

PUTTING THE PIECES TOGETHER.

LEWISHAM DISTRICT SCOUT COUNCIL CONSTITUTION
The primary document for the governance of
Lewisham Scout District

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Registered Charity No. 1001668
Scout District No. 13910



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INTRODUCTION

The following represents the constitution for the Lewisham District Scout Council (the District). This constitution forms the primary document for governance of the District which is a registered charity (charity no.1001668), whose purpose is to promote and develop the running of Scouting in the London Borough of Lewisham.

Lewisham District Scout Council is constituted in accordance with the Rules of The Scout Association to provide Scouting in an area that forms the same boundaries as the London Borough of Lewisham and is supported under those Rules by the Scout County of Greater London South. The Scout Association is incorporated by Royal Charter.

The Charter of The Association provides for the making of Bye-Laws approved by Her Majesty in Council which, in turn, authorises the making of the Rules referred to above (known as “Policy, Organisation and Rules”, or “P.O.R.”). The District’s charity trustees are the District Executive Committee and are appointed in accordance with P.O.R.

The District must ensure that all rules of The Association are adhered to and if there is any conflict between this document and P.O.R., the latter will apply.

P.O.R. provides “that all elected and constitutional bodies of The Scout Association at Headquarters, County, and District should have, as full voting members, at least two young people between the age of 18 and 25 years old”. The District will comply with this standard. This policy, as a matter of good practice, will also be applicable to any ad hoc, short or long term working groups or committees formed by and with the authority of the Lewisham District Executive Committee, it being noted that any and all sub-committees shall be accountable to the District Executive Committee in any event.

THE DISTRICT SCOUT COUNCIL

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.

The quorum for meetings of the District Scout Council is 25.

Membership of the District Scout Council is open to:

- Commissioners;
- Scouters;
- Administrators;
- Section Assistants;
- Skills Instructors;
- Advisers;

- all Explorer Scouts;
- all members of the District Scout Network;
- Chairmen of Troop Leadership Forums in the District;
- Members and Associate Members of the Movement registered in the Scout District and including Members of District Scout Fellowships;
- all parents of Explorer Scouts;
- persons elected or reelected annually by the District Scout Council on the recommendation of the District Commissioner and the District Executive Committee;
- the County Commissioner and County Chairman are ex officio members of the District Scout Council.

Membership of the District Scout Council ceases upon:

- the resignation of the member;
- the dissolution of the Council;
- the termination of membership by Headquarters following a recommendation by the County Executive Committee.

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

- receive and consider the Annual Report of the District Executive Committee, including the annual statement of accounts;
- approve the District Commissioner's nomination of the District Chairman and nominated members of the District Executive Committee
- elect a District Secretary unless the District Secretary is employed by the District Executive Committee;
- elect a District Treasurer;
- elect certain members of the District Executive Committee;
- elect Group Scouters to represent the District on the County Scout Council;
- appoint an auditor or independent examiner or scrutineer as required.

THE DISTRICT EXECUTIVE COMMITTEE

The District Executive Committee exists to support the District Commissioner in meeting the responsibilities of the appointment and to provide support for Scout Groups, Explorer Scout Units and any District Scout Network in the District.

The quorum for meetings of the District Executive Committee is 6.

Meetings of the Committee should be held bi-monthly in July, September, November, January, March and May – with the provision for ad hoc meetings, as and when circumstances require.

A short additional meeting should take place immediately after the District Annual General Meeting to approve nominations for sub-committee chairmen and members

(to allow those bodies to continue operating), as well as agreeing the date of the next District Executive Committee meeting.

The District Executive Committee consists of:

Ex officio members

- The District Chairman;
- The District Commissioner;
- The District Secretary;
- The District Treasurer;
- The District Scout Network Leader;
- The District Explorer Scout Commissioner.

Nominated members

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

Elected members

- persons elected at the District Annual General Meeting.
- these should normally be four to six in number.
- the actual number must be the subject of a resolution by the District Scout Council.

Co-opted members

- persons co-opted annually by the District Executive Committee.
- the number of co-opted members must not exceed the number of members who may be elected.

Right of Attendance

- The County Commissioner and the County Chairman have the right of attendance at meetings of the District Executive Committee.

The District Executive Committee may establish any sub-Committees that it deems necessary. Sub-Committees consist of members nominated by the Committee.

The District Commissioner and the District Chairman will be ex officio members of any sub-Committee of the District Executive Committee.

Any fund raising committee must include at least two members of the District Executive Committee, in addition to the ex officio members. No Section Leader or Assistant Leader should serve on such a fund raising sub-Committee.

A Scout District is an educational charity. Members of the District Executive Committee are the charity trustees of the Scout District.

Only persons aged 18 and over may be full voting members of the District Executive

Committee because of their status as charity trustees.

Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

Charity trustees are responsible for complying with all the legislation applicable to charities.

As a registered Charity, the District will be required to make an annual return to the Charity Commission.

The District Executive Committee is responsible for:

- promoting the development of Scouting in the District and arranging for harmonious co-operation with other organisations;
- the raising of funds and the administration of the District's finance and property, including Explorer Scout Units and any District Scout Network;
- appointing a District Appointments Advisory Committee, Appointments Chairman and Appointments Secretary as per P.O.R.
- appointing other sub-committees and their chairmen as the Committee may require;
- supervising the administration of Groups, particularly in relation to finance and the trusteeship of property;
- recruiting, appointing and managing any employees of the District, and dealing with any employee issues that may result;
- attending to District administration, particularly:
 - matters relating to leader, manager and supporter appointments;
 - the appointment of Section Assistants and Skills Instructors, Administrators and Advisers;
 - registrations, membership of the Movement, appointing an Assistant Secretary as Badge Secretary for the District;
 - the presentation of an Annual Report and annual statement of accounts to the Annual General Meeting of the District Scout Council.

THE DISTRICT MANAGEMENT TEAM MEETING

The District Management Team, comprising the Deputy District Commissioner(s), Explorer Scout Commissioner, all Assistant District Commissioners, District Scout Network Leader, District Scouters and District Scout Active Support Manager (and any other appointees nominated by the District Commissioner), will meet as frequently as necessary under the chairmanship of the District Commissioner.

The purpose of the District Management Team Meeting is to:

- review the progress, standards and effectiveness of programmes of Groups, Explorer Scout Units and any District Scout Network in the District;
- plan a programme of visits to Scout Groups, Explorer Scout Units and any District Scout Network;

- give support and encouragement to leaders;
- plan the support of adults undertaking Adult Training;
- plan any programme of District events deemed to be necessary to supplement Scouting in the Groups, Explorer Scout Units and any District Scout Network;
- secure the support of the District Scout Active Support Unit(s) in the work of the District;
- keep the District Executive Committee advised of the financial requirements of the training programme in the District, including Explorer Scout Units and any District Scout Network;
- monitor and review District development, the setting up of new Groups/Sections/Units and how best to support the development of existing Groups/Sections/Units;
- monitor and review the District Development Plan;
- monitor and review District communications and marketing.

CONDUCT OF MEETINGS IN THE SCOUT DISTRICT

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

Decisions are made by a 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 chairman does not have a casting vote and the matter is taken not to have been carried.

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.

Each meeting of the District Executive Committee should have a 'standard' agenda (which should be reviewed from time to time to ensure relevance), as listed below, with any additional items included which are considered urgent or timely (particularly the District budget in March and the Annual Report & Accounts in May).

- Apologies for absence
- Minutes of previous meeting and any matters arising
- Finance
- District Headquarters
- District Commissioner's report
- Lewisham Development Service
- Appointments Advisory Committee
- District Explorer Scouting
- District Network
- District Scout Active Support
- Frylands Wood lease/development issues
- Frylands Wood Operational Committee

Plus reports from other sub-committees if/when set up.

The agenda should be sent out no later than 10 days before the meeting.

Where possible, draft minutes should be circulated no later than 10 days after the meeting.

ADMINISTRATORS AND ADVISORS

The District Chairman and the District Commissioner must be able to work effectively in partnership to ensure that the best possible standards of management, administration and governance are maintained in the District. To assist the formation of this partnership, the District Chairman is nominated by the District Commissioner.

The appointment of the District Chairman is approved by the District Scout Council at its Annual General Meeting; the appointment cannot be held by a Leader, Manager or Supporter.

Every effort should be made to find a District Chairman; only in extreme circumstances may the District Commissioner act as District Chairman for a short period, and only if no other appointee can be found.

The District Secretary - unless employed by the District - is elected by the District Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter.

The District Treasurer is elected by the District Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter.

No individual may hold more than one of the appointments of District Chairman, Secretary or Treasurer.

Other Administrators and Advisers are appointed in accordance with the appointment process in P.O.R. by the District Executive Committee on the recommendation of the District Commissioner.

Administrators and Advisers appointments may be terminated by:

- a) The resignation of the holder;
- b) A unanimous resolution of the District Executive Committee on the recommendation of the District Commissioner;
- c) The expiry of the period of the appointment; and

d) Confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the District.

SUB-COMMITTEES OF THE DISTRICT EXECUTIVE COMMITTEE

The District Executive Committee may establish any sub-committees that it deems necessary. Sub-Committees consist of members nominated by the Committee.

The District Commissioner and District Chairman are ex-officio members of all sub-committees;

A) FRYLANDS WOOD OPERATIONAL COMMITTEE: TERMS OF REFERENCE

The Committee's quorum is four.

Employment of the Warden

The District Executive Committee, acting on behalf of the District Scout Council, is responsible for the appointment of the Warden (and any Deputy Warden) and will act as his/her employer. The Chairman of the Frylands Wood Operational Committee, acting on behalf of the District Executive Committee, will be the Warden's line manager.

Objectives

Responsible for the operation and maintenance of Frylands Wood Scout Outdoor Centre, located in Featherbed Lane, Addington, in accordance with the policies of Lewisham District Scout Council. The committee is a sub-committee of the District Executive Committee of Lewisham District Scout Council

Reporting to

Lewisham District Executive Committee. The Chairman will prepare a written report for each meeting of the District Executive Committee on key issues and events.

Frequency of meetings

The Committee will meet regularly (at least bi-monthly) at Frylands Wood, and on ad hoc occasions as necessary.

Functions:

Strategy and policy for Frylands Wood Scout Outdoor Centre are set by the District Executive Committee. The Operational Committee is responsible for:

- Day to day management of the site in accordance with District Executive Committee policy
- Recommending an annual budget to the District Executive Committee
- Supporting the Warden in carrying out his duties

- Supporting the appointment of volunteer crews
- Control of the delegated Frylands Wood operational budget
- Authorising management arrangements for Frylands events, including delegating spending authorities to individuals in accordance with District Financial Procedures.
- Authorising cash floats for events as necessary
- Managing and monitoring the Woodland Management Plan
- Maintaining liaison with key stakeholders
- Managing operational, and health and safety risks
- Ensuring, so far as possible, that the site conforms to relevant legislation

Membership of Sub-Committee:

All members other than ex-officio members are appointed by the District Executive Committee. Membership will comprise:

- The Operational Committee Chairman
- The District Treasurer or an Assistant District Treasurer
- The District Secretary or an Assistant District Secretary
- The Warden (ex-officio)
- The Deputy Warden (ex-officio)
- A representative of the District Management Team (nominated by the District Commissioner)
- The Providore Manager
- One service team member from within Lewisham District (nominated by Service Teams)
- One service team member from outside Lewisham District (nominated by Service Teams)
- Individuals with skills and experience in:
 - public relations
 - estate management
 - events organisation
 - forestry / woodland management
 - health and safety

B) DISTRICT HEADQUARTERS SUB-COMMITTEE: TERMS OF REFERENCE

The Sub-Committee's quorum is three.

Objectives

Responsible for the operation and maintenance of the District Headquarters building in St. German's Road, SE23 in accordance with the policies of Lewisham District Scout Council. The committee is a sub-committee of the District Executive Committee of Lewisham District Scout Council

Reporting to

Lewisham District Executive Committee. The Chairman will prepare a written report for each meeting of the District Executive Committee on key issues.

Frequency of meetings

The Sub-Committee will meet on a bi-monthly basis, and on ad hoc occasions as necessary.

Functions:

The general operation and maintenance of the HQ building in line with policies set by the District Executive Committee. The sub-committee is responsible for:

- Maintaining a booking system
- Recommending an annual budget to the District Executive Committee
- Ensuring Health & Safety checks are undertaken
- General repair, cleanliness & maintenance of the building
- Ensuring, so far as possible, that the building conforms to the Disability Discrimination Act
- Overseeing agreed building development and improvements
- Drafting and updating any necessary booking forms, etc
- Finding suitable groups (other than Scouts) to use/hire the building

Membership of Sub-Committee

All members other than ex-officio members are appointed by the District Executive Committee. Membership will comprise:

- The Sub-Committee Chairman
- The District Secretary or an Assistant District Secretary*
- Bookings secretary*
- Up to 4 additional members with relevant knowledge.

The District Treasurer would also have the right of attendance.

* could be the same person.

C) FINANCE SUB-COMMITTEE: TERMS OF REFERENCE

The Sub-Committee's quorum is three.

Objectives

To assist, advise, and support the District Treasurer with the management and governance of financial procedures and practices within the District.

Reporting to

Lewisham District Executive Committee. The Chairman will prepare a written report for each meeting of the District Executive Committee on key issues.

Frequency of meetings

The Sub-Committee will meet on a bi-monthly basis, and on ad hoc occasions as necessary.

Functions:

To research into, investigate and report on any relevant matter of financial practice or procedure referred to the Sub-Committee by the District Treasurer or the District Executive Committee.

The Sub-Committee will have no responsibility for fund-raising.

Membership of Sub-Committee

All members other than ex-officio members are appointed by the District Executive Committee. Membership will comprise:

- The District Treasurer, who will be the Sub-Committee Chairman
- The District Secretary or an Assistant District Secretary
- Up to 3 additional members with relevant knowledge and financial experience

D) HEALTH & SAFETY SUB-COMMITTEE: TERMS OF REFERENCE

The Sub-Committee's quorum is three.

Objectives

Responsible for keeping the District up to date on relevant Health & Safety (H&S) matters and undertaking H&S and security checks on all premises/land owned, leased or managed by the District.

The committee is a sub-committee of the District Executive Committee of Lewisham District Scout Council

Reporting to

Lewisham District Executive Committee. The Chairman will prepare a written report for each meeting of the District Executive Committee on key issues.

Frequency of meetings

The Sub-Committee will meet on a bi-monthly basis, and on ad hoc occasions as necessary.

Functions:

- Advising on current Health and Safety (H&S) legislation/regulations.
- Ensuring that regular H&S checks of all premises/land owned, leased, used or managed by the District are made with relevant comments and recommendations to the District Executive Committee.

- Ensuring that regular security checks of all premises/land owned, leased or managed by the District are made with relevant comments and recommendations to the District Executive Committee.
- Advising on the need for Health & Safety training for relevant District staff & volunteers.
- Advising on emergency procedures.
- Providing advice to Scout Groups, Explorer Scout Units, District Network and others in Lewisham District on relevant H&S issues.

Membership of Sub-Committee

All members other than ex-officio members are appointed by the District Executive Committee. Membership will comprise:

- The Sub-Committee Chairman
- The District Secretary or an Assistant District Secretary
- Up to 4 additional members with relevant knowledge and experience of Health & Safety issues.

E) DISTRICT APPOINTMENTS ADVISORY COMMITTEE: TERMS OF REFERENCE

The following constitution/terms of reference are based on the guidance set out in '**POR: The Appointment Process**' noting that a) an Appointments Advisory Committee is mandatory for each District; and b) in appointing the members of the Appointments Advisory Committee, the District Executive Committee should bear in mind the range of skills and attributes that will be required in committee members. All members of the committee must be over 18 years old and must have successfully completed a Personal Enquiry.

The quorum is three for any meetings of the full Advisory Committee.

Objectives

Responsible for assisting with the process of appointing adults in Scouting. The committee is a sub-committee of the District Executive Committee of the Lewisham District Scout Council

Reporting to

Lewisham District Executive Committee. The Chairman will prepare a written report for each meeting of the District Executive Committee on key issues.

Frequency of meetings

The committee will meet regularly enough to ensure the appointments process in the District is operating effectively and in a timely manner.

Functions:

- Interviewing applicants and approving appointments (including new appointments and changes in appointment).

- Providing advice to the District Commissioner (DC) on the outcome of suspension of membership for an adult appointment.
- When requested, providing advice to the DC on the action to take in the event that an adverse criminal record check is received.
- Providing advice to the DC on the renewal of appointments.
- Taking part in the resolution of complaints from applicants regarding the outcome of the appointment process.
- Considering together with the DC recommendations to cancel appointments as a result of disagreements between adults.

Membership of Committee

The following members of the Appointments Advisory Committee are appointed by a resolution of the District Executive Committee:

- **Appointments Chairman:** the Chairman is appointed to lead the Appointments Advisory Committee. The Chairman must not be the Chairman of the relevant Executive Committee (because the Chairman of the Executive Committee is involved in the resolutions of disputes involving the Appointments Advisory Committee).
- **Appointments Secretary:** the Secretary is appointed to ensure that the required administration is carried out for the Appointments Advisory Committee.
- **Appointments Members:** sufficient members must be appointed to ensure that three members* can be found to undertake the interview panel for each applicant.

*To balance the need for a suitably rigorous selection process and the need for a welcoming and non-threatening process, exactly three members of the Appointments Advisory Committee (the Appointments Advisory Committee Panel) will be required to determine an applicant's appropriateness for an appointment by conducting an interview with the applicant.

F) DISTRICT DEVELOPMENT SUB-COMMITTEE: TERMS OF REFERENCE

Employment of District Development Officer(s)

The District Executive Committee, acting on behalf of the District Scout Council, is responsible for the appointment of any District Development Officers and will act as his/her employer. The Chairman of the District Development Sub-Committee, acting on behalf of the District Executive Committee, will be their line manager.

The Sub-Committee's quorum is three.

Objectives

To provide support and advice to the District Commissioner to ensure that the development of Scouting in Lewisham is focussed and as effective as possible.

Reporting to

Lewisham District Executive Committee. The Chairman will prepare a written report for each meeting of the District Executive Committee on key issues.

Frequency of meetings

The Sub-Committee will meet on a bi-monthly basis, and on ad hoc occasions as necessary.

Functions:

The sub-committee is responsible for:

- Identifying development support priorities for existing Scout Groups and Explorer Scout Units
- Identifying the need for new Scout provision in areas of the District where it does not currently exist – both in geographical terms and within specific communities
- Identifying and prioritising the support provided by District Development Officers and any specific project(s) they would be working on
- Ensuring that District Development Officers have the necessary resources to perform their role as effectively as possible
- Identify possible funding opportunities for development projects
- Overseeing the drafting, monitoring and updating of the District Development Plan
- Recommending an annual budget to the District Executive Committee

Membership of Sub-Committee

All members other than ex-officio members are appointed by the District Executive Committee. Membership will comprise:

- The Sub-Committee Chairman
- The District Secretary or an Assistant District Secretary
- District Development Officers (ex-officio)
- Up to 3 additional members with relevant knowledge/experience of development issues.

EXPLORER SCOUT UNITS

Explorer Scout Units are part of a District's provision of Scouting. They may be attached to a Scout Group, but are not a formal part of the Group.

Appointed by the District Commissioner, the District Explorer Scout Commissioner (DESC) is responsible for managing Explorer Scouting in the District and ensuring it is delivered effectively. By working closely with the District Executive Committee, the DESC must ensure that Explorer Scout Units are adequately and appropriately funded. Partnership Agreements between Units and any supporting bodies must be drafted, ratified by all parties (the Unit, the District and the supporting body) and reviewed/updated regularly, to ensure that Units have adequate access to funds, equipment and buildings.

Explorer Scouting takes place in Units that are a District provision and, as such, the District Executive Committee acts as the Executive Committee for Explorer Scouting generally and for individual Units. Individual Explorer Scout Units therefore do not

have their own bank accounts; they submit a budget to the District Treasurer at the appropriate time each year; provide the District Treasurer with details of receipts and payments at agreed frequent & regular intervals throughout the year, with any relevant invoices, subscriptions' details and income; and their finances are formally accounted for by the District.

DISTRICT NETWORK

Network Scouting is also a District provision and, as such, the District Executive Committee acts in the same way as it does for Explorer Scouting.

DISTRICT SCOUT ACTIVE SUPPORT UNITS

The District Commissioner, in consultation with the District Executive Committee may form a District Scout Active Support Unit(s). The purpose of District Scout Active Support Units is to provide active support to Scouting in the District, as identified in a service agreement. As a District provision, the District Executive Committee acts in the same way as it does for Explorer Scouting and Scout Network.

DISTRICT EQUIPMENT

All and any equipment purchased by an Explorer Scout Unit, the District Scout Network or the Scout Active Support Unit(s) is purchased on behalf of the District, and such equipment remains in the ownership of the District and will be available for general District use – subject to any agreement by the District Executive Committee about specialised equipment, or equipment purchased for a specific use.

ALTERATIONS TO THE CONSTITUTION

No alterations shall be made to this Constitution except by resolution of the District Scout Council at a meeting of the Council at which at least two thirds of the votes cast in person by those entitled to vote are in favour of the proposed change or changes. Particulars of the proposed change or changes must accompany the notice calling the meeting.

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