

Appointment Review Form (Form AR)



Review is the process used in Scouting to discuss how an adult is getting on with their role and to agree with them what they are going to do in the future. This could be a renewal their existing appointment, being re-assigned to another role, or retirement.

This form is to be used as part of the formal review process at the end of someone's appointment.

1. Section A is filled in by the Appointments Secretary and sent to the Group Scout Leader, Commissioner or Manager who is to carry out the review. They also notify the individual concerned.
2. Section B is filled in by the Group Scout Leader, Commissioner or Manager who has carried out the review.
3. Section C is filled in by the Appointments sub-Committee once a final decision has been made.

Section A

To be completed by the Appointments Secretary.

About the individual

Name _____

Position _____ Date of appointment _____

Group _____

District _____ County/Area _____

Please complete the review by: _____

Please return
this form to

Name & Address of Appointments Secretary:

Section B

To be completed by the Group Scout Leader, Commissioner or Manager.

Contact the individual to arrange a review meeting. Allow about two hours to make sure you have plenty of time, and make sure you prepare what you want to say. The publication *Review: Helping Adults Choose the Right Path* has more information on how to prepare and carry out a review meeting.

About the review

Date review was carried out:

Recommendation following review:
(delete as applicable)

Renewal for _____ years	Reassignment to _____	Retirement

Reason for the recommendation:

For Warranted Appointments only

First Aid certificate - date of expiry: _____

Number of hours of ongoing learning undertaken since the last formal review: _____

Once completed, return to the Appointments Secretary at the address over the page.

Section C

To be completed by the Appointments Secretary.

Final outcome

Outcome: (delete as applicable)

Renewal for _____ years	Reassignment to _____	Retirement <i>(Form CS completed?)</i>
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Reassignment will require further actions to be completed (such as cancelling existing appointment, identifying a suitable role, and starting the new appointment processes etc.). These should be recorded below.

Agreed actions:	By whom	By when	Complete
1.			
2.			
3.			
4.			
5. GSL, Commissioner or Manager informed of outcome			
6. Individual informed of outcome			