

Blackpool District Scout Council

Constitution & Management Structure

The District Scout Council

The District Scout Council is the elected body that supports Scouting in the District. It is the body to which the Trustee Board is accountable.

Membership is open to

- Scouters
- Administrators
- Advisors
- All Explorer Scouts
- Members of District Scout Network
- Members and Associate members registered including members of District SASU
- Persons elected or re-elected annually by the District Scout Council on the recommendation of the Lead Volunteer and District Trustee Board.

The County Commissioner and County Chair are ex-officio members of the District Scout Council.

Duties and responsibilities of the District Scout Council

The District Scout Council will hold their Annual General Meeting within six months of the financial year end to:

- Approve the District Constitution
- Receive and consider the Annual Report and statement of Accounts of the District Trustee Board
- Approve the Lead Volunteer's nomination of District Chair
- Elect a District Secretary
- Elect a District Treasurer
- Elect certain members to the Trustee Board
- Approve the Lead Volunteer's nomination of members to the Trustee Board
- Appoint an auditor or independent examiner or scrutineer as required • Appoint an Honorary Solicitor

Management of the Scout District

Every Scout District is an autonomous organisation holding its property and equipment and admitting people to membership of the District subject to the Policy and Rules of the Scout Association.

The Scout District is led by the Lead Volunteer supported by the District Trustee Board. They are accountable to the District Scout Council for the satisfactory running of the District.

The Lead Volunteer is assisted and supported by

- District Team comprising DESCOM, ADCs and District Scouters
- Administrators and Advisors
- The District Scout Council
- District Trustee Board
- District Scout Active Support Unit

The Lead Volunteer is an Ex-Officio member of all Councils, Committees and Sub committees in the district and may attend these meetings or may nominate a representative to attend.

Trustee Board Governance (Constitution)

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. Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the Trustee Board must act collectively as charity trustees of their charity, and in the best interests of the charity's members.

The Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

- a. The charity is:
 - well managed
 - carrying out its purposes for the public benefit
 - complying with the charity's governing document and the law
 - managing the charity's resources responsibly
- b. the charity is operating compliant with POR, including effective management of the Key Policies - The Equal Opportunities Policy, Privacy and Data Protection Policy, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Youth Member Anti-bullying Policy.
- c. young people are meaningfully involved in decision making at all levels
- d. there are sufficient resources (funds, people, property and equipment) available to meet the planned work of the District including delivery of the high quality programme and resource requirements of the training programme
- e. the Scouts has a positive image to the local community

The Trustee Board members must themselves collectively:

- a. develop and maintain a risk register, including putting in place appropriate mitigations
- b. ensure that the charity's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the charity
- c. maintain and manage:
 - a reserves policy for the charity (including a plan for use of reserves outside the 'minimum')
 - an investment policy for the charity
 - a public benefit statement for the charity
 - ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained
- d. promote and support the development of Scouting in the local area.
- e. ensure the appointment and management and operation of any sub-committees, including appointing a Chair to lead the sub-committee
- f. ensure that effective administration is in place to support the work of the Trustee Board
- g. appoint any Administrators, Advisers and co-opted members of the Trustee Board
- h. ensure transparency of operation, including:
 - prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer as appropriate and as appointed by the Scout Council at their Annual General Meeting or prepare and approve the Trustees' Annual Report (which must include the Annual Accounts)
 - present the approved Trustees' Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting (AGM)
 - Following the AGM, ensure that a copy of the Trustee Annual Report and Accounts is sent to the District or County Trustee Board administration and, if a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).
- i. take responsibility for adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor
- j. individually and collectively maintain confidentiality regarding appropriate Trustee Board business

A District Trustee Board must also:

- a. provide any necessary support to the District Commissioner, when required, to assist the opening, change, merging or closing of Groups, Explorer Units, Scout Networks and Scout Active Support Units in the District

A Trustee Board may create sub-committees to manage the work it deems necessary ensuring that:

- a. the purpose of each sub-committee is clear and has been agreed by the Trustee Board
- b. each sub-committee of the Trustee Board consists of members approved by the Trustee Board
- c. the Chair of the Trustee Board is an ex officio member of each sub-committee
- d. the relevant Group Scout Leader, District Commissioner or County Commissioner is an ex officio member of each sub-committee

Members of sub-committees are not Trustees unless they are members of Trustee Board.

Trustee Board Membership

- Subject to the conflict of interest rules a Trustee may be a member of more than one Trustee Board
- Ex officio, nominated, elected and co-opted members of the Trustee Board are charity Trustees of the Group, District or County as appropriate.
- People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.
- Certain people are disqualified from being charity trustees by virtue of the Charities Acts.
- Some Groups, Districts and Counties may also need to register as a charity.

All Trustees must complete training as specified in POR and the Roles Table.

At County and District, all Trustee Boards and any sub-committees should, wherever possible, have as full voting members, at least two people aged between their 18th and 25th birthdays.

Groups are encouraged to follow this good practice wherever possible.

The District Trustee Board

- a. The ex officio members of a District Trustee Board are:
 - The District Chair
 - The Lead Volunteer (District Commissioner)
 - The District Youth Commissioner
 - The District Secretary (if appointed as a Trustee)
 - The District Treasurer
 - The District Explorer Scout Commissioner
 - The District Scout Network Commissioner
 - Where there are joint role holders (eg for District Youth Commissioner), only one of the joint role holders should be an ex officio member of the District Trustee Board. This must be decided jointly by the role holders in consultation with the District Commissioner and the District Chair.

Elected Members

- The elected members of a District Trustee Board are persons elected at the District Annual General Meeting. The actual number of persons elected must be the subject of a resolution by the District Scout Council at their AGM with a maximum of 6 elected members.
- All members of the District Scout Council over the age of 18 are entitled to stand for election providing they have a proposer and seconder who are also members of Blackpool District Scout Council.
- If there are more people nominated than positions available then this will be subject to a secret ballot at the Annual General Meeting.
- They will be elected to serve a term of 2 consecutive years and then stand down for 3 years before being eligible for re election

Nominated Members

- The nominated members of a District Trustee Board are persons nominated by the Lead Volunteer (District Commissioner), in consultation with the District Chair.
- The nominations must be approved at the District Annual General Meeting.
- The number of nominated members must not exceed the actual number of elected members.

Co-opted Members

- The co-opted members of a District Trustee Board are persons co-opted annually by the District Trustee Board. The number of co-opted members must not exceed the actual number of elected members.

The County Commissioner and the County Chair have the right of attendance at meetings of each of the District Trustee Boards in the County.

Trustee Board – Conduct of meetings

Only members of a Trustee Board may vote in meetings of the Trustee Board.

At its Annual General Meeting, the Scout Council must make a resolution defining a quorum for meetings of the Scout Council and the Trustee Board and its sub-Committees.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is taken not to have been carried.

In order to discharge their responsibilities, the Trustee Board may meet by telephone and/or video conference as well as face to face when agreed by the appropriate Chair. This includes 'hybrid' meetings, where some members join by telephone or video.

Electronic voting (such as email) is allowed for Trustee Board when deemed appropriate.

The trustees should maintain confidentiality to all Trustee Board business

Frequency of Meetings

The Trustee Board will meet a minimum of 5 times per year according to an agreed schedule notified to members. Additional meetings of the Trustee Board may be called at the discretion of the Chair or Lead Volunteer. At least 14 days notice must be given of any additional meeting.