

# Appointments Panel

## Modernising your approach to Appointments Panel Meeting Webinar Q&A

### **Will the slides and recording be emailed out?**

The slides can be found here:

<https://drive.google.com/file/d/1oh1WhaOr758nAoOE5eqDMSwXmk6KorY0/view>

The recording can be found here:

<https://register.gotowebinar.com/recording/2175012526140223756>

### **Can you explain what you meant when you said the role descriptions presently in place are not relevant for the future? Are there plans for the Scouts to change roles?**

The current role descriptors do not reflect the flexibility that many modern volunteers are looking for and can seem quite daunting to new volunteers.

The Scouts are currently undertaking a project to transform roles within scouting and new role descriptors will be created based on these new roles.

### **Why don't we include Safeguarding Module in the appointments process, talking about the Yellow Card is next to useless without safeguarding training?**

Safeguarding is currently part of the Essential Information (Module 1) training but there is work currently taking place to review this and see if there should be standalone safeguarding training as part of the appointments process.

### **Will you make a new appointments panel training video like the one that used to be available on VHS/DVD many years ago?**

We are looking to produce guidance and training for appointments panels but not in a format like the previous video that was available. Producing a video like that involves a lot of resources and they become out of date very quickly.

## **Why do the Scouts not provide a workflow and IT tools to manage the Appointment Process?**

Compass is how we currently manage the appointments process however we do recognise this is not perfect. We are looking to improve the IT tools and workflow we use as part of our work to transform the volunteer journey.

## **How many people are typically on the Appointments Panel?**

Policy, Organisation and Rules (POR) states that: “exactly three members of the Appointments Advisory Committee (the Appointment Panel) will be required to determine an applicant’s appropriateness for an appointment by meeting with the applicant.”

It also states: It is good practice for a member of the Panel to be aged under 25, and for the Panel to have an ‘equal opportunities’ mix of membership, including a current practitioner in a ‘programme’ role.

## **I love POR....but don't understand this properly. POR states: “The decision to meet with candidates (or not) is entirely one for the Appointments Advisory Committee to make.” Can you explain this? Do we not have to meet with anyone to approve them?**

POR states that: “The local Appointments Advisory Committee may agree that there are some roles or circumstances when it will not normally meet with candidates. It is expected that Appointments Advisory Committee will normally meet with persons new to Scouting in the County or District. But Appointments Advisory Committees may, for example, choose to not normally meet with a person changing from Section Leader to Assistant Section Leader in the same Section, or an Explorer Scout Young Leader taking on a Section Assistant role when they reach the age of 18.

Similarly, if an Appointment Advisory Panel has recently met the applicant for another appointment, the committee may decide not to meet the applicant again.”

An Appointments Advisory Committee must be satisfied that volunteers understand their role and agree with the key policies, if they feel they can do this without an appointments panel meeting with an individual due to prior knowledge then this is an option.”

## **Will there be an update to Module 37 training?**

We will be producing a new slide deck for the Advising on Adult Appointments (Module 37) training module and releasing this in the coming weeks.

## **Does the volunteer need their references at the appointments panel?**

No, there is no requirement for a volunteer to have completed references or criminal record checks before they attend an appointments panel.

## **Any suggestion on how to recruit younger people to the appointments panel?**

Recruiting younger people on to Appointments Advisory Committees and Appointments Panels is challenging but is best achieved by shortlisting and approaching individuals in a proactive manner. Shortlist those you could approach by speaking to others such as Explorer Scout Leaders, Network Leaders and Group Scout Leaders who will have a good understanding of the younger people and their interests. Approach these individuals, allow them to watch an appointments panel and speak to them about any concerns they may have.

Once you have recruited one or two younger people to your appointments panel it should make it easier for you to recruit more as they will see someone they can relate to on the panel.

## **I have recently met with the Snook team about the transformation of the Volunteer Journey, is there any feedback from this?**

We have been working with Snook who are a service design company to support us in transforming the volunteer journey. The work they have done has fed into a proposal which is being considered by the Board of Trustees on how a future volunteer journey will look. As soon as we have more information on this, we will share it with you.

## **Is it true that notes cannot be taken during the meeting and then stored if needed at a later date?**

You can take notes during an appointments panel, but you must remember that the volunteer you are speaking to could request these notes through a Subject Access Request if you choose to store them. More information can be found at: [www.scouts.org.uk/gdpr](http://www.scouts.org.uk/gdpr)

## **Can I do appointments panels over the phone for people who find it difficult to get time/transport to a meeting?**

You can use video call technologies such as Skype, Teams or Zoom to hold appointments panels meetings as these still remain “face to face” but they should not happen over the phone. More information can be found at: <https://www.scouts.org.uk/volunteers/scouts-at-home/digital-platforms-for-scouts/>

## **How long do you expect each Appointments Panel meeting to take?**

There is no set rule on how long an appointments panel meeting should take but we recommend they should last about 10 – 15 minutes under normal circumstances.

**Jack Caine and Matthew Cobble**

Volunteer Head of Volunteer Journey and Volunteer Head of Volunteer Training and Development