



Shirejammin' – Executive

Some Help for Executive Committee Members

During the current Coronavirus (COVID-19) situation, active Scouting may have stopped. However, there is still a lot that members of Executive Committees need to be considering and, as necessary, taking action. We hope this short document will provide you with some assistance in undertaking this.

Background Updates:

The Scout Association have issued the following interim guidance to Executive Committees:

Any charity that needs an extension to their annual return deadline can contact the Charity Commission to ask for one. Please see their [guidance here](#).

We have approved an amendment to the standard constitutions in Policy Organisation and Rules (POR available online [here](#) or [here](#)) which allows meetings to be held remotely. It also allows decisions to be made electronically. This is valid immediately and will be updated in the next update to POR, in early April. The wording is as follows:

- Electronic voting (such as email) is allowed for decision making of the County/District/Group Executive Committee and its sub-Committees when deemed appropriate by the Chair. In such instances at least 75% of committee members must approve the decision.
- The County/District/Group Executive Committee & its sub-Committees can meet by telephone conference, video conference as well as face to face in order to discharge its responsibilities when agreed by the appropriate Chair.

We await the full details and ramifications with interest.

The Charity Commission

The Charity Commission have issued: Coronavirus (COVID-19) guidance for the charity sector. This is available from [their website here](#).

A key point to remember is that without any extension, all Charities (including Scouting) have 6 months from the end of their financial year in which to hold their Annual General Meeting (AGM).

- For most Groups, Districts & County (but not all) the financial year ends at the end of March – so they have until the end of September to hold their AGM as normal. On current national planning this should not be a problem and they don't have to do anything; but this might change.
- Some Groups & Districts have their financial year at the end of the calendar year – so would need to hold their AGM by the end of June. On current national planning this would be challenging – so these Groups & Districts should be thinking about getting the extension from the Charity Commission (which should be semi-automatic) as above.
- Very few have Groups & Districts have different end of year dates and these should follow the above advice on a case by case basis.
- All registered charities have 10 months from the end of their financial year to submit their Annual Report and their Annual Accounts to the Charity Commission (carried out online).

Introduction:

Who says Scouting has to stop just because we can't go out? To encourage everybody to Keep Calm and Scout On, Hereford and Worcester County Scout have come up with the Shirejammin' @ Home 2020 badge initiative! Not only are there requirements for the youth sections to achieve to help them continue work towards Activity and Challenge Badges, but we have also come up with a checklist for Executive Committee to check that they are doing everything they should be checking to help you embrace this enforced pause in our day-to-day Scouting.

Huts:

The County have developed a free platform to host your virtual meetings. It's called Huts. One person from your Group needs to register on virtualhuts@scoutshw.org.uk and will be sent a leader account to be shared amongst the leaders in your group.

Checklist:

Some questions for you to think about follow. We'd suggest that all Executive Members use them as a quick checklist and tick them off when completed.

- a. Are you recorded on Compass (The Scout Association Membership system – link: <https://compass.scouts.org.uk>) as having the correct Executive Committee role (which will also cover you for insurance purposes)? If in doubt, contact your Group Scout Leader (Group Executives), District Commissioner (District Executives) or County Commissioner (County Executives).
 - b. Have you completed your Module 1E (Essential Information for Executive Committee Members) and is this recorded on Compass? If not you can do this module on-line – [for further information click here](#).
 - c. If you have been a member of your Executive Committee for over 4 years, have you refreshed your Safety and Safeguarding training and has this been recorded on your Compass training record? You can do this on-line: [Safety](#) and [Safeguarding](#).
 - d. Have you read and understood the updated (autumn 2019) Scout Association Guide for your role? These are available on The Scout Association website [by clicking here](#).
 - e. If your Group / District / County own any buildings, are these and any contents secure and covered by insurance if left unoccupied for a long time? Do you know who you are insured with? If you are with The Scout Association's [Unity Insurance](#), they have a very useful [Blog](#) where you can see how they have responded to some key issues for travel insurance during the Coronavirus outbreak. They also have a very useful [blog](#) that includes top tips on how to look after unoccupied buildings and scout huts due to the Coronavirus outbreak. o
 - f. Have you got up to date contact information (e.g. postal address, e-mail address and phone number) for all members of your Executive Committee?
 - g. Do you know what the current Constitution is for your Group, District or County?
This could be buried in the mists of time; but your Chair should know. The Scout Association recommend that you follow the standard constitutions in POR if possible. For Groups this is POR rule 3.23, for Districts it is POR rule 4.25 and for County it is rule 5.16. In keeping with good practice, the County have passed resolutions at their Annual General Meetings (AGMs) to adopt the standard POR constitution. Do you need to do something similar?
 - h. For Treasurers: Have you:
 - Ensured that all funds are paid into Group/District/County bank accounts?
 - Reconciled all cash accounts in the last 3 months?(POR ref: Groups 3.49 & 3.50, District 4.60 & 4.61 and County 5.48 & 5.49).
 - i. Do you have sufficient funds and income to keep your Group/District/County solvent, including your reserves? Subscriptions still need to be paid by all the young people as they are not an attendance fee; rather they covering the operating costs of your Group (including any Headquarters & insurance) as well as capitation, activities, etc.
 - j. Do you know when the current Financial Year ends for your Group, District or County? If in doubt, your Chair and Treasurer should know or if you are a Registered Charity you can look it up on the Charity Commission website – see m below).
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- k. Do you know who will produce your Annual Report and Annual Accounts this year? Useful links are: [Reporting](#) and [Accounts](#).
- l. Do you know how your Executive Committee will agree and sign off your Annual Report and Annual Accounts this year?
- m. If you are a Registered Charity, have you checked that the information that the Charity Commission hold on your Charity (including Trustee details) is correct and up to date? You can look up all Registered Charities on the Charity Commission [website here](#). There is useful guidance from The Scout Association on keeping up to date in this document: [Keeping up to Date](#).
- n. If you don't already have any young people (under 25) on your Executive Committee, have you considered it and looked for young people volunteers to join ahead of your next AGM? The Scout Association have a pair of updated guidance documents to help: One for Executive Committees and the other for Young People which are available to [download here](#).

We hope that you have found this checklist useful. However if you need County advice or support in answering any of these questions, please contact John Day (Assistant County Commissioner - Executive Support) e-mail john.day@scoutshw.org.uk or Derek Barnes e-mail derek@scoutshw.org.uk