



# Central Norfolk Scout Council

Registered Charity No. 1036410 (England and Wales)

## Constitution, Governance and Financial Instructions

September 2021



## 1.0 Introduction

1.1 This document has been produced by the Executive Committee of the Central Norfolk District Scout Council (the District) to clarify policy in relation to the management of its financial and administrative responsibilities. It should be read in conjunction with the Policy, Organisation & Rules (POR) of The Scout Association, which take precedence in all matters. Current POR, including amendments, can be found on the official Scout Association website: [www.scouts.org.uk/por](http://www.scouts.org.uk/por)

## 1.2 Governance and Compliance

1.3 The District is governed and regulated by the current POR as published, and as amended from time to time, by the Scout Association and POR will apply to the District without variation. This includes the constitution of the District and its legal and regulatory obligations and, with particular respect to, the Charities Act 2011. The District Commissioner (DC) and District Chair are responsible for ensuring compliance to POR.

## 2.0 Constitution

2.1 The District is a member of Norfolk County Scout Council. Its aim is:

- i. To provide support for adults and Young Leaders with their roles in the provision of Scouting activities within the District.
- ii. To provide district-wide activities for Beavers, Cubs, Scouts and Explorers.
- iii. To provide and maintain the District camping resources at Garvestone and the Wells Activity Centre

2.2 Its necker is red in colour with a green and yellow trim; It also has an image of a campfire at the base of the point of the necker.

2.3 It consists of the following Scout Groups:

- i. 1<sup>st</sup> Ashill
- ii. 1<sup>st</sup> Beetley
- iii. 1<sup>st</sup> Dereham
- iv. 2<sup>nd</sup> Dereham (Toftwood)
- v. Fakenham Wensum
- vi. 2<sup>nd</sup> Marham (RAF)
- vii. 1<sup>st</sup> Mattishall and District
- viii. 1<sup>st</sup> Melton Magna
- ix. Nelson Rural
- x. 1<sup>st</sup> Swaffham
- xi. 1<sup>st</sup> Swanton Morley

2.3 It has the following Explorer Scout Units:

- i. Panther (based at Marham)
- ii. Stag (based at Beetley)
- iii. Wolf (based at Fakenham)

2.5 It has the following Active Support Units:

- i. District General ASU

2.6 The following Constitution is based on, and should be read in conjunction with, the model constitution within the paragraph 4.25 of POR.

- 2.7 This Constitution replaces all previous versions of the District Constitution.
- 2.8 In order to clarify and document the constitution of the District Executive Committee, this document defines the processes whereby members of the District Council are elected to the District Executive Committee. It also defines the operation of meetings, decision making and actions of both the District Council and District Executive Committee.

### **3.0 The District Scout Council**

3.1 The District Scout Council is the electoral body, which supports Scouting in the District. It is the body to which the District Executive Committee is accountable.

3.2 Membership of the District Scout Council is open to the following persons:

#### **3.2.1 Ex Officio Members**

All adult members and associate members of the Scout District (see District roles listed in The Appointments Process chapter, Table 2: Appointments).

All adults holding the following appointments from the Scout Groups in the District:

- i. Group Scout Leader
- ii. Deputy Group Scout Leader
- iii. Group Chair
- iv. Group Secretary
- v. Group Treasurer
- vi. Section Leader
- vii. Assistant Section Leader
- viii. Active Support Manager
- ix. all Explorer Scouts
- x. all members of the District Scout Network
- xi. A representative of the Troop Leadership Forum, selected from amongst the membership of the Forum
- xii. all parents of Explorer Scouts
- xiii. County Commissioner
- xiv. County Chair

#### **3.2.2 Nominated Members**

Other supporters of the District Appointed by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee.

The number of Nominated Members must not exceed the number of Ex Officio members.

Nominated members must be appointed for a fixed period not exceeding 3 years. Subsequent reappointments are permitted.

3.3 Membership of the District Scout Council ceases upon:

- i. The resignation of the member
- ii. the dissolution of the Council
- iii. the termination of membership by Headquarters following a recommendation by the County Executive Committee.

3.4 The District Scout Council must hold an Annual General Meeting (AGM) within six months of the financial year end to:

- i. Receive and consider the Annual Report of the District Executive Committee, including the annual statement of accounts
- ii. Approve the District Commissioner's nomination of the District Chair and nominate
- iii. Members of the District Executive Committee
- iv. Elect a District Secretary unless the District Secretary is employed by the District Executive Committee
- v. Elect a District Treasurer
- vi. Elect certain members of the District Executive Committee
- vii. Elect members of the District Scout Council to represent the District on the County Scout Council
- viii. Appoint an auditor or independent examiner or scrutineer as required.

3.5 The District Secretary will give all members at least 28 days of the AGM and its agenda.

3.6 The District Chair may call an Extraordinary General Meeting (EGM) at any time during the year. An EGM has similar powers as an AGM but may only have a specific agenda that must be shared with all members at least 28 days' notice of the meeting.

#### **4.0 The District Executive Committee**

4.1 The Executive Committee exists to support the District Commissioner in meeting the responsibilities of their appointment.

4.2 Members of the Executive Committee must act collectively as charity Trustees of the Scout District, and in the best interests of its members to:

- i. Comply with the POR of The Scout Association.
- ii. Protect and maintain any property and equipment owned by the District.
- iii. Manage the District finances.
- iv. Provide insurance for people, property and equipment at District events.
- v. Provide sufficient resources for Scouting to operate within the District. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- vi. Promote and support the development of Scouting in the local area.
- vii. Manage and implement the Safety Policy locally.
- viii. Ensure that a positive image of Scouting exists in the local community.
- ix. Appoint and manage the operation of any sub-Committees, including appointing a Chair to lead the sub-Committees
- x. Ensure that Young People are meaningfully involved in decision making at all levels within the District
- xi. The opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary.
- xii. Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chair to lead it.
- xiii. Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.

4.3 The Executive Committee must also:

- i. Appoint Administrators, Advisers, and Co-opted members of the Executive Committee.
- ii. Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.

- iii. Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the County Executive Committee; and if a registered charity, to submit them to the appropriate charity regulator. POR rule 13.3 refers.
- iv. Maintain confidentiality with regard to appropriate Executive Committee business.
- v. Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- vi. Ensure line management responsibilities for employed staff are clearly established and communicated.

4.4 The District Executive Committee consists of the following members:

4.4.1 Ex-officio members

- i. The District Chair
- ii. The District Commissioner
- iii. The District Youth Commissioner
- iv. The District Secretary
- v. The District Treasurer
- vi. The District Explorer Scout Commissioner
- vii. The District Scout Network Commissioner

4.4.2 Elected members

- i. Persons elected at the District Annual General Meeting.
- ii. These should normally be four to six in number.
- iii. The actual number must be the subject of a resolution by the District Scout Council.

4.4.3 Nominated members

- i. Persons nominated by the District Commissioner.
- ii. The nominations must be approved at the District Annual General Meeting.
- iii. Persons nominated need not be members of the District Scout Council and their number must not exceed that of the elected members.

4.4.4 Co-opted members

- i. Persons co-opted annually by the District Executive Committee.
- ii. The number of co-opted members must not exceed that of the elected members.
- viii. This may include the District Quartermaster, Appointments Chair/Secretary, ASU Manager and/or the District Local Training Manager

4.4.5 The County Commissioner and the County Chair have the right of attendance at meetings of the District Executive Committee.

4.4.6 Additional Requirements for Sub-Committees

- i. Sub-Committees consist of members nominated by the Committee.
- ii. The District Commissioner and the District Chair will be ex-officio members of any Sub-Committee of the District Executive Committee.
- iii. Any fundraising committee must include at least two members of the District Executive Committee
- iv. No Section Leader, Assistant Leader or Section Assistant should serve on such a fundraising subcommittee.

4.4.7 Additional Requirements for Charity Trustees

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- i. All ex-officio, elected, nominated, and co-opted members of the District Executive Committee are Charity Trustees of the Scout District.
- ii. Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as Charity Trustees (however the views of young people in the District must be taken into consideration).
- iii. Complete Module 1 Essential Information, Safety, Safeguarding, GDPR and Trustee Introduction training within 5 months of the role start date.
- iv. Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule 13.1)
- v. Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act 2018.

## **5.0 The District Team Meeting**

5.1 The District Team, comprising the District Youth Commissioner, Deputy District Commissioners, Explorer Scout Commissioner, Scout Network Commissioner, all Assistant District Commissioners, District Leaders and District Scout Active Support Managers, meet as frequently as necessary. The District Commissioner will chair the meetings.

5.2 The purpose of the District Team Meeting is to:

- i. Review the progress, standards and effectiveness of programmes of Groups, Explorer Scout Units and District Scout Network in the District
- ii. Plan a programme of visits to Scout Groups, Explorer Scout Units and District Scout Network
- iii. Give support and encouragement to Leaders
- iv. Plan the support of adults undertaking Adult Training
- v. Plan any programme of District events deemed to be necessary to supplement Scouting in the Groups, Explorer Scout Units and District Scout Network
- vi. Secure the support of District Scout Active Support Units in the work of the District
- vii. Keep the District Executive Committee advised of the financial requirements of the training programme in the District, including Explorer Scout Units and District Scout Network

## **6.0 Conduct of Meetings in the Scout District**

6.1 In meetings of the District Scout Council and the District Executive Committee, only the members specified may vote.

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

6.3 The Chair of all meetings must ensure that their meeting follows its agenda, timings and that all voices and opinions are heard. The Chair has the power to ask a member to stop talking if they feel that they are dominating a discussion to the detriment of that discussion.

6.4 The District Scout Council must make a resolution defining a quorum for meetings of the Council and the District Executive Committee and its sub-Committees. All District meetings will be quorate when three quarters (3/4) of its members are present.

6.5 Electronic voting (such as email) is allowed for decision making of the District 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.

- 6.6 The Chair may propose that for votes if members to not reply within the stated time that are in favour of the proposal. If this method is used, then the proposal, its options and time scales to reply must be clearly and unambiguously stated.
- 6.7 The District Executive Committee and its Sub-Committees can meet electronically as agreed by the appropriate Chair.
- 6.8 In the absence of the Chair of a Committee, then another full member of that will take over for the duration of that meeting. For the District Executive Committee, this should be the District Secretary. For the District Team meeting, this will be the District Explorer Scout Commissioner or other District manager. Should there be an entry here to say if the Chair is not at the meeting who should chair that one.

## **7.0 Financial Controls**

- 7.1 The District Treasurer, acting on behalf of the other Executive Committee members (who are the Group's Charity Trustees), has overall operational responsibility for the governance and maintenance of all finances.
- 7.2 The District shall operate a main bank account, using a mainstream bank into which all receipts are deposited. This account will require a minimum of two signatories; however, the District shall hold a minimum of three. This may be one signatory where banking systems prevent the use of two signatories.
- 7.3 The signatories on the account shall be: the District Treasurer; the District Chair and the District Commissioner. Other members may be appointed, subject to approval of the District Executive Committee.
- 7.4 Additional accounts may be created for specific purposes, e.g., investment or high interest accounts. These may only be created with the approval of the District Executive Committee.
- 7.5 In addition to the main responsibilities of their role, the District Treasurer will produce an ongoing balance sheet for all District accounts. This is to include a brief narrative that highlights key activity and any financial risks to the agreed budgets.
- 7.6 When exercising their responsibilities to manage a budget with the District (Para 4.2 iii refers), the District Executive Committee will approve and allocate funding within the following framework:
- i. **Amounts under £500**
    - a. The District Executive may create budgets for specific purposes, and they will form a part of its overall annual budget statement.
    - b. It will have a 10% tolerance allocated to it.
    - c. The budget will be assigned to named owners.
    - d. These budgets may be spent without further approval.
    - e. There is no requirement to obtain specific quotes or estimates for this expenditure, but it is considered good practice to do so.
    - f. All budget holders are expected to show good judgement when spending District monies.
    - g. Where the budget owner believes it will exceed its limit, they must report this to the District Executive Committee at their soonest opportunity.
  - ii. **Amounts between £501-£5000**
    - a. The District Executive may create budgets for specific purposes, and they will form a part of its overall annual budget statement.

- b. It will have a 10% tolerance allocated to it.
- c. The budget will be assigned to named owners.
- d. These budgets may not be spent without further approval.
- e. The budget owner must obtain three quotes or estimates for this expenditure and present them to the District Executive Committee to evidence sound financial control.
- f. The District Executive Committee does not have to accept the cheapest quote, instead they should consider the best value for money within the budget allowed.
- g. The production and decision about quotes or estimates may be done electronically so that quotes do not expire and projects may continue in a timely manner. Para 6.5 refers.
- h. All budget holders are expected to show good judgement when spending District monies.
- i. Where the budget owner believes it will exceed its limit, they must report this to the District Executive Committee at their soonest opportunity.

**iii. Amounts over £5001**

- a. The District Executive may propose budgets for specific purposes, and they will form a part of its overall annual budget statement.
- b. It will have a 10% tolerance allocated to it.
- c. Any budget over £5001 must be presented to and approved by the members of the District Scout Council at its AGM, or an EGM for that purpose.
- d. The budget will be assigned to named owners.
- e. These budgets may not be spent without further approval.
- f. The budget owner must obtain three quotes or estimates for this expenditure and present them to the District Executive Committee to evidence sound financial control.
- g. The District Executive Committee does not have to accept the cheapest quote, instead they should consider the best value for money within the budget allowed.
- h. The production and decision about quotes or estimates may be done electronically so that quotes do not expire and projects may continue in a timely manner. Para 6.5 refers.
- i. All budget holders are expected to show good judgement when spending District monies.
- j. Where the budget owner believes it will exceed its limit, they must report this to the District Executive Committee at their soonest opportunity.
- k. The District Executive will then inform the District Scout Council for further guidance or approval.

**iv. Emergency Funds**

- a. The District Executive Committee shall allocate a fund of £500 for emergency funding, and it will form a part of its overall annual budget statement.
- b. It will be allocated jointly to the District Commissioner and the District Chair, and its use is entirely at their discretion. They should act in agreement but if this is not possible and time is of the essence then either person may act alone.
- c. When used this must be reported to the District Executive Committee at their soonest opportunity.
- d. It may be spent as described in Para 7.1i

7.7 When creating, or managing, a budget, members must not contrive to disaggregate two more budgets together to avoid having follow the rules for higher budgets.

- 7.8 All budgets will have a 10% tolerance associated to them. For budgets up to £5000, where this extra budget is required, the District Executive Committee will approve its use. If time is of the essence, the District Commissioner, the District Chair and District Treasurer may act on behalf of the District Executive Committee. All budgets, £5001 and over, the District Scout Council must be informed for further guidance or approval.
- 7.9 Should any member believe that they have a conflict of interest when voting for, or spending a budget, they must declare this to the Chair of the relevant Committee. The member may be involved in any discussion but may preclude themselves from any vote. The Chair of the meeting may also decide to exclude that member from any vote.
- 7.10 The District budget must ensure that we hold a reserve to cover one year's operating costs. These operating costs include all known and reasonably expected expenses, e.g. insurance and the HQ and County elements of the annual membership fees for all members of the District.
- 7.11 The District does not expect volunteers to be 'out of pocket' as a result of providing purchased items or services for the genuine and direct benefit of the District and its young people or as required by the Scout Association. Where members have expenses, they must produce receipts to the District Treasurer before payment can be made. In exceptional circumstances, the District Chair may approve claims where they are satisfied that the expenditure was legitimate. These decisions must be recorded in the minutes of the District Executive Committee to provide an audit trail for the District Treasurer.
- 7.12 The rate payable for motor mileage is 35 pence per mile. An exemplar receipt must be produced. If it is not then the rate becomes 30 pence per mile.

## **8.0 District Appointments Advisory Committee**

- 8.1 The District Appointments Advisory Committee (DAAC) is a mandatory subcommittee within the District and must be established and maintained in accordance with POR. It will have a Chair and a Secretary.
- 8.2 The District Chairman may not hold the position on the DAAC, as the District Chairman's role includes resolving disputes involving the DAAC.
- 8.3 The membership of the DAAC may be reviewed at any time by the District Executive Committee.
- 8.4 The responsibilities of the County Appointments Advisory Committee are:
- i. To interview and satisfy themselves as to the suitability of applicants for District appointments.
  - ii. With the District Commissioner, to review appropriate Appointments,
  - iii. Following the suspension of an adult within the District, to recommend continuation of suspension, re-instatement, modification or cancellation of Appointment.
  - iv. To support the District Commissioner in the resolution of disagreements.
- 8.5 When meeting with applicants, there will be a maximum of three members of the DAAC present. The only exception will be when a new member of the DAAC may attend as an observer, but they may not take part in the process.

- 8.6 Where possible, the DAAC should not include members who are known to the applicant, be from the same Group as the applicant, and should include members with experience of working with the section relating to the applicant.
- 8.7 Any recommendation to cancel or not renew a Leader Appointment must be agreed with the District Commissioner and a report submitted to Headquarters.
- 8.8 If the District Commissioner does not agree with a decision made by the DAAC, the matter must be referred to the County Commissioner whose decision must be accepted as final by all parties.

## **9.0 Explorer Scout Units**

9.1 All Explorer Scouts within the District are managed and the responsibility of the District Explorer Scout Commissioner (DESC), this includes the use of Explorer Scouts as Young Leaders.

9.2 The current Explorer Scout Units are:

- i. Panther  
Based at Marham  
Green Necker with a black trim
- ii. Stag  
Based at Beetley  
Royal Blue Necker
- iii. Wolf  
Based at Fakenham  
Royal Blue Necker

9.3 Explorer Scout Units based at Scout Groups should have a Partnership Agreement drawn up between both parties for the use of their Groups premises etc.

9.4 Any Group in the District who wishes to use Explorer Scouts as Young Leaders must seek the approval of the DESC before the Explorer Scout is used in this role.

9.5 Explorer Scouts who act as Young Leaders may wear that Groups necker "double rolled" with their Explorer necker.

9.6 All Explorer Scout finances shall be managed through the District Treasurer.

## **10.0 Camps, Activities and Events**

10.1 District Nights Away experiences, activities and events should break even financially. In other words, when all expenses have been accounted for, the end balance should be as close to zero as is possible. That said, it is recognised that a zero balance is not a realistic target to achieve. In some circumstances, the District Executive Committee may approve a subsidy in advance.

10.2 It is the responsibility of the event organiser to ensure that it is properly budgeted and financed (including subsidy approvals) and that all required monies are collected prior to departure. If requested, by the District Executive Committee, a written budget must be produced to satisfy the Committee of appropriate financial procedures for the event.

10.3 It is the policy of the District that adults supporting Nights Away experiences are not expected to pay, beyond providing their time and a contribution towards catering costs. The District, through building the cost into an event's budget, shall cover the cost.

## **11.0 Health and Safety, and Risk Assessments**

11.1 The Health and Safety of all members and guests are of paramount importance. It is the responsibility of the District Executive Committee to ensure that formal risk assessments and fire risk assessment of the premises is carried out and are reviewed on an annual basis. In particular, the District Executive Committee is responsible for Garvestone and the Wells Activity Centre.

11.2 Any resulting actions from these assessments are to be prioritised and dealt with promptly and efficiently. The District Executive Committee are also responsible for ensuring appropriate records of checks are made and monitored and remedial work is undertaken as necessary.

11.3 It is the responsibility of the District Executive Committee to manage the maintenance and running of District premises, including grounds, for the benefit of its Members and to acceptable standards. This includes, although is not limited to, providing facilities and utilities such as toilets, a kitchen, furniture, heating, lighting etc., security and landscaping.

11.4 It is the responsibility of the District Executive Committee to ensure that all legal, contractual and associated financial matters with respect to its premises are resolved, including lease agreements, buildings & contents insurance, utility bills and other District liabilities.

11.5 The District shall seek to improve its premises and facilities. The District shall implement and maintain a Development Plan which will be reviewed regularly. In accordance with this Plan, the District shall seek external funding, through grants and other charitable bodies, as appropriate.

11.6 The District Executive Committee adopt the Scout Association Safety Policy in its entirety. It is the responsibility of the District Executive Committee to monitor the health and safety considerations of the District and the programme regularly. Health & Safety matters will be a standing item on all District Executive Committee meeting agendas.

## **12.0 Local Rules**

12.1 As all activities within the District will be run in accordance with POR, there are no requirements for "local rules" to be developed and implemented. Note: this is different from appropriate risk assessments.

## **13.0 Personal Property**

13.1 The District Executive Committee accepts no responsibility for any damage or theft of personal property, including vehicles, whilst in or on District premises.

## **14.0 Key Holders**

14.1 It is the responsibility of the District Executive Committee to ensure that District premises are adequately secure.

14.2 Keys shall be provided to all District resources as deemed necessary. The District Commissioner and District Quartermaster will hold keys to all premises; all other members will be given access on an "as required" basis only.

- 14.3 Access to keys can include the use of combination key cases. Where these are used the District Quartermaster is responsible for changing the combinations every six months.
- 14.4 When the building is in use, the key holder shall be assumed to be responsible for the building and its occupants including fire evacuation procedures, health & safety issues and security.
- 14.5 When leaving, it is the responsibility of the key holder to ensure that the buildings and grounds are secured and that lights and other electrical equipment are switched off according to procedure.

## **15.0 Use of the District Premises**

- 15.1 The building and facilities at Garvestone campsite and the Wells Activity Centre are provided and maintained by the District for the direct benefit of the District and its members for Scouting purposes, including storage of Scouting related equipment.
- 15.2 The use of District premises for other Scouting purposes is encouraged as this promotes the reputation of the District in line with POR chapter 3. Use of facilities for these purposes shall incur a charge at the discretion of the District Executive Committee.
- 15.3 District premises may be hired to clubs, groups or private individuals in order to generate funds to further enhance the District's financial aims. Each hire shall be subject to a risk assessment and written agreement. The agreement should consider the following:
- i. Neighbours (noise & traffic)
  - ii. Liability (damage to building or contents and accident liability to users)
  - iii. Hire charges (hourly charge or the whole event)
  - iv. Cleaning & rubbish removal
  - v. Areas out of bounds (Equipment store, Leader's office etc.)
  - vi. Key holder & security
- 15.4 Hire of the premises shall enhance the aims of the District through developing and building our relationship with the community and providing an additional revenue stream for the benefit of our membership.
- 15.5 All bookings shall be made through the District Treasurer. This will ensure no double bookings, priority for Scouting events and maximise the use of the building.

## **16.0 Ownership and Review**

- 16.1 This Constitution is owned by the District Chair.
- 16.2 It must be reviewed initially after 12 months and then every two years.
- 16.3 Reviews may be earlier if deemed necessary by changes in POR or legislation.
- 16.4 Reviewed Constitutions must be presented to an AGM or EGM for approval
- 16.5 The Constitution must be made available to all members of the District.

## **17.0 Version and Change Control**

- 17.1 This is version 0.5 FINAL DRAFT dated July 2021

17.2 It is the first iteration of the District Constitution.

17.3 The amendment history for this document is shown in the table below.

<b>Version</b>	<b>Date</b>	<b>Summary of Amendments</b>
1	July 2021	This is the first iteration.

## **19.0 Authorisation**

19.1 This version of the Constitution, Governance and Financial Instructions was approved at the District AGM held on [insert date] and remain in force until such time that it is revoked by a later version.

[insert signature]

[insert name]  
District Chairman

[Insert Date]