals and any consultation indicated in the table have been undertaken or obtained.

The procedure for local (non-elected) appointments in the Scout County

Appointment	Appointed by	With the approval of	In consultation with	After consideration and approval by Appointments sub-Committee
County President	Headquarters	Chief Scout	County Commissioner	Chief Scout's Committee
Vice Presidents	County Scout Council		County President	County
Scout Network Administrator	County Executive Committee	Scout Network Commissioner	County Commissioner	County
County Training Administrator	County Training Manager	-	-	County
Local Training Administrator	Local Training Manager	County Training Manager	-	County
County Administrator	County Executive Committee	-	County Commissioner	County
County Adviser	County Executive Committee	County Commissioner		County
County Activity Assessor	County Executive Committee	County Commissioner	Assistant County Commissioner	County
County Skills Instructor	County Commissioner	-	-	County
Adventurous Activity Authorisation	County Commissioner	-	County Assessor	County
County Safety Co-ordinator	County Executive Committee	-	-	County
Child Protection Co-ordinator	County Commissioner	-	-	County
Training Adviser	County Training Manager (or their nominee)	-	-	County

Rule 5.24 Local Appointments (elected)

- a. Local elected appointments are made by the electoral body specified in the table below.

Such appointments do not take effect until all approvals and any consultation indicated in the table have been obtained.

The procedure for local elected appointments in the Scout County

Appointment	Appointed by	Consideration and approval of	In consultation with	Consideration by Appointments sub-Committee
County Chairman	Nominated by County Commissioner	County Scout Council	-	County
County Secretary	Elected by County Scout Council	-	-	County
County Treasurer	Elected by County Scout Council	-	-	County
County Scout Fellowship Chairman	Elected by Scout Fellowship members	County Commissioner	-	-

Rule 5.25 The Procedure For Appointing Adults in the County

- a. Also refer to the booklet *The Appointment of Adults* available from the Scout Information Centre.
- b. A person may apply for a:
 - Warrant;
 - change of Warranted Appointment;
 - local appointment;
 - change of a local appointment;
- c. All applications for an appointment must be made on Form AA. The applicant must complete and sign Form AA after being made aware, by the County Commissioner or appropriate Assistant of the:
 - Purpose and Method of the Association;
 - Fundamentals of Scouting;
 - Religious Policy;
 - Equal Opportunities Policy;
 - Safety Policy;
 - Child Protection Policy;
 - Anti-Bullying Policy;
 - responsibilities and commitments of the appointment;
 - training obligations of the appointment;
 - procedure for the appointment of adults.
- d. The completed Form AA must be sent to the County Secretary. Upon receipt of the Form AA the Secretary will:
 - ensure that any enquiries required are completed;
 - obtain any references required;

- arrange for the applicant to meet the appropriate Appointments sub-Committee as soon as possible.

Additionally, for applications for Warranted Appointments, once a satisfactory initial response from Headquarters to the Personal Enquiry been received, the County Secretary must:

- issue a Provisional Appointment with an expiry date five months from the date of issue;
 - inform the County or Local Training Manager (depending on local arrangements) that a Provisional Appointment has been issued.
- e. If the applicant's character and antecedents are not known, or if the applicant is returning to Scouting locally after a period of absence, the County Secretary must arrange for at least two references in writing to be obtained to ascertain the person's suitability. References must be obtained using Form RF.
 - f. In the event that the referee has given any indication that the applicant may not be suitable for an appointment, the County Secretary must contact the referee in confidence to establish further details.
 - g. In the event of such references establishing that the person is not suitable for an adult appointment, full details must be sent by the County Secretary to the Records Manager at Headquarters in a letter marked Private and Confidential. The County Commissioner must be informed.

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- h. An adult may not be appointed where a current report from a professional or statutory source suggests that the individual is not a 'fit and proper' person to hold a position in Scouting.
- i. The County Secretary will make the following available to the County Appointments sub-Committee before they meet the applicant:
- confirmation that enquiries have been made in accordance with the enquiry procedures;
 - any report received from Headquarters in reply to any Personal Enquiry ;
 - the information gathered on Form AA;
 - the information gathered on Form RF.
- j. The County Commissioner and the County Appointments sub-Committee must each and separately be satisfied that:
- the applicant is at least 18 years old;
 - all consultations or approvals required by these Rules have been undertaken or obtained;
 - the applicant is suitable in all respects to undertake the responsibilities of the proposed appointment;
 - the applicant has the necessary qualifications to carry out the duties of the appointment;
 - the applicant understands and accepts the Purpose and Method of the Association;
 - the applicant understands any Adult Training obligations which apply to the appointment;
 - the applicant agrees to abide by the Policies and Rules of the Association.
- k. In all cases of doubt concerning the suitability of an individual the responsible Commissioner and Appointments sub-Committee must err on the side of caution and not appoint. The welfare and safety of young people must be the over-riding factor.
- l. If the Appointments sub-Committee supports an application for a Warrant, the completed Form AA is sent to Headquarters, which will issue a Warrant.
- m. If the Appointments sub-Committee supports an application for a Warrant, the County Secretary must wait until a final satisfactory response to the Personal Enquiry has been received from Headquarters and the applicant has completed the *Getting Started* Adult Training modules.
- n. Once the County Secretary is satisfied that these requirements have taken place, the completed Form AA should be sent to Headquarters, who will issue a Warrant.
- o. On receipt of the Warrant, the County Secretary records the appointment in the appropriate records, and passes it to the County Commissioner for presentation.
- p. If the Appointments sub-Committee supports an application for any other appointment, the County Secretary records the appointment in the appropriate records, issues the appropriate Certificate of Appointment (if required) and passes it to the appropriate Commissioner for presentation.
- q. If the Appointments sub-Committee does not support the application, the County Secretary will inform the County Commissioner who, if accepting the sub-Committee's conclusion, must submit, with the Secretary, a full report to Headquarters, marked Private and Confidential.
- r. If the County Commissioner does not accept the conclusion of the Appointments sub-Committee, the application must be considered and reviewed by the County Executive Committee.
- s. In the event of the County Commissioner not agreeing with the County Executive Committee's decision, the matter must be referred to the Chief Commissioner whose decision must be accepted as final by all parties.
- t. In exceptional circumstances Headquarters may, in consultation with the County Commissioner, refuse to issue a warrant.
- Rule 5.26 Presentation of Warrants and Certificates of Appointment**
- a. Warrants must be presented by the County Commissioner or, exceptionally, by a Deputy or Assistant, as soon as possible after receipt.
- b. At the presentation the Scouter or Commissioner is invested and makes or reaffirms the Scout Promise when receiving the Warrant.
- c. Certificates of Appointment (including Provisional Appointments) must be presented by or on behalf of the appropriate person as soon as possible after appointment.

- d. If the holder of a Certificate of Appointment is or wishes to become a Member of the Movement, they should be invested and make or reaffirm the Scout Promise when receiving the Certificate.
- e. In the case of a Provisional Appointment the holder cannot be invested until their Warrant is issued.

Rule 5.27 Adult Training Obligations

- a. The holders of Warrants are required to complete satisfactorily appropriate Adult Training within three years or the Warrant will lapse.
- b. All adults in Warranted roles must have an up to date first aid certificate (a minimum of First Response) at the time of Warrant renewal. This should be recorded as part of the appointment review. Adults are encouraged to maintain a first aid certificate at all times.
- c. Skills Instructors are encouraged to participate fully in Section Adult Training. Module 1 – *Essential Information* is a compulsory requirement.
- d. Administrators and Advisers are encouraged to participate in appropriate Adult Training. Module 1 – *Essential Information* is a compulsory requirement.
- e. All Warranted Appointments, Non-warranted Appointments, Administrators, members of Scout Fellowship and other helpers with unsupervised access to young people must complete Module 1 – *Essential Information*.

Rule 5.28 The appointment of Administrators and Skills Instructors in the Scout County

a. The County President

The role of the County President is to encourage the well-being of Scouting in the County.

Please refer to the factsheet FS330080 Guidelines for the Appointment of Group/District/County/Area Honorary Presidents available from the Scout Information Centre.

b. County Vice-President(s)

- i. Vice-Presidents may be appointed locally by the County Scout Council.

c. The County Chairman

- i. The County Chairman is nominated by the County Commissioner and the appointment is approved by the County Scout Council at its Annual General Meeting.

- ii. The office of County Chairman may not be combined with that of County Secretary or Treasurer.
- iii. The office of County Chairman may not be held by a Warranted Leader.
- iv. The County Chairman may be Chairman of the County Appointments sub-Committee.
- v. The County Chairman is an ex officio member of all County forums, councils, committees and sub-Committees.
- vi. Headquarters must be informed of changes in the appointment and address of County Chairmen.

d. The County Secretary

- i. The County Secretary may either be elected by the County Scout Council at its Annual General Meeting or may be employed by the County Executive Committee, who will make the appointment in consultation with the County Commissioner.
- ii. The office of County Secretary may not be combined with that of County Chairman or Treasurer.
- iii. The office of County Secretary may not be held by a Warranted Leader.
- iv. Headquarters must be informed of changes in the appointment and address of County Secretaries.

e. The County Treasurer

- i. The County Treasurer is elected by the County Scout Council at its Annual General Meeting.
- ii. The office of County Treasurer may not be combined with that of County Chairman or Secretary.
- iii. The office of County Treasurer may not be held by a Warranted Leader.
- iv. Headquarters must be informed of changes in the appointment and address of County Treasurers.

f. Other Administrators and Advisers

- i. Other County Administrators may be appointed by the County Executive Committee in consultation with the County Commissioner.
- ii. County Advisers may be appointed by the County Executive Committee with the approval of the County Commissioner. County Advisers may be appointed for duties in specific areas of interest or need eg Media Relations, Water Activities.

- iii. All such appointments must be subject to the satisfactory completion of the enquiry procedure.
- iv. The County Secretary must keep a record of the appointment of all County Administrators and Advisers.

g. Scout Network Administrator

- i. The County Scout Network Administrator is appointed by the County Executive Committee with the approval of the Scout Network Commissioner, in consultation with the County Commissioner.

h. County and Local Training Administrators

- i. The County Training Administrator is appointed by the County Training Manager.
- ii. Local Training Administrators are appointed by Local Training Managers in consultation with the County Training Manager.

i. County Activity Assessors

- i. County Activity Assessors are appointed by the County Scout Executive Committee on the advice of the appropriate Assistant County Commissioner or County Adviser and with the approval of the County Commissioner.
- ii. Any person appointed as an Assessor may act as an Assessor in another County unless that County has specifically objected to the individual.
- iii. The appointment of County Activity Assessors is subject to the satisfactory completion of the procedures for enquiry and appointment.
- iv. All County Activity Assessor appointments are subject to a five-year review by the County Commissioner on the advice of the Assistant County Commissioner (Activities).
- v. Assessors must hold the relevant qualification (normally of the national governing body) for the activity to be assessed. A list is available from the Scout Information Centre. See also Chapter 9.

j. County Skills Instructors

- i. Skills Instructors are appointed and retired by the County Commissioner.
- ii. Skills Instructors may work with the County, a District or a Section, subject to the approval of the Appointments sub-Committee.
- iii. The procedures for the Appointment of Adults above must be followed.

- iv. Skills Instructors are issued with a Certificate of Appointment which will specify the skill. Warrants are not issued.
- v. Skills Instructors are encouraged to participate fully in Section Adult Training. Module 1 – *Essential Information* is a compulsory requirement.
- vi. The County Secretary must maintain a record of all current Skills Instructors in the County.

k. Child Protection Co-ordinator

- i. The County Child Protection Co-ordinator is appointed by the County Commissioner to promote the Child Protection Policy of the Association. See Chapter 2.

Further information about the role is available from the Scout Information Centre.

l. County Safety Co-ordinator

- i. The County Safety Co-ordinator is appointed by the County Executive Committee to promote the Safety Policy of the Association. See Chapter 2.

Further information about the role is available from the Scout Information Centre.

m. Training Advisers

- i. Training Advisers are appointed by the County Training Manager (or their nominee) to support and assess adults through their training up to the award of the Wood Badge.
- ii. The functions of the appointment are to:
 - brief new adults about the training scheme;
 - create a 'Personal Learning Plan' with each adult;
 - validate modules as appropriate;
 - meet regularly with each adult to offer support and encouragement.

Further information about the role is available from the Scout Information Centre.

n. Employed County Staff

- i. County Trustees (members of the County Executive Committee) other than the County Secretary may not be paid a salary or remuneration.
- ii. County Administrators, local Development Officers, Campsite Staff or other staff may be employed by the County Executive Committee and paid a salary out of County funds.

- iii. The County Executive Committee must consult the County Commissioner in making such appointments.
- iv. Professional advice should be sought with regard to pension scheme facilities, conditions of employment, taxation and National Insurance requirements.
- v. The procedures for enquiry and the appointment of adults must be followed.

Rule 5.29 Warrant and Appointment Reviews

a. Warrant Reviews

- i. Subject to the other provisions of these rules Warrants remain valid until the fifth anniversary of the date of issue unless an earlier date is inserted on the Warrant before presentation.
- ii. Warrants must be reviewed at the specified time in accordance with the procedures and criteria prescribed below and thereafter at five-yearly intervals.
- iii. This review period may be reduced by the County Commissioner in consultation with the County Appointments sub-Committee.
- iv. The period of appointment for a Warrant of a County Commissioner or District Commissioner is calculated from the date of appointment.
- v. Only in very exceptional circumstances will a Warrant of a County Commissioner, Deputy County Commissioner, District Commissioner or Deputy District Commissioner be renewed for a third period not exceeding five years.
- vi. As guidance it is suggested that this rule also be applied to Scout Network Commissioners, County Training Managers, Assistant County Commissioners, Assistant District Commissioners and Explorer Scout Commissioners.
- vii. On the appointment of a County Commissioner, all Warrants held at County level will be subject to review.
- viii. The review must be completed within six months of the County Commissioner's appointment.
- ix. On the appointment of a County Commissioner, all District Commissioner appointments will be subject to review.
- x. The review must be completed within six months of the County Commissioner's appointment.

- xi. All other Warrants must be reviewed by the appropriate Commissioner and appropriate Appointments sub-Committee acting together.

b. Local Appointment Reviews

- i. Subject to the other provisions of these Rules appointments of Skills Instructors, Administrators (other than those subject to annual re-appointment or re-election) and Advisers remain valid until 31 March following the fifth anniversary of the date of appointment, unless the appointment is made for a shorter period.
- ii. The above appointments must be then reviewed thereafter at five-yearly intervals. This review period may be reduced by the County Commissioner in consultation with the County Appointments sub-Committee.
- iii. Adventurous Activity Authorisations remain valid until the fifth anniversary of the date of issue, unless the authorisation is given for a shorter period.
- iv. Authorisations must be then reviewed thereafter at five-yearly intervals. This review period may be reduced by the County Commissioner in consultation with the County Appointments sub-Committee.

c. The Review Process for appointments at County Level (including District Commissioners, excluding County Commissioners)

- i. The County Appointments sub-Committee will send the Review Form AR to the County Commissioner (or their nominee) at a time no less than three months before the individual's appointment is due to be reviewed.
- ii. The County Appointment sub-Committee will notify the appointment holder that their appointment is due to be reviewed.
- iii. The County Commissioner (or their nominee) will carry out the review and record details as required on Form AR, including the recommended outcome of the review.
- iv. After the review has been held the County Commissioner (or their nominee) will return the completed Form AR to the County Appointments sub-Committee.
- v. The County Appointments sub-Committee consider the completed Form AR and reaches a decision on the review of the appointment.
- vi. The County Appointments sub-Committee keeps a record of the decision.

d. **The Review Process for County Commissioners**

- i. Headquarters will send the Review Form AR to the Chief Commissioner at a time no less than three months before the County Commissioner's appointment is due to be reviewed.
- ii. Headquarters will notify the County Commissioner that their appointment is due to be reviewed.
- iii. The Chief Commissioner will carry out the review and record details as required on Form AR, including the recommended outcome of the review.
- iv. After the review has been held the Chief Commissioner will return the completed Form AR to the Chief Scout's Committee.
- v. The Chief Scout's Committee considers the completed Form AR and reaches a decision on the review of the appointment.
- vi. Headquarters keeps a record of the decision.

Rule 5.30 Changes in Appointments within the Scout County

- a. The appointments of County Scouters and Commissioners within the County may be changed by the County Commissioner and the County Appointments sub-Committee.
- b. When a change is made to these appointments a Provisional Appointment for the new role should be issued, with a maximum length of five months. During this period the following must take place:
 - a new *Personal Learning Plan* must be created;
 - the relevant *Getting Started* modules should be completed (if applicable).
- c. When the above have been completed the County Secretary or Appointments Secretary must enter the new appointment on the Leader Warrant, amend the County records and notify the Records Department at Headquarters of the change.

Rule 5.31 Ceasing to hold an Appointment

- a. An appointee may resign an appointment by notifying the County Commissioner.
- b. On ceasing to hold an appointment, for whatever reason, an appointee must surrender the Warrant or Certificate of Appointment to the County Secretary.

- c. If the adult's service has been satisfactory, the County Secretary or Appointments Secretary will cancel the Warrant or Certificate of Appointment and return it to the adult concerned.
- d. In the case of a Warranted Appointment the County Secretary will complete a Form CS, which requires the signature of the County Commissioner, and send it to Headquarters.
- e. In the case of a Leader with satisfactory service who has resigned due to moving out of the County, the Secretary enters the adult's new address on Form CS if known.
- f. On receipt of the Form CS, Headquarters will cancel the Warrant.
- g. If the adult's service has been unsatisfactory, the cancelled Warrant or Certificate of Appointment will be sent to Headquarters with a Form CS via the County Commissioner.

Rule 5.32 Cancellation or Non-renewal of Warranted and Provisional Appointments

- a. The County Commissioner and the County Appointments sub-Committee, acting together, may cancel or not renew any local appointment or recommend to Headquarters that a Warrant be cancelled or not renewed on one or more of the following grounds:
 - the appointee acquiesces when notified that a recommendation is to be made for the cancellation or non-renewal of the appointment;
 - the appointee has failed within the time limits satisfactorily to complete Adult Training appropriate to the appointment including *Ongoing* learning;
 - the appointment is not to be renewed following review;
 - the appointee has ceased or failed to perform the duties of the appointment satisfactorily;
 - it becomes evident that the appointee no longer accepts the fundamental principles of the Movement;
 - it becomes evident that the appointee is not a 'fit and proper' person in respect of the Association's Policies and Rules;
 - the appointee is likely to bring the name of the Association into disrepute;
- Additionally, in the case of Provisional Appointments, that:
- the appointee has failed to complete the requirements of the Provisional Appointment

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- b. In exceptional circumstances Headquarters may, in consultation with the responsible County Commissioner, cancel or refuse to renew a warrant.

Rule 5.33 Cancellation or Non-renewal of Administrator and Adviser Appointments

- a. The appointment of Administrators and Advisers may be cancelled by the County Commissioner and County Executive Committee, acting together, on one or more of the following grounds that:
- the appointee acquiesces when notified that a recommendation is to be made for the cancellation or non-renewal of the appointment;
 - the appointment is not to be renewed when reviewed;
 - it becomes evident that the appointee no longer accepts the fundamental principles of the Movement;
 - it becomes evident that the person is not 'fit and proper' to carry out their duties on behalf of the County Scout Council.
- b. In exceptional circumstances Headquarters may, in consultation with the responsible County Commissioner, cancel or refuse to renew an appointment.

Rule 5.34 Limitation of holding more than one Appointment

- a. No Scouter may hold more than one appointment unless able to carry out all the duties of more than one appointment satisfactorily.
- b. The County Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District or County, the approval of all the Commissioners concerned must be obtained.
- c. A County Commissioner may not hold any other appointment other than in a short term 'acting' capacity or as a Training Adviser.

Rule 5.35 Responsibilities of Appointments in the Scout County

a. The County Commissioner

- i. The County Commissioner is responsible to the Chief Commissioner for:
- the development of Scouting in the County;
 - promoting and maintaining the policies of the Association;

- ensuring that all adults working within the Scout County (including members of any County Scout Fellowship s) are 'fit and proper' persons to carry out the tasks given them;
- encouraging and facilitating the training of Members of the Movement as appropriate throughout the County;
- promoting the organisation and effective working of the County Scout Council;
- securing the services of persons suitable for appointment as Commissioners;
- promoting the effective working of Scout Districts within the County;
- promoting the effective working of the Scout Network within the Scout County;
- performing all other duties specified in these Rules for County Commissioners, particularly:
 - making recommendations for conferring decorations and awards;
 - making recommendations for conferring the award of title Honorary Scouter on Commissioners giving up their Warrants;
 - arranging to cover the duties of vacant District Commissioners posts;
 - giving decisions and, where so provided, reporting to Headquarters as appropriate all matters referred to the County Commissioner, particularly disagreements between District Commissioners and District Scout Councils or any other disputes;
 - co-operating with all bodies whose work is relevant to Scouting and ensuring that the Movement's interests are represented on local authority youth committees;
 - promoting and ensuring the effective working of the County Scout Network Conference;
 - encouraging the formation, operation and effective working of the County Explorer Scout Forum;
 - encouraging the formation, operation and effective working of the County Patrol Leaders' Forum;

- matters relating to the admission of members of County Scout Fellowships;
 - agreeing the remit of any County Scout Fellowships and reviewing it or them annually.
- ii. The County Commissioner may not hold the appointment of County Chairman, nor may he nominate any other Warranted Leader to that appointment.
 - iii. The County Commissioner is an ex officio member of the Council of The Scout Association.
 - iv. The County Commissioner has the right of attendance at all Councils and Committees and their sub-Committees within the County.
 - v. The County Commissioner has the right of attendance at meetings of the Committee of the Council of The Scout Association.
 - vi. If the office of County Commissioner is vacant, the Chief Commissioner will either nominate an Assistant County Commissioner or another Commissioner to act in this capacity or will perform these duties themselves.
 - vii. In respect of the County Scout Council and the County Executive Committee the County Commissioner must nominate the County Chairman and certain members.

b. The Deputy County Commissioner

- i. Deputy County Commissioners may be appointed to assist and deputise for the County Commissioner.
- ii. The duties of the appointment will be defined by the County Commissioner at the time of appointment.

c. County Scout Network Commissioner

- i. A County Scout Network Commissioner may be appointed for the Section.
- ii. The County Scout Network Commissioner will normally be a Scouter experienced in the Section and will normally have completed a Wood Badge for the Scout Network Section.
- iii. The functions of the appointment are to:
 - assist the County Commissioner with the running of the Section, including the personal support and encouragement of County Scout Network Leaders;
 - visit Scout Network meetings and provide technical advice on their operations;

- promote the work of the County Scout Network Conference;
- arrange for the organisation of County events;
- ensure that County Leaders' Meetings are held and to carry out such other duties as may be delegated by the County Commissioner;
- maintain effective links with all Scout Districts.

d. County Training Manager

- i. A County Training Manager may be appointed to assist the County Commissioner with the delivery and validation of learning.
- ii. The functions of the appointment are to:
 - determine, review and maintain the appropriate structure for management and support of learning opportunities in the County;
 - appoint and act as line manager for those involved in the management, delivery and administration of training;
 - plan and ensure the delivery of the learning provision in the County so that all adults in Scouting completing a 'Personal Learning Plan' have access to suitable learning opportunities using a variety of methods;
 - ensure that people involved in training are suitably qualified (that is have attained or are actively working towards the relevant module) and effective;
 - ensure that the recommendation of Wood Badges is carried out;
 - implement The Scout Association's training policy within the County;
- iii. County Training Managers must complete Module 33 *Planning a learning provision* and Module 34 *Managing a learning provision* within three years of appointment.

e. Local Training Managers

- i. Local Training Managers may be appointed to assist the County Training Manager.
- ii. The duties of the appointment will be defined by the County Training Manager at the time of appointment. Any of the County Training Manager's responsibilities may be delegated to a Local Training Manager.

f. Assistant County Commissioners

- i. Assistant County Commissioners are appointed to assist the County Commissioner with general or particular duties (e.g. General Duties, Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Scout Fellowship).

g. County Scouters

- i. County Scouters may be appointed to fulfil specific functions.
- ii. The duties of such appointments will be defined by the County Commissioner.
- iii. County Scouters are required to complete training appropriate to their duties.

h. County Scout Network Leaders

- i. County Scout Network Leaders may be appointed to fulfil certain functions in relation to the Section.
- ii. The duties of such appointments will be defined by the County Scout Network Commissioner at the time of the appointment.

i. Port Commissioners

- i. Port Commissioners may be appointed by County Commissioners in appropriate Counties for the purpose of supervising the Movement's interests, particularly in respect of Deep Sea Scouts.

Rule 5.36 Responsibility for Sectional Matters

- a. Assistant County Commissioners may be appointed for the Beaver Scout, Cub Scout, Scout, Explorer Scout and Scout Fellowship Sections.
- b. The Assistant County Commissioner is usually a Scouter experienced in the particular Section concerned and will normally have completed Wood Badge Training for that Section.
- c. The functions of the appointment are:
 - to assist the County Commissioner with the running of the Section, including the personal support and encouragement of District Commissioners and Assistants;
 - to visit Districts and provide technical advice on their operations;
 - to arrange for the organisation of County events;
 - to ensure that County Leaders' Meetings are held and to carry out such other duties as may be delegated by the County Commissioner.

Rule 5.37 Responsibility for Specialist Subjects

- a. Assistant County Commissioners may be appointed to assist the County Commissioner with a variety of special responsibilities, including Air and Water Activities, people with special needs and Media Relations.

- b. The Assistant County Commissioner will usually, and most importantly, be experienced in the particular subject.
- c. The precise role of the specialist Assistant County Commissioner will necessarily depend on the nature of the appointment and must be specified in detail by the County Commissioner.
- d. Generally the specialist Assistant County Commissioner will be expected to carry out the functions of the County Commissioner in the particular area of responsibility, ensure that the Association's policies are followed and provide the necessary support and encouragement for Leaders.

Rule 5.38 Responsibility for General Duties

- a. One or more Assistant County Commissioners may be appointed for general duties in the County or for a particular part of the County. Possible roles include General Duties, Development or Relationships. Alternatively the geographical area of the appointment may be named.
- b. These appointments will normally be filled by experienced Commissioners.
- c. The duties will be specified by the County Commissioner on appointment, but are likely to include areas of specially delegated responsibility or deputising generally for the County Commissioner

Rule 5.39 County Scouters

- a. County Scouters may be appointed to fulfil certain functions in relation to the Sections of Scouting e.g. County Cub Scout Leader.
- b. The duties of such appointments will be defined by the County Commissioner at the time of the appointment.

Rule 5.40 The Training of Adults in the Scout County

- a. The acceptance of a Warrant or appointment involves an obligation to undertake training appropriate to the appointment.
- b. For Warranted roles, a Training Adviser will be assigned to the adult to draw up a *Personal Learning Plan*, support the adult through the scheme and validate the necessary modules
- c. During the Provisional Appointment period, the *Getting Started* modules should be completed. These comprise of:
 - Module 1 – *Essential Information*
 - Module 2 – *Personal Learning Plan*and either:

- Module 3 – *Tools for the Job (Section Leaders)*
- or
- Module 4 – *Tools for the Job (Managers)*
- d. Once the Warrant has been issued the adult should complete the necessary modules for their role, as outlined on their 'Personal Learning Plan'.
 - e. Training is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the Training Adviser.
 - f. Validation is necessary for all modules identified on the *Personal Learning Plan*.
Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.
 - g. Following the successful validation of the modules on the *Personal Learning Plan* a Wood Badge can be awarded.
 - h. Following the award of a Wood Badge, the adult must complete a minimum of five hours *Ongoing* learning per year, averaged over the length of the Warrant.
 - i. It is the responsibility of the adult's line manager to monitor completion of *Ongoing* learning.
Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.
 - j. In exceptional circumstances, Headquarters may prescribe the *Ongoing* learning requirements during a certain year (or years) for all or certain roles.

For more information about Adult Training see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.

Rule 5.41 Minimum Training Standards

- a. In order to provide training and support to adults, County Commissioners will require the assistance of suitably qualified people to perform the following functions:
 - **Instructing Practical Skills** - helping individuals and small groups acquire practical skills;
 - **Presenting** - delivering specific training sessions which form part of the overall training experience;
 - **Facilitating** - working face to face with individuals and small groups in a learning environment;

- **Planning a Learning Experience** - designing, planning and preparing a learning or training experience;
 - **Delivering a Learning Experience** – running or directing a learning or training experience;
 - **Planning a Learning Provision** – identifying the learning needs of an area and designing a plan to meet them;
 - **Managing a Learning Provision** – implementing a learning plan, monitoring progress and quality control;
 - **Assessing Learning** – supporting adults through the Adult Training scheme and carrying out validations;
- b. Before carrying out any of these functions without supervision, an adult should have the relevant validated module from the Adult Training scheme.

For more information see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.

Local Education Authority Training

Many Local Education Authorities run basic common element training courses and specialist activity courses for youth leaders. Leaders are encouraged to participate in such courses

Rule 5.42 Adult Responsibility for the Scout Network Programme

- a. The County Scout Network Commissioner is responsible for the detailed programme of Network. They are supported by County Scout Network Leaders.
- b. They should take account of the special needs of individual Members, the Balanced Programme, and badges where appropriate, and the Section's method as outlined in current Section Handbooks.
- c. Attention must be paid to the requirements of safety and to any Rules governing activities.

Rule 5.43 Member's Responsibility for the Scout Network Programme

- a. Progressive responsibility for planning and decision-making is an important element of the Programme.
- b. Effective operation of local Scout Network decision making structures is essential.

Awards and Badges

Requirements of Section Awards and Badges are found in the Sectional Handbooks as are the requirements for other Challenges, Badges and Awards.

Rule 5.44 The Duke of Edinburgh's Award

- a. The Scout Association is an Operating Authority for the Duke of Edinburgh's Award.
- b. Each Country Headquarters is a separate Operating Authority.
- c. The County Commissioner should appoint a County Adviser for the Duke of Edinburgh's Award.
- d. The County Adviser must participate in appropriate training for the role within one year of appointment. The training should include attendance at a weekend course organised by the Award Office and a briefing session with the Regional Office of the Duke of Edinburgh's Award.
- e. The assessors for the various Sections of the Bronze, Silver and Gold Awards must be approved by the County or District Adviser.
- f. Authorising the Awards.
 - Bronze and Silver Awards may be authorised by the County or District Adviser.
 - Gold Awards in England, the Channel Islands and the Isle of Man are authorised by Headquarters.
 - Gold Awards in Northern Ireland are authorised by the Northern Ireland Scout Council.
 - Gold Awards in Scotland are authorised by Scottish Headquarters.
 - Gold Awards in Wales are authorised by the Welsh Scout Council.
- g. Each award has a cloth badge for wear with uniform, a lapel badge and a certificate.
- h. Bronze and Silver Awards are presented by the District or County Commissioner, their nominee or a local authority.
- i. Gold Award Badges are presented locally by the County Commissioner or their nominee.
- j. Gold Award Certificates are normally presented at a reception arranged in one of the Royal Palaces.

Further information about the Duke of Edinburgh's Award can be obtained from the Scout Information Centre.

Rule 5.45 The Queen's Scout Award

- a. This is the highest training award available to young people.
- b. The young person must complete the appropriate card in the *Navigator File*. This must be countersigned by an appropriate Commissioner.

- c. The completed card should be sent to Headquarters who will dispatch the appropriate emblems and badges to the County Commissioner.

Rule 5.46 Members with Special Needs

- a. It is important that young people are seen as individuals and that they are regarded equally as Members of the Movement, whatever their abilities or disabilities.
- b. Some young people have special needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential.
- c. Leaders with Members with special needs can request support and guidance from a network of Commissioners and Advisers within the Districts, Counties and at Headquarters.

Rule 5.47 Finance and the Scout County

Certain Rules in this chapter do not apply, without modification, in parts of the British Isles outside England and Wales.

- a. Every Scout County is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Acts apply directly only in England and Wales, but similar legislation applies elsewhere in the British Isles.
- c. The County Executive must ensure that proper financial planning and budgetary control is operated within the County.
- d. The County Team Meeting must be consulted on the financial planning of the Counties activities.
- e. All expenditure not specifically delegated to the County Team Meeting or Scout Network must be approved by the County Executive Committee to ensure that the County can meet any liability incurred.
- f. When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the County and not in a personal capacity.
- g. A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.

- h. The County must ensure that signed copies of the annual report and accounts are sent to the County and National Headquarters within the 14 days following the County's Annual General Meeting at which the annual report and accounts were considered and approved.
- i. If called upon to do so, the County Treasurer must send a copy of the latest statement of accounts to County and National Headquarters.
- j. If the County is a registered charity a copy of the annual report and accounts must also be sent to the Charity Commissioners within ten months of the end of the financial year end.
- k. The annual statement of accounts must account for all monies received or paid on behalf of the County, including the Scout Network, Committees and County Scout Fellowship s.
- l. If the gross income or expenditure is above the limits laid down in the factsheet *Guidance on Accounting and Auditing Requirements* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from the Scout Information Centre.
- m. If the gross income or total income is less than the limits laid down in the factsheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
- n. If the County is a Registered Charity, the annual report and accounts must include its charity number, particulars of any land occupied and assets which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.
- o. A permanent endowment is an asset, eg a property held by the County, which may not be sold or disposed of.
- p. The particulars of the trustees in whom such assets are vested must also be shown.
- q. The annual statement of accounts may be in the format of one of four model annual statements available from the Scout Information Centre. These models are suitable for;
- receipts and payments accounts for a single fund unit ie where there are no special funds whose use is restricted;
 - receipts and payments accounts for a multi-fund unit ie where there are special funds in addition to a general fund;

- accruals (SOFA) accounts for a single fund unit;
- accruals (SOFA) accounts for a multi-fund unit.

The appropriate model will depend upon the gross income in the financial year and whether the County has any special funds whose use is restricted to particular purposes rather than the general purposes of the County.

- r. At each Annual General Meeting of the County Scout Council a scrutineer, independent examiner or auditor as appropriate must be appointed.
- s. Each County can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Guidance on Accounting and Auditing Requirements*.
- t. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 1993.
- u. A report to the trustees (the County Executive) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Guidance on Accounting and Auditing Requirements* as appropriate to a scrutineer, an independent examiner or an auditor.
- v. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Guidance on Accounting and Auditing Requirements*.

Rule 5.48 Funds administered by the Scout Network, Scout Fellowships and other Scout Sections in the County

- a. Any other County approved activity, not an independent charity eg the Scout Network, a County Scout Fellowship, Campsite, Badge Secretary, must itself administer sums allocated to it by the County Executive Committee.
- b. Subscriptions paid by Members of any Scout Fellowship, the Scout Network or other activity within a Scout County or on their behalf must be handed to the County Treasurer or their nominee as soon as possible after receipt.
- c. The County Treasurer should make the necessary records and pay the money into the County bank account(s) as soon as practicable.

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- d. The Scout Network, Scout Fellowship or other activity must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the County Treasurer at least once in each period of three months.

Rule 5.49 Bank Accounts

- a. All monies received by or on behalf of the County either directly or via supporters, must be paid into a bank account held in the name of the County. This account(s) may, alternatively, be a National Savings Account or a building society account(s).
- b. The account(s) will be operated by the County Treasurer and other persons authorised by the County Executive Committee.
- c. A minimum of two signatures must be required for withdrawals.
- d. Under no circumstances must any monies received by any one on behalf of the County be paid into a private bank account.
- e. Cash received at a specific activity may only be used to defray expenses of that same specific activity if the County Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.
- f. Funds not immediately required must be transferred into a suitable investment account held in the name of the County.
- g. County funds may only be invested in authorised Funds or in special schemes which have been approved by Headquarters.
- h. County funds may be invested in one of the special schemes run by Headquarters.
- i. The bank(s) at which the County account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

Rule 5.50 Disposal of County Assets at Amalgamation

- a. If two or more Scout Counties amalgamate, the retiring Treasurers must prepare a statement of account dated at the date of the amalgamation.
- b. This statement, together with all County assets, supported by all books of account and vouchers, must be handed to the Treasurer of the County formed by the amalgamation.

- c. If the County Treasurer considers it necessary after consultation with the County Executive Committee, he may ask the County Executive Committee to appoint an appropriate person to examine the accounts.

Rule 5.51 Disposal of County Assets at Splitting

- a. If a Scout County is split into two or more separate Counties, or into parts which will be amalgamated with other Counties, the assets of the County should be divided into proportions approximately represented by the Scout populations of each part after splitting.
- b. These proportions of the County assets should then be transferred to the County which will in future be responsible for those parts of the old County.
- c. This will normally be done under the supervision of Headquarters

Rule 5.52 Disposal of County Assets at Closure

- a. If a County ceases to exist, the County Treasurer must prepare a statement of account dated at the effective date of closure.
- b. This statement, together with all County assets, must be handed to Headquarters as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c. Headquarters will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- d. Any assets remaining after the closure of a County will automatically pass to the Country Headquarters which shall use or dispose of these assets at its absolute discretion.
- e. If there is any reasonable prospect of the County being revived the Country Headquarters may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived County.
- f. Headquarters is responsible for preserving the statements of account and all accounting records of the County.

Rule 5.53 Preservation of Books of Account

- a. Statements of account and all existing accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as may be required by the Inland Revenue or H.M. Customs and Excise.

Rule 5.54 Payment of the Membership Subscription

- a. In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting, the Committee of the Council of the Association requires Members to pay a Headquarters Membership Subscription.
- b. The amount of the Membership Subscription is decided annually by the Committee of the Council.
- c. In addition, to meet local costs, the local Scout County and the local Scout District may charge a membership subscription.
- d. Every Scout County is responsible for the payment of the Headquarters Membership Subscription in accordance with the numbers returned on the annual census return.
- e. Payments should be remitted to Headquarters not later than the date annually notified.
- f. Membership subscriptions may be collected from the Members or their parents by a method decided by the County Executive Committee.
- g. The County is encouraged to use the Gift Aid scheme for subscription payments.
- h. The amount of the Headquarters Membership Subscription decided by the Committee of the Council applies to the whole of the United Kingdom.
- i. The Committee will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland, and Wales towards the costs of their own Headquarters services.

Rule 5.55 Fundraising

- a. In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- b. Scout Counties are expected to generate sufficient funds to carry out their own programme of activities.

- c. Fund raising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- d. Within the provisions of this policy the methods of fund raising may be chosen so long as they are consistent with the Movement's reputation and good standing.
- e. Fund raising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
 - the proceeds of the activity go wholly to the work of the County or, in the case of joint activities with other organisations, that part of the proceeds allotted to the County is wholly applied to the work of the County;
 - it does not encourage the habit of gambling.
- g. The public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.
- f. Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

Rule 5.56 Joint Fund Raising Projects

- a. Joint fund raising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.
- b. Country Headquarters should be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fund raising activity.

Rule 5.57 Fund Raising and the Law

- a. All fund raising undertaken on behalf of the Movement must be carried out as prescribed by the law for the time being in force. This will include those Statutes governing house to house collections, street collections, lotteries, gaming, children and young persons. Details may be obtained from the Scout Information Centre.

Rule 5.58 Betting, Gaming and Lotteries

- a. If a County considers raising funds by means governed by the provisions of the Lotteries and Amusements Act 1976 and the Gaming Act 1968 or any legislation replacing these Acts, the proposed activity must have the approval of the County Executive Committee.
- b. Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fund raising involving participation on payment of stakes.
- c. The promoter of any fund raising activity governed by the Acts should be a member of the County Executive Committee.
- d. Counties adjacent to the County engaging in fund raising should be informed of the proposed activity and care must be taken to contain the activity within as close an area to that in which the County operates as practical.
- e. Any advertising material used must conform with the requirements of the Acts and must not contain any matter which is not in strict conformity with the standards of the Movement.
- f. If the County is a registered charity, the fact that it is a registered charity must be stated in any advertising material.

Rule 5.59 Appeals for Funds

- a. Counties may not issue general appeals for funds.
- b. In exceptional circumstances approval may be sought from Headquarters.
- c. Any permitted appeal must not exceed the boundaries of the County.

Rule 5.60 Professional Fund Raisers

- a. Counties may appoint a professional fund raiser.
- b. All legislation associated with fund raising must be fully complied with.

Rule 5.61 Grant Aid and Loans

- a. Provided that a County raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- b. Application for grants or loans from Local Authorities must be approved by the County Chairman and County Commissioner before submission.

- c. Applications for grants or loans from Headquarters must have the approval of the County Chairman and the County Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the County Chairman and of the County Commissioner if the latter so directs.