

1. Constitution

This constitution document extends The Scout Association's Policy, Organisation & Rules; Chapter 4: The Scout District.

1.1. District Scout Council

- a. A minimum of 28 days' notice must be given for a meeting of the District Scout Council.
- b. The quorum for a District Scout Council meeting is 20 voting members including at least three from the ex-officio members of the Executive as defined in POR 4.25.f.iii
- c. In addition to the list in POR 4.25.e.ii the following shall also be members of the Brent District Scout Council
 - c.i. Three council members of the London Borough of Brent nominated at its annual meeting.
 - c.ii. The Strategic Director, Children and Young People, London Borough of Brent or their nominated representative.
 - c.iii. The Members of Parliament for:
 - a) Brent Central
 - b) Hampstead and Kilburn
 - c.iv. The Greater London Assembly Member for Brent and Harrow
- d. Under POR 4.25.f.iii the District Scout Council will elect **four** members to the District Executive Committee

1.2. District Executive Committee

- a. A minimum of seven days' notice must be given for an Executive Committee or sub-committee meeting.
- b. The quorum for a District Executive Committee is 5 voting members including either the District Chair or District Commissioner

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1.3. Appointments Advisory Committee

POR 4.25.f.ii requires the District Executive Committee to: Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chair to lead it.

a. Objectives:

Responsible for assisting with the process of appointing adults in Scouting.

b. Reporting to:

Brent District Executive Committee. The Chair will prepare a written report for each meeting of the District Executive Committee on key issues.

c. Frequency of meetings:

The committee will meet regularly enough to ensure the appointments process in the District is operating effectively and in a timely manner.

d. Functions:

The Appointments Advisory Committee is responsible for the following areas:

- a) interviewing candidates and approving appointments (including new appointments and changes in appointment);
- b) providing advice to the Commissioner on the outcome of suspension of an adult;
- c) when requested providing advice to the Commissioner on the action to take in the event that an adverse personal enquiry is received;
- d) providing advice to the Commissioner on the renewal of appointments;
- e) taking part in the resolution of complaints from applicants regarding the outcome of the appointment process; and

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- f) considering together with the Commissioner recommendations to cancel appointments and/or involvement in Scouting as a result of disagreements between adults.

The details of these duties are given in the Appointments Advisory Committee support material.

- e. **Membership**

The following members of the Appointments Advisory Committee are appointed by a resolution of the District Executive Committee:

- a) Appointments Chair; to lead the Appointments Advisory Committee. The Chair must not be the Chair of the relevant Executive Committee (because the Chair of the Executive Committee is involved in the resolutions of disputes involving the Appointments Advisory Committee).
- b) Appointments Secretary; to ensure that the required administration is carried out for the Appointments Advisory Committee.
- c) Appointments Members; enough members must be appointed to ensure that three members can be found to undertake the interview for each applicant.

To balance the need for a suitably rigorous selection process and the need for a welcoming and non-threatening process, exactly three members of the Appointments Advisory Committee (the Appointments Advisory Committee Panel) will be required to determine an applicant's appropriateness for an appointment by conducting an interview with the applicant.

1.4. Sub-Committees

The District Executive Committee may establish any sub-committees that it deems necessary.

The Chair of each sub-committee is to be appointed by the Executive Committee (except the Finance Sub-Committee which will be chaired by

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the District Treasurer) and will normally be a member of the Executive Committee to provide regular feedback to and from the sub-committee.

The sub-committee Chair to nominate, for approval by the Executive, further members to be co-opted. These can be anyone on District Scout Council (which encompasses - all leaders, members, explorers, explorer parents etc)

The District Commissioner and District Chair are ex-officio members of all sub-committees.

a. Property Sub-Committee

a.i. The Sub-Committee's quorum is three.

a.ii. Objectives:

Responsible for the operation and maintenance of all district properties in accordance with the policies of Brent District Scout Council. The committee is a sub-committee of the District Executive Committee of Brent District Scout Council

a.iii. Reporting to:

Brent District Executive Committee. The Chair will prepare a written report for each meeting of the District Executive Committee on key issues.

a.iv. Frequency of meetings

The Sub-Committee will meet on a bi-monthly basis, and on ad hoc occasions as necessary.

a.v. Functions:

The general operation and maintenance of the HQ building in line with policies set by the District Executive Committee. The sub-committee is responsible for:

- a) Maintaining a booking system
- b) Recommending an annual budget to the District Executive Committee

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- c) Ensuring Health & Safety checks are undertaken
- d) General repair, cleanliness & maintenance of the building
- e) Ensuring, so far as possible, that the building conforms to the Disability Discrimination Act
- f) Overseeing agreed building development and improvements
- g) Drafting and updating any necessary booking forms, etc
- h) Finding suitable groups (other than Scouts) to use/hire the building

a.vi. Membership of Sub-Committee

All members other than ex-officio members are appointed by the District Executive Committee. Membership will comprise:

- a) The Sub-Committee Chair
- b) The District Secretary or an Assistant District Secretary*
- c) Bookings secretary*
* could be the same person.
- d) A nominated scout representative from each District Property
- e) Up to 2 additional members with relevant knowledge.

The District Treasurer has the right of attendance.

b. Finance Sub-Committee

b.i. The Sub-Committee's quorum is three.

b.ii. Objectives:

To assist, advise, and support the District Treasurer with the management and governance of financial procedures and practices within the District.

To assist, advise, and support the District Badge Secretary with the management District Scout Shop.

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b.iii. Reporting to:

Brent District Executive Committee. The Chair will prepare a written report for each meeting of the District Executive Committee on key issues.

b.iv. Frequency of meetings

The Sub-Committee will meet on a bi-monthly basis, and on ad hoc occasions as necessary.

b.v. Functions:

To research into, investigate and report on any relevant matter of financial practice or procedure referred to the Sub-Committee by the District Treasurer or the District Executive Committee. The sub-committee is responsible for:

- a) Seeking internal systems and procedures which secure best value for members in spending their money
- b) Monitoring fundraising activities with a focus on Risk
- c) Ensuring the proper control of income and expenditure, assets and liabilities
- d) Recommending appropriate Operating & Capital Budgets and Reserves levels to the Executive and monitoring performance against these
- e) Monitoring capital expenditure and ensuring all assets are properly safeguarded
- f) Periodically reviewing banking arrangements
- g) Acting as an Audit Committee, recommending the appointment of external examiners and regularly reviewing their recommendations
- h) Approving accounting and financial policies
- i) Recommending the level of District Levy for approval by the Executive

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- j) Management and operation of District Scout Shop
- k) Ensuring compliance with specific regulatory requirements and guidance in relation to finance, accounting and reporting issues – including proper stewardship of restricted funds
- l) Any other functions as directed by the Executive Committee or stipulated in Financial policies agreed by the Executive Committee

For the avoidance of doubt, the sub-committee's responsibility covers all aspects of the District's finances including any Explorer Scout units or other units run as district provision

The Sub-Committee will have no responsibility for fund-raising.

b.vi. Membership of Sub-Committee

All members other than ex-officio members are appointed by the District Executive Committee. Membership will comprise:

- a) The District Treasurer, who will be the Sub-Committee Chair
- b) The District Secretary or an Assistant District Secretary
- c) The District Badge Secretary
- d) Up to 3 additional members with relevant knowledge and financial experience

c. Development Sub-Committee

c.i. The Sub-Committee's quorum is three.

c.ii. Objectives

To provide support and advice to the District Commissioner to ensure that the development of Scouting in Brent is focussed and as effective as possible. Reporting to Brent District Executive Committee. The Chair will prepare a written report for each meeting of the District Executive Committee on key issues.

c.iii. Frequency of meetings

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The Sub-Committee will meet on a bi-monthly basis, and on ad hoc occasions as necessary.

c.iv. Functions:

The sub-committee is responsible for:

- a) Identifying development support priorities for existing Scout Groups and Explorer Scout Units
- b) Identifying the need for new Scout provision in areas of the District where it does not currently exist – both in geographical terms and within specific communities
- c) Identifying and prioritising the support provided by District Development Officers and any specific project(s) they would be working on
- d) Ensuring that District Development Officers have the necessary resources to perform their role as effectively as possible
- e) Identify possible funding opportunities for development projects
- f) Overseeing the drafting, monitoring and updating of the District Development Plan
- g) Recommending an annual budget to the District Executive Committee Membership of Sub-Committee All members other than ex-officio members are appointed by the District Executive Committee.

c.v. Membership will comprise:

- a) The Sub-Committee Chair
- b) The District Secretary or an Assistant District Secretary
- c) District Development Officer(s) (ex-officio)
- d) Regional Development Officer, The Scout Association (ex-officio)

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- e) Up to 3 additional members with relevant knowledge/experience of development issues.