



# Scouts

**Module 37 – Advising on Adult Appointments**



## Section 1

- Purpose and Values
- The Appointments Process
- The Appointments Advisory Committee
- Responsibilities of the Appointments Advisory Committee

## Section 2

- Appointment Panel Meetings

# Section 1

Do more. Share more. Be more.



## The Purpose of Scouting

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Do more. Share more. Be more.

## The Values of Scouting

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

Scouts 



## Terminology

<p>Appointments Advisory Committee</p>	<p>The committee appointed by the relevant Executive Committee to assist with the process of appointing adults in Scouting.</p>
<p>Appointment Panel</p>	<p>A panel of three persons drawn from the Appointments Advisory Committee which undertakes a meeting with an applicant for a role in Scouting.</p> <p>The panel's purpose is to ensure the applicant is aware of and accepts the values and policies of The Scouts and they understand the requirements of their role and is able and willing to carry it out.</p>

# The Appointments Process

## The Appointments Process - Purpose

The purpose of the appointment process is to ensure that all those adults that the Movement accepts as volunteers:

**Are appropriate persons to  
volunteer with The Scouts**

**Are appropriate for the roles  
they are undertaking**

**Fully accept the responsibilities of  
the roles and, where appropriate,  
the responsibilities of membership  
of The Scouts**

## The Appointments Process - Principals

The appointment process must be run so that:

the applicant feels welcomed,  
valued and not threatened by  
the appointment

the applicant is kept informed of  
progress through the  
appointment process

the Association has robust  
assurance of appointing only  
appropriate people

the applicant takes a role that is  
appropriate to their  
skills, knowledge and attitude

## The Appointments Process - Stages



**Application:** a line manager agrees to support an adult applying for an appointment and agrees a role description for that appointment

## The Appointments Process - Stages



**Approval:** independent checking concludes that the applicant is suitable for an appointment and includes agreement from the relevant Commissioner or body, successful outcome of the Personal Enquiry and, where appropriate, taking up two references.

## The Appointments Process - Stages



**Appointment:** the relevant Commissioner or body makes the appointment.

## The Appointments Process - Stages



**Induction:** the line manager ensures that the adult receives a high quality induction (this stage starts from the application process and runs for some time after the appointment is made).

## The Appointments Process – Core Elements

**Personal Enquiry**  
(CE & DBS checks)

**References**  
(if required)

**Appointment Panel**  
(values; fit to role)  
(if required)

**Commissioner (or  
Committee or  
Council) approval**

**Getting Started**  
(key initial training)

None is more important than the others - these 5 steps should be 'run' in parallel.

# The Appointments Process – Compass

New Role Details

**Approval**

Referees

### Approval Process • Required fields

Role Status

Line Manager

Review Date

#### Approval

CE Check

Disclosure with Barring Required

References

Appointment Advisory Committee Approval

Commissioner Approval

#### Getting Started Modules

	Validated By	Validated On
Essential Information	<input type="text" value=""/>	<input type="text" value="01 October 2016"/>
Tools for the Role (Section Leaders)	<input type="text" value=""/>	<input type="text" value="12 February 2019"/>
General Data Protection Regulations	<input type="text" value=""/>	<input type="text" value="21 November 2018"/>

## The Appointment Processes

### **Process 1**

Roles that are appointed using the Appointment Process managed by the relevant Appointments Advisory Committee

e.g. a Section Leader for Beavers

## The Appointment Processes

This processes does not require approval by an Appointments Advisory Committee

### **Process 2**

Roles that are appointed by the relevant Scout Council at their Annual General Meeting. When the relevant electoral body has at its AGM elected a member of the Executive Committee or agreed the nomination of a member to the Executive Committee.

e.g. the election of a member to the County Executive Committee

## The Appointment Processes

This processes does not require approval by an Appointments Advisory Committee

### **Process 3**

Roles that are appointed by the relevant Executive Committee. When the relevant Executive Committee has appointed a role within its authority

e.g. the nomination of a member to the District Executive Committee

## The Appointment Processes

There are a number of roles in Scouting for which the adult does not meet with an Appointment Panel, nor are references required.

These roles include:

- Nominated/elected trustees
- Co-opted trustees
- Presidents
- Advisers and Administrators

# The Appointment Process – Table 2

TABLE 2: APPOINTMENTS<sup>SV</sup>

Role title	Variants	Role class on Compass	Hierarchy or Location	Line manager to help make the application	Approval process (see 4.5)	Approver	Relevant Commissioner or body	Responsible for induction	Getting Started requirement for full appointment (within 5 months)	Training Obligations	Minimum Membership	Ex Officio Charity Trustee role? <sup>SV</sup>	Criminal Records Disclosure Check Required? <sup>+</sup>	Appointment Review Required?
<b>PROGRAMME DELIVERY ROLES</b>														
Leadership Teams ensure delivery of great, safe programme to young people. They do this through management of the Section together with the planning and delivery of the programme.														
Each Section Leadership Team will call on other adults (inside and outside Scouting) for some of the programme delivery														
Additionally, there are delivery roles/teams coordinated through HQ, for example for Jamborees and other international events.														
<b>Scout Group Roles</b>														
<b>Beaver Colony Leadership Team roles</b>														
Section Leader - Beavers	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years) Trustee Introduction required within 5 months if opts-in to Trustee role	Member	Yes (if opts-in)	Yes	Yes
Assistant Section Leader - Beavers	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Section Assistant - Beavers	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding and 3	No requirement	Associate Member	No	Yes	Yes
<b>Cub Pack Leadership Team roles</b>														
Section Leader - Cubs	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years) Trustee Introduction required within 5 months if opts-in to Trustee role	Member	Yes (if opts-in)	Yes	Yes
Assistant Section Leader - Cubs	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding, 2 and 3	Wood Badge and First Aid certificate (within 3 years)	Member	No	Yes	Yes
Section Assistant - Cubs	None	Leader	Group	Group Scout Leader	1	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1, GDPR, Safety, Safeguarding and 3	No requirement	Associate Member	No	Yes	Yes

## The Appointment Process - Roles

### **Line manager**

The line manager recommends the applicant for the appointment.

### **Approver**

The appointment is approved by the Appointments Advisory Committee, the relevant Executive Committee or the relevant Scout Council according to the appointment being made.

### **Relevant Commissioner/Body**

The relevant Commissioner, the relevant Executive Committee or the relevant electoral body with the responsibility for making the appointment.

# The Appointments Advisory Committee

## Appointments Advisory Committee - Roles

The Appointments Advisory Committee (AAC) is a mandatory sub-committee of the relevant Executive Committee

- The AAC is appointed by the relevant Executive Committee
- The AAC is responsible to the relevant Executive Committee
- The AAC members are: Appointments Chair, Appointments Secretary and a pool of committee members

## Appointments Chair

**On behalf of the District Executive Committee ensure that the appointment process within the District follows the rules, procedures and policies of The Scout Association**

The Appointments Chair is therefore the person who is ultimately responsible for the activities of the Appointments Advisory Committee

**Manage meetings of the whole Appointments Advisory Committee as necessary to ensure that the committee fulfils its responsibilities**

Use the meetings of the whole AAC to ensure that its responsibilities are fulfilled. Including appropriate discussions around the responsibilities of the AAC (i.e. appointments, review, suspensions, disagreements).

**Ensure that new members of the committee are inducted, trained and supported**

The Appointments Chair is responsible for the volunteers on the AAC and is therefore the person accountable for the induction, training and ongoing support of all AAC members.

## Appointments Secretary

**Administers in a timely manner the appointment process within the District**

Ensuring that the relevant stages of appointment happen in a timely manner (Criminal Record Check, References, Appointment Panel, Commissioner Approval).

Including making arrangements for Appointments Panel meetings, and obtaining references.

**Ensures maintenance of records of all appointments within the District, on Compass**

Appointments Secretaries are responsible for making sure that the online Membership System ('Compass') is kept up to date and consistent.

**Administers the appointment review process in the County/District**

Including tracking that Appointment Reviews are being undertaken, ensuring that AAC reviews are appropriately undertaken, and ensuring safe storage of Appointment Review records.

## AAC Members

### **Participate in Appointment Panel meetings required to determine if an adult is suitable for a particular appointment in Scouting**

The AAC is used as a resource pool. Three different members from this pool will attend each Appointment Panel meeting, which is an informal meeting with an applicant to determine their suitability for an appointment in Scouting.

It is important that applicants can be met without unreasonable delay.

The Appointments Chair and Appointments Secretary are not required to be at the Panel meeting with the adult, but they are part of the pool.

### **Contribute to full committee meetings as part of the committee's responsibilities**

As well as Appointment Panel meetings, AAC members will also attend the meetings of the whole Appointments Advisory Committee, which are managed by the Appointments Chair, and should use their skills and experience to contribute fully to these meetings..

# Responsibilities of the Appointments Advisory Committee

## Role of the AAC

The AAC is responsible for:

- Appointment Panels
- Appointment Reviews
- Suspensions
- Complaints
- Cancellations

## Appointments Panel – Conversation Framework

- Welcome the new volunteer to Scouting
- Introduce the new volunteer to their role
- Understand what the new volunteer would like to get from Scouting
- Introduce the Values, Promise and Policies of Scouting
- Discuss the next steps in the appointments process for the new volunteer

To support with the delivery of the Appointment Panel conversations you can use the [Appointment Panel Conversation Framework](#).

Try to ensure that your AAC has a diverse range of members so that you can best meet the needs of any volunteer at an Appointment Panel.

## Appointment Reviews

### **What is the Appointments Advisory Committee's role?**

Ensuring that the Appointment Review process is working well across the District or County.

The AAC is only responsible for ensuring that appointment review reminders are sent to line managers and reviewing the appointment review forms once they have been completed.

## Complaints

**What is the role of the Appointments Advisory Committee in resolving disagreements between adults?**

Support the manager if necessary by considering the findings of an investigation.

The Appointments Advisory Committee does not investigate the dispute.

## Suspensions

### **Who has the right to suspend an appointment?**

Only the relevant Commissioner has the authority to suspend someone, with the approval of their line manager.

### **What is the role of the Appointments Advisory Committee in dealing with suspensions?**

The committee supports the Commissioner in dealing with the consequences of this process, specifically supporting and advising on whether to lift the suspension and reinstate the person.

### **What is the Appointments Advisory Committee's role?**

To help ease the decision-making load on the Commissioner, and therefore reduce the likelihood of them being accused of personal prejudice against the adult.

## Cancellation

### **What is the Appointments Advisory Committee's role in cancelling appointments?**

To support and advise the relevant Commissioner if required;

To ensure a Cancellation/Suspension is recorded on Compass, with the appropriate reason for cancellation recorded.

In summary...

## In Summary...

The Appointments Advisory Committee members must act sensitively and in confidence.

The Appointments Advisory Committee members will be involved in dealing with and advising on sensitive issues.

It is an essential part of the role that the Appointments Advisory Committee must remain focused on facts and not be influenced by personal bias.

# Section 2

In Summary...

[Appointment Panel Conversation Framework.](#)

# Appointment Panel Meetings

## What is the purpose of Appointments Panels?

- Make new members of The Scouts feel welcomed
- Ensure that new members are aware and accept the values, policies and promise of The Scouts
- Support new members to understand the requirements of their role

## Planning the Conversation

- Prerequisites to attend the Appointments Panel
- Documents to provide
- Venues
- Makeup of Appointments Panels
- Preparations

## The structure of the Appointments Panel conversation

- Welcome the new volunteer to Scouting
- Introduce the new volunteer to their role
- Understand what the new volunteer would like to get from Scouting
- Introduce the Values, Promise and Policies of Scouting
- Discuss the next steps in the appointments process for the new volunteer

## During the Conversation

- Ensure that the new volunteer feels like it is an informal and welcoming conversation and not an interview.
- Be positive but realistic. Help them understand what to expect from and what they can get from The Scouts.
- Take the lead from the new volunteer's responses and do not feel the need to ask questions if you feel they have already answered them.
- Remember that each new volunteer will be different, so avoid making any assumptions.

## Welcome the New Volunteer to The Scouts

- Thank you
- Introductory questions
- Introduce the District/Area/County/Region
- Explain the purpose of the conversation

## Introduce the new volunteer to their role

- Questions
- Role descriptions
- Agreeing the role

## Understand what the new volunteer would like to get from the Scouts

- Questions
- What does a new volunteer want from volunteering with The Scouts?
- Training

## Introduce the Values, Promise and Policies of The Scouts

- Questions
- Values, Promise and Policies
- Young Person First (Yellow Card)
- Being aware and accepting the Values, Promise and Policies

Discuss the next steps in the appointments process for the new volunteer

- Questions
- What does this look like in your Districts/Areas/Counties/Regions?
- Contacts

## Closing the Conversation

- Questions
- Is the volunteer leaving happy?
- Thank You

## After the Conversation

- Informing the Appointments Secretary
- Informing the Volunteer Manager

In summary...

## In Summary...

The Appointments Advisory Committee members must act sensitively and in confidence.

The Appointments Advisory Committee members will be involved in dealing with and advising on sensitive issues.

It is an essential part of the role that the Appointments Advisory Committee must remain focused on facts and not be influenced by personal bias.