

January 2010

Appointments Secretary+

Introduction

Welcome to the fourth issue of Appointments Secretary+ the communication aimed at keeping you informed of issues that affect you and at sharing good practice across the Country.

This communication is also sent to all District/County/Area/Regional Secretaries on www.scouts.org.uk – please feel free to pass it on to anyone else you feel would find it helpful. You can also download this issue, as well as past issues, at <http://scoutbase.org.uk/support/resources/>

Secretaries

After a lot of feedback from Secretaries all over the UK we have decided to continue forwarding Appointments Secretary + to all members in Secretarial roles recorded on www.scouts.org.uk rather than just Appointments Secretaries.

Editable Forms

Thank you to everyone who got in touch with us to comment about our forms and the idea of making them “editable”. After a lot of feedback we have now made the following forms available in an editable Word version:

- Adult Appointment Form
- Occasional Helper Form
- Appointment Review Form
- Reference Form
- Cancellation Form

You will now find all the forms to download at the new web address of

www.scouts.org.uk/appointmentforms.

If you are experiencing any problems using the editable or non-editable forms, or alternatively if you have any feedback for us, please contact olivia.ward@scout.org.uk.

Support Materials

In the last edition of Appointments Secretary + we talked about the update of all the appointment process support material.

These have now all been updated and include:

- Guide for Appointing Adults
- Guide for Appointments Advisory Committee Members
- Guide for Managers
- Guide for Appointments Secretaries

These are available to download at www.scouts.org.uk/appointment or can be purchased from the Information Centre at £3.50 each or £10 for all 4 resources.

Locations Tab

Recently, a number of queries have arisen in relation to adult Members having unexplained restrictions on their access and search facilities whilst using the online database. We have noticed as a team that an increasing number of these queries often relate to the adult member having a **Location** recorded on their record.



The Location tab is available to edit on each individual's record, however this tab is only needed and relevant if the record you are adding/editing is a youth Member. Locations are added to youth records to determine which section they belong to within their Group, District or County.

As an adult, Locations are already determined based on the role they hold in the "Roles" tab. By adding a Location to an adult member record it can sometimes restrict member search access or limit their viewing rights when using the online database.

If you are adding youth Members and want more information and guidance on how to do so e-mail appointments.membership@scout.org.uk for the newly created **Guide to Adding Youth Members**.

e-CRB

In late spring/early summer 2010, The Scout Association will be moving to an electronic application process for CRB checking in England and Wales. e-CRB, which is the term we are using for this electronic process, will allow Appointments Secretaries (or other local administrators) to submit CRB applications online, reducing postal costs and processing times.

It will also provide us with an efficient route to register adults on the Vetting and Barring Scheme when it is implemented in July-November 2010. For more information regarding the Vetting and Barring Scheme please visit www.scouts.org.uk/vbs

e-CRB will first be piloted by one County in each Region and one Area in Wales in April 2010. These Counties/Areas will be involved in the early testing of the system as well as with testing the support that we plan to make available.

The system will then be launched to the Movement in late spring/early summer 2010. Further information about timescales and about the support available will be provided in May 2010 (following the pilot), but support is likely to include a combination of face to face workshops, web seminars and downloadable user guides.

Other similar charitable Youth Organisations are already using e-CRB; Alison Edwards, CRB Co-ordinator in Mitcham for Girl Guiding UK (also LTM in GLSW for Scouting) says, *"As a whole I think the system is far more efficient. We have been using eCRB for the last 18 months within Girl Guiding UK and the general CRB return time is a lot faster."*

New Role – GSL (Acting)

The role of Group Scout Leader (Acting) has now been added to the system. The difference between this and the Group Contact role is that Group Contacts were never officially a management role within Scouting. A Group Contact is in charge of the management of communications within a Group but should not have direct managerial responsibilities for the running of the Group. A Group Scout Leader (Acting) role has responsibilities as delegated for the Group Scout Leader and will need to complete a Wood Badge. Their tasks are closely related to those of the Group Scout Leader.

Appointments Workshop

At the end of last year, upon request, we visited both Birmingham and GLNE to support volunteers involved in the appointment process. It seemed that both Counties found the workshops useful and informative.

Paul Fix, Deputy County Commissioner for Greater London North East, wrote to



“Following the launch of the New Appointment Process and Module 37 it was clear that Districts still needed further support with all areas relating to appointments. We decided to hold an Appointments Secretaries Forum and also extended the invite to District Commissioners and Local Training Managers.

The aim of the forum was to consolidate knowledge from the launch of the new Appointments Process but also to ensure that everyone was up to speed with the changes and improvements that the Appointments and Membership Team and Adults in Scouting Working Group has introduced since the launch.

The Agenda for the forum included; Vetting and Barring, eCRBS, Developments with the Membership Management System including Reports, Youth Data, Permits, Assessors and the MAPS (Manager of the Activity Permit Scheme) role, Historical Roles, New resources and forms including the new Adult Application Form, Occasional Helper Form and Reference Form, Access Rights, Appointments Secretary Plus. The Forum was facilitated by Olivia Ward - Appointments and Membership Advisor. The forum was very successful and by having the event supported by a member of the Appointments and Membership Team added value and in-depth knowledge. We plan to hold a similar event next year.”

If your County/Area/Region is interested in hosting a similar event, or needs support, then please contact the Appointments and Membership Team.

A team to support you

If you have any questions about any of the items mentioned in this Appointments Secretary+, please contact a member of the team at

appointments.membership@scout.org.uk

Please also get in touch if you have any feedback about this communication, or any suggestions about what you would like to see in future issues.

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