

SOMERSET SCOUTS TRANSFORMATION UPDATE April 2023

Moving to Trustee Boards

Information and considerations following the publication of the latest Policy, Organisation & Rules (POR) - April 2023

Intended primary audience:

Group Scout Leaders, Group Chairs, District and County Commissioners, District & County Chairs

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SOMERSET SCOUTS
TRANSFORMATION UPDATE
MARCH 2023

"Changing the way we volunteer together"

A look at Section, Group, District & County
Structures including the transition from Executive
Committees to Trustee Boards

Intended primary audience:

Group Scout Leaders, Group Chairs, District and
County Commissioners, District & County Chairs

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Version 1.0

FOLLOW ON FROM MARCH UPDATE

In March, the above document was circulated to all Groups Scout Leaders, Group Chairs, District and County Commissioners, District and County Chairs. This included some information about the planned changes to Executive committees and the move to Trustee Boards.

As explained at the March GSL / Chair Meeting and with the above mailing, the move to Trustee Boards is still being worked on but, in recognition of the need to provide members with information ahead of many Group, District and County Annual General Meetings, it was decided to publish the majority of the changes with a special version of POR in April. That version was published on 18th April.

Whilst there are still some additional elements to be finalised, which should appear later this year, sufficient is available now to facilitate the structural change from Executive Committees to Trustee Boards.

In addition to this update, you should reference POR (April 2023) and specifically Chapter 5 which is available at the following link.

<https://www.scouts.org.uk/por/5-local-governance-and-finance-of-groups-districts-counties/>

POLICY, ORGANISATION & RULES - CHAPTER 5

With the publication of the April POR, specifically this chapter, all Executive Committees are automatically retitled as Trustee Boards and all Executive Committee Members as Trustees. There is no requirement to pass any resolution at a meeting.

You are encouraged to adopt this change of terminology immediately so that existing members are aware of the change to being Trustees and other members of your Group, District or County recognise the change. For details about membership, see page 5.

Once the Volunteer Experience transformation has started (likely to be February 2024) the management of day-to-day tasks rests with the relevant Support Team (District and County), or function (within the Group Leadership Team) rather than with the Trustee Board.

To reflect this change, Chapter 5 will be further developed in autumn 2023. However, this current Chapter 5 reflects the requirements for the Annual General Meetings of Groups, Districts and Counties held in 2023 after publication of the April edition of POR.

The Chapter covers a wide variety of topics including Purpose, Membership, Conduct, Finance, Assets and Constitution amongst other elements. Some of these are expanded upon in this document with reference links to information on the Scouts Website (scouts.org.uk).

CONSTITUTION

In the 2023 Census it was ascertained that only 48% of all Groups, Districts and Counties had either adopted the general constitution of Scouts or had drafted and passed their own version. For the most, the general Scouts version is perfectly adequate and appears in POR.

With the current changes, all Groups, Districts and Counties are required to adopt (or re-adopt) the updated Constitution (unless a separate Constitution is in place) at their next Annual General Meeting with due noting in the minutes of that AGM.

The detail of the Constitution is set in paragraph 5.4 from POR (April 2023). If you want to know more about your Constitution, look at the information provided at the

following link <https://www.scouts.org.uk/about-us/volunteer-experience/volunteering-together/what-this-means-for-you/moving-to-trustee-boards/your-constitution/>

PURPOSE

The purpose of the Trustee Board is set out in Paragraph 5.4.4, and this must be considered as the focus for the work of that Trustee Board.

The Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance, and assurance.

Being clear about Trustee Boards' governance purpose helps trustees to understand their responsibilities and carry these out in an effective way.

You will have seen from previous information that the Trustee Board has specific responsibilities around governance and that any operational or support tasks are excluded from the agenda and discussion at board meetings. Two things from this:

- Ideally this separation should take place around the time of Transformation however, it is recognised that some Groups, Districts, and counties may take a bit of time to put the mechanisms in place to receive these tasks. There is currently no “hard stop” date, but progress does need to be made in planning and working towards this segregation so that the Trustee Board can fully focus on its responsibilities.
- Separation does not mean that a Trustee cannot also support the Group, District or County in operational matters. It is perfectly feasible that in several cases this will occur. For the sake of clarity however, such matters should be conducted independently of the Trustee Board either in a separately convened meeting or as a stand-alone activity.

Separating governance and operational tasks will also help as we recruit new volunteers - and to retain those already part of our teams. For example, the person who is great at managing the hall or running fundraising events might not have the skills, interests, or time to be a trustee - but they can still be involved, as part of the Group Leadership Team or District / County Support Team.

Here are some ideas around the separation of tasks and responsibilities. It is not an exhaustive list but aimed to show what sort of things fall under the two headings.

Governance tasks	Support or operational tasks
• Make sure sufficient resources (funds, people, property and equipment) are available for the delivery of a high quality programme • Make sure the charity's finances are properly managed, including appropriate budgets • Make sure there's effective administration in place to support the work of the Trustee Board • Take responsibility for following Data Protection legislation • Make sure employed staff are managed effectively	• Fundraising activities; premises management and equipment maintenance • Bookkeeping, banking, paying invoices and expenses • Distribute agendas, minutes, etc. for meetings and AGMs; manage appointments to the Board • Manage any websites, email systems, or document stores • Act as line manager, supporting staff in their work

If you want more information on the purpose of the Trustee Board, go to the Trustee Board Team Description at the following link.

<https://www.scouts.org.uk/about-us/volunteer-experience/volunteering-together/what-this-means-for-you/moving-to-trustee-boards/trustee-board-team-description/>

MEMBERSHIP

Whilst all Executive Members are now Trustees, their role title will remain as is for the purpose of Compass. This is because we are not making any changes to Compass that would be short lived. The new Membership System will, however, have the new role titles and it is likely that there will be an automated mapping to significantly reduce the manual work involved in the changes.

POR Paragraph 5.4.5 outlines details of the membership so there is no need to replicate the information here. You will note that there is a place for a Secretary as part of a Trustee Board. This is still under review as it is the aim to provide the best administrative support for the Trustee Board and further detail will appear later in the year. If a current Secretary is willing and able to be a Trustee, then there should

be no reason to deny but it may be that changes to the membership structure could relieve them of their secretarial duties at a later stage. In reality, we will just have to wait until that element is finalised.

In addition, whilst good governance has suggested that the size of the Trustee Board should be between 5 and 12, this is just a guide and it may be that the size starts off small but attracts others or, is large now and will be reduced over time as individuals move to a support function either in the Group Leadership Team or a District / County Support Team.

Trustees need to have capacity and following Transformation will be required to provide an online declaration. In the meantime, all current training needs to be completed including Trustee Introduction online training. Some changes to training will be introduced later but for the time being, the minimum required for all Trustees is:

Module 1 – Essential Information

Safety

Safeguarding

General Data Protection Regulations (GDPR)

Trustee Introduction

All are completed online and “validated” by a short online test. It is the responsibility of the Group Scout Leader / Group Chair to ensure that all Trustees have completed this mandatory training. (At District level it is the District Commissioner / District Chair and at County, the County Commissioner / County Chair).

ANNUAL GENERAL MEETING

The information provided in POR Chapter 5 and supplemented here should give you all you need to plan for and run your next Annual General Meeting.

To ensure that you have all aspects covered and to help you plan, there is an AGM Template and Script available for Groups, Districts and Counties on the Scouts website. These are excellent and even if you are an experienced “AGM person,” worth having alongside your planning and delivery.

The required link is https://www.scouts.org.uk/about-us/volunteer-experience/volunteering-together/what-this-means-for-you/moving-to-trustee-boards/?utm_campaign=2318903_Pre%20TL%20Call%20email%20April&utm_medium=email&utm_source=Scouts&dm_i=31ME,1DP9Z,8LFAD0,5F9D8,1

WHAT NEXT ?

You do not have to wait for your AGM to start using the new names. For example, you can start re-labelling meetings and agendas as 'Trustee Board meetings'.

Before we move to the new membership system, make sure your list of trustees is correct on Compass otherwise, they will not migrate to being Trustees. If your Board is registered with a charity regulator, make sure this list of trustees is up to date also.

Make sure that all training has been completed and any new members are aware of exactly what is required of them.

In addition to the changes captured here, over the next couple of months, ahead of the summer period, we will see more information released and activities required so that we are in a good place come the autumn. Please use the information in this document together with that on the Transformation Web Page on the County Website [available [HERE](#)] to keep up to date and to inform others in your Sections, Groups, Districts and County.

If you have any questions, please do get in touch. We do not know all the answers at this point; indeed, some elements are still going through some initial stages of trialling and feedback. We have the benefit of learning from the early adopters, those ten counties who will go through Transformation in November this year.

Feedback and experiences from those Counties will be interesting and informative as we look to smooth out some of the bumps in the road ahead.

We are on this journey together.

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The information contained in this document is understood to be correct in respect of the plans and progress associated with the National Transformation Programme at the time of publication (April 2023). As with any strategic change programme operating with agile methodology, content and detail are subject to change without notification. E&OE.