

November 2009

Appointments Secretary+

Introduction

Welcome to the third 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 sent to all Appointments Secretaries recorded in the role 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

This issue of Appointments Secretary+ has also been sent to District/County/Area/Regional Secretaries after a number of requests to do so. Please let us have your feedback about the relevance of this communication to your role and whether you feel it would be useful to receive it in the future.

Appointment Process Update

Monday 5th October was the final day of the twelve month transition period for the new appointment process. This means that by now everyone should:

- have completed Module 37;
- be using the new (blue) AA Forms; and
- be entering and tracking the progress of appointments online using the tools at www.scouts.org.uk.

From a recent communication to all District Commissioners and Appointments Secretaries, we

know that over 90% of you are using the new process, which is great news. If for some reason you are not using the new appointment process yet, please contact your District/County/Area/Regional Commissioner who should be able to provide you with more information. Remember that we are also here to support you so if you have any questions, please contact us at appointments.membership@scout.org.uk

If you are experiencing any problems using the online tools at www.scouts.org.uk, particularly if you know that someone has a valid Disclosure but the details have not appeared on their record, please contact us at appointments.membership@scout.org.uk

Transition FAQs

You will find some FAQs about the transition to the new appointment process at www.scouts.org.uk/appointment. Please take a look at these if you have any queries about moving over to or using the new appointment process.

Appointment Certificates

Thanks to those of you who responded regarding the frequency of sending out appointment cards and certificates. The majority of you felt that it was a good idea to send them out twice a month, instead of monthly, to reduce waiting times.

As a result of your feedback, we will be sending the appointment cards and certificates out twice a month (on the first and third Monday of every month). This means that the next few data extraction dates are 16th November, 7th December, 21st December and so on.



Any appointments that have been made 'full' on or before these dates will be included in the next print run.

We hope you find this information useful.

Support materials update

We are currently updating all of the appointment process support materials, including the various forms that are used.

These changes have been made as a result of feedback that has been received over the past year from Appointments Secretaries and others involved in the appointment process.

The key things for Appointments Secretaries to be aware of are that:

- you can now order all of the application materials (AA Form, yellow card; key policies card and Quick Reference Guide to the appointment process as one item – called *New Adult Application Resources*);
- there is some space on the new AA Form for administration purposes which allows you to track the progress of the appointment process on paper before transferring the information online; and
- the support material for Appointments Secretaries will be updated to provide more practical guidance on carrying out the role.

Assessor Roles and Permits

You can now record County/Area/Regional (Scotland) Assessors as assessors for specific activities and at specific levels (ie Summer, Winter etc), and also record details of activity permits using the online tools at www.scouts.org.uk.

Commissioners have been made aware of the new functionality so you may already have been asked to support the update of records in your area.

The process of adding permits and Assessor roles is straightforward. However, if you do encounter problems, you can find information on adding this information in the updated 'Appointment Process User Guide' at www.scouts.org.uk/appointment.

Role Sharing

Following on from last issue's information about role sharing in Warwickshire, we heard from Charlie Horne, Appointments Secretary for Deal, Walmer, Sandwich and District Scouts about the plans he is making to balance the workload of the Appointments Secretary in his District.

"Because we already have a comprehensive District Database to maintain, the addition of the Scout Association Database meant a considerable increase in the Appointments Secretary's workload. There was an urgent need, if an additional volunteer could be found, to split the role in some way.

Separating different parts of the initial appointment process did not seem feasible, so we came up with the idea of creating a "Post-Appointment Administrator" role, who, because the role had not previously (as far as we know!) existed, would appear as a "District Administrator" on the database.

The role would include acquiring and submitting repeat CRB applications (every 5 years), and organising and administering Appointment Reviews in a timely manner. If the timing of the two requirements coincided, it would allow them to be carried out together with the reviewer arranging the completion of the CRB form when undertaking the review.

This will allow the Appointments Secretary to concentrate on the processing of Adult, Occasional Helper and first CRB Applications, at the time of appointment.



We managed to find an enthusiastic volunteer (Becky Page) for the role, and migrated to the new process on 1st September. A certain amount of "feeling our way" will be necessary, but we have confidence the new appointment procedures will run smoothly.

To streamline the review process we have always undertaken reviews at the same time each year, on 31st October. This allows sufficient time for any appointment changes to be approved and processed before the deadline for the issue of the new appointment cards the following year.

Becky is currently sending out a dozen review forms and letters to the lucky leaders and adults who will carry out the reviews.

A number of CRB disclosures will also be five years old in the first quarter of 2010, so Becky will be writing to these individuals with a new CRB form. If any of these are also due for review, the reviewer will be sent both an AR and CRB form.

The system will rely on Becky having up-to-date information to hand. The national database provides her with information on review dates and she currently obtains CRB expiry dates from our own District database. Hopefully this will soon fully be available from the national database."

If you have some good practice that you would like to share with other Appointments Secretaries, please get in touch with us at

appointments.membership@scout.org.uk

Your views - support for your role

We are interested to find out where you get support for your role from, how you access this support and whether there is any additional services or resources that we could provide to support you better in the future.

We have put together a questionnaire and would really appreciate your views. To complete the survey (which should take no longer than 10 minutes), please follow the link below.

Thanks in advance for your time!

<http://q.scouts.org.uk/s/OOet.DmjFZyhMyz>

Disclosure portability

From 1st November 2009, Scouting Criminal Records Disclosures will be transferable within the area of the issuing disclosure body (ie the Criminal Records Bureau; Access Northern Ireland or Disclosure Scotland as appropriate). For more information, follow the link below.

<http://www.scouts.org.uk/cms.php?pageid=2330%20&%20pagenotlive=1>

Pre-provisional appointments

All appointments added using the online tools will now be automatically set to pre-provisional as the new appointment process is now fully implemented. There is no longer an option to add them as 'provisional'. You will be able to progress these appointments as usual using the 'Appointment' button attached to the role.

Addition to the team

On Monday 19th October, Celia King started as a new Appointments & Membership Adviser.

Celia has moved closer to Gilwell Park from Bournemouth and I'm sure that you will join us in welcoming her to the 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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