LLANHARAN COMMUNITY COUNCIL

AUDIT COMMITTEE MINUTES

Minutes of the Audit Committee meeting held remotely via Zoom at 7.00pm on Thursday, 8 October 2026, in accordance with the Local Government and Elections (Wales) Act 2021.

Present: Cllrs; Rhys Jenkins (Chair), Chris Parker, Barry Stephens and Janine Turner.

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Cathy Kennedy

Apologies: Cllr Andrea James.

Absent: Cllr David Evans

A2026/052 Welcome and apologies for absence
The Chair welcomed those present.
RESOLVED
To accept the reason for absence proffered with Cllr Andrea James apology for absence.

A2026/053 Disclosures of personal and/or prejudicial interests
Cllr Barry Stephens declared a general personal interest being a member of Rhondda Cynon Taf County Borough Council. The declaration was not made in relation to any specific agenda item.

Cllr Chris Parker declared a general personal interest being a volunteer at the Pantry.

A2026/054 Minutes of the Audit Committee meeting held on 9 July 2026
RESOLVED
The minutes of the Audit Committee meeting held on 9th July 2026 were confirmed as a true and accurate record.

A2026/055 Public speaking
There were no members of the public in attendance.

A2026/056 Cashbook – quarter 2, 2026/27
RECOMMENDED
To approve the cashbook for quarter 2 of the financial year 2026/27 as presented in Appendix 2.

A2026/057 Bank reconciliations – quarter 2, 2026/27
RECOMMENDED
To approve the bank reconciliations for quarter 2 of the financial year 2026/27 as presented in Appendix 3.

A2026/058 Public Sector Deposit Fund transfers – quarters 1 and 2, 2026/27
RECOMMENDED
To approve the Public Sector Deposit Fund transfers made during quarters 1 and 2 of the financial year 2026/27 as presented in Appendix 4.

A2026/059 Financial Regulations
RESOLVED
To defer consideration of the reviewed Financial Regulations, based on the One Voice Wales Model Financial Regulations 2025, to the next meeting.

A2026/060 PS Tax – specialist VAT consultancy advice
RECOMMENDED
To approve the quotation from PS Tax for specialist VAT consultancy advice at an estimated cost of between £1,650 and £2,475 plus VAT, noting that the requirement to obtain three estimates does not apply under Financial Regulation 11.3 a(ii) as the work constitutes specialist professional advice. Authorising the officers to spend up to £2,475 for this purpose.

2026/061 Completion of the 2025/26 audit
The completion of the 2025/26 audit and the Wales Audit Office report were noted.

The Chair expressed their thanks to the RFO and their predecessor for their work in achieving another unqualified audit.

Cllr Janine Turner joined the meeting.

A2026/062 Year-end internal audit
The Committee noted the Internal Auditor's advice that, following the Council's decision to cancel the interim annual audit, the year-end internal audit would require two days to complete.

A2026/063 Advance grant funding applications from community groups
Following discussion, members requested further details before determining whether to introduce a process for community groups to apply for funding in advance for the following financial year, including a possible trial with LCDP.
RESOLVED
To defer the item pending receipt of further information.

A2026/064 Llanharan & Bryncae Brass grant application
RECOMMENDED
To approve grant funding of £1,560 to Llanharan & Bryncae Brass, following the deduction of the Musical Director's expenses from the original application, that element of the application being no longer required for the competition being held in October.

A2026/065 Urgent information or future agenda items
There were no urgent matters or items for a future agenda raised.

There being no further business, the meeting closed at 7.50pm.

The next scheduled meeting of the Audit Committee will be held on 14 January 2027.

Cllr Rhys Jenkins

Chair of the Audit Committee

LLANHARAN COMMUNITY COUNCIL

AUDIT COMMITTEE MINUTES

Minutes of the Audit Committee meeting held by remote attendance at 7pm on the 9th of July 2026 in accordance with the:

Local Government and Elections (Wales) Act 2021

Present: Cllrs; Rhys Jenkins (Chair), Chris Parker, Janine Turner and David Evans.

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Cathy Kennedy

A2026/035 Welcome and Apologies for Absence
RESOLVED
To accept the reason for absence proffered with Cllr Andrea James' apologies.

A2026/036 Disclosures of Personal and/or Prejudicial Interests
Cllr Chris Parker declared a personal interest with regards the Llanharan Pantry, being a volunteer.

Cllr Janine Turner declared a personal interest with regards the Llanharan Pantry, being a volunteer.

A2026/037 Minutes of the Audit Committee Meeting held on Thursday, 11 June 2026
RESOLVED
The minutes of the Audit committee meeting held on 11 June 2026 were approved as a true and accurate record.

A2026/038 Public Speaking
None.

A2026/039 Internal Audit
The Internal Auditor's Year End Report for the financial year ended 31 March 2026 was noted. The RFO highlighted the Substantial Assurance opinion and the positive findings regarding the Council's governance, risk management and internal control arrangements.

A2026/040 RFO Internal Auditors Year End Report Summary
RECOMMENDED
That, in response to the Internal Auditor's observations, the Digital Working Group undertake the review of the Council's website as previously resolved, with particular regard to identifying and correcting any broken hyperlinks.

A2026/041 Review of Grant Policy and Forms
RESOLVED
To defer to a future meeting of the Committee.

A2026/042 Llanharan & Bryncae Brass (formerly Bryncae Brass) – Request to Reallocate Unspent Grant Funding
RECOMMENDED
To approve the request to reallocate the unspent balance of **£576.05** from the grant awarded during the **2025/26** financial year towards the purchase of three student trombones for learners, in accordance with the request set out in Appendix 3A.

A2026/043 Grant Applications

1st Llanharan Rainbows – Appendix 4a
a) ***RECOMMENDED***
To approve the grant application and award a grant of **£450** towards the annual membership fee, badges, books, certificates, and transport costs where required.

Brynna Rainbow Guides and Brynna Brownies - Appendix 4b
b) ***RECOMMENDED***
To approve the grant application and award a grant of **£400** towards the purchase of badges.

1st Llanharan Scout Group - Appendix 4c
c) ***RECOMMENDED***
To approve the grant application and award a grant of **£1,440** towards the cost of renting a storage unit for a period of 12 months. The storage unit to be used to securely store the Group's camping equipment.

Llanharan & Bryncae Brass – Appendix 4d
RECOMMENDED
To recommend that officers contact the group, requesting further information to enable Members to fully assess the community benefit arising from the application. This should include details of community events attended during the previous 12 months, planned events over the next 12 months, and how the grant would benefit

the wider Llanharan community.

A2026/044 Financial Regulations
RESOLVED
To defer consideration of the Council's Financial Regulations to the next meeting of the Audit Committee, to allow officers additional time to review and finalise.

A2026/045 Bank Reconciliations and List of Payments
RECOMMENDED
That the bank reconciliations and list of payments for **Quarter 1** of the **2026/27** financial year, as presented in **Appendix 6**, be approved.

A2026/046 Jeffs Lane Electricity
The Committee noted that the current electricity contract for the street lighting expires at the end of October 2026 and that a tender evaluation report will be presented to Full Council, where delegated authority will be sought for the Clerk and Responsible Financial Officer to appoint the preferred supplier following Members' consideration of the tender evaluation report.

A2026/047 Mixed Payment Plan
RESOLVED
To defer consideration of the operating arrangements for the Council's Mixed Payment Plan account to a future meeting.

A2026/048 Review of Regular Payment Arrangements
RECOMMENDED
To approve the Council's Direct Debit and regular recurring payment arrangements, as set out in Appendix 9, together with the recommendation that authority be delegated to the Clerk and Responsible Financial Officer to arrange payment of monthly HMRC PAYE and National Insurance liabilities by Direct Debit.

2026/049 Method of Considering Budgeted Grant Applications
RECOMMENDED
1. That future grant applications requesting £10,000 or more be referred directly to Full Council for consideration and determination and that the Council's General Grant policy and Financial Regulations be altered to reflect this requirement.

A2026/050 Virements for the Financial Year 2025/26
RECOMMENDED
That the Virements for the **2025/26** financial year, as set out in **Appendix 11a**, be approved.

A2026/051 Urgent Information or Future Agenda Items
None.

There being no further business, the meeting closed at 8pm.

The next scheduled meeting of the Audit Committee will be held by remote attendance on the **10th of September 2026**

Cllr Rhys Jenkins

Chair of the Audit Committee

LLANHARAN COMMUNITY COUNCIL

AUDIT COMMITTEE MINUTES

Minutes of the **Audit Committee** meeting held by remote attendance at 7pm on 11th June 2026 in accordance with the:

Local Government and Elections (Wales) Act 2021

Present: Cllrs; Rhys Jenkins (Chair), Chris Parker and Janine Turner.

Clerk to the Council: Leigh Smith

RFO/Deputy Clerk: Cathy Kennedy

Apologies: Cllrs; David Evans & Andrea James.

A2026/022 Welcome and apologies for absence
The Chair welcomed members.

a) ***RESOLVED***
To accept the reasons for absence proffered with Cllr Andrea James' apologies as a valid reason for absence.

b) ***RESOLVED***
To accept the reasons for absence proffered with Cllr David Evans' apologies as a valid reason for absence.

A2026/023 Disclosures of personal and/or prejudicial interests
Cllr Chris Parker declared a personal interest with regards the Llanharan Pantry, agenda item 7, (Minute ref A2026/028), being a volunteer.

Cllr Janine Turner declared a personal interest with regards the Llanharan Pantry, agenda item 7, (Minute ref A2026/028), being a volunteer.

A2026/024 Minutes of the Audit committee meeting held on Monday, 13 April 2026
RESOLVED
The minutes of the Audit committee meeting held on 13 April 2026 were approved as a true and accurate record.

A2026/025 Public speaking
None

A2026/026 Schedule of Payments and Receipts as at 30 April 2026
RECOMMENDED
To approve the schedule of payments and receipts as presented in Appendix 2.

A2026/027 Bank Reconciliation as at 30th April 2026
RECOMMENDED
To approve the bank reconciliation as at 30th April 2026 as presented in Appendix 3.

A2026/028 Pantry Income and Expenditure Report as at 31 May 2026
RECOMMENDED
To receive and approve the Pantry Income and Expenditure Report as presented in Appendix 4.

A2026/029 Bryncae Community Centre Income and Expenditure Report
RESOLVED
To defer consideration of the Bryncae Community Centre Income and Expenditure Report to a future meeting.

A2026/030 Annual Accountability Return (AAR) 2025/26
RECOMMENDED
To approve the Annual Accountability Return for the financial year ended 31st March 2026, including the Accounting Statements and Annual Governance Statement.

A2026/031 Earmarked Reserves Strategy
RECOMMENDED
To approve the EMR strategy as provided in Appendix 7.

A2026/032 Written motion. Emergency Grant Application – Llanharan Horticultural Society

RECOMMENDED
To grant £900 to Llanharan Horticultural Society and that the Council provide the use of the Council van, together with a Council driver, to support the delivery of the event.

A2026/033 Revised Financial Regulations (Version 5)
RESOLVED
To defer consideration of the revised Financial Regulations to enable officers to prepare a Llanharan Community Council specific version based upon the One Voice Wales model.

A2026/034 Urgent Information or Future Agenda Items

None.

There being no further business, the meeting closed at 7.30pm.

The next scheduled meeting of the Audit Committee will be held on 9 July 2026

Cllr Rhys Jenkins

Chair of the Audit Committee

Llanharan Community Council

https://llanharan-cc.gov.wales/

Year-end Internal Audit Report 2025-26 financial year

Claire Lingard McKay

Working the Greener Way - Online

WGW

Table of Contents

1. The role of Internal audit 2
2. Internal audit approach 3
3. Internal audit coverage 4
4. Internal Audit opinion 5
Council profile 6
5. Corporate governance 7
6. Annual Independent Internal Audit 10
Internal control objective '1' 10
Internal control objective '2' 12
Internal control objective '3' 14
Internal control objective '4' 15
Internal control objective '5' 17
Internal control objective '6' 19
Internal control objective '7' 20
Internal control objective '8' 21
Internal control objective '9' 22
Internal control objective '10' 23
Internal control objective '11' 24
7. Audit Assurance Review 25
8. FY2025-26 Internal Audit Action Plan 26
Confirmation of independence and Quality Assurance 27
9. Internal Audit Performance 27
10. Acknowledgements & Conclusion 27

This Internal Audit Report has been prepared for the sole use of Llanharan Community Council. To the fullest extent permitted by law, no responsibility or liability is accepted by WGW Online to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions. This report is issued to Llanharan Community Council on a confidential and privilege basis.

1. The role of Internal audit

The requirement for an internal audit function in local government is detailed within the Accounts and Audit (Wales & England) Regulations 2015, which states that a relevant body must:

'Undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector and internal auditing standards and guidance'.

The standards for 'proper practices' in relation to internal audit are laid down in the Public Sector Internal Audit Standards April 2017 [the Standards].

The role of internal audit is best summarised through its definition within the Standards, as an:

'Independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.'

The Council is responsible for establishing and maintaining appropriate risk management processes, control systems, accounting records and governance arrangements. Internal audit plays a vital role in advising the Council that these arrangements are in place and operating effectively.

The Council's response to internal audit activity should lead to the strengthening of the control environment and, therefore, contribute to the achievement of the Council's objectives.

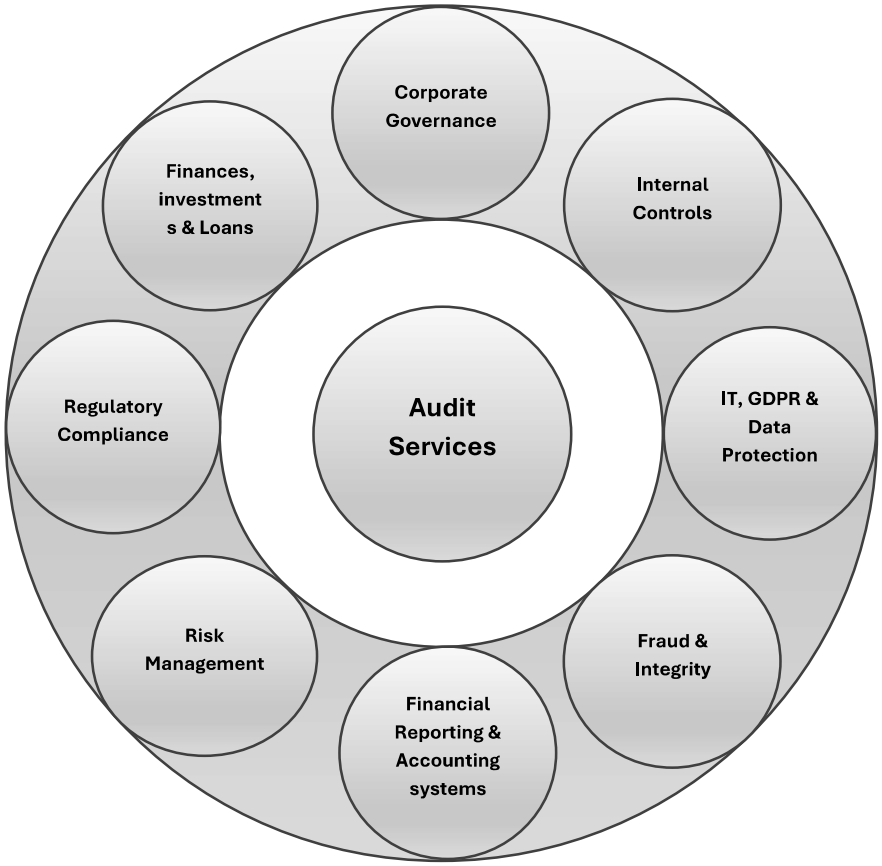
2. Internal audit approach

The risks inherent in the Council's internal control methods

To enable effective outcomes, our internal audit approach provides a combination of assurance review and consulting activities. Assurance reviews involve assessing how well systems and processes are designed and working, with consulting activities available to improve those systems and processes where necessary.

A full range of internal audit assurance reviews are performed in forming the year-end opinion with the approach to each area of review determined by:

- The level of assurance required to meet statutory requirements;
- The Council's short, medium, and long term objectives;
- The level of confidence in the policies and procedures; and,
- The risks inherent in the Council's internal control methods.

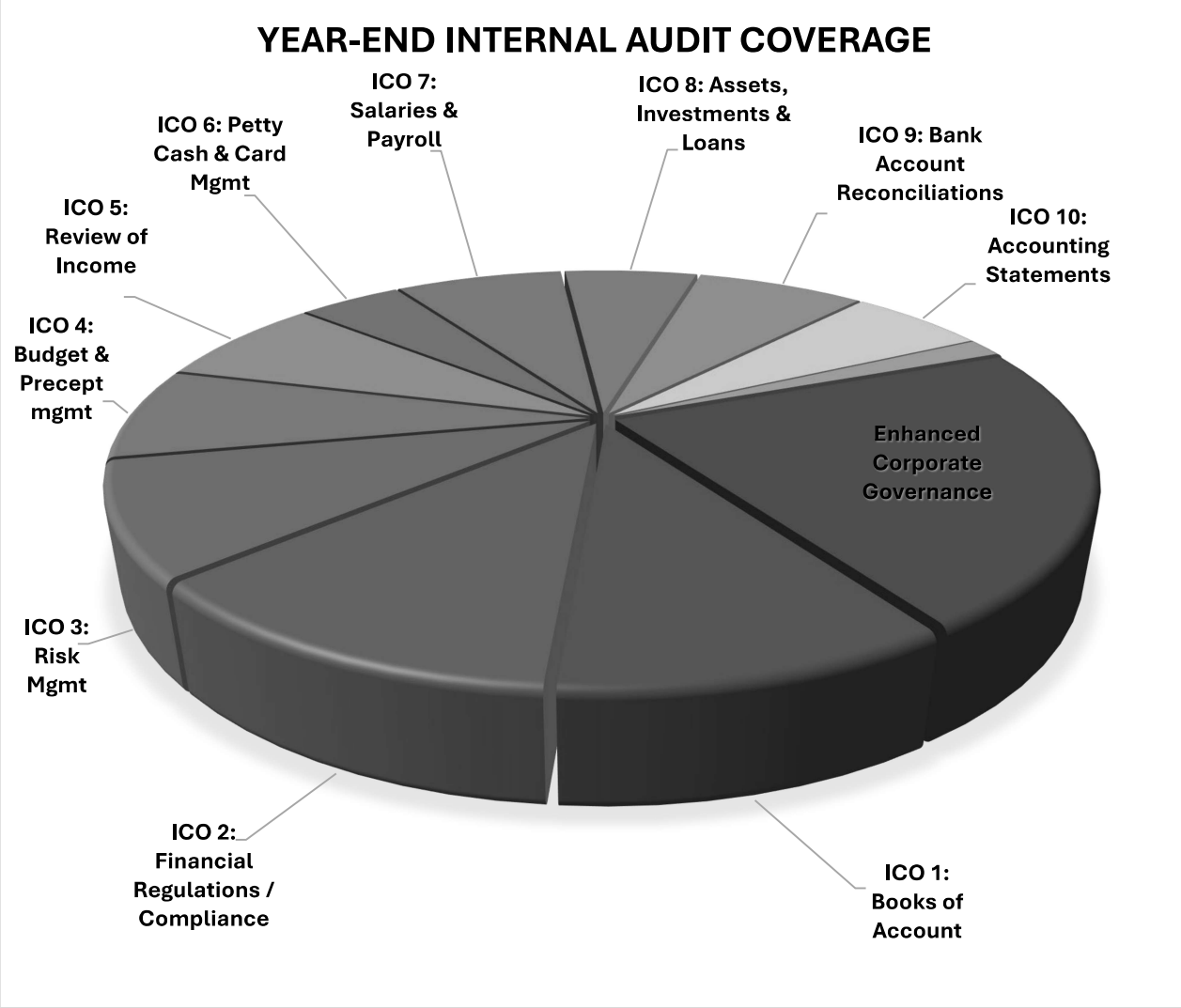


3. Internal audit coverage

The annual Internal Audit plan was prepared to take account of the unique characteristics and relative risks of Llanharan Community Council's activities and to support the preparation of the Annual Governance Statement and the Annual Statement of Accounts contained within the Annual Return.

Assurance reviews in twelve areas have been planned and performed to obtain sufficient information and explanation considered necessary to give reasonable assurance that the Council's Internal Controls systems are functioning effectively. The Internal Audit plan for the 2025-26 financial year was approved in consultation with the Council's Clerk & Responsible Finance Officer (RFO), and was informed by our own assessment of risk and materiality. The plan will be modified in future years, in consultation with the Clerk & RFO to ensure it is aligned to the objectives of, and the key risks facing the Council.

WGW online has provided assurance across twelve areas of review, which correspond to the eleven Internal Control objectives contained within the Annual Return: Annual Internal Audit Report, and an enhanced review of Corporate Governance during the 2025-26 financial year to the 31st of March 2026.



4. Internal Audit opinion

The Practice Manager of WGW online is responsible for the delivery of an interim and annual Internal Audit opinion and report that may be used by the Council to inform its Governance and Accounting statements in the Annual Return. The year-end opinion, based on our review conducted remotely, with the assistance of the Clerk & RFO, remotely on the 27th of May 2026, with supplemental work being undertaken at our offices, examined the overall adequacy and effectiveness of the organisation's framework of governance, risk management and Internal Controls.

In giving this opinion, assurance can never be absolute and therefore, only reasonable assurance may be provided that there are no major weaknesses in the processes reviewed. In assessing the level of assurance to be given, I have based my opinion on:

- The year-end and interim audit work & reporting completed at our offices;
- The results of the follow up discussions conducted with the Clerk & RFO;
- The responses of the Council to prior year's internal audit report;
- The quality and performance of the Council's administrative function and the extent of compliance with the Standards defined in the Smaller Authority Proper Practices Panel (SAPPP) 2025, Practitioner's Guide; and,
- The proportion of Llanharan Community Council's audit requirement that has been covered during the year-end review.

Internal audit opinion

I am satisfied that sufficient assurance work has been carried out to allow me to form a reasonable conclusion on the adequacy and effectiveness of Llanharan Community Council's Internal Control Ecosystem.

In my opinion, Llanharan Community Council's framework of governance, risk management and management control has 'Substantial Assurance' with internal controls working in practice.

Where weaknesses have been identified and/or Best Practice recommendations for improvement made, these are recorded in Section 9: 'FY2025-26 Internal Audit Action Plan' of this Internal Audit Report.

Council profile

Council name:	Llanharan Community Council
Address:	The Community Council Offices, 2 Chapel Street, Llanharan CF72 9QA
Unitary authority:	Rhondda Cynon Taff Borough Council, Council Offices, Bronwydd, Porth CF39 9DL
Proper officer:	Mr Leigh Anthony Smith
Responsible Finance Officer:	Mrs Lisa Anne Phillips
General Power of Competence:	The Council is not eligible to adopt the General Power of Competence as the Clerk does not yet hold a recognised qualification, i.e. CiLCA.
Seats:	Fourteen (14) seats
Elected Members:	Ten (10) elected Members
Co-opted Members:	Four (4) Coopted Members
Chairperson:	Councillor Cllr Mr Rhys Jenkins
Vice-chairperson:	Councillor Cllr Mr Chris Parker
Members Register:	A physical Members Register is maintained in the Council's office. A Hyperlink to the 2025-26 Member's Register is available from the Councillors profile page on the Council's official website.
Size of Electorate:	7,138 (Seven thousand, one hundred and thirty-eight) 01.04.25
Current Precept:	£300,409.26 for the 2025-26 financial year
External Auditor's Report:	The Council received an 'Unqualified' Opinion regarding the 2024-25 Annual Return from Audit Wales dated the 02nd of December 2025.
Official Website:	The Council maintains a free to access website on a secure server, published at: https://llanharan-cc.gov.wales/

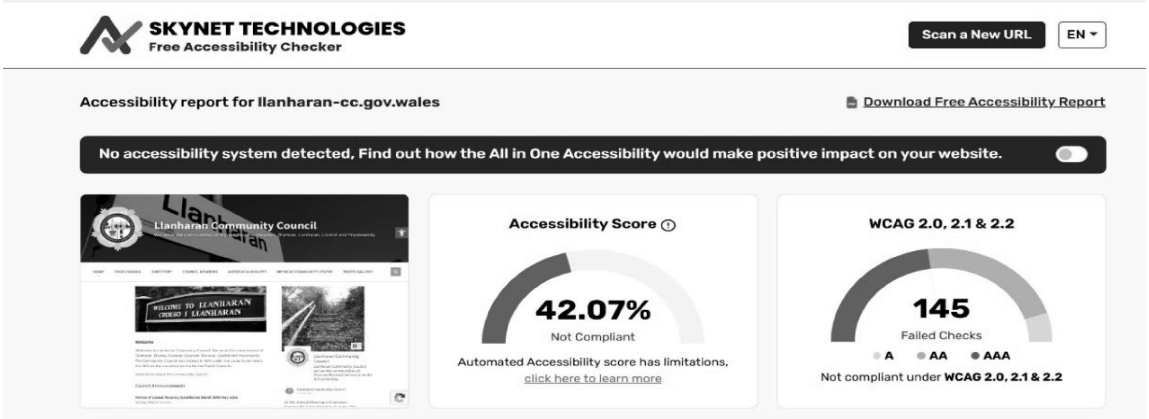
5. Corporate governance

The objective in this area of review is to ensure that the Council has robust corporate governance arrangements in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. To meet the above objectives, we have:

- Reviewed the Council's responses to our prior year Internal Audit Report and noted that these were formally reviewed at the Audit Committee of the 17th of April 2025 under Minute reference 94(e). We recognise the significant efforts which have been made by the Clerk and the RFO and the Council Members in implementing the recommendations which were made. We have made comment in this regard throughout the main body of this report;
- Noted that the Financial Regulations were last Readopted and Readopted unamended at the Annual Meeting of the Community Council on the 22nd of May 2025, under Minute reference 20;
- Noted that the new Standing Orders were Adopted at the Ordinary meeting of the Community Council on the 19th of June 2025, under Minute reference 139(a) and (b);
- Concluded our review of the minutes of Full Council and its Standing Committee meetings (excluding Planning) for the full year ensuring that no issues affecting the Council's financial stability either in the short, medium or long term exist, noting that the Council's Agenda. The Minutes remain of an overall high standard;
- Noted that the Council has adopted the Terms of Reference for its Standing Committees;
- We note that the Council Members' Registers of Interests have been updated. These are available in the Council's offices. Hyperlinks to each Member's Register entry are now published on the Council's official website at the base of each Members profile as required;
- Noted that the Council is currently ineligible to adopt the General Power of Competence as the Clerk does not hold a qualifying sector specific certification i.e., CiLCA;
- Noted that the Council published the Notice of the Exercise of Elector's Rights as required:
    - Date of Announcement: 13th of June 2025
    - Date of Commencement: 01st of July 2025
    - Date of Conclusion: 28th of July 2025
- Noted that the Council maintains a website published on a secure website at https://llanharan-cc.gov.wales/;
- The Council's official website is simple to use and has the following information published thereon:
    - Council Members by Ward
    - Council Members attendance record
    - Agenda & Minutes of the Full Council, its committees and the Audit working group
    - Policies & Procedures
    - Privacy Policy

- Assessability Statement
- Statutory Documents including Annual Return & Financial information
- Powers & Duties
- Grants
- Directory of Local Information
- Village Developments and News
- Local Development Plan
- Photo Gallery
- Contact information including office address

Conducted a new WCAG 2.2AA test on the Council's website which recorded compliance with the new Accessibility Legislation of 42.07%. We have provided the Compliance test report as Appendix 'A' to this internal audit report.



- Noted that the Council is registered with the Information Commissioner's Office as a 'Data Registrant' under certificate number ZA884066 with an annual renewal date of the 08th of February;
- Noted that the Council Approved and Adopted the following policies to improve its GDPR portfolio during the 2025-26 financial year:

  - Artificial Intelligence Policy v.1
  - Data Protection Policy v.1
  - Privacy Policy v.1
  - Employees' Social Media Policy v.1
  - Members' Social Media Policy v.1
  - Freedom of Information Policy (Publication scheme) v.1

- Noted that the Council Approved and Adopted the following policies to improve its GDPR portfolio during the 2025-26 financial year: and,
- Noted that the Council had not received any Freedom of Information requests during the 2025-26 financial year.

Year-end conclusion

There are no further matters arising from this area of review warranting formal comment or recommendation.

Interim conclusion & recommendation

There are a number of broken links on the Council's official website which when clicked result in a; '404 page not found' error message being displayed.

On the Agenda and Minutes section on page Council Agendas & Minutes – Llanharan Community Council the heading for the Full Council's Agenda and Minutes for the 2025-26 Municipal Year headed '8 July 2020'

1) The Clerk should ensure that the Council's official website is reviewed, broken hyperlinks either deleted or amended, and appropriate header information applied. IMPLEMENTED.

Outcome - Corporate Governance

Substantial Assurance

6. Annual Independent Internal Audit

Internal control objective '1'

'Appropriate books of account have been properly kept throughout the year.'

The objective in this area of review is to ensure that the accounting records are being maintained accurately and currently, and that no anomalous entries appear in the financial ledgers.

Finance systems

The Council continues to utilise the Rialtas Alpha accounting system, considered the leading sector standard software solution for councils, in Wales and England, to maintain its financial records.

To meet the above objectives, we have: -

- Checked and verified that the closing balance for the 2024-25 financial year was correctly brought forward as the opening balance of the 2025-26 financial year;
- Ensured that the nominal and cost centre coding structure remains appropriate to facilitate budgetary, income and expenditure analysis and reporting;
- Noted that the RFO is responsible for the management of the Rialtas Alpha Accounting system being able to load supplier and payment information, but not being able to approve and authorise payments;
- Checked and verified all transactions on the Rialtas Cashbooks, 1-4 inclusive, for the months of April, June and September and December 2025 and March 2026; and,
- Noted that the Council maintains a robust backup procedure with near-real time backups being made to the Microsoft Office 365 OneDrive cloud service. We consider this to be a reasonable and proportionate data security measure. We also note that the Council has reviewed its IT security due to the increase in cyber-attacks and potential internet fraud and already has a confidential policy in place which is not in the public domain for security reasons.

Bank and building society accounts

The Council retains the public funds under its management in two separate bank accounts with a single financial institutions:

- The Council maintains two main bank accounts for its day to day operations with Barclays Bank plc, a current, and deposit account which are represented in the combined Rialtas Cashbook 1;
- The Council maintains an investment account with the CCLA Public Sector Deposit Fund (PSDF) which is represented in Rialtas Cashbook 2;
- The Council maintained an HSBC bank account in relation to the Bryncae Community Centre, which was represented in Rialtas Cashbook 4. This Account was closed on the 18th of June 2025 with the residual funds transferred to the Councils Barclays Bank current account: Checked and verified by reference to prime documentation;

- The current Financial Regulations accord with the Council's current Internal Controls with two authorising persons required to process each payment;
- The Mandates for all the Council's banking and investment accounts are reviewed at least once annually and have sufficient signatories to make enquires, load payments only, and authorise payments. The Bank Mandates, signatories and electronic payment authorisers were most recently Reviewed, Approved and Adopted during the Annual Meeting of the Community Council on the 22nd of May 2025 under Minute reference 13;
- As the position of Clerk and RFO are separate, a proper segregation of duties has been assured from the 1st of April to the 31st of March 2026; and,
- The RFO validates all payments prior to entry onto the Rialtas Alpha Accounting system.

Investments and Loans

The RFO has Certified that as at the 31st of March 2026 the Council retains no public funds in other investments and has no loans owed either by it, or to it.

Credit and Debit cards

We note that the Council has a Barclaycard Credit card facility with three credit card in place. There is an overall limit of £3,500.00 on the account. One card is issued to the Clerk with £2,000 limit; one card is issued to the Senior Groundsman with a £1,500.00 limit and one to the RFO with a £1,000.00.

The use of the credit cards is governed by the Council's currently adopted Standing Orders and Financial Regulations. The cards are retained by the named cardholder and used only for purchases for and on behalf of the Council.

All credit card transactions are recorded on the Schedule of Payments presented to Members at the monthly meeting of the Community Council meeting, and these transactions are subjected to the same scrutiny as all other payments. The Council does not hold a debit card.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '1'

Substantial Assurance

Internal control objective '2'

'Financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that Council resources are released in accordance with the Council's adopted Standing Orders, Financial Regulations, budgets and other approved procedures, that payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available, that correct analysis codes have been applied to invoices when processed, and that VAT has been appropriately identified and coded to the control account for periodic recovery.

To meet the above objectives, we have: -

- Noted that the Council has entered into two formal tender processes during the period of the 1st of April 2025 to the 31st of March 2026: 1) a three – year Christmas (Festive) Lights contract, properly advertised on Sell2Wales and the Council's official website and 2) the Ewenny Bridge Project which was in process as at the 24th of October 2025 and will be reviewed during the year-end audit;
- Checked and verified that all quotations undertaken during the period of the 1st of April 2025 to the 31st of March 2026 have been undertaken in accordance with the Council's currently adopted Standing Orders and Financial Regulations;
- Noted that no Purchase Order system is in place. Significant orders are placed, by the Clerk, via email;
- Concluded our payment document testing process for the 2025-26 financial year, to ensure compliance with the Council's currently adopted Financial Regulations and (SAPPP) Practitioners Guide. The payment sample was selected with the criteria of all non-payroll related transactions in excess of £1,500 together with every 20th cashbook transaction, irrespective of value, for the financial year to 31st of March 2026. Our test sample for the first half of the financial year comprised 22 payments, and was supplemented with another 36 payments during the year-end audit. A total of 58 transactions were checked and verified, in the amount of £286,929 and equating to approximately 46% of all non-payroll related payments;
- Checked and verified the September 2025 and March 2026 Barclaycard Payments with no matters arising;
- Checked and verified that all payment documents that have been validated by the Clerk and the RFO, and that they had been presented to Members of the Full Council for Scrutiny and Approval. Such approval being recorded in the Council's published Minutes;
- Checked and verified the Council's four quarterly VAT reclaims with no matters arising:
  - Q4 FY2024-25 VAT reclaim, in the amount of £10,098.32, was received to bank on the 12th of May 2025;

- Noted that the Q1 FY2025-26 VAT reclaim, in the amount of £3,465.48, was received to bank on the 06th of August 2025;
- Noted that the Q2 FY2025-26 VAT reclaim, in the amount of £3,601.51, was received to bank on the 13th of October 2025;
- Noted that the Q3 FY2025-26 VAT reclaim, in the amount of £15,491.47, was received to bank on the 30th of January 2026;
- Noted that the Council received a total of £33,709.33 in reclaimed VAT during the 2025-26 financial year; and,
- Noted that the Q4 FY2025-26 VAT return had been prepared, in the amount of £6,071.35, and had been submitted to HMRC on the 09th of April 2026 at 16:31.

Finally, in this area of review we have undertaken a Trial Balance and Nominal Ledger 'data check' to ensure that the Rialtas Alpha system remained in balance.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '2'

Substantial Assurance

Internal control objective '3'

'The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.'

The objective in this area of review is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature. We also aim to ensure that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. To meet the above objectives, we have: -

- Noted that the Council Resolved to Appoint Amenity Solutions Ltd as the Council's Health & Safety Consultants during the 19th of March 2026 meeting of the Community Council. It was further Resolved that the Health & Safety Consultants would work with the Clerk and maintenance staff to draw up six Risk Assessments and safe systems as work. The Council continues to undertake a robust and proportionate approach to all aspects of Risk Management within the Council's diverse ecosystem;
- Examined the Council's insurance policy to ensure that appropriate cover is in place: Cover is provided by Hiscox a 'Local Councils policy, number 9432124. The policy (*originally issued on the 23rd of May 2023*), provides continuous cover until cancelled, the current policy document active from the 01st of June 2025 to the 29th of May 2026 and includes the following key features:

Cover description	Level of cover
Employers Liability	£10,000,000.00
Public & Products Liability	£10,000,000.00
Officials & Trustees Indemnity	£500,000.00
Fraud & Dishonesty	£150,000.00
Commercial & Legal protection (DAS)	£100,000.00
Crisis containment	£25,000.00
Business Interruption	£10,000.00

- We have noted that Council maintains a separate mini-fleet insurance policy, number 97MF18130727, for its vehicles with the period of cover being from the 05th of January 2025 to the 04th of January 2026; and,
- Finally, we note that the Council is responsible for the Mountain Hare play area and the Oakbrook Skatepark. The facilities are managed, inspected and maintained by the Llanharan Community Council staff.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '3'

Substantial Assurance

Internal control objective '4'

'The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.'

The objective in this area of review is to ensure that the Council has determined its annual budget based on sound assumptions of intended spending, that reasonable and proportionate funding is available to meet future spending plans, and that Members are kept aware of actual budgetary performance during the course of the financial year. We also seek to assess the adequacy of retained reserves, be they in respect of specific earmarked funds or the General Fund.

To meet the above objectives, we have:

- Noted that the Review of Minutes confirms that detailed monthly finance reports are subject to scrutiny and approval at Full Council;
- Noted that Budget vs. Actual reports are reviewed, in detail, on a monthly basis;
- Noted that the Council's conducted a robust and proportionate annual budget setting and precept determination process, led by the Clerk and the RFO during the months of October, November and December2025;
- Noted that Members Resolved to establish the 2026-27 financial year final budget, in the amount of £361,882 during the 15th of January 2026 meeting of the Community Council under Minute reference 17(a);
- Noted that Members Resolved to establish the 2026-27 financial year Precept, in the amount of £320,808.44, the shortfall to be made up from the Councils Reserves. The Precept equates to an increase of 1.8% / £1.51 on a Band D house, with the annual charge being £85.43 per annum;
- Noted that the Council maintained five properly constituted earmarked reserves as at the 31st of March 2025:

Description	Value £
Opening Balance 01.04.25:	886,164
Net In-year transfers FY2025-26:	9,180
Closing Balance 31.03.26:	895,345

- Noted the year-end position as at the 31st of March 2026

Total Cash at Bank and in hand	£
CB1 Combined Barclays Current & Deposit	18,636
CB2 CCLA PSDF	1,149,082
CB3 Barclaycard	0
CB4 Bryncae CC	0
Other Cash Balances	20
Total cash at hand and in bank	**£1,167,738**
Year-end adjustments	
Plus Current Assets	13,049
Less Current Liabilities	8,652

Total Reserves	**£1,172,135**
Less Earmarked Reserves	£895,345
Total Retained General Reserve	**£276,790**
Total expenditure FY2025-26	486,059
Avg. monthly spend (AMS)	40,505
General Reserve ÷ Average monthly spend.	**6.8335**

- The level of retained reserve as at the 31st of March 2026 sits at approximately seven (7) months reserve based on the average monthly expenditure during the 2025-26 financial year. This sits just above the 3-6 month range recommended by the Chartered Institute of Public Finance and Accountancy (CiPFA), however, it is our opinion that this is an appropriate position given the significant project expenditure that Llanharan CC will undertake during 2026 27;
- Finally, in this area of review we have checked and verified the RFO's variance report finding no matter requiring further expiation investigation.

Conclusion

There are no matters arising from this area of our review warranting formal comment or recommendation.

Outcome - Internal Control Objective '4'

Substantial Assurance

Internal control objective '5'

'Expected income was fully received, based on correct prices. properly recorded and promptly banked; and VAT was appropriately accounted for.'

The objective in this area of review is to ensure that the Council maintains appropriate records to ensure that all income due to the Council is identified, invoiced accordingly, and recovered within an appropriate time scale. To meet the above objectives, we have noted that in addition to the Precept the Council receives supplementary income from a relatively limited variety of sources recorded below:

NON PRECEPT INCOME FY2025-26

Noted that in addition to the Precept the Council receives supplementary income from a relatively limited variety of sources CIL funds, Hall Hire charges, Allotment Fees, reinvested dividends, Bank Interest and VAT reclaims. The council also receives income for and on behalf of the Llanharan Pantry which is ringfenced for this initiative.

There is clear evidence recorded in the Council's Approved and Published Minutes, and the Schedule of Fees and Charges provided, that the Clerk, RFO and Members formally reviewed and established the fees and charges for its services which were Resolved for the 2025-26 financial year during the corresponding Budget setting and Precept determination process.

We noted that the Council's Allotment fees were Reviewed and Resolved at the 21st of December 2023 meeting of the Community Council, under Minute reference 23/305/090 where Members Resolved to increase fees for a 5 perch plot from £26.00 a year to £30.00 per year to commence in January 2025. We have

- Noted that the Council does not charge VAT;
- Noted that the Council holds no saleable stock (£46.00 maintained for the Pantry);
- Noted that the Council demonstrates reasonable and proportionate credit control processes and receives the majority of payments for services in advance; and,
- Noted that the Council has no significant aged debt.

Income streams FY2025-26

Precept FY2025-26
The Council received the Precept in the amount of £300,409.26

CCLA PSDF Dividends
The Council received CCLA PSDF Dividends in the amount of £52,726.99

CIL FY2025-26
The Council received CIL funds in the amount of £153,860.57

Bryncae Community Centre Hire fees
The Council received Hall hire fees in the amount of £13,858.93

The Llanharan Pantry fees
The Council received Llanharan Pantry associated fees in the amount of £8,921.33

Allotment fees
The Council received allotment fees in the amount of £3,723.25

Agency income
The Council received Agency income in the amount of £1,330.00

Bank Interest
The Council received interest on its Barclays Bank deposit Account in the amount of £635.18

Miscellaneous Income
The Council received Miscellaneous Income: £142.23

VAT Reclaims
The Council received s.126 VAT Reclaims on a quarterly basis in the amount of £33,709.33

Total income received during the 2025-26 financial year was in the amount of £535,607 in accordance with the Council's Financial Regulations.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '5'

Substantial Assurance

Internal control objective '6'

'Petty Cash payments were properly supported by receipts; all petty cash expenditure was approved, and VAT appropriately accounted for.'

The objective in this area of review is to ensure that the Council manages its Petty Cash system(s) in accordance with its adopted Financial Regulations, that items purchased are suitable for the Council's use, transactions are correctly recorded in the Council's cashbooks, that VAT is identified for recovery where appropriate and that the Petty Cash account is reconciled on an appropriate basis.

To meet the above objectives, we have:

The RFO has certified that Llanharan Community Council does not operate any form of Petty Cash system for itself, with Members and staff being required to reclaim all out of pocket expenses via a formal expense claim.

However, the Council does manage a petty cash system with a float of £20.00 for the Llanharan Pantry Community Project which is oversees.

The income, expenditure and the petty cash pertaining to the Llanharan Pantry initiative is reported on as a cost centre in the main Llanharan Community Council accounts.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '6'

Substantial Assurance

Internal control objective '7'

'Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.'

The objective in this area of review is to ensure that the Council is appropriately observing legislation with regard to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment of income tax and NI contributions, together with meeting the requirements of the LGPS.

To meet the above objectives, we have: -

- Noted that the Council retained five employees as at the date of the 30th of September 2025 Audit: The Clerk, Deputy Clerk & Responsible Finance Officer, Assistant clerk, Senior Grounds person and the Grounds person;
- Checked and verified the Establishment list provided by the Clerk and the RFO;
- Noted that all employees are in receipt of NALC model contracts of employment;
- Noted that qualifying staff members are enrolled in the Rhondda Cynon Taff Borough Council LGPS;
- Noted that the payroll is managed in house by the RFO using MoneyManager software;
- Noted that any variable pay which is claimed by the completion of weekly timesheets which are checked and verified, by the RFO prior to the preparation of the monthly payroll detail
- Noted that overtime and TOIL are only paid after approval by the Members;
- Checked and verified the payroll and pensions reports from Rhondda Cynon Taff for the period of the 1st of April 2024 to the 31st of March 2026 with no issues arising;
- Checked and verified the detail of the net salary and third-party payments of PAYE / NI and Pension contributions by reference to the payroll summary reports and the subsequent payments issued for September 2025 and March 2026;
- We have reviewed the year-end HMRC reports: Final Full Payment Submissions (FPS) and Employer Payment Summaries (EPS) and noted that P60s have been issued to all employees as required; and,
- We have checked and verified that only direct salary and pensions costs, and corresponding statutory deductions have been recorded in Box 4 'Staff Costs' of the 2025-26 Annual Return Accounting Statements with no matters arising.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '7'

Substantial Assurance

Internal control objective '8'

'Assets and investments registers were complete and accurate and properly maintained.'

The objective in this area of review is to ensure that the Council has prepared and maintains a register of its stock of land, buildings, vehicles, furniture and equipment as required by the Smaller Authorities' Proper Practices Panel (SAPPP) Practitioners' Guide.

To meet the above objectives, we have:

Noted that the Council maintains its Fixed Asset Register in ItemIT from RedBite Solutions, a Cambridge-based IoT and RFID company. ItemIT is an asset tracking software application. It serves as a cloud-based alternative to spreadsheets, enabling councils to monitor physical assets using QR codes, barcodes, GPS, and RFID technology. The application requirements of the SAPPP Practitioners Guide 2025 and its predecessor the JPAG Practitioners Guide 2024.

Without conducting a physical examination of the Council's Assets, we are reliant on the Clerk & RFO's assertion as to the accuracy of information contained on the Register, which declares a Fixed Asset Value of £9270,224.54 *(£256.138 prior-year)* in accordance with in-year acquisitions.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '8'

Substantial Assurance

Internal control objective '9'

'Periodic bank account reconciliations were properly carried out during the year.'

The objective in this area of review is to ensure that the Council conducts regular reconciliations of the bank, building society and other investment accounts in which it maintains the public funds raised by taxation. That these reconciliations along with the corresponding account statements are presented to Members for their scrutiny and approval with that being recorded in the Minutes of the Full Council or its Committees. To meet the above objectives, we have:

- Noted that the RFO reconciles all the Council's financial accounts on a monthly basis in the Rialtas Alpha Accounting software;
- Checked and verified the bank account reconciliation statements on the Barclays Bank Premium (current) and Barclays Bank Mixed payment (deposit) accounts for the 2025-26 financial year from the 01st of April 2025 to the 31st of March 2026 with no matters arising;
- Checked and verified the reconciliation statements on the HSBC Bryncae Community Centre account for April, May, June and March 2026, confirming the transfer of residual funds to the Council's Barclays Bank Premium account and the HSBC account's subsequent closure, with no matters arising;
- Checked and verified CCLA PSDF account reconciliation statements for the 2025-26 financial year from the 01st of April 2025 to the 31st of March 2026 with no matters arising; and,
- Noted that the Council's Approved and Published Minutes provide clear evidence that the Bank Reconciliation statements, original supporting Bank Statements and the Cashbooks for each account are reviewed by the Council's own Audit Committee on a quarterly basis.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '9'

Substantial Assurance

Internal control objective '10'

'Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records & where appropriate debtors and creditors were properly recorded.'

The objective of this area of review is to ensure that accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.'

The Council's accounts are managed in the Rialtas Alpha accounting package, detail of which we have examined and consider reflects accurately the half-year's transactions as recorded therein. The software is used to manage the following working records and management reports which have all been checked and verified from the 01st of April to the 31st of March 2026 with reference to prime documentation:

Working records

- Cashbooks
- Journals
- Reconciliation statements
- Budgetary reports
- S.126 VAT reclaim reports
- Receipts & Payments analysis

Management reports

- Earmarked Reserves
- Trial balance
- Nominal Ledger
- Income and expenditure reports
- Statutory balance sheet
- Annual Return with variance

We have checked and verified the Closing Trial Balance for the 2024-25 financial year, as at the 31st of March 2025 against the Opening Trial Balance for the 2025-26 financial year as at the 1st of April 2025 ensuring that the cashbooks remained in balance, with no matters arising.

Further we have undertaken a 'line-item' check and verification for all the Council's cashbooks, journals, nominal ledger, for the months of April, June, September and December 2025, and March 2026 with reference to the supporting prime documentation and the Council's published Minutes.

Finally, we have checked and verified the Nominal Ledger report to the 31st of March 2026 to ensure that appropriate coding has been applied and that there is no unexplained or unbudgeted expenditure with no matters arising.

Conclusion

There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '10'

Substantial Assurance

Internal control objective '11'

'Trust funds (including charitable) – The council met its responsibilities as a trustee.'

The objective in this area of review is to ensure that the Council has met its statutory requirements where it acts as a trustee for any trust fund or charitable trust, including maintaining separate financial and bank accounts and making all required statutory returns to the Charities Commission and/or the HMRC.

- The Clerk has certified that Llanharan Community Council is not responsible for any Trust Fund or Charitable Trust and has no responsibilities as a trustee for any organisation.

Conclusion

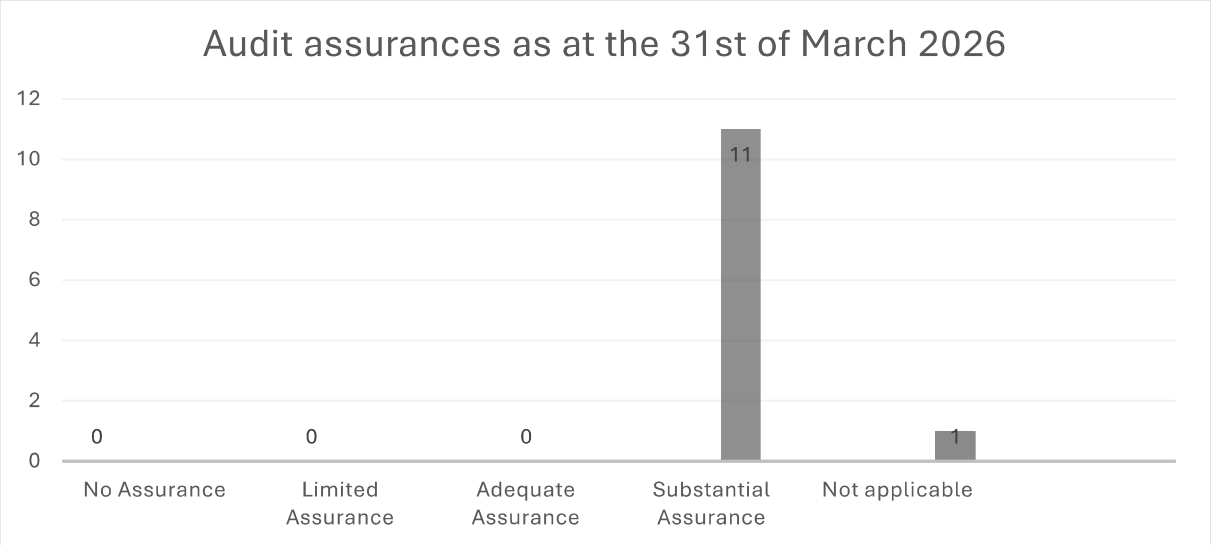
There are no matters arising from this area of review warranting formal comment or recommendation.

Outcome - Internal Control Objective '11'

Not Applicable

7. Audit Assurance Review

During the year-end and interim internal audit for the 2025-26 financial year, we have undertaken 619 separate audit tests, providing twelve separate assurances in each area of review which correspond to an enhanced review of Corporate Governance and the eleven Internal Control Objectives contained within the Annual Return: Annual Internal Audit Report as detailed in the chart below.



Substantial: A sound framework of internal control is in place and operating effectively. No risks to the achievement of system objectives have been identified;

Adequate: Basically, a sound framework of internal control with opportunities to improve controls and / or compliance with the control framework. No significant risks to the achievement of system objectives have been identified;

Limited: Significant weakness(es) have been identified in the framework of internal control and / or compliance with the control framework which could place the achievement of system objectives at risk; or

No: Fundamental weaknesses identified in the framework of internal control, or the framework is ineffective or absent with significant risk to the achievement of system objectives.

Not Applicable: The Council does not utilise the process which is audited under this control objective. Therefore, a finding of 'not applicable' will be recorded.

8. FY2025-26 Internal Audit Action Plan

Conclusion & recommendation – Corporate Governance	
There are a number of broken links on the Council's official website which when clicked result in a; '404 page not found' error message being displayed. On the Agenda and Minutes section on page Council Agendas & Minutes – Llanharan Community Council the heading for the Full Council's Agenda and Minutes for the 2025-26 Municipal Year headed '8 July 2020' ***1) The Clerk should ensure that the Council's official website is reviewed, broken hyperlinks either deleted or amended and appropriate header information applied.***	**Comments** **Implemented during the 2025-26 financial year.**

-oO0Oo-

Confirmation of independence and Quality Assurance

During the 2025-26 financial year to the 31st of March 2026, we confirm that the internal auditor has acted independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation, based upon the internal audit programme, and has obtained appropriate evidence including copies of prime documentation to support our opinions from Llanharan Community Council.

Both the year-end and interim internal audits for the 2025-26 financial year were conducted onsite at Llanharan Community Council's offices (on the 28th of May 2026 and the 24th of October 2025), with subsequent work undertaken at our offices. The work was carried out in accordance with Llanharan Community Council's needs and planned coverage as reviewed with the Clerk: Mr Leigh Smith and the RFO: Mrs Lisa Philips

Based on the findings in the areas examined, the internal audit conclusions are summarised in the main body of this report, which corresponds to the Internal Control Objectives table contained within the FY2025-26 Annual Return's Annual Independent Internal Audit Report.

9. Internal Audit Performance

The following performance indicators are maintained to monitor effective service delivery & quality:

Annual performance indicators			
Aspect of service	**Interim 2025-26 (Actual %)**		**YE 2025-26 (Actual %)**
Internal Audit plan delivered	61	➡	100
Positive customer responses to quality appraisal questionnaire			TBC
Compliant with the Public Sector Internal Audit Standards	Y	⟷	Y

10. Acknowledgements & Conclusion

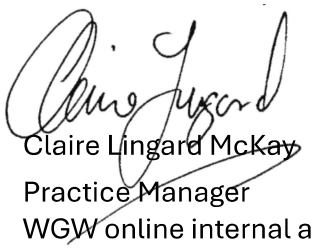
We would like to take this opportunity to thank the Clerk and the RFO of Llanharan Community Council, for their assistance in performing the interim internal audit for the 2025-26 financial year which was conducted onsite at the Council's offices with further work being undertaken onsite at our own offices. We are grateful for the content and quality of the documentation and the responses that have been supplied to our supplementary questions.

We have noted that Llanharan Community Council continues to grow, and the Council's development has required the appointment of an Assistant Clerk and a new Grounds man to maintain the level of service delivered by the Council.

We would like to take this opportunity to commend the Clerk for his diligence in relation to the professional management of the Council's Quotations and formal Tenders. We would also like to

commend the Responsible Finance Officer, once again, on the exemplary standard of her bookkeeping noting that she has now departed the Council. We would like to thank the new RFO in post for her assistance during the year-end internal audit process.

We now ask that the Clerk and the RFO, Chairman and the Council Members consider the content of this report and acknowledge, in due course, that the report has been formally reviewed and adopted by the Council.



Claire Lingard McKay
Practice Manager
WGW online internal audit practice

NOTE TO REPORT

We confirm that all confidential & sensitive information, supplied for the purposes of this audit including, Personnel Minutes, Payroll and Employment data have been permanently deleted from WGW Online's servers and any printouts made for the purposes of this audit have been destroyed in accordance with the Company's data and document retention policies and with the prevailing General Data Protection Legislation as amended from time to time.

Responsible Financial Officer’s (RFO) Internal Audit Report 2025/26

Purpose of the Report
To consider the Internal Auditor's Year End Audit Report for the 2025/26 financial year.

Background
The Council has received the Year End Internal Audit Report for the financial year ending 31 March 2026 from WGW Online.

The report provides the Internal Auditor's opinion on the effectiveness of the Council's governance, risk management and internal control arrangements.

Internal Auditor's Opinion
The Internal Auditor has provided the Council with an overall opinion of Substantial Assurance, concluding that:

"The Council's framework of governance, risk management and management control has Substantial Assurance with internal controls working in practice."

Recommendations
The following recommendations have been reviewed by Officers.

- The recommendation relating to broken hyperlinks has been referred to the Digital Working Group, to undertake a review of the Council's website and report back with any findings.

- The recommendation relating to the date "8 July 2020" being an incorrect page heading for the 2025/26 Agendas and Minutes page has been reviewed. Officers have confirmed that this is the system generated creation date of the webpage rather than a page heading and, therefore, no corrective action is required.

Observations
The report contains a number of positive observations regarding the Council's governance arrangements, including:

- sound financial management and accounting records;
- effective budget monitoring and reserves management;
- appropriate bank reconciliations;
- compliant procurement and tendering processes;
- robust payroll controls;
- effective management of assets and investments;

- strong risk management arrangements; and
- comprehensive Member scrutiny of financial information throughout the year.

The Internal Auditor also notes the continued development of the Council, improvements made during the year, and acknowledges the assistance provided by officers throughout the audit process.

Financial Implications
There are no direct financial implications arising from this report.

Risk Implications
Receipt of a Substantial Assurance opinion provides Members with a high level of assurance that the Council's governance, risk management and internal control framework is operating effectively.

Recommendations

The Audit Committee is requested to recommend to Full Council that:

1. The Year End Internal Audit Report for 2025/26 be received and noted.
2. The Internal Auditor's opinion of Substantial Assurance be accepted.
3. It be noted that there are no outstanding audit recommendations requiring further action.
4. The Digital Working Group be requested to meet and undertake a review of the Council's website, with particular regard to identifying and correcting any broken hyperlinks, and to report back to Council with any recommendations arising from that review.

Appendix 3a

To consider general grant applications submitted in line with the Council's general grant policy (Round 1, 2026)

The Council previously granted £2,000 to Bryncae Brass for the following:

2025/213a Application for grant funding from Bryncae Brass

RESOLVED To approve the emergency application for grant funding from Bryncae Brass in line with the Council's Grant policy and to grant £2,000 for the purposes of covering the hall hire cost and storage at Llanharan Rugby Club for 2 hours per week for 39 weeks and to purchase 3 x cornets, 1x tenor horn and 3 x (pack of 5) music stands.

See email below regarding a request to change the use of some unspent funds.

Dear all

Thank you so much for the grant, we now have 42 members on our books and without your support we would have got this far.

We have spent the grant on exactly what we said, please see attached invoices for the instruments and stands. However when our year is up in September we will still have £576.05 left. This is because, we said we needed 3 packs of 5 music stands, one only needed one pack in the end S we were donated a lot of stands by a member. The other saving was the use of the rugby club, this was due to not being able to start until the end of November and also the rugby club already being booked up on various dates up until now, so we weren't able to rehearse.

We are asking if we can use this money instead to purchase 3 trombones for 3 of our learners to use (see attached). We were donated plastic p bones which they are currently using, however they are broken or on their last legs. Our aim is to enter these learners in the Eisteddfod next year as a trombone quartet and obviously will need proper instruments for this.

If you would like more information please ask.

Thank you again for all your support

Kind regards

Heather Giles

14:54

Your order number is: W13526732

If you have any queries regarding your order, please call our Customer Service team on 0330 365 4444 or email info@gear4music.com.

Order Details



1 x Music Stand by Gear4music, Pack of 5 £54.99

Delivery Date: Tuesday 23rd June 2026 - Thursday 25th June 2026

Delivery Service: SAVER delivery to your door £2.99

Delivery Exc. VAT: £2.49
Delivery VAT: £0.50

Grand Total £57.98

Invoice & Delivery Address

Invoice Address:
34 Colliers Avenue
Llanharan
Pontyclun
Rhondda Cynon Taf

14:54

View your order

Order summary



John Packer JP072 student Eb tenor horn outfit - A1 × 1

JP072MKII

£249.17

Subtotal	£249.17
Shipping	**Calculated at checkout**
TOTAL	**£299.00**
(which includes VAT)	£49.83
Mastercard (ending in 4994)	£299.00

Customer information

Shipping address [redacted] Jo Bartley

14:54

Shipping	**Calculated at checkout**
TOTAL	**£299.00**
(which includes VAT)	£49.83
Mastercard (ending in 4994)	£299.00

Customer information

Shipping address	Jo Bartley Llanharan and Bryncae Brass 9 Lonydd Glas Pontyclun CF72 9FZ United Kingdom
Billing address	Jo Bartley Llanharan and Bryncae Brass 9 Lonydd Glas Pontyclun CF72 9FZ United Kingdom
Shipping method	Free shipping over £50

Order summary

	John Packer JP071 student Bb cornet outfit - Lacquer / A1 × 3 JP071L	~~£447.51~~ £422.49
	Majestic Snare drum, glockenspiel & practice pad kit with trolley - A1 × 1 AK1432DP	£190.83
Subtotal		£613.32
Shipping		**Calculated at checkout**
TOTAL		**£735.98**
(which includes VAT)		£122.66

Customer information

Shipping address	Heather Giles J &B Brass

14:55

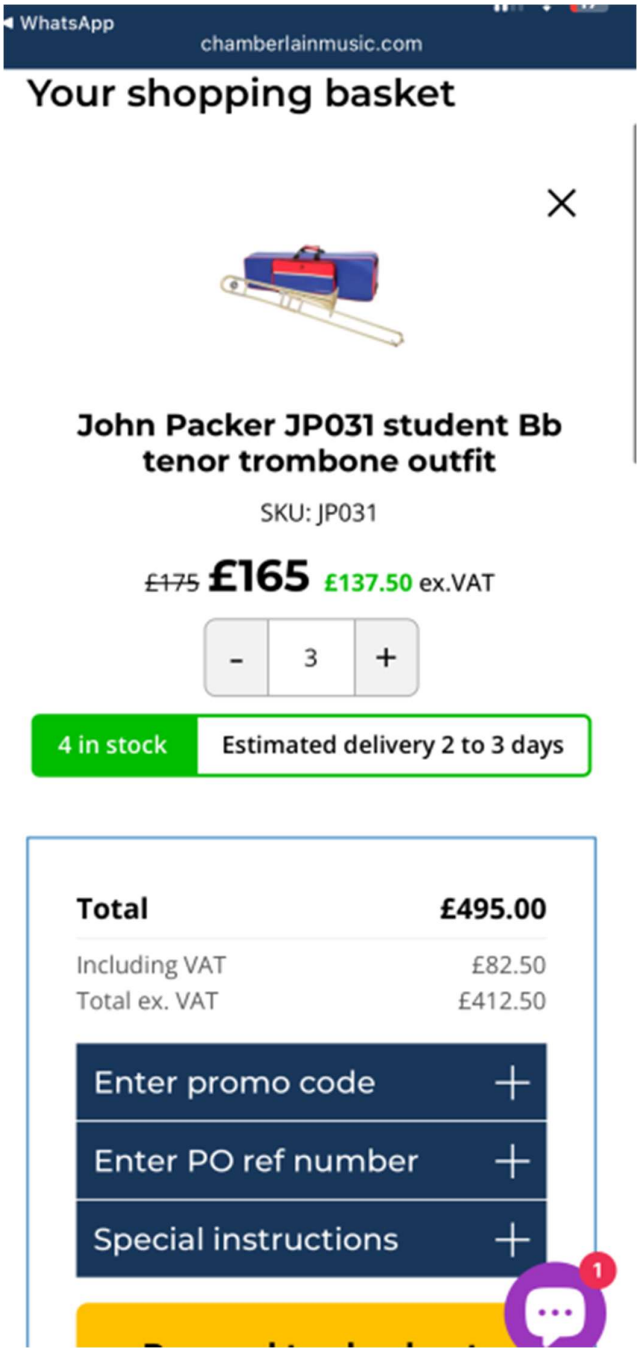
& practice pad kit
with trolley - A1 × 1

AK1432DP

Subtotal	£613.32
Shipping	**Calculated at checkout**
TOTAL	**£735.98**
(which includes VAT)	£122.66

Customer information

Shipping address	Heather Giles L&B Brass 34 Colliers Avenue Llanharan Pontyclun CF72 9UT United Kingdom
Billing address	Heather Giles L&B Brass 34 Colliers Avenue Llanharan Pontyclun CF72 9UT United Kingdom


WhatsApp
chamberlainmusic.com
Your shopping basket
John Packer JP031 student Bb tenor trombone outfit
SKU: JP031
£175 £165 £137.50 ex.VAT
-
3
+
4 in stock
Estimated delivery 2 to 3 days
Total
£495.00
Including VAT
£82.50
Total ex. VAT
£412.50
Enter promo code
Enter PO ref number
Special instructions
1

Appendix 4

General Grant Applications – Summary.

Note: This is a brief summary only, the complete individual applications should be scrutinized for decision making purposes.

Appendix	Applicant	Amount requested	Summary / purpose	Notes
App 4a	1st Llanharan Rainbows	£450	To offset the annual membership fee due to Girlguiding UK, girl-guiding badges, books and certificates, and transport costs for events.	
App 4b	Brynna Rainbow Guides and Brynna Brownies	£400	Girl-guiding badges.	
App 4c	1st Llanharan Scout Group	£1,140	Rent for a storage container for 1 year (2026/2027). The container is used to safely and securely store all of the Scout Group's camping equipment.	
App 4d	Bryncae Brass	£1,987	To hire a musical director for weekly rehearsals and to hire Llanharan RFC.	Any grant should be contingent on the group providing actual bank statements for the periods where only summaries have been provided; the bank statements should match the summaries exactly, and the group should provide independent verification of their accounts.

Available budget for general grants 2026/27 = £12,000

A further application was submitted by Llanharan Primary PTA, however the application could not be submitted to the committee due to the following breach of policy:

- Most recent bank statements for **ALL** bank or investment accounts or other financial instruments. *Statement dates must be within 1 month of the deadline for applications and must show at least 3 month of transactions (redacted to protect personal information in line with GDPR if necessary).*

Or an explanation in the application as to why policy cannot be complied with.

LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Form

The maximum grant available is up to £2,000

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name)	1st Llanharan Rainbows ~~Guides~~
Registered Charity Number *(if applicable)*	
Name of Main Contact and role: (All correspondence will be addressed to this person)	[redacted]
Full Postal Address of Applicant:	[redacted]
Contact Telephone Number:	Daytime: [redacted] Mobile: 0
Main Contact Email Address:	c.f [redacted]

Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? (State whether General Grant or CIL)

If the answer is yes, please complete the box below:

Date	Amount
22.7.23	£ 450 –
22.7.24	£ 100 –
18.7.25	£ 300 –

Has an Appendix One, 'Grant spend confirmation form' been satisfactorily completed for the most recent general grant with invoices/receipts provided Appendix One MUST be fully completed and receipts/invoices provided for the application to be considered.	*Yes* ☑ *No* ☐

Have you read and understood the council's General Grant Policy and understand that applications must comply with all aspects of the policy to be submitted for consideration unless you have provided a narrative as to why an exception to the policy should be considered ?	*Yes* ☑ *No* ☐
If your application does not comply with all aspects of the Council's general grant policy provide your narrative as to why an exception to the policy should be considered here. *(Note: If your application does not comply with the council's policy and you do not provide a narrative here, your application may not be submitted for consideration).*	

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

1st Llanharan Rainbows welcomes girls aged 4 – 7yrs and introduces them to the principles of Girlguiding, through art and craft, storytelling and community projects. The girls are from different backgrounds, have different abilities and faiths, but come together to make new friends. We invite people from outside Girlguiding to talk to the girls, most recently an RCT Road Safety officer and a lady from the Hedgehog Helpline, to enhance the structured programme. The girls work individually and in small groups to encourage participation and build their self-esteem. We take them to events outside our meeting place e.g. S.T.E.M. Fun Day at Bryn Celynnog School last October, RNLI visit and a trip to the theatre to see a pantomime.

The adult volunteers give their time freely to undertake all the above activities.

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?

There are 19 Rainbow Guides, 5 adult volunteers and one young leader. Approx. 85% live locally.

Are you an eligible group? (See Policy 2)

Yes ☑ No ☐

How long has the organisation been established?

Since September 1993

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

Please provide a brief description of specifically what you intend to use the Grant Aid for?

The annual membership fee to Girlguiding UK is paid in February. This fee is paid by all members. This year, it was set at £66 per person, a total of £1650. Most of the Grant money, if an application is successful, would go toward this membership fee.

The cost of Girlguiding badges, books and certificates has ~~already~~ also increased, so part of the Grant would also be used for this.

Possibly helping with transpat costs if we take the Unit to an event.

How will the Grand Aid benefit the Community?

Girlguiding provides a safe space for the girls to meet. Our volunteers have to attend regular training courses on first aid and safeguarding. The girls are encouraged to think of themselves, others, and care for their environment and community.

What are the consequences if you are not awarded the grant?
(Be specific and avoid exaggeration)

The weekly subs would probably have to increase, which would affect a number of the children who attend and may well result in them having to give up Girlguiding because of the cost.

Please provide the dates you intend to start and finish the project/activity

Start Date: From this date

Completion Date: Ongoing.

SECTION C: How much Grant Aid is being applied for?

What is the total cost of the project/activity for which Grant Aid is required? (Provide a breakdown on a separate sheet if necessary)
Indicate whether the amount includes or excludes VAT

The annual membership to Girlguiding is likely to be around £1800 for next year.

What is the amount of General Grant Aid the organisation would like to apply for from Llanharan Community Council?
Indicate whether the amount includes or excludes VAT and whether you are able to reclaim VAT.

£450

N/A

What other sources of funding is currently available for the project/activity? (Provide a breakdown on a separate sheet if necessary)

We claim Gift Aid on our weekly subs.
We are fortunate to receive a donation from Llantwit Community Shop.
We fundraise throughout the year.

What other funders have been approached and what is the status of those applications? (Provide a breakdown on a separate sheet if necessary)

Note: If other sources of funding have been secured but not yet received, provide written evidence (for example a formal letter of commitment from the funder(s)).

As above

You MUST supply the following information (See policy notes for detail) dependent on grant applied for.

Failure to provide all of the information requested in full by the deadline given may result in your application not being presented for consideration.

A. Up to £499

- Formal constitution or rules document. ✳
- Income and expenditure account/balance sheet for the previous financial year ✓
- Most recent bank statements for **ALL** bank or investment accounts or other financial instruments. *Statement dates must be within 1 month of the deadline for applications and must show at least 3 month of transactions (redacted to protect personal information in line with GDPR if necessary).* ✓
- VAT registration number (if registered)
- Provide quotations for items the grant will be used for.

✳ The Girlguiding Central Glamorgan County Constitution (August 2020) was presented to the Clerk to the Community Council with last year's application. ~~I believe it was scanned for future use.~~

C I Price

B. £500 - £2,000

- As requested in A
- Latest audited/ratified accounts and balance sheet verified and signed by a qualified person independent of the group/organisation. (The persons name and contact details should be also printed).

Section D: Sustainability

Will the project/activity continue after this funding has ended?

Yes ☑ No ☐

If yes, provide details.

We hope to continue to provide Girlguiding activities in this Community for our youngest members of the organisation.

Section E: Payment Details

If your application is successful, payment will be made using the details below.

Account Name (*Must match the name of the organisation applying as in Section A)*

1st Llantarnam Rainbows

Account Number *(Must match that of one of the bank statements provided)*

[redacted]705

Sort Code *(Must match that of one of the bank statements provided)*

[redacted]55

SECTION F: Completing the application

Primary Signature – This must be the signature of the main contact named in Section A

Declaration:

i. I certify that the information contained in this application is correct and there are no omissions, including all required supporting documentation required in section C.

ii. I understand that it is the applicant's responsibility to ensure that any application is completed correctly and fully, including all required supporting documentation required in section C. Should the application be found to be incomplete then it may not be presented for consideration.

iii. If the information in the application changes in any way I will inform Llanharan Community Council immediately.

iv. I understand that should any incorrect submissions or any omissions from the application come to light then all monies will be repayable to Llanharan Community Council

Name (Print) : CAROLINE PRICE

Position held in organisation: GUIDER

Signed: [redacted] Date: 14/6/26

Please note that this form requires two signatures:

Second Signature [redacted]

Name (Print): Denise Pring

Position held in organisation: GUIDER

Signed: [redacted] Date: 17/6/26

Completed application forms should be returned to:
Clerk to Llanharan
Community Council
2 Chapel Rd
Llanharan
CF72 9QA

clerk@llanharan-cc.gov.wales

01443 231430

Checklist:-

- ✓ You have read and understood the Council's grants policy and your application meets the criteria listed.
- ✓ All of the supporting information required in section C has been provided and the form fully and correctly completed including Appendix one and /or a narrative as to why an exception to the

council's grants policy should be considered (where applicable). (Your application may not be submitted for consideration otherwise).

- ✓ Two signatories and all details correctly and fully noted on the form.
- ✓ Submission of the application form and all supporting documentation is completed before the deadline date.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and provide invoices or other evidence regarding how the previous grant was spent.

Please note any applications received or received but incomplete after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box ☐

Return the completed forms by the appropriate deadline to:

Clerk to Llanharan Community Council

2 Chapel Road
Llanharan
CF72 9QA
clerk@llanharan-cc.gov.wales
01443 231430

Appendix One

Llanharan Community Council General Grant Spend Confirmation Form

Name:	[redacted]
Organisation:	1st Llanharan Rainbows
Address:	[redacted]
Telephone:	
Email address:	
Date & Amount of general grant awarded:	18.7.25 £300
Specific reason for general grant: What was the grant for:	To help with the cost of the annual Girlguiding membership fee, the purchase of badges etc, plants for the War Memorial, cost of minibus for RNLI visit.

Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent or details of monies returned to the council.	Yes

Provide details of invoices/receipts and other evidence provided with this application to evidence how the previous grant was spend (Note: Invoices/receipts must be provided)	Attached.
Did the donation achieve its aims in relation to making a difference to the Community and if so in what way did the community benefit?	Yes.

1st Llantharan Rainbow Guides

End of Year Accounts 1/1/25 — 31/12/25

Income	£
Brought forward from 31/12/24	1330.90
Weekly subs	1104.50
Capitation payments	408 -
Community Council grant	300 -
Gift Aid	265.57
Community Shop donation	200 -
Rent repayment	92.50
Pantomime payments	180 -
RNLI sponsorship	70 -
Pyjama party payments	22 -
Sale of uniform	5 -
	£ 3978.47

Income	£ 3978.47
Expenditure	£ 3251.31
	£ 727.16

Bank account	£ 696.65
Cash in hand	£ 30.51
	£ 727.16

Accounts prepared by Caroline Price 31/12/25 C I Price

Accounts checked by JUNE WINDSOR June Windsor 9/1/26.

Expenditure

	£
Capitation to Girlguiding	✓ 1,364 -
Transpat	✓ 490 -
Rent	✓ 395 -
Badges, books + certificates	✓ 274 - 12
Panto tickets	✓ 178 -
Art and craft	✓ 123 - 42
Gifts	✓ 86.64
Refreshments	✓ 77.94
R.N.L.I	✓ 70 -
Fun Day tickets	✓ 55 -
Miscellaneous items	✓ 47.36
R.B.L. Poppy wreath	✓ 25 -
Photocopying	✓ 21.35
Training	✓ 10 -
Postage	✓ 3.48
	£ 3,251.31

Badges, books + cats

Girlguiding
Pontyclun Trading Depot

INVOICE

88 Ianharan rainbows 18/06/2025

CODE	SIZE	DESCRIPTION	PRICE	QTY	TOTAL
1872		theme award take action rainbows	£ 0 70	17	£ 11 90
1781		SB take action make change stage 1	£ 0 70	17	£ 11 90
1622		Rainbow helper badge	£ 0 70	17	£ 11 90
1235		Rainbows bronze award woven badge	£ 1 20	4	£ 4 80
6090		Bronze award certificate Rainbows	£ 0 80	4	£ 3 20

TOTAL: £ 43 70

Paid by: Cheque/BACS/Cash

BACS SORT CODE:30-99-50 ACCOUNT: 24757360 ACCOUNT NAME:PONTYCLUN TRADING DEPOT (Use your name as written above for reference)

CHEQUE Payable to: Pontyclun Trading Depot

Tracy Gore
[redacted]@outlook.com

Postal and Collection Address:
[redacted]72 9ZF

VE Day 1945-2025
VE DAY 80
Girlguiding Central Glamorgan County

Thank you for your order

Please accept this receipt

Girlguiding
Morgannwg Ganol
Central Glamorgan

Number of Badges 24

Total paid including postage £30-80

Received with thanks Julie Thomas 03/05/25

INVOICE

PEYTON TRAVEL LTD

EXECUTIVE MINICOACH HIRE
MAIN AVENUE, BRACKLA INDUSTRIAL ESTATE, BRIDGEND, CF31 2AG
TELEPHONE (01656) 661221 MOBILE (077888) 32357
V.A.T. No 927 2697 88

Invoice: EP020625 **Date:26/03/25**
Rainbow Guide

DATE	DESCRIPTION	TOTAL
	Saturday 14th June 22 seater from Llanharan to Porthcawl	**£195.00**

Paid £30 card deposit over the phone Balance to pay on the day £165

BACS DETAILS
PEYTON TRAVEL LTD
LLOYDS BANK
[redacted]18
ACC – [redacted]3160
REF – [redacted]EP020625

NET: £195.00
VAT:20% £ NIL
TOTAL: £195.00

THANK YOU FOR USING PEYTON TRAVEL LIMITED

Santander

Business Account

Santander Business Banking
Operations
Sunderland
SR43 4FW

1ST LLANHARAN RAINBOWS B

[redacted]

51695 001749 0007 E 38900

For all Business Banking enquiries, please call 0330 123 9860

To help us maintain and improve our customer service we might monitor or record your calls.

If you have sight or hearing loss, you can use Relay UK services at 18001 0330 123 9860

Online Banking service and information available at www.santander.co.uk

Your account summary for

25 February 2026 to 24 March 2026

Account name: 1ST LLANHARAN RAINBOWS
Account number [redacted]705 Sort code: [redacted]155
BIC: ABBYGB2LXXX IBAN: GB78ABBY09015597916705
Statement number: 003/2026 Page 1 of 3

Balance brought forward from 24th February statement	£1,956.92
Total credits:	£0.00
Total debits:	-£1,650.00
Your balance at close of business 24 March 2026	**£306.92**

Credit interest rate: No credit interest is paid on this account.

News and information

Beyond banking

Did you know that as a Santander Business customer, there are more services that could help your business grow.

Find out more, by visiting:
santander.co.uk/business/business-support

Interested in card payments?

Visit **santander.co.uk/business** and click 'card payments' to find out more.

We continue important information on the back of this page.

Please keep this statement as you might need it in the future. If you have any questions please call us on the number above. VAT registration number 466 2647 24

Tell us how we can help you
We all need some help from time to time. So, if you need any support with your banking because of a disability, your mental health, or problems at home, we're here for you. Whether it's a temporary or permanent situation, you only need to tell us once. We'll make a note of things, so you don't have to explain it to us again. Call us, pop into a branch, or type 'tell us once' into chat when logged on to Online Banking.

Santander UK plc. Registered Office: 2 Triton Square, Regent's Place, London, NW1 3AN, United Kingdom. Registered Number 2294747. Registered in England and Wales. www.santander.co.uk. Telephone 0330 9 123 123. Calls may be recorded or monitored. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Our Financial Services Register number is 106054. You can check this on the Financial Services Register by visiting the FCA's website www.fca.org.uk/register. Santander and the flame logo are registered trademarks.

Important messages

What you need to know about compensation arrangements:
We're covered by the Financial Services Compensation Scheme ("FSCS").
The FSCS can pay compensation to depositors if a bank can't meet its financial obligations. The account(s) shown in this statement are eligible for compensation under the scheme. Santander UK plc is an authorised deposit taker and accepts deposits under this name and the cahoot, Santander Business and Santander Corporate & Commercial Bank trading names.

You can find more information about the compensation provided by the FSCS, on their website at www.FSCS.org.uk.

Want to make a complaint? We're sorry if we've not given you the service you expect. We'd like to put things right as soon as we can. Please talk to us - call our complaints team on **0800 171 2171**.

Gone overdrawn without arranging an overdraft first? If you do this, or go over your agreed overdraft limit, we might charge you interest or fees. For details, see the table below.

	Unarranged overdraft rates and fees		
	Interest rate	**Paid item fee**	**Unpaid item fee**
Treasurer's Current Account	No interest	No fee	No fee
Business Current Account - Classic	14.94%	No fee	No fee

If money is a bit of a struggle for you at the moment, you're not alone. We know talking about your business finances isn't easy, and we're here to help. You can find out more by visiting santander.co.uk/business and clicking 'Support'.

MIX
Paper | Supporting responsible forestry
FSC® C007810

Try paper-free banking. You can still request paper statements if you need them.
For Online Banking select > Statements and documents > View your paper-free preferences.
For Mobile Banking select > envelope icon > tap statements and documents > View your paper-free preferences.

Santander

Account Name: 1ST LLANHARAN RAINBOWS
Account number: [redacted]705 (Sort Code [redacted]155)
Statement number: 003/2026 Page number: 3 of 3

Date	Description	Credits	Debits	Balance
	Previous statement balance			1,956.92
27th Feb	PAYMENT BY CHEQUE WITH SERIAL NO 022131		1,650.00	306.92
27th Feb	Current statement balance			306.92

Birdguiding membership fee.

Business Account

Santander

Santander Business Banking
Operations
Sunderland
SR43 4FW

1ST LLANHARAN RAINBOWS B

[redacted]

86097 000913 0005 E 38900

For all Business Banking enquiries, please call 0330 123 9860

To help us maintain and improve our customer service we might monitor or record your calls.

If you have sight or hearing loss, you can use Relay UK services at 18001 0330 123 9860

Online Banking service and information available at www.santander.co.uk

Your account summary for

25 March 2026 to 24 April 2026

Account name: 1ST LLANHARAN RAINBOWS
Account number: [redacted]705 Sort code: [redacted]155
BIC: ABBYGB2LXXX IBAN: GB78ABBY09015597916705
Statement number: 004/2026 Page 1 of 3

Balance brought forward from 24th March statement	£306.92
Total credits:	£80.00
Total debits:	-£152.00
Your balance at close of business 24 April 2026	**£234.92**

Credit interest rate: No credit interest is paid on this account.

News and information

Beyond banking

Did you know that as a Santander Business customer, there are more services that could help your business grow.

Find out more, by visiting:
santander.co.uk/business/business-support

Interested in card payments?

Visit **santander.co.uk/business** and click 'card payments' to find out more.

We continue important information on the back of this page.

Please keep this statement as you might need it in the future. If you have any questions please call us on the number above. VAT registration number 466 2647 24

Tell us how we can help you
We all need some help from time to time. So, if you need any support with your banking because of a disability, your mental health, or problems at home, we're here for you. Whether it's a temporary or permanent situation, you only need to tell us once. We'll make a note of things, so you don't have to explain it to us again. Call us, pop into a branch, or type 'tell us once' into chat when logged on to Online Banking.

Santander UK plc. Registered Office: 2 Triton Square, Regent's Place, London, NW1 3AN, United Kingdom. Registered Number 2294747. Registered in England and Wales. www.santander.co.uk. Telephone 0330 9 123 123. Calls may be recorded or monitored. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Our Financial Services Register number is 106054. You can check this on the Financial Services Register by visiting the FCA's website www.fca.org.uk/register. Santander and the flame logo are registered trademarks.

Important messages

What you need to know about compensation arrangements:
We're covered by the Financial Services Compensation Scheme ("FSCS").
The FSCS can pay compensation to depositors if a bank can't meet its financial obligations. The account(s) shown in this statement are eligible for compensation under the scheme. Santander UK plc is an authorised deposit taker and accepts deposits under this name and the cahoot, Santander Business and Santander Corporate & Commercial Bank trading names.

You can find more information about the compensation provided by the FSCS, on their website at www.FSCS.org.uk.

Want to make a complaint? We're sorry if we've not given you the service you expect. We'd like to put things right as soon as we can. Please talk to us - call our complaints team on **0800 171 2171**.

Gone overdrawn without arranging an overdraft first? If you do this, or go over your agreed overdraft limit, we might charge you interest or fees. For details, see the table below.

	Unarranged overdraft rates and fees		
	Interest rate	**Paid item fee**	**Unpaid item fee**
Treasurer's Current Account	No interest	No fee	No fee
Business Current Account - Classic	14.94%	No fee	No fee

If money is a bit of a struggle for you at the moment, you're not alone. We know talking about your business finances isn't easy, and we're here to help. You can find out more by visiting santander.co.uk/business and clicking 'Support'.

MIX
Paper | Supporting responsible forestry
FSC® C007810

Santander

Account Name: 1ST LLANHARAN RAINBOWS
Account number: [redacted] **6705** (Sort Code [redacted]0155)
Statement number: 004/2026 Page number: 3 of 3

Date	Description	Credits	Debits	Balance
	Previous statement balance			306.92
30th Mar	PAYMENT BY CHEQUE WITH SERIAL NO 022132		100.00	206.92
31st Mar	CASH DEPOSIT AT PO 2 SOUTHALL STRE 2026-03-31	80.00		286.92
2nd Apr	PAYMENT BY CHEQUE WITH SERIAL NO 022133		52.00	234.92
2nd Apr	Current statement balance			234.92

Business Account

Santander

Santander Business Banking Operations
Sunderland
SR43 4FW

For all Business Banking enquiries, please call 0330 123 9860

To help us maintain and improve our customer service we might monitor or record your calls.

If you have sight or hearing loss, you can use Relay UK services at 18001 0330 123 9860

Online Banking service and information available at www.santander.co.uk

1ST LLANHARAN RAINBOWS B

[redacted]

51357 000844 0005 E 38900

Your account summary for

25 April 2026 to 24 June 2026

Account name: 1ST LLANHARAN RAINBOWS
Account number: [redacted]6705 Sort code: [redacted]155
BIC: ABBYGB2LXXX IBAN: GB78ABBY09015597916705
Statement number: 005/2026 Page 1 of 3

Balance brought forward from 24th April statement	£234.92
Total credits:	£250.00
Total debits:	-£0.00
Your balance at close of business 24 June 2026	**£484.92**

Credit interest rate: No credit interest is paid on this account.

News and information

Beyond banking
Did you know that as a Santander Business customer, there are more services that could help your business grow?

Find out more, by visiting:
santander.co.uk/business/business-support

Interested in card payments?
Visit **santander.co.uk/business** and click 'card payments' to find out more.

We continue important information on the back of this page.

Please keep this statement as you might need it in the future. If you have any questions please call us on the number above. VAT registration number 466 2647 24

Tell us how we can help you
We all need some help from time to time. So, if you need any support with your banking because of a disability, your mental health, or problems at home, we're here for you. Whether it's a temporary or permanent situation, you only need to tell us once. We'll make a note of things, so you don't have to explain it to us again. Call us, pop into a branch, or type 'tell us once' into chat when logged on to Online Banking.

Santander UK plc. Registered Office: 2 Triton Square, Regent's Place, London, NW1 3AN, United Kingdom. Registered Number 2294747. Registered in England and Wales. www.santander.co.uk. Telephone 0330 9 123 123. Calls may be recorded or monitored. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Our Financial Services Register number is 106054. You can check this on the Financial Services Register by visiting the FCA's website www.fca.org.uk/register. Santander and the flame logo are registered trademarks.

Important messages

What you need to know about compensation arrangements:
We're covered by the Financial Services Compensation Scheme ("FSCS").
The FSCS can pay compensation to depositors if a bank can't meet its financial obligations. The account(s) shown in this statement are eligible for compensation under the scheme. Santander UK plc is an authorised deposit taker and accepts deposits under this name and the cahoot, Santander Business and Santander Corporate & Commercial Bank trading names.

	You can find more information about the compensation provided by the FSCS, on their website at www.FSCS.org.uk.	

Want to make a complaint? We're sorry if we've not given you the service you expect. We'd like to put things right as soon as we can. Please talk to us - call our complaints team on **0800 171 2171**.

Gone overdrawn without arranging an overdraft first? If you do this, or go over your agreed overdraft limit, we might charge you interest or fees. For details, see the table below.

	Unarranged overdraft rates and fees		
	Interest rate	**Paid item fee**	**Unpaid item fee**
Treasurer's Current Account	No interest	No fee	No fee
Business Current Account - Classic	14.94%	No fee	No fee

If money is a bit of a struggle for you at the moment, you're not alone. We know talking about your business finances isn't easy, and we're here to help. You can find out more by visiting santander.co.uk/business and clicking 'Support'.

MIX
Paper | Supporting responsible forestry
FSC® C007910

Try paper-free banking. You can still request paper statements if you need them.
For Online Banking select > Statements and documents > View your paper-free preferences.
For Mobile Banking select > envelope icon > tap statements and documents > View your paper-free preferences.

Santander

Account Name: 1ST LLANHARAN RAINBOWS
Account number: [redacted]6705 (Sort Code [redacted]155)
Statement number: 005/2026 Page number: 3 of 3

Date	Description	Credits	Debits	Balance
	Previous statement balance			234.92
23rd Jun	CASH DEPOSIT AT PO 2 SOUTHALL STRE 2026-06-23	250.00		484.92
23rd Jun	Current statement balance			484.92



LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Form

The maximum grant available is up to £2,000

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name)	Brynna Rainbow Guides Brynna Brownies
Registered Charity Number *(if applicable)*	
Name of Main Contact and role: (All correspondence will be addressed to this person)	J [redacted]
Full Postal Address of Applicant:	[redacted] ue [redacted]
Contact Telephone Number:	Daytime: Mobile: [redacted]
Main Contact Email Address:	[redacted]

Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? (State whether General Grant or CIL) Yes - general grant

If the answer is yes, please complete the box below:

Date	Amount
July '25	£ 300
July '24	£ 190
	£

Has an Appendix One, 'Grant spend confirmation form' been satisfactorily completed for the most recent general grant with invoices/receipts provided Appendix One MUST be fully completed and receipts/invoices provided for the application to be considered.	Yes ☑ No ☐

Have you read and understood the council's General Grant Policy and understand that applications must comply with all aspects of the policy to be submitted for consideration unless you have provided a narrative as to why an exception to the policy should be considered ?	*Yes* ☑ *No* ☐
If your application does not comply with all aspects of the Council's general grant policy provide your narrative as to why an exception to the policy should be considered here. *(Note: If your application does not comply with the council's policy and you do not provide a narrative here, your application may not be submitted for consideration).*	

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

I run Brynna Rainbows and Brownie Guides at Brynna Community hall. The groups run one after the other on Monday evenings. As members of The Girl Guide Movement we provide a safe space for girls and women to meet together, learn new skills and have fun. We follow the programme of activities as laid out by ~~the~~ Girl Guiding UK. This is made up of a number of skills based badges, interest badges and challenge badges across different themes. We also go on several different daytrips or day activities each year and we also take the Brownies on a park holiday weekend away to Gorwelion (Dyfatch) ~~every~~ year.

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?

At present we have 16 Rainbows, 32 Brownies, 5 teenage helpers / young leaders and 7 adult leaders. Over 80% live in Brynna or Llanharan

Are you an eligible group? (See Policy 2)

Yes ☑ No ☐

How long has the organisation been established?

Girl Guiding was established over 100 years ago, the units in Brynna have existed for over 20 years. I have been leader there for 5 years

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?

Please provide a brief description of specifically what you intend to use the Grant Aid for?

I would like to use the grant to buy badges for the girls. Badge work is a central part of our activities and these are increasing in price. last year I spent over £900 on badges. We also pay rent on our hall hire and buy craft items. I try to keep our termly subscription as low as possible so we can be an inclusive organisation. Financial help towards purchasing badges would help me to do this. I offer a sibbling discount and last year I managed to obtain a £200 grant from Girl Guiding Cymru to enable me to give very reduced membership to a handful of girls I'd identified as at risk of leaving us because of termly fees.

Every year I have to pay a fee to Girl Guiding Cymru and Girl Guiding UK. This is paid in February. last year it was £67 per member. In '27 this expected to be £75. I try to accumulate money in our accounts over the year so I have enough money to pay this in February.

How will the Grand Aid benefit the Community?

Girl Guiding is one of a number of community groups for young people in the area. These groups provide excellent educational and social opportunities for young people. Girl Guiding is a very inclusive organisation for girls and adults.

What are the consequences if you are not awarded the grant?
(Be specific and avoid exaggeration)

I would have to increase my termly subscription

Please provide the dates you intend to start and finish the project/activity

Start Date: Sept '26

Completion Date: July '27

SECTION C: How much Grant Aid is being applied for?

What is the total cost of the project/activity for which Grant Aid is required? (Provide a breakdown on a separate sheet if necessary)
Indicate whether the amount includes or excludes VAT

£400 for badges

What is the amount of General Grant Aid the organisation would like to apply for from Llanharan Community Council?
Indicate whether the amount includes or excludes VAT and whether you are able to reclaim VAT.

£400

What other sources of funding is currently available for the project/activity? (Provide a breakdown on a separate sheet if necessary)

I received £500 from The Community Shop in February '26. (£400 in '25). I received a special hardship grant of £200 from Gurl Guiding Cymru in '26

What other funders have been approached and what is the status of those applications? (Provide a breakdown on a separate sheet if necessary)

Note: If other sources of funding have been secured but not yet received, provide written evidence (for example a formal letter of commitment from the funder(s)).

You MUST supply the following information (See policy notes for detail) dependent on grant applied for.

Failure to provide all of the information requested in full by the deadline given may result in your application not being presented for consideration.

A. Up to £499

- Formal constitution or rules document.
- Income and expenditure account/balance sheet for the previous financial year
- Most recent bank statements for **ALL** bank or investment accounts or other financial instruments. *Statement dates must be within 1 month of the deadline for applications and must show at least 3 month of transactions (redacted to protect personal information in line with GDPR if necessary).*
- VAT registration number (if registered)
- Provide quotations for items the grant will be used for.

I believe you have a copy of Central Glamorgan's constitution, updated in 2020 for Girl Guiding

B. £500 - £2,000

- As requested in A
- Latest audited/ratified accounts and balance sheet verified and signed by a qualified person independent of the group/organisation. (The persons name and contact details should be also printed).

Section D: Sustainability

Will the project/activity continue after this funding has ended?

Yes ☑ No ☐

If yes, provide details.

We are a longstanding community group and the grant is to help us keep our fees affordable

Section E: Payment Details

If your application is successful, payment will be made using the details below.

Account Name (*Must match the name of the organisation applying as in Section A)*

1st Brynna Brownies

Account Number *(Must match that of one of the bank statements provided)*

[redacted]460

Sort Code *(Must match that of one of the bank statements provided)*

[redacted]50

SECTION F: Completing the application

Primary Signature – This must be the signature of the main contact named in Section A

Declaration:

i. I certify that the information contained in this application is correct and there are no omissions, including all required supporting documentation required in section C.

ii. I understand that it is the applicant's responsibility to ensure that any application is completed correctly and fully, including all required supporting documentation required in section C. Should the application be found to be incomplete then it may not be presented for consideration.

iii. If the information in the application changes in any way I will inform Llanharan Community Council immediately.

iv. I understand that should any incorrect submissions or any omissions from the application come to light then all monies will be repayable to Llanharan Community Council

Name (Print) : J [redacted]

Position held in organisation: Head in Charge

Signed: [redacted] Date: 24/6/26

Please note that this form requires two signatures:

Second Signature [redacted]

Name (Print): J [redacted]

Position held in organisation:

DIVISION COMMISSIONER

Signed: [redacted] Date: 24/6/26

Completed application forms should be returned to:

Clerk to Llanharan
Community Council
2 Chapel Rd
Llanharan
CF72 9QA

clerk@llanharan-cc.gov.wales

01443 231430

Checklist:-

- ✓ You have read and understood the Council's grants policy and your application meets the criteria listed.
- ✓ All of the supporting information required in section C has been provided and the form fully and correctly completed including Appendix one and /or a narrative as to why an exception to the

council's grants policy should be considered (where applicable). (Your application may not be submitted for consideration otherwise).

- ✓ Two signatories and all details correctly and fully noted on the form.
- ✓ Submission of the application form and all supporting documentation is completed before the deadline date.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and provide invoices or other evidence regarding how the previous grant was spent.

Please note any applications received or received but incomplete after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box ☐

Return the completed forms by the appropriate deadline to:

Clerk to Llanharan Community Council

2 Chapel Road
Llanharan
CF72 9QA
clerk@llanharan-cc.gov.wales
01443 231430

Appendix One

Llanharan Community Council General Grant Spend Confirmation Form

Name:	Jo Hobbs
Organisation:	Brynna Rainbows and Brownies
Address:	[redacted]
Telephone:	[redacted]
Email address:	
Date & Amount of general grant awarded:	£300 July '26
Specific reason for general grant: What was the grant for:	used to buy badges

Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent or details of monies returned to the council.	yes

Provide details of invoices/receipts and other evidence provided with this application to evidence how the previous grant was spend (Note: Invoices/receipts must be provided)	✓
Did the donation achieve its aims in relation to making a difference to the Community and if so in what way did the community benefit?	The donation helped me to keep my subscription at £45 per term with a £5 sibling discount

Girlguiding
Pontyclun Trading Depot

INVOICE

DEPOT INVOICE NO	GG NUNUNIT	CUSTOMER	DATE
89	Brynna Brownies	Jo Hobbs	01/08/2025

CODE	SIZE	DESCRIPTION	PRICE	QTY	TOTAL
6247		My Little Badge book Brownies	£4 25	1	£ 4 25
6248		My little Badge book Guides	£ 4 50	1	£ 4 50
6241		My badge book Brownies	£ 8 00	1	£ 8 00
6261		My Badge Book Guides	£ 9 00	1	£ 9 00
3268		Squirrel Emblem	£ 1 40	3	£ 4 20
3267		Rabbit Emblem	£ 1 40	3	£ 4 20
3282		Phoenix Emblem	£ 1 40	1	£ 1 40
3272		Panda Emblem Metal	£ 1 40	3	£ 4 20
3264		Fox emblem	£ 1 40	2	£ 2 80
3269		Dolphin Emblem metal	£ 1 40	2	£ 2 80
1205		Gold Award Brownies Metal Badge	£2 25	10	£ 22 50
1222		Silver award Brownies Metal Badge	£2 25	10	£ 22 50
1240		Bronze award Metal Badge	£ 2 25	10	£ 22 50
4114		4 nights away badge	£ 1 00	15	£ 15 00
4112		2 nights away badge	£ 1 00	12	£ 12 00
4111		1 night away badge	£ 1 00	2	£ 2 00
1561		brownies promise badge metal	£ 2 00	6	£ 12 00
1201		Gold award woven badge brownies	£ 1 20	10	£ 12 00
1218		Silver woven badge brownies	£ 1 20	10	£ 12 00
1236		Bronze woven badge Brownies	£ 1 20	10	£ 12 00
1700		pot of gold woven badge	£ 3 00	1	£ 3 00
1865		theme award brownies know myself	£ 0 70	36	£ 25 20
1853		Theme award brownies skills for future	£ 0 70	36	£ 25 20
1852		Theme Award - Rainbows - Skills For My Future	£ 0 70	16	£ 11 20
1864		theme award rainbows know myself	£ 0 70	15	£ 10 50
1620		Rainbows book lover badge	£ 0 70	15	£ 10 50
1217		silver award Rainbows	£ 1 20	10	£ 12 00
1235		Bronze award Rainbows woven	£ 1 20	10	£ 12 00
1728		SKB skills for future live smart stage 2	£ 0 70	36	£ 25 20
1727		Skills Builder skills for future live smart stage 1	£ 0 70	20	£ 14 00
1763		SKB knowmyself stage 1	£ 0 70	7	£ 4 90
1765		SKB know myself stage 3	£ 0 70	36	£ 25 20
1444		Brownies Games Master badge	£ 0 70	40	£ 28 00
1445		Brownies kitchen Creations	£ 0 70	15	£ 10 50
1436		Brownies Craft Badge	£ 0 70	25	£ 17 50
1426		Rainbows Guide sparkle woven badge	£ 0 70	20	£ 14 00
1442		Guiding Glow badge brownies	£ 0 70	40	£ 28 00
1560		Rainbows Promise Badge	£ 2 00	6	£ 12 00
				TOTAL:	£ 478 75

Paid by: Cheque/BACS/Cash

BACS SORT CODE:30-99-50 ACCOUNT: 24757360 ACCOUNT NAME:**PONTYCLUN TRADING DEPOT** (Use your name as written above for reference)

CHEQUE Payable to: Pontyclun Trading Depot

Tracy Gore
Tel: 07843594996
Email: pontyclunshop.gm@outlook.com

Postal and Collection Address:
64 Ffordd Dol Y Coed, Bryncae, Llanharan, CF72 9ZF

ANNUAL CHECK January 2025-December '25

Division Commissioner to sign ONLY when she has seen and checked the accounts and all required information has been received.

Garth Maelwg

Division:

Unit	1st Brynna Brownies	
Bank	Lloyds Bank	
Sort Code	Account Number	[redacted] 50 [redacted] 460
Signatories	Joanna Hobbs	
	Jayne Rogers	
	Laura Evans	
Accounts Viewed and authorised 2025	Tarek A. Porch. 57, Lynysaden, Pontyclun CF72 9UA. Tarek A. Porch. 17th January 2026.	
Balance of Accounts at year end	£2142.19	
Division Comm	Jayne Rogers	
Division Commissioner Signature	Date 30.1.24	J Rogers

[redacted] ANNUAL CHECK January 2025-

December '25

Division Commissioner to sign ONLY when she has seen and checked the accounts and all required information has been received.

Garth Maelwg

Division:

Unit	1st Brynna Rainbow Guides	
Bank	Lloyds Bank	
Sort Code	Account Number [redacted] -50	[redacted] 462
Signatories	Joanna Hobbs	
	Jayne Rogers	
	Laura Evans	
Accounts Viewed and authorised 2025	Jane A. Porch 54, Ynys dda, Porthcawl CF72 9UA. Jane A. Porch. 17th January 2026.	
Balance of Accounts at year end	£ 971.53	
Division Comm	Jayne Rogers	
Division Commissioner Signature	Date 30.1.26	[redacted]

IMPORTANT Statement and Invoice

CHARITY ACCOUNT

30-99-50 54774460

02 MAR 2026

LLOYDS BANK

1ST BRYNNA BROWNIES
[redacted]

Your account statement

Issue date: 27 February 2026
Write to us at: PO Box 1000, Andover, BX1 1LT
Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)
Visit us online: www.lloydsbank.com
Your branch: VICTORIA (309950)
Sort code: [redacted]-50 Account number [redacted]4460
BIC: LOYDGB21287
IBAN: GB07 LOYD 3099 5054 7744 60

CHARITY ACCOUNT
1ST BRYNNA BROWNIES

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 30 Jan 2026	**£3,667.56**
Total Paid In	£60.00
Total Paid Out	£2,640.00
Balance On 26 Feb 2026	**£1,087.56**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Jan 26		**STATEMENT OPENING BALANCE**			**3,667.56**
02 Feb 26	FPI	MORGAN C L CLARA MORRIS 39170713814534000N 601648 10 02FEB26 17:07	30.00		3,697.56
05 Feb 26	CHQ	000059		198.00	3,499.56
09 Feb 26	FPI	O DEJI 30000000171669218B 309179 10 09FEB26 15:07	30.00		3,529.56
26 Feb 26	CHQ	000060		2,442.00	1,087.56
26 Feb 26		**STATEMENT CLOSING BALANCE**	**60.00**	**2,640.00**	**1,087.56**

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:
FPI - Faster Payment CHQ - Cheque

Support for charities and not-for-profit organisations
Discover our hub for tips and guidance to make running your organisation easier. Pop back regularly for new content and updates.

To explore our hub visit **lloydsbank.com/not-for-profits** or scan the QR code.

IMPORTANT Statement and Invoice

CHARITY ACCOUNT

30-99-50 54774460

02 APR 2026

LLOYDS BANK

1ST BRYNNA BROWNIES
[redacted]

Your account statement

Issue date: 1 April 2026

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: VICTORIA (309950)

Sort code [redacted]-50 Account numbe[redacted]4460

BIC: LOYDGB21287

IBAN: GB07 LOYD 3099 5054 7744 60

CHARITY ACCOUNT
1ST BRYNNA BROWNIES

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 27 Feb 2026	**£1,087.56**
Total Paid In	£0.00
Total Paid Out	£387.83
Balance On 24 Mar 2026	**£699.73**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
27 Feb 26		**STATEMENT OPENING BALANCE**			**1,087.56**
17 Mar 26	PAY	SERVICE CHARGES REF : 479342116		1.42	1,086.14
20 Mar 26	CHQ	000061		180.41	905.73
24 Mar 26	CHQ	000062		206.00	699.73
24 Mar 26		**STATEMENT CLOSING BALANCE**	**0.00**	**387.83**	**699.73**

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:
PAY - Payment CHQ - Cheque

Support for charities and not-for-profit organisations
Discover our hub for tips and guidance to make running your organisation easier. Pop back regularly for new content and updates.

To explore our hub visit **lloydsbank.com/not-for-profits** or scan the QR code.

1ST BRYNNA BROWNIES

[redacted]

[redacted]

Visit us online: w
Your branch: Vl
Sort code: [redacted]-5(
BIC: LOYDGB2128
IBAN: GB07 LOYD

Clerk's note: Acc ending 460

CHARITY ACCOUNT
1ST BRYNNA BROWNIES

Our records indicate that your
deposit protection.
Further details can be found o

Account summary

Balance On 01 Apr 2026	**£699.73**
Total Paid In	£1,031.00
Total Paid Out	£267.02
Balance On 01 May 2026	**£1,463.71**

Account activity

Date	Payment Type	Details	Paid In (£)
01 Apr 26		**STATEMENT OPENING BALANCE**	
13 Apr 26	FPI	A EVANS ROSIE CAMP DEPOSIT 200000001743725846 113707 10 11APR26 15:59	10.00
13 Apr 26	FPI	R WALSH AOIFE SUBS 100000001739312095 309691 10 13APR26 10:20	45.00
13 Apr 26	FPI	CERI-ANNE MCCARTHY GRACE TAYLOR HUBX33B3168CB56EEF 090130 10 13APR26 14:00	45.00
13 Apr 26	FPI	SEMPL&DAVIES ELLA DAVIES SUBS 691192250581314001 401323 10 13APR26 18:50	45.00
13 Apr 26	FPI	A EVANS ROSIE SUBS 200000001744778434 113707 10 13APR26 19:00	45.00
13 Apr 26	FPI	DAVIES M ANNABELLE DAVIES 594190607591314001 401818 10 13APR26 19:57	55.00
15 Apr 26	FPI	DUNN KN ELISEHARDWAY 072060336270514001 401836 10 15APR26 07:26	55.00
15 Apr 26	FPI	BARBROOK LA LILY JONES RP4659982330115300 201815 10 15APR26 08:14	45.00
16 Apr 26	CHQ	000063	
16 Apr 26	FPI	S BRODERICK ELLIERINGSUBS 400000001755483846 309986 10 16APR26 16:04	45.00
16 Apr 26	FPI	ROVIRA L M DARCI SAMUEL RP4659982528977900 201225 10 16APR26 16:18	45.00
20 Apr 26	FPI	D PREECE ELERI PREECE 400000001757662818 110091 10 20APR26 17:42	55.00
20 Apr 26	PAY	SERVICE CHARGES REF : 481823810	
20 Apr 26	FPI	JOHN R E FFION POWELL 31194746497806000N	55.00

LLOYDS BANK

Your accou

Issue date: 1 May 2

Sort code: [redacted]-5

Date	Payment Type	Details	Paid In (£)
20 Apr 26	FPI	LANGDON G LILY LANGDON SUBS RP4659983076591800 201827 10 20APR26 19:55	45.00
24 Apr 26	FPI	PUNTER L ERIN PUNTER SUBS RP4679960839016200 202622 10 24APR26 07:48	40.00
24 Apr 26	FPI	PUNTER L ALYS ERIN PACK HOL RP4679960839232700 202622 10 24APR26 07:49	20.00
27 Apr 26	FPI	S BRODERICK ELLIERINGCAMPDEPOS 300000001759390283 309986 10 26APR26 13:10	10.00
27 Apr 26	FPI	O DEJI ESTHER MUSTAPHA 500000001756639603 309179 10 27APR26 16:44	45.00
27 Apr 26	FPI	TSANG WING BROWINE FEE 508311630391724001 401184 10 27APR26 19:30	45.00
28 Apr 26	FPI	NEWTH&GRIFFI EIRA GRIFFITHS 303596933001824001 401618 10 28APR26 10:03	45.00
29 Apr 26	FPI	BARBROOK LA LILY JONES RP4659984227181400 201815 10 29APR26 08:34	10.00
29 Apr 26	FPI	C COOK ISLA COOK 100000001747508220 309398 10 29APR26 10:05	50.00
29 Apr 26	FPI	YAZMIN BRADBERRY NEL HUBX1724C36A15E74B 090128 10 29APR26 14:39	46.00
30 Apr 26	FPI	PERRY LJ ROBYN PERRY TRIP RP4659984377253400 201225 10 30APR26 07:36	10.00
30 Apr 26	FPI	N HAWKINS L HAWKINS SUBS 500000001758625690 309069 10 30APR26 15:56	45.00
30 Apr 26	FPI	N HAWKINS L HAWKINS CAMP DEP 600000001758408579 309069 10 30APR26 15:56	10.00
01 May 26	FPI	MORGAN C L CLARA MORRIS 11093649703955000N 601648 10 01MAY26 09:36	55.00
01 May 26		**STATEMENT CLOSING BALANCE**	**1,031.00**

The "Details" column in your statement shows the date that a Debit Card payment went into or came ou happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment CHQ - Cheque PAY - Payment

Support for charities and not-for-profit organisations

Discover our hub for tips and guidance to make running your organisation easier. Pop back regularly fo and updates.

To explore our hub visit **lloydsbank.com/not-for-profits** or scan the QR code.

CHARITY ACCOUNT
1ST BRYNNA BROWNIES

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 01 May 2026	**£1,463.71**
Total Paid In	£685.00
Total Paid Out	£171.18
Balance On 01 Jun 2026	**£1,977.53**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 May 26		**STATEMENT OPENING BALANCE**			**1,463.71**
05 May 26	FPI	CERIAN EVANS ANWEN EVANS 24296948093340026 070246 10 02MAY26 22:31	30.00		1,493.71
05 May 26	FPI	LAURA HALSE HARPER HALSE 54055837471097382 070116 10 03MAY26 08:01	55.00		1,548.71
05 May 26	FPI	L BEER-JONES IMOGEN J DEPOSIT 3000000017638710 88 309682 10 03MAY26 08:13	10.00		1,558.71
05 May 26	FPI	E WILLIAMS PRIYA CAMP 100000001750323241 306769 10 03MAY26 08:59	70.00		1,628.71
05 May 26	FPI	ROVIRA L M DARCI SAMUEL RP4659985033839600 201225 10 04MAY26 11:13	50.00		1,678.71
05 May 26	FPI	NIGEL RICHARDS ANYA RICHARDS 87564937265391115 070116 10 05MAY26 12:47	45.00		1,723.71
05 May 26	FPI	E WILLIAMS PRIYA / ROSEANNA 2000000017566503 79 306769 10 05MAY26 15:00	80.00		1,803.71
05 May 26	FPI	SEMPL&DAVIES ELLA DAVIES FUNDAY 00338045356150500 1 401323 10 05MAY26 16:53	5.00		1,808.71
06 May 26	FPI	DUNN KN ELISEHARDWAY 571839400370605001 401836 10 06MAY26 07:30	5.00		1,813.71
06 May 26	FPI	S BRODERICK ELLIERINGFUNDAY 1000000017518490 45 309986 10 06MAY26 08:17	5.00		1,818.71
06 May 26	FPI	A EVANS ROSIE FUNDAY 300000001765436502 113707 10 06MAY26 09:18	5.00		1,823.71
06 May 26	FPI	L BEER-JONES IMOGEN J FUNDAY 5000000017620158 21 309682 10 06MAY26 09:30	5.00		1,828.71
06 May 26	FPI	DAVIES M ANNABELLE DAVIES 96657134920160 5C01 401818 10 06MAY26 10:29	5.00		1,833.71
11 May 26	FPI	E RICHARDS HANNEY SOPHIAR-HANNEY 2000000017600577 63 306734 10 11MAY26 20:00	45.00		1,878.71
13 May 26	CHQ	000064		91.83	1,786.88

Your Account activity is continued overleaf

Lloyds Bank plc. Registered office: 25 Gresham Street, London, EC2V 7HN. Registered in England and Wales, no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under number 119278.

LLOYDS BANK

Your account statement

Issue date: 1 June 2026
Sort code [redacted]50 Account number [redacted]4460

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
13 May 26	FPI	CARLY RICHARDS & R PAIGE R TRIP PXWJXG3NICXJO5ZGDX 040003 10 13MAY26 21:05	10.00		1,796.88
15 May 26	FPI	LAURA EDWARDS FROM DARCIE LACEY PJ51R5T3P4KAFX05IT 040003 10 15MAY26 17:08	20.00		1,816.88
19 May 26	PAY	SERVICE CHARGES REF : 484327229		1.00	1,815.88
21 May 26	CHQ	000065		78.35	1,737.53
29 May 26	FPI	PERRY LJ ROBYN PERRY TRIP RP4659988433025300 201225 10 29MAY26 13:52	60.00		1,797.53
01 Jun 26	FPI	S BRODERICK ELLIERINGPACKHOLID	60.00		1,857.53

IMPORTANT Statement and Invoice

CHARITY ACCOUNT

30-99-50 20587462

02 MAR 2026

LLOYDS BANK

1ST BRYNNA RAINBOW GUIDES

[redacted]

Your account statement

Issue date: 27 February 2026

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: VICTORIA (309950)

Sort code [redacted]50 Account number: [redacted]462

BIC: LOYDGB21287

IBAN: GB57 LOYD 3099 5020 5874 62

CHARITY ACCOUNT
1ST BRYNNA RAINBOW GUIDES

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 30 Jan 2026	**£1,875.43**
Total Paid In	£75.00
Total Paid Out	£1,679.00
Balance On 26 Feb 2026	**£271.43**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Jan 26		**STATEMENT OPENING BALANCE**			**1,875.43**
02 Feb 26	FPI	MURDIE S P EMILYBELLE RP4659982530634500 201815 10 01FEB26 09:57	30.00		1,905.43
05 Feb 26	CHQ	000033		95.00	1,810.43
09 Feb 26	FPI	WAREHAM K DARCIE ROSE RP4679968826289200 202678 10 09FEB26 17:56	45.00		1,855.43
26 Feb 26	CHQ	000034		1,584.00	271.43
26 Feb 26		**STATEMENT CLOSING BALANCE**	**75.00**	**1,679.00**	**271.43**

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:
FPI - Faster Payment CHQ - Cheque

Support for charities and not-for-profit organisations
Discover our hub for tips and guidance to make running your organisation easier. Pop back regularly for new content and updates.

To explore our hub visit **lloydsbank.com/not-for-profits** or scan the QR code.

IMPORTANT Statement and Invoice

CHARITY ACCOUNT

30-99-50 20587462

02 APR 2026

LLOYDS BANK

1ST BRYNNA RAINBOW GUIDES

[redacted]

Your account statement

Issue date: 1 April 2026

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: VICTORIA (309950)

Sort code [redacted]50 Account numbe[redacted]462

BIC: LOYDGB21287

IBAN: GB57 LOYD 3099 5020 5874 62

CHARITY ACCOUNT
1ST BRYNNA RAINBOW GUIDES

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 27 Feb 2026	**£271.43**
Total Paid In	£0.00
Total Paid Out	£0.92
Balance On 17 Mar 2026	**£270.51**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
27 Feb 26		**STATEMENT OPENING BALANCE**			**271.43**
17 Mar 26	PAY	SERVICE CHARGES REF : 479350026		0.92	270.51
17 Mar 26		**STATEMENT CLOSING BALANCE**	**0.00**	**0.92**	**270.51**

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:
PAY - Payment

Support for charities and not-for-profit organisations
Discover our hub for tips and guidance to make running your organisation easier. Pop back regularly for new content and updates.

To explore our hub visit **lloydsbank.com/not-for-profits** or scan the QR code.

Statement

CHARITY ACCOUNT

30-99-50 20587462

03 MAY 2026

LLOYDS BANK

1ST BRYNNA RAINBOW GUIDES

[redacted]

Your account statement

Issue date: 1 May 2026
Write to us at: PO Box 1000, Andover, BX1 1LT
Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)
Visit us online: www.lloydsbank.com
Your branch: VICTORIA (309950)
Sort code [redacted]50 Account number [redacted]7462
BIC: LOYDGB21287
IBAN: GB57 LOYD 3099 5020 5874 62

CHARITY ACCOUNT
1ST BRYNNA RAINBOW GUIDES

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 01 Apr 2026	**£270.51**
Total Paid In	£180.00
Total Paid Out	£0.50
Balance On 20 Apr 2026	**£450.01**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Apr 26		**STATEMENT OPENING BALANCE**			**270.51**
13 Apr 26	FPI	L BEER-JONES IMCGENSUBS APRI26 20000000174459861 4 309682 10 13APR26 13:47	45.00		315.51
16 Apr 26	FPI	CERYS BLANCH OLIVIA ROWLANDS HUBX6BB7AC57B57262 090128 10 16APR26 19:34	45.00		360.51
16 Apr 26	FPI	EVANS ELERI EVANS 6944435183916140014 01615 10 16APR26 19:38	45.00		405.51
16 Apr 26	FPI	PERRY H/2012 LILAC HOEY 342230230642840 00N 601648 10 16APR26 22:30	45.00		450.51
20 Apr 26	PAY	SERVICE CHARGES REF : 481845602		0.50	450.01
20 Apr 26		**STATEMENT CLOSING BALANCE**	**180.00**	**0.50**	**450.01**

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:
FPI - Faster Payment PAY - Payment

Support for charities and not-for-profit organisations
Discover our hub for tips and guidance to make running your organisation easier. Pop back regularly for new content and updates.

To explore our hub visit **lloydsbank.com/not-for-profits** or scan the QR code.

To whom it may concern,

Llanharan Community Council has reserved funds within its annual budget to award grants to community groups and organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with the council's grant policy and guidance notes is attached.

If you would like to apply for a general grant, the application form must ordinarily be completed and returned by 30th June for consideration in July and by 16th December for consideration in January. Emergency applications may be submitted under certain circumstances if appropriate provided an urgent need can be demonstrated. See 3.2

If your organisation/project previously received a Grant of any kind from the Council, it is imperative that you also complete and return the General Grant Feedback forms in Appendix One.

If you would like support completing the application form, visit our office in Chapel Road, or email/phone using the contact details below.

Incomplete applications or applications received after the deadline will not ordinarily be submitted for consideration.

Clerk to the Council
Llanharan Community Council

clerk@llanharan-cc.gov.wales
01443 231430
2 Chapel Road
Llanharan
CF72 9QA

LLANHARAN COMMUNITY COUNCIL

General Grant Policy and Application Guidance Notes

Please read the policy and guidance notes before completing the form:

1. Llanharan Community Council awards grants, at its discretion, to community groups and organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by:

- providing a service
- enhancing a quality of life
- improving the environment
- promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant application form; you may also seek assistance/ guidance from your local Councillor.

2. Eligibility

Grants can be made:

2.1. to groups delivering activities or services to residents of the local community who are established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and are non-profit making [1]and in addition do not make profit to pay or otherwise benefit directors, members or shareholders;

In addition such groups must;

2.2. have and be able to provide a constitution, or set of rules, which define its aims, objectives and operational procedures;

[1] Groups where all earned income is recycled for the benefit of the community are not considered profit making.

2.3. have a bank account (or accounts) held in the name of the group.

Grants will not be made;

2.4. to individuals

2.5. to groups situated or operating solely outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided

2.6. to organisations who's beneficiaries or members reside outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided.

2.7. to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities

2.8. to organisations established for party political purposes or promoting religious purposes

2.9. to any commercial venture or private business

2.10. for any private gain

2.11. for purposes for which there is a statutory duty upon other local or central government departments to fund or provide

2.12. to organisations who have received a general grant in the same financial year

2.13. to fund the purchase of alcohol, tobacco, loans or interest payments or VAT that an applicant can recover.

3. Grants will be considered under the following criteria:

3.1. Applications must be received by 30th June for consideration in July and by 16th December for consideration in January.

3.2. Emergency applications outside of these windows may be considered under certain circumstances provided the application is requested to be added to an agenda by submission of a written motion from Councillors. Such applications must explain why the need is urgent.

3.3. Such emergency applications as described in 3.2 may be heard by Full council subject to the consent of the Chair of the Audit Committee. The same conditions as outlined in 3.2 would apply.

3.4. All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and will not be submitted for consideration by the Council.

3.5. The applicant is responsible for ensuring the application complies with the council's general grant policy, that the application is completed in full and correctly include all required supporting documentation.

3.6. Any applications not complying with the council's policy will be submitted for consideration provided the applicant provides a narrative as to why an exception to the policy should be considered. If granted the council will minute the reasons for deviating from its policy.

3.7. Any applications not completely and correctly completed by the appropriate deadline will not be submitted for consideration.

3.8. All eligible applications will be considered at an appropriate meeting following the closing date for correctly completed applications.

3.9. Decisions will be made by Llanharan Community Council with its decision being final.

3.10. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the council will take into account the amount and frequency of any previous awards and the extent to which the applicant has sought or secured funds from other sources or their own fund-raising activities.

3.11. The council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

4. Further policy notes

4.1. Grant applications and supporting documents can only be accepted from the applicant. An application cannot be made by or presented by a third party on a group's behalf.

4.2. The maximum grant available is £2,000 per application.

4.3. Any payments would be made via BACS to the applicant's bank account listed in the application.

4.4. All grants must be drawn down within 12 months of the grant being awarded. Should grants be made on a conditional basis and the conditions not be met then the grant award will lapse after 12 months.

4.5. All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

4.6. A grant may not be given or transferred to any other group.

4.7. A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated within 1 year of the grant being made, then all unused monies must be returned to the council.

4.8. Retrospective applications will only be considered where the applicant can demonstrate that there was an urgent need for immediate spend for a purpose which would have otherwise complied with the Council's general grant policy.

4.9. for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or further evidence requested to demonstrate how the money has been spent.

4.10. for all grants the council may opt to award a grant as a lump sum or to pay on the receipt of invoices

4.11. Where a grant is to part fund a project or activity, the council will only release funds once the remaining required funds have been secured or evidence is presented to demonstrate that alternative funders have committed in writing to providing the required funds.

Any funds must be drawn down and used within 12 months as per 4.4 and 4.7

4.12. A project or activity may not be phased to obfuscate the total cost of a project.

4.13. The council will require details of how the money has been spent within 1 year of the award being made (Appendix One). No subsequent grant will be made until Appendix One has been correctly completed and evidence provided in relation to any previous grant. (Grant recipients must provide receipts/invoices to evidence grant spend).

4.14. In any case the applicant must provide details of how the money has been spent within 1 year of the award being made by completing and returning Appendix One along with receipts/invoices to evidence grant spend.

4.15. Recognition of the grant from Llanharan Community Council must be made in any publicity relating to the activity or purpose for which the grant was made and in the Group's accounts.

4.16. The Council may use the name of your Group and its project or activity in our own publicity material where appropriate.

5. Provisions for the return of granted funds to the council (Clawback)

5.1. Notwithstanding other clauses in this grant policy, any grants provided must be returned to the council should your group or project:

- Cease to operate within 1 year of receiving the grant
- Change ownership within 1 year of receiving the grant
- Relocate outside of the Llanharan Community Council boundary within 5 year of receiving the grant
- Significantly change from the details provided in your application within 1 year of receiving the grant
- Sell, gift or otherwise dispose of items purchased with grant money without the written permission of the council at any time within 5 years of receiving the grant.

- Notwithstanding other clauses in this grant policy, grants must be repaid in full on demand if:
- You are found to have made any misrepresentations in your application.
- You have breached the terms of the grant. (You will receive full details of any terms if your application is successful).
- You fail to follow the council's grant policy following payment of a grant. Including clauses: 4.7, 4.14, and 4.15.

Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

Grants – DATA PROTECTION

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at llanharancc.webs.com or from the Council Offices.

LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Form

The maximum grant available is up to £2,000

SECTION A: ABOUT YOU	
Name of Organisation: *(Please note that if you are successful, payment will be made to a bank account registered in this name)*	1st Llanharan Scout Group
Registered Charity Number *(if applicable)*	Not Applicable
Name of Main Contact and role: *(All correspondence will be addressed to this person)*	S[redacted]
Full Postal Address of Applicant:	[redacted]
Contact Telephone Number:	Mobile: [redacted]
Main Contact Email Address:	Chair.1stLlanharan@rctscouts.org.uk
Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? *(State whether General Grant or CIL)* Yes	
If the answer is yes, please complete the box below:	

Date	Amount
July 2025	£ 2,000
	£
	£
	£

SECTION A: ABOUT YOU	
Has an Appendix One, 'Grant spend confirmation form' been satisfactorily completed for the most recent general grant with invoices/receipts provided Appendix One MUST be fully completed and receipts/invoices provided for the application to be considered.	Yes.
Have you read and understood the council's General Grant Policy and understand that applications must comply with all aspects of the policy to be submitted for consideration unless you have provided a narrative as to why an exception to the policy should be considered?	Yes
If your application does not comply with all aspects of the Council's general grant policy provide your narrative as to why an exception to the policy should be considered here. *(Note: If your application does not comply with the council's policy and you do not provide a narrative here, your application may not be submitted for consideration).*	Not Applicable

SECTION A: ABOUT YOU

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

The 1st Llanharan Scout Group actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun;
- take part in activities indoors and outdoors;
- learn by doing;
- share in spiritual reflection;
- take responsibility and make choices;
- undertake new and challenging activities; and
- make and live by their Promise.

This is done by undertaking a variety of activities during weekly meetings for each section (Beavers, Cubs and Scouts) enabling the different members of the group to work towards activity badges, staged badges, challenge badges and Chief Scout Awards.

The sections also attend camps on their own and with others, e.g. District Camps.

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?

There are 50 members of Llanharan Scout Group of which 92% of them live within the Llanharan Community Council area.

(Three of the adult volunteers and the child of one of the adult volunteers lives outside of the area.)

SECTION A: ABOUT YOU
Are you an eligible group? (See Policy 2) Yes. Policy 2.1 – The 1st Llanharan Scout Group is a charity that delivers activities to children of the local community. Policy 2.2 – The Group's governing documents are those of The Scout Association. They consist of a Royal Charter, which in turn gives authority to the Bye Laws of the Association and The Policy, Organisation and Rules of The Scout Association. Policy 2.3 – The 1st Llanharan Scout Group has a bank account held in the name of the Group. Policies 2.4 to 2.5 and 2.7 to 2.13 – The 1st Llanharan Scout Group complies with these. Policy 2.6 – Four of the members of the 1st Llanharan Scout Group reside outside the area administered by Llanharan Community Council. However, three of the members are adult volunteers and two of them resided within the area until June 2019. Despite the move outside of the area, both are still committed to and involved in the running of the group so there is a clear benefit to the inhabitants of the Community. Furthermore, if the three adult volunteers resigned then the Group would need to recruit a new Scout Leader, Assistant Scout Leader and Chair of the Board of Trustees. Therefore, given only one child resides outside the area and all of the other Beavers, Cubs and Scouts reside within the area there is a clear benefit to the inhabitants of the Community as the grant would benefit the children that live in the community not the three adult volunteers.
How long has the organisation been established? The 1st Llanharan Scout Group has been established for 61 years.

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?
Please provide a brief description of specifically what you intend to use the Grant Aid for? The Grant Aid would be used to pay the rent for a storage container for 1 year (2026/2027). The container is used to safely & securely store all of the Scout Group's camping equipment.
How will the Grand Aid benefit the Community? It will enable the Scout Group to continue to take the Beavers, Cubs and Scouts on Camp where they will get the opportunity to learn new skills, take part in activities and overcome challenges.
What are the consequences if you are not awarded the grant? *(Be specific and avoid exaggeration)* The 1st Llanharan Scout Group will not be able to offer the opportunities that other groups can that have modern fit for purpose camping equipment.
Please provide the dates you intend to start and finish the project/activity There is no start or completion date because the Grant Aid would allow the 1st Llanharan Scout Group to store equipment & organize Beaver, Cub & Scout Camps every year.

SECTION C: How much Grant Aid is being applied for?
What is the total cost of the project/activity for which Grant Aid is required? (Provide a breakdown on a separate sheet if necessary) Indicate whether the amount includes or excludes VAT Rental is £120/Month. Total Cost of 12 months rent is £1,440.
What is the amount of General Grant Aid the organisation would like to apply for from Llanharan Community Council? Indicate whether the amount includes or excludes VAT and whether you are able to reclaim VAT. £1,440 This includes VAT. We are not able to reclaim VAT.
What other sources of funding is currently available for the project/activity? (Provide a breakdown on a separate sheet if necessary) None.
What other funders have been approached and what is the status of those applications? (Provide a breakdown on a separate sheet if necessary) *Note: If other sources of funding have been secured but not yet received, provide written evidence (for example a formal letter of commitment from the funder(s)).* We have been selected by Co-op to be one of their Community Local Funds with some monies due in November 2026 allocated retrospectively towards rental costs for 2025/2026.

SECTION C: How much Grant Aid is being applied for?

You MUST supply the following information (See policy notes for detail) dependent on grant applied for.

Failure to provide all of the information requested in full by the deadline given may result in your application not being presented for consideration

.

A. Up to £499

- Formal constitution or rules document.
  See PDF 02 attached.

- Income and expenditure account/balance sheet for the previous financial year.
  See PDF 03 attached.

- Most recent bank statements for **ALL** bank or investment accounts or other financial instruments. *Statement dates must be within 1 month of the deadline for applications and must show at least 3 month of transactions (redacted to protect personal information in line with GDPR if necessary).*
  See PDF 04a, 04b & 04c attached.

- VAT registration number (if registered)
  Not applicable.

- Provide quotations for items the grant will be used for.
  See PDF 05 attached.

B. £500 - £2,000

- As requested in A
- Latest audited/ratified accounts and balance sheet verified and signed by a qualified person independent of the group/ organisation. (The persons name and contact details should be also printed).
  See PDF 06 attached.

Section D: Sustainability
Will the project/activity continue after this funding has ended? Yes.
If yes, provide details. The rental of a safe & secure storage container will enable camps to be held next year and every year thereafter.

Section E: Payment Details

If your application is successful, payment will be made using the details below.

Account Name (*Must match the name of the organisation applying as in Section A)*

1st Llanharan Scout Group

Account Number *(Must match that of one of the bank statements provided)*

[redacted]1160

Sort Code *(Must match that of one of the bank statements provided)*

[redacted]-50

SECTION F: Completing the application

Primary Signature – This must be the signature of the main contact named in Section A

Declaration:

i. I certify that the information contained in this application is correct and there are no omissions, including all required supporting documentation required in section C.

ii. I understand that it is the applicant's responsibility to ensure that any application is completed correctly and fully, including all required supporting documentation required in section C. Should the application be found to be incomplete then it may not be presented for consideration.

iii. If the information in the application changes in any way I will inform Llanharan Community Council immediately.

iv. I understand that should any incorrect submissions or any omissions from the application come to light then all monies will be repayable to Llanharan Community Council

Name (Print) : Sarah Edwards

Position held in organisation: Chair of Board of Trustees

Signed: [redacted] Date: 29/06/2026

Please note that this form requires two signatures:

Second Signature

Name (Print): Mike Hainge

Position held in organisation: Group Lead Volunteer

Signed: [redacted] Date: 29/06/2026

SECTION F: Completing the application
Completed application forms should be returned to: Clerk to Llanharan Community Council 2 Chapel Rd Llanharan CF72 9QA clerk@llanharan-cc.gov.wales 01443 231430

Checklist:-

- ✓ You have read and understood the Council's grants policy and your application meets the criteria listed.
- ✓ All of the supporting information required in section C has been provided and the form fully and correctly completed including Appendix one and /or a narrative as to why an exception to the council's grants policy should be considered (where applicable). (Your application may not be submitted for consideration otherwise).
- ✓ Two signatories and all details correctly and fully noted on the form.
- ✓ Submission of the application form and all supporting documentation is completed before the deadline date.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and provide invoices or other evidence regarding how the previous grant was spent.

Please note any applications received or received but incomplete after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box ☐

Return the completed forms by the appropriate deadline to:

Clerk to Llanharan Community Council

2 Chapel Road
Llanharan
CF72 9QA
clerk@llanharan-cc.gov.wales
01443 231430

Appendix One

Llanharan Community Council General Grant Spend

Confirmation Form

Name:	Sarah Edwards
Organisation:	1st Llanharan Scout Group
Address:	[redacted] [redacted], Bridgend, [redacted]
Telephone:	Mobile: [redacted]
Email address:	Chair.1stLlanharan@rctscouts.org.uk
Date & Amount of general grant awarded:	June 2025 £2,000
Specific reason for general grant: What was the grant for:	Camping Equipment
Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent or details of monies returned to the council.	Yes.

Provide details of invoices/receipts and other evidence provided with this application to evidence how the previous grant was spend (Note: Invoices/receipts must be provided)	4 no. 4 Man Tents @ £149.99 = £599.96 1 no. 8 Man Tent @ £296.66 3 no. Tables & Benches @ £82.99 = £248.97 3 no. Camping Shelters @ £157.50 = £472.50 1 no. Battery Power Station plus Solar Panels @ £456.99 Total Spend = £2,075.08
Did the donation achieve its aims in relation to making a difference to the Community and if so in what way did the community benefit?	Yes. It helped the Scout Group provide new, clean & safe camping equipment for the Beavers Cubs & Scouts.

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

Return the completed form to:

Clerk to Llanharan Community Council

2 Chapel Road
Llanharan
CF72 9QA
clerk@llanharan-cc.gov.wales
01443 231430

Company	Item	Cost/Month	Quantity	Total Cost
Front Row Storage, Bridgend Road, Llanharan	Storage Container for 12 Months	£ 120.00	12	£ 1,440.00
				£ 1,440.00



Scouts

Policy, Organisation and Rules

Spring 2026 edition

Policy, Organisation and Rules – Spring 2026 edition

Chapter structure

Introduction to Policy, Organisation and Rules

Provides an overview of the purpose and structure of POR.

Chapter 1 Our Fundamentals

Details the core principles of Scouts, including our Purpose, Method, Promise (with available variations) and Law.

2 Chapters related to policies that apply to all members and to all members of the Scouts' Federation of charities

Chapter 2a Key policies

Details the key policies that apply to all members and Scout units.

Chapter 2b Resolving concerns

Signposts the resolution of concerns related to adult appointments, safeguarding, complaints, bullying and harassment, and whistleblowing.

Chapter 2c Our Volunteering Culture

Describes Our Volunteering Culture.

Chapter 2d Citizenship

Details policy matters that apply to citizenship

Chapter 2e Use of the Scouts' name and marks

Details policy matters that apply to copyright; and Scout logos, names, badges and awards.

Chapter 3 Membership

Scouts is a membership organisation. This chapter describes the obligations and expectations of membership within Scouts.
(Note: Chapter 16 includes the detailed processes for adult appointments.)

4 Chapters related to local structures and programme

Chapter 4a The structure of local Scouting within The Scout Association

Explains the structure of Scouts at the sectional, Group, District, and County levels.

Chapter 4b Our delivery sections

Details information about our sections, alongside key aspects of their programme planning and delivery for young people.

Chapter 4c Local support teams

Details the Group, District and County teams other than sections.

Chapter 4d Organisation - registrations and changes

Describes the mandatory processes required to manage changing sections, and all entities within the Federation of charities.

5 Chapters related to governance and Trustees for all members of the Scouts' Federation

Chapter 5a Charity obligations for Groups, Districts, Counties

Explains the framework of charity law applicable to our Groups, Districts, and Counties within our Federation of charities.

Chapter 5b Local governance of Groups, Districts and Counties

Outlines the governance rules for local members of our Federation of charities.

Chapter 5c Constitutions of Groups, Districts, Counties (except in Scotland)

Provides model constitutions for Groups, Districts, and Counties in England, Northern Ireland, Wales and overseas.

Chapter 5d Constitutions for Scottish Groups, Districts, Regions

Provides model constitutions for Groups, Districts, and Regions in Scotland.

Chapter 5e Local finance of Groups, Districts and Counties

Describes the rules for ensuring effective financial management in each member of our Federation of charities.

Chapter 5f Fundraising, grants and loans in Groups, Districts and Counties

Outlines the rules for managing fundraising, grants, and loans in compliance with charity law.

Chapter 5g Insurance

Describes the insurance cover provided for all members, together with other insurances that local Trustee Boards should consider.

Chapter 6 The structure of the UK Headquarters of The Scout Association

Describes the rules governing the Nations and UK Headquarters, complementing POR sections 3, 4, and 5.

Chapter 7 Emergency Procedures

Describes the steps to take in emergency incidents, whatever the cause.

Chapter 8 (this chapter is intentionally blank)

9 Chapters related to activities

Chapter 9a Activities

Describes the overarching rules for safely planning and delivering activities within Scouts' programme. Including the preparation, generic rules and definitions, Permits, Nights Away, visits to Scotland and Visits Abroad

Chapter 9b Requirements for specific Activities

Describes the rules for safely planning and delivering specific activities – creative, air, target sports, land-based and water-based activities.

Chapter 10 Uniform, badges and emblems

Scouts is a uniformed organisation and this chapter describes the rules surrounding Scouts' uniform, badges, and emblems.

Chapter 11 Awards and recognition of service

Describes the Awards that are available to recognise meritorious conduct, gallantry, Cornwell Scout Badge, Chief Scout's Personal Award (all members) and (for adult members) length of service and good service.

Chapter 12 Flags and ceremonial

Describes the use of flags and the conduct of ceremonies within Scouts.

Chapter 13 (this chapter is intentionally blank)

Chapter 14 (this chapter is intentionally blank)

Chapter 15 (this chapter is intentionally blank)

Chapter 16 Adult roles

Describes the processes related to the appointment, learning, review, and support of adult volunteers and including:

- the Teams table
- the Accreditations table
- Safeguarding and vetting decision guidance

Definitions of terms used in Policy, Organisation and Rules

Provides definitions for terms used throughout POR. Any defined word or phrase in the text in POR Chapters is highlighted with double-dashed-underline.

Introduction to Policy, Organisation and Rules (POR)

Intro.1. World Scouting

Intro.2. Purpose of Scouts

Intro.3. Scouting programme

Intro.4. About Policy, Organisation and Rules

Intro.1. World Scouting

Intro.1.1. Origins

Robert Baden-Powell's vision led to the founding of Scouts - a global movement active across the United Kingdom and many other countries.

Scouts is a member organisation of the World Organization of the Scout Movement (WOSM).

Intro.2. Purpose of Scouts

Intro.2.1. Mission and impact

The purpose of Scouts is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

Intro.2.2. Programme and sections

Through participation in a programme based on the Scout method, both young people and adults develop valuable life skills. This programme is primarily delivered within sections:

a) Squirrel Dreys
b) Beaver Colonies
c) Cub Packs
d) Scout Troops
e) Explorer Units
f) Scout Networks

Intro.2.3. Teams in support of programme delivery

Adults working within Groups, Districts and Counties (noting that Northern Ireland has no Counties), as well as in Country Headquarters and UK Headquarters, support the delivery and quality of programmes in each section.

Words or phrases highlighted are terms defined in the Definitions Chapter of POR.

The organisation in Northern Ireland does not have Counties. The notation [NI] is used throughout POR and indicates that a specific point or rule either does not apply or has been amended in Northern Ireland.
If clarification is needed, Northern Ireland volunteers and staff should consult their Regional Lead Volunteer or a member of the Scouts NI Country team. However, the principles of all POR policies and rules apply fully in Northern Ireland.

Intro.3. Scouting programme

Intro.3.1. Programme delivery

In every section, the Scouting programme is delivered by a volunteer Section Team, working in partnership with young people. This enables young people to:

- participate in fun indoor and outdoor activities
- learn by doing
- engage in spiritual reflection
- take on responsibilities

They make choices, undertake new and challenging activities, and live by the Scout Promise.

Intro.3.2. Organisational structure

To support the delivery of programme, Scouts has a clear organisational structure:

- Sections belong to Groups, which are part of Districts, which in turn form Counties (note: Northern Ireland has no Counties).
- These local structures operate within broader regional and national frameworks, together they comprise the Federation of charities that together form the Scouts.
- Each Group, District, and County (again, noting Northern Ireland's different structure) operates as a separate charity (even if not a charity in law) with its own Trustee Board, operating collectively within the Federation governed by our Royal Charter.

Intro.4. About Policy, Organisation and Rules

Intro.4.1. Purpose of POR

The primary purpose of POR is to describe how Scouts is structured, organised, led, managed and governed.

Intro.4.2. Supporting safe delivery of programme and growth of Scouts

While POR sets out many rules, it cannot cover every situation. Much relies on the judgement of responsible individuals at all levels. Everyone involved is expected to act in ways that support the safe delivery of the programme and the development and growth of Scouts.

Words or phrases highlighted are terms defined in the Definitions Chapter of POR.

The organisation in Northern Ireland does not have Counties. The notation [NI] is used throughout POR and indicates that a specific point or rule either does not apply or has been amended in Northern Ireland.
If clarification is needed, Northern Ireland volunteers and staff should consult their Regional Lead Volunteer or a member of the Scouts NI Country team. However, the principles of all POR policies and rules apply fully in Northern Ireland.

Intro.4.3. Scope of POR

POR applies across all parts of The Scout Association including:

- the United Kingdom
- the Channel Islands
- the Isle of Man
- British Scouting Overseas
- the Overseas Territories.

Some parts of POR are not yet fully followed within each of the five Overseas Territories. Each of the five Overseas Territories is working towards full compliance with POR, through a plan agreed with each of the Overseas Territories.

Intro.4.4. Terminology used in POR

a) **Definitions Chapter:**
Care has been taken throughout POR to ensure that key words and phrases with specific meanings are highlighted. These specific meanings are clearly defined in the Definitions Chapter of POR.

b) **Scouts**:
The term Scouts has two distinct meanings.
   a. it refers to the entire Federation (for example "my child has joined Scouts" applies to a young person joining any section from Squirrels to Explorers).
   b. it refers specifically to the Scout section, whose members meet in a Troop.

In POR, the meaning of Scouts is usually clear from the context.

c) County:
The term *County* is used throughout POR for simplicity, but its meaning varies by location. Depending on the context, the term *County* in POR should be read as:

- Area in Wales and British Scouting Overseas
- Bailiwick: for Guernsey
- Territory: each of the five Overseas Territories
- County: in England, noting that the Isle of Wight is an English County
- Island: for Jersey and for the Isle of Man
- Region in Scotland (see the definition of Region for more detail)

Words or phrases highlighted are terms defined in the Definitions Chapter of POR.

The organisation in Northern Ireland does not have Counties. The notation [NI] is used throughout POR and indicates that a specific point or rule either does not apply or has been amended in Northern Ireland.
If clarification is needed, Northern Ireland volunteers and staff should consult their Regional Lead Volunteer or a member of the Scouts NI Country team. However, the principles of all POR policies and rules apply fully in Northern Ireland.

There are no Counties in Northern Ireland. The role of County in Northern Ireland is fulfilled by the Northern Ireland Country team. Variations in POR for Northen Ireland are indicated by [NI] – see more detail in the footnote on this page.

d) Charity

Scouts is a Federation of charities. In POR we often refer to this simply as the Federation. The lead charity in the Federation is The Scout Association.

Most, but not all, organisations within the Federation are charities in law. There are two routes to being a charity in law:

a. Federation members who are registered with the relevant regulator (see POR 5a.1.1.2)
b. All excepted charities in England and Wales (see POR 5a.1.2.2).

Federation members that are not charities in law can occur anywhere but most commonly occur in the Bailiwick of Guernsey, BSO, Isle of Man, Jersey, each of the five Overseas Territories and Scotland.

Intro.4.5. POR structure

a) **Content**:

POR contains:

a. policies
b. rules
c. mandatory procedures and mandatory processes
d. information
e. best practice advice

In POR, each chapter, heading, and paragraph is numbered for reference (though these numbers may change between editions).

b) **Policies**:

Policies are authoritative statements of principle that govern the work of Scouts.

a. All policies of The Scout Association which apply to all Scout units must be included in POR – including at least the policy statement and the associated responsibilities. This ensures clarity, consistency, and accessibility throughout the organisation.

Words or phrases highlighted are terms defined in the Definitions Chapter of POR.

The organisation in Northern Ireland does not have Counties. The notation [NI] is used throughout POR and indicates that a specific point or rule either does not apply or has been amended in Northern Ireland.
If clarification is needed, Northern Ireland volunteers and staff should consult their Regional Lead Volunteer or a member of the Scouts NI Country team. However, the principles of all POR policies and rules apply fully in Northern Ireland.

b. Local policies may be developed by specific Scout units (including UK and Country Headquarters) but these must not conflict with POR, which contains the only official movement-wide Policies. They must be accessible to all members of the Scout unit.

c. The definition of Policy in the POR Definitions Chapter includes an outline of a transition direction of travel to have all Policies consistently described in POR.

c) **Rules**:
A rule is a specific guideline, instruction, or principle that tells members (and, in some cases, non-members) what they must or should do in a given situation.

a. All official rules that apply across the Federation must be recorded in POR. This supports consistency of programme delivery and management across the organisation.

b. Local rules are not permitted. Local procedures may be used to support operation of Scouts, provided they do not conflict with the rules (and the mandatory procedures) set out in POR, which is the sole source of official rules for Scouts.

d) **Mandatory procedures or processes:**

a. In addition to rules, POR also describes mandatory procedures and mandatory processes. These are not rules but do describe procedures or processes that must be followed in a specific way to ensure fairness and consistency – for example to suspend a person from membership.

b. All mandatory processes and mandatory procedures must be recorded in POR

e) **Local decisions:**
POR delegates authority to Counties ([NI] Country), Districts and Groups where appropriate, enabling local decision-making. Local decisions and procedures must not conflict with POR.

f) **Legal compliance:**
As part of complying with POR, members of Scouts are expected to comply with the law of the land. POR does not override legal obligations.

g) **Information**:
POR also provides factual and contextual information which does not require specific action but supports understanding.

Words or phrases highlighted are terms defined in the Definitions Chapter of POR.

The organisation in Northern Ireland does not have Counties. The notation [NI] is used throughout POR and indicates that a specific point or rule either does not apply or has been amended in Northern Ireland.
If clarification is needed, Northern Ireland volunteers and staff should consult their Regional Lead Volunteer or a member of the Scouts NI Country team. However, the principles of all POR policies and rules apply fully in Northern Ireland.

h) **Flexibility**:
The advice in POR should be followed as closely as possible**,** however there may be some situations where it is difficult to adhere strictly to every detail (for example constituting Group Scout Councils and Group Trustee Boards exactly as described in POR Chapters 5b, 5c and 5d).

Words or phrases highlighted are terms defined in the Definitions Chapter of POR.

The organisation in Northern Ireland does not have Counties. The notation [NI] is used throughout POR and indicates that a specific point or rule either does not apply or has been amended in Northern Ireland.
If clarification is needed, Northern Ireland volunteers and staff should consult their Regional Lead Volunteer or a member of the Scouts NI Country team. However, the principles of all POR policies and rules apply fully in Northern Ireland.

Chapter 1

Our Fundamentals

Chapter Contents

1.1 Our Purpose
1.2 Our Values
1.3 The Scout Method
1.4 Guidance for using the Promise
1.5 The Promise for Scouts, Explorers, Scout Network and adults
1.6 The Law for Scouts, Explorers, Scout Network and adults
1.7 The Promise for Cubs
1.8 The Law for Cubs
1.9 The Promise for Beavers and Squirrels
1.10 The Law for Beavers and for Squirrels

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

1.1 Our Purpose

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

1.2 Our Values

As Scouts we are guided by these values:

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.

1.3 The Scout Method

Our development of young people takes place when the young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

1.4 Guidance for using the Promise

1.4.1.1 The origins of The Promise

The Promise is rooted in the work of our Founder and represents a number of theist faith traditions. (Theist: someone who believes in the existence of a god or gods [Collins Dictionary])

1.4.1.2 For countries outside the United Kingdom and the Crown Dependencies

It is acknowledged that a person resident in a country outside the United Kingdom, the Channel Islands and the Isle of Man who seeks to become a member of Scouts may also owe allegiance to their own country.

This particularly applies in countries in British Scouting Overseas and each of the Overseas Territories. In such cases, the phrase 'duty to The King' may be replaced by the phrase 'duty to the country in which I am now living'.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

1.4.1.3 Other forms of wording

Where a form of wording of the Promise is required for a member of a particular faith or religion not included in this current edition of Chapter 1, advice must be sought from UK Headquarters.

1.5 The Promise for Scouts, Explorers, Scout Network and adults

1.5.1.1 The Scout Promise

On my honour,
I promise that I will do my best
to do my duty to God and to The King,
to help other people
and to keep the Scout Law.

1.5.1.2 Variations – alternative wording of the Promise that Scouts, Explorers, Scout Network and adults may wish to use to best reflect their own beliefs

Scouts is open to people of all faiths and of none and must therefore take account of the different religious obligations of its members while upholding the essential spirit of the Promise.

For young people, the decision regarding which permitted form of wording to use rests with them. In the Scout and Explorer sections it is good practice for parents to be aware of their young person's choice.

For adults, the decision regarding which permitted form of wording to use rests entirely with the individual adult.

Members who are	Their Promise variation
Buddhist	On my honour, I promise that I will do my best to seek refuge in the Triple Gem to do my duty to The King to act with compassion towards all life and to keep the Scout Law
Christian	On my honour, I promise that I will do my best to do my duty to God and to The King to help other people and to keep the Scout Law

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Members who are	Their Promise variation
Hindu	On my honour, I promise that I will do my best to follow my dharma and do my duty to The King to act with compassion towards all life and to keep the Scout Law
Humanist	On my honour, I promise that I will do my best to uphold our Scout values, to do my duty to The King to help other people and to keep the Scout Law
Jewish	On my honour, I promise that I will do my best to do my duty to God and to The King to help other people and to keep the Scout Law
Muslim	In the name of Allah, the most beneficent and the most merciful I promise that I will do my best to do my duty to Allah and then to The King to help other people and to keep the Scout Law
Sikh	On my honour, I promise that I will do my best to do my duty to Waheguru and to The King to help other people and to keep the Scout Law
Atheist or of no faith background	On my honour I promise that I will do my best to uphold our Scout values, to do my duty to The King to help other people and to keep the Scout Law

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

1.6 The Law for Scouts, Explorers, Scout Network and adults

1.6.1.1 The Scout Law

1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout is friendly and considerate.
4. A Scout belongs to the world-wide family of Scouts.
5. A Scout has courage in all difficulties.
6. A Scout makes good use of time and is careful of possessions and property.
7. A Scout has self-respect and respect for others.

1.7 The Promise for Cubs

1.7.1.1 The Cub Promise

I promise that I will do my best
to do my duty to God and to The King,
to help other people
and to keep the Cub Scout Law.

1.7.1.2 Variations – alternative wording of the Promise that Cubs may wish to use to best reflect their own beliefs

Scouts is open to people of all faiths and of none and must therefore take account of the different religious obligations of its members while upholding the essential spirit of the Promise.

For young people, the decision regarding which permitted form of wording to use rests with them. In the Squirrel, Beaver and Cub sections, parents must be aware of the chosen Promise before the investiture ceremony.

Cubs who are	Their Promise variation
Buddhist	I promise that I will do my best to seek refuge in the Triple Gem to do my duty to The King to act with compassion towards all life and to keep the Cub Scout Law.
Christian	I promise that I will do my best to do my duty to God and to The King,

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Cubs who are	Their Promise variation
	to help other people and to keep the Cub Scout Law.
Hindu	I promise that I will do my best to follow my dharma and do my duty to The King to act with compassion towards all life and to keep the Cub Scout Law.
Humanist	I promise that I will do my best to uphold our Scout values to do my duty to The King to help other people and to keep the Cub Scout Law.
Jewish	I promise that I will do my best to do my duty to God and to The King to help other people and to keep the Cub Scout Law.
Muslim	I promise that I will do my best to do my duty to Allah and then to The King to help other people and to keep the Cub Scout Law
Sikh	I promise that I will do my best to do my duty to Waheguru and to The King to help other people and to keep the Cub Scout Law
Atheist or of no faith background	I promise that I will do my best to uphold our Scout values, to do my duty to The King to help other people and to keep the Cub Scout Law

1.8 The Law for Cubs

1.8.1.1 The Cub Law

Cub Scouts always do their best,
think of others before themselves
and do a good turn every day.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

1.9 The Promise for Beavers and Squirrels

1.9.1.1 The Beaver Promise and Squirrel Promise

I promise to do my best to be kind and helpful and to love God.

1.9.1.2 Variations – alternative wording of the Promise that Beavers and Squirrels may wish to use to best reflect their own beliefs

Scouts is open to people of all faiths and of none and must therefore take account of the different religious obligations of its members while upholding the essential spirit of the Promise.

Beavers or Squirrels who are	Their Promise variation
Buddhist	I promise to do my best to be kind and helpful and to act with love towards everyone.
Christian	I promise to do my best to be kind and helpful and to love God.
Hindu	I promise to do my best to be kind and helpful and to love the world.
Humanist	I promise to do my best to be kind and helpful and to love our world.
Jewish	I promise to do my best to be kind and helpful and to love God.
Muslim	I promise to do my best to be kind and helpful and to love Allah.
Sikh	I promise to do my best to be kind and helpful and to love Waheguru.
Atheist or of no faith background	I promise to do my best to be kind and helpful and to love our world.

1.10 The Law for Beavers and for Squirrels

1.10.1.1 The Law

There is no formal Beaver Scout Law or Squirrel Scout Law.

The concepts expressed in the Scout Law are presented to Beaver Scouts and to Squirrel Scouts through games, storytelling and other informal activities.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Chapter 2a

Key policies

Chapter Contents

2a.1 Responsibilities relating to all policies (POR Chapters 2a, 2b and 2c)
2a.2 Anti-Bullying and Harassment Policy
2a.3 Data Protection
2a.4 Duty of Candour Policy
2a.5 Equal Opportunities Policy
2a.6 Religious Policy
2a.7 Safeguarding Policy
2a.8 Safety Policy
2a.9 Vetting Policy

Other than POR 2a.1, the Policies listed in this chapter are now in alphabetical order. Therefore, no order of importance or priority is implied by the position of the Policies within this chapter - they are all equal.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2a.1 Responsibilities relating to all policies (POR Chapters 2a, 2b and 2c)

2a.1.1.1 Authority to speak on behalf of The Scout Association

Unless they have previously obtained, in writing, permission to do so from UK Headquarters members of the movement must not express opinions on matters of policy or on any matter if it will appear that they are speaking or contributing on behalf of The Scout Association when appearing in broadcast, print or online media including social media.

2a.1.1.2 Contacting external bodies: when UK Headquarters must lead

a) Except after consultation with, and agreement in writing by, UK Headquarters, members of Scouts must not address correspondence on matters relating to Scouts or as representatives of The Scout Association to:
    a. any Royal person or members of the Royal Households
    b. a Department of State, Embassy or Legation at home or abroad
    c. any Scout Association Headquarters abroad, or to the World Scout Bureau, World Scout Committee or World Scout Conference.

    Normally, such correspondence should be raised by UK Headquarters on behalf of Groups, Districts or Counties.

b) This does not, of course, prevent Groups, Districts and Counties from contacting external bodies where necessary for their local operational needs. There are many examples of this, including:
    a. Contact with HMRC, to claim gift aid or for other matters.
    b. Planning consultations on local matters
    c. Any reply to an invitation to attend a DofE presentation or an invitation to a Garden Party received because of Scouting work

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2a.2 Anti-Bullying and Harassment Policy

2a.2.1.1 Policy statement

It is the policy of the Scouts that bullying and harassment is prevented, stopped and reported. The reporting procedures within the Anti-bullying and Harassment Policy direct the reader to the appropriate policy under which their report will be managed.

2a.2.2 Responsibility within the Anti-Bullying and Harassment Policy

2a.2.2.1 Responsibilities

This policy applies to everyone involved in Scouts in any capacity and covers any bullying or harassment of, or by, anyone involved in Scouts. It is the responsibility of all adults in Scouts to follow the policy.

2a.2.3 Further detail

See the Anti-Bullying and Harassment Policy & Procedures on scouts.org.uk for more detail.

2a.3 Data Protection

2a.3.1 Data Protection Policy Statement

2a.3.1.1 Policy statement

To deliver programmes for young people and manage Scouts effectively, Scouts collect and store a significant amount of data, including personal data. This applies to both members and non-members, and data may be stored digitally or on paper.

All personal data must be handled and stored in compliance with data protection laws, including the UK General Data Protection Regulation (UK GDPR). The responsibility for ensuring this compliance falls to each member within the Federation.

These are the seven core principles of the UK GDPR – they form the foundation for UK GDPR compliance and influence how Scout units manage and protect personal data:

1. **Lawfulness, Fairness, and Transparency**
   Data must be processed lawfully, fairly, and in a transparent manner in relation to the data subject.
2. **Purpose Limitation**
   Data must be collected for specified, explicit, and legitimate purposes and not further processed in a way incompatible with those purposes.

3. **Data Minimisation**
   Only the data that is necessary for the intended purpose should be collected and processed.
4. **Accuracy**
   Personal data must be accurate and, where necessary, kept up to date. Inaccurate data should be erased or corrected without delay.
5. **Storage Limitation**
   Data should not be kept longer than necessary for the purposes for which it is processed.
6. **Integrity and Confidentiality (Security)**
   Data must be processed in a way that ensures appropriate security, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage.
7. **Accountability**
   Records should be kept in order to demonstrate compliance. The Data Lead is the responsible person within a Scout Unit for managing data protection duties and will support the Trustee Board.

Further guidance is available in step 1 of the Scout Unit Data Protection Toolkit.

2a.3.2 Responsibilities within Data Protection

2a.3.2.1 Responsibilities for Trustee Boards

As part of the management of personal data collected and used by their charity, the Trustee Board of each Scout unit within the Federation (whether or not a charity in law) must ensure that their Group, District, County, Country Headquarters or UK Headquarters:

a) has a Data Lead – either the Lead Volunteer, or another volunteer with the Data Lead accreditation
b) publishes and maintains a **data protection policy**. For Groups, Districts and Counties, details can be seen in step 10 of the Scout Unit Data Protection Toolkit which includes a guidance template. For the Nation and UK Headquarters, they must develop, publish and maintain a data protection policy.
c) publishes and maintains a **data retention policy**. For Groups, Districts and Counties, details can be seen in step 11 of the Scout Unit Data Protection Toolkit which includes a guidance template
d) ensures that appropriate records are kept to demonstrate compliance.
e) is able to demonstrate data protection compliance when requested.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2a.3.2.2 Responsibilities for Leadership Teams

With leadership by the Scout Unit's Data Lead, each Group, District, County, Country Headquarters or UK Headquarters Leadership Team must ensure that the members of their charity are compliant with:

a) UK Data Protection Law
b) their published data protection policy and data retention policy

The Leadership Team must ensure that

a) data protection documentation such as polices and records are maintained and kept up to date
b) they know how any subject rights requests, data breaches and data Protection complaints will be managed. Guidance for subject rights request registers, together with a subject access request form, is included in step 4 of the Scout Unit Data Protection Toolkit

2a.3.2.3 Responsibilities for all adults

All members aged 18 or over must ensure that they are compliant with their Group, District or County data protection and data retention policies. This means that each adult operating within Scouts, whether as staff or as a volunteer, is also responsible for ensuring that they handle all personal data in compliance with those policies and the law.

Use of the membership system must be in line with our Acceptable Usage Policy.

All members and non-members have rights listed in step 4 of the Scout Unit Data Protection Toolkit.

2a.4 Duty of Candour Policy

2a.4.1.1

The detailed Duty of Candour Policy is available on scouts.org.uk.

2a.4.1.2 Policy statement

The purpose of this policy is to ensure that we continue to live our values of Integrity, Respect, Care, Belief and Co-operation by being transparent, open, and accountable, especially when something goes wrong.

It outlines the responsibilities and procedures related to our Duty of Candour when incidents occur that result in harm or unintended outcomes.

We will always endeavour to enact Duty of Candour unless directed not to do so by statutory agencies.

We aim to:

a) Foster a culture of openness and learning within The Scout Association.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

b) Ensure that adverse events or mistakes are managed openly and honestly.
c) Promote trust through transparency with our members, our communities, our partners, and stakeholders.
d) View incidents as opportunities for learning and improvement.
e) Encourage a culture of continuous learning and reflection.

2a.4.1.3 Key responsibilities

a) All adult members of Scouts must know of the existence of the policy and our commitment to be open and transparent when things go wrong.

b) Groups, Districts, Counties and Countries must support the Duty of Candour procedures when requested by, and under the guidance of, UK Headquarters.

2a.5 Equal Opportunities Policy

2a.5.1 Young People

2a.5.1.1 Scouts' Values and Foundations

The Scout Association is a member organisation of the World Organization of Scout Movements (WOSM), a worldwide educational youth movement. The values, which underpin and inspire its work, are embodied in the Scout Promise and Law and in the Purpose of The Scout Association. See POR Chapter 1.

2a.5.1.2 Equality of Opportunity for All Young People

Within this framework, The Scout Association is committed to equality of opportunity for all young people.

The Scout Association is committed to extending Scouts, its Purpose and Method to young people in all parts of society.

2a.5.1.3 Protected characteristics and non-discrimination

No young person should receive less favourable treatment on the basis of, or suffer disadvantage or harassment or discrimination by reason of:

- class or socio-economic status
- ethnic or national origin, nationality, statelessness or race
- gender, including gender reassignment
- marital or civil partnership status
- sexual orientation
- disability
- political belief
- pregnancy and maternity
- religion, belief or faith, including the absence of religion, belief or faith

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

- sex
- age (other than the age limits for youth and adult membership as set out in POR)

2a.5.1.4 Practising equality in Scouts

All members of The Scout Association are expected to seek to practice equality, especially in promoting equal access to Scouts for all young people.

The Scout Association opposes all forms of prejudice and discrimination, including racism, sexism, homophobia, biphobia and transphobia. All Groups, Districts and Counties, as separate members of the Federation, have a duty to comply with relevant equalities legislation. All volunteers should make reasonable adjustments where possible to support all young people with disabilities to access Scouts.

2a.5.1.5 Further Guidance

See further information about equity, diversity and inclusion .

2a.5.2 Reasonable Adjustments

2a.5.2.1 Purpose

Reasonable adjustments mean actions to enable young people with disabilities to access Scouts and Scouting activities, as far as reasonably possible, to the same level as young people without disabilities. This should involve working in partnership with parents, to identify needs and support strategies.

2a.5.2.2 Identify young people with disabilities

Reasonable steps should also be taken to identify any young people with disabilities in the section or Group.

2a.5.2.3 Further Guidance

See POR Chapters 3 and 4b for further guidance around reasonable adjustments.

2a.5.3 Volunteers

2a.5.3.1 Inclusive Volunteer Appointments

To carry out its work, The Scout Association seeks to appoint effective and appropriate volunteers, of all backgrounds and all areas of the community, and to involve other volunteers in supporting roles, all of whom are required to accept fully the responsibilities of their commitment.

2a.5.3.2 Safety and safeguarding of young people is key

The overriding considerations in making all appointments in Scouts must be the safety and security of young people, and their continued development in accordance with the Purpose and Values of The Scout Association.

2a.5.3.3 Appointing suitable adults

Accordingly, all those whom the movement accepts as volunteers must be appropriate persons to undertake the duties of the particular position to which they have been appointed including, if relevant, meeting the requirements of the Sponsoring Authority (see POR 4c.1.6) and, where appropriate, the responsibilities of membership.

2a.5.3.4 Open recruitment

In recruitment and joining processes, volunteers must be clear that all roles are open to people of all genders, ethnicities, faiths and backgrounds and encourage a diverse range of applicants to apply, particularly those currently under-represented on the team.

2a.5.3.5 Recognising genuine occupational requirements

It may, in limited circumstances, be appropriate to consider the gender or protected characteristics of a potential appointee. This is only the case where there is a genuine occupational requirement, for example, in order to ensure that a support team on a trip includes adult volunteers of different genders.

2a.5.3.6 Safeguarding competence

The ability of all volunteers to understand and implement the Scouts' safeguarding policies and procedures, as set out in POR 2a.5, is an essential requirement.

2a.5.3.7 No discrimination in adult appointments

Within the constraints in POR 2a.5.3.1 to 2a.5.3.6, and those imposed by the need to ensure the safety and security of young people, the continued development of young people, and equal opportunities for all, no person volunteering their services must receive less favourable treatment on the basis of, nor suffer disadvantage, harassment or discrimination by reason of:

- class or socio-economic status
- ethnic or national origin, nationality, statelessness or race
- gender, including gender reassignment
- marital or civil partnership status
- sexual orientation
- disability
- political belief
- pregnancy and maternity
- religion, belief or faith, including the absence of religion, belief or faith

- sex
- age (other than the age limits for youth and adult membership as set out in POR)

2a.5.4 Responsibilities within the Equal Opportunities Policy

2a.5.4.1 Responsibilities across Scouts

All volunteers in Scouts have a responsibility for the operation of The Scout Association's Equal Opportunities Policy.

All Groups, Districts and Counties, as separate organisations within the Federation, have a duty to comply with relevant equalities legislation.

2a.5.4.2 Lead Volunteer and Team Leader responsibilities

a) The Group Lead Volunteer, District Lead Volunteer or the County Lead Volunteer ([NI] Country), as appropriate, must be satisfied that all applicants for volunteer appointments are fully aware that they will be required by their personal example to operate The Scout Association's Equal Opportunities Policy and to support Groups, Districts and Counties to comply with relevant equalities legislation.

b) The District Lead Volunteer or the County Lead Volunteer ([NI] Country Lead Volunteer), as appropriate, must also be satisfied that all those whom they invite to assist them in other ways in the work of the District or County are upholding The Scout Association's Equal Opportunities Policy by the personal example that they set before Scouts in the District or County, as the case may be.

c) Group Lead Volunteers must be satisfied that all those whom they invite to assist them in the work of the Group will comply with relevant equalities legislation and uphold The Scout Association's Equal Opportunities Policy by the personal example that they set before Scouts in the Group.

d) 14-24 Team Leaders must be satisfied that all those whom they invite to assist them in the work of the Explorer Units will comply with relevant equalities legislation and uphold The Scout Association's Equal Opportunities Policy by the personal example that they set before Explorers and Scout Network members in the District.

2a.5.4.3 Recruitment responsibilities

All volunteers involved in the recruitment and appointment of volunteers are required to operate The Scout Association's Equal Opportunities Policy and comply with relevant equalities legislation in their work.

2a.5.4.4 Trustee Board oversight

The Group, District or County Trustee Board, as appropriate, must be satisfied that all applicants for appointments they make are fully aware that they will be required by their

---

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

personal example to operate The Scout Association's Equal Opportunities Policy and to support Groups to comply with relevant equalities legislation.

2a.5.4.5 Further guidance

See further information about equity, diversity and inclusion.

2a.6 Religious Policy

2a.6.1.1 Policy statement

The Scout Association includes members of many different faiths and religions as well as those with no formal religion. The following policy has received the approval of the heads of the leading religious bodies in the United Kingdom. All members of the movement are encouraged to:

a) make every effort to progress in the understanding and observance of the Promise to do their best, to do their duty to God, or to uphold the Scout's values as appropriate
b) explore their faith, beliefs and attitudes
c) consider belonging to some faith or religious body
d) carry into daily practice what they profess.

2a.6.2 Attendance at services

2a.6.2.1 Attendance at religious services

If a Group, Explorer Unit or Scout Network is composed of members of several denominations, religions or beliefs, the young people should be encouraged to attend services relevant to their own form of religion or belief.

2a.6.3 Chaplains

2a.6.3.1 Chaplains as Team Members

Chaplains may be appointed in Groups, Districts, Counties, Countries and nationally. A Chaplain may be a Minister of Religion or a lay person.

In the 'teams' model there is no formal role of Chaplain. Instead, the person designated as Chaplain will be a member of one of the relevant teams. The relevant Lead Volunteer can make that decision, though the following provides guidance:

Group: Group Leadership Team
District: District Volunteering Development Team
Group: Group Volunteering Development Team

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2a.6.3.2 Group sponsored by a religious body

In a Group sponsored by a religious body the religious leader may be appointed Group Chaplain.

2a.6.3.3 National Chaplains

National Chaplains may be appointed for religious bodies represented in Scouts.

2a.6.4 Responsibilities within the Religious Policy

2a.6.4.1 District or County Lead Volunteer

The District Lead Volunteer or the County ([NI] Country) Lead Volunteer as appropriate, must be satisfied that all applicants for appointments are fully aware that they will be required by their personal example to implement The Scout Association's religious policy.

2a.6.4.2 Group Lead Volunteer

If a Sponsored Group has a policy of recruitment restricted to members of one particular form of religion or denomination, the Sponsoring Authority is responsible for the religious training of all young people in the Group.

In this case it is the duty of the Group Lead Volunteer to encourage attendance at such religious instruction and observances as the Sponsoring Authority may consider desirable.

2a.6.4.3 Scouts' Own Services

Scouts' Own Services may be held for the purpose of spiritual reflection and to promote a fuller understanding of the significance of the Scout Promise and Law.

Such services must be regarded as supplementary to, rather than a substitute for, formal attendance at the services of the individual's own form of religion.

2a.6.4.4 Section Teams

If a Squirrel, Beaver, Cub, Scout, Explorer or Scout Network member is not allowed, by reasons of the individual's own religious obligations, to attend acts of worship other than that of the individual's own faith, the Section Team must make certain that those obligations are not compromised.

2a.7 Safeguarding Policy

2a.7.1.1 Policy statement

It is the policy of The Scout Association to safeguard the welfare of all children, young people and adults at risk by protecting them from neglect and from physical, sexual and emotional harm.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Scouts understand that individuals thrive in safe surroundings, so we are committed to ensuring that Scouts is safe and enjoyable for everyone involved and that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and requirements of their Charity Regulator (see POR Chapter 5a).

2a.7.1.2 Scope

This policy:

a) applies to all adults including the Board of Trustees, volunteers, paid staff, agency staff and anyone working on behalf of Scouts

b) recognises that the welfare and interests of children, young people and adults at risk are paramount in all circumstances

c) aims to ensure that all children, young people and adults at risk have a positive and enjoyable Scouting experience in a safe and person-centred environment and are protected from abuse whilst participating in Scouts and otherwise.

2a.7.1.3 Responsibilities : all adults

a) It is the responsibility of all adults involved in Scouts to have read and understood the above policy statement and the Safeguarding Policy & Procedures.

b) The Safeguarding Policy & Procedures must be adhered to at all times.

2a.7.1.4 Mandatory procedures

All breaches of the policy and procedures will be dealt with within in line with POR and the Safeguarding Processes and Procedures.

2a.7.1.5 Further guidance

See the Scouts Safeguarding Policy & Procedures for young people and adults at risk.

2a.8 Safety Policy

2a.8.1.1 Policy statement

It is the policy of The Scout Association to provide opportunities for young people and adult volunteers to develop and appreciate what risk is and how it is managed. This vital skill for life is developed by providing opportunities to learn and experience activities that are adventurous but where risk is controlled and managed as far as is reasonably practicable.

2a.8.1.2 Recognising and Managing Risk

Scouts recognises that life is not risk-free and, in its turn, Scouts programmes are not risk-free. As Scouts, we endeavour to manage these risks to wellbeing and safety to be as low as is reasonably practicable. Identifying and proportionately managing risk is a skill for life that we wish to kindle, develop and enhance in all of our members.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2a.8.1.3 Guidance and learning

In order to do this, Scouts provides guidance and a learning programme for its volunteers.

2a.8.2 Responsibilities within the Safety Policy

2a.8.2.1 Accountability for all involved in Scouts

All those involved in Scouts are accountable for, and must demonstrate an ability and understanding of the following, so far as is reasonably practicable and to the extent of their role to:

a) ensure they are competent to undertake their task, through attending appropriate learning sessions, checking their understanding of instructions and information, and remaining current in these competencies

b) properly assess the risk of every Scouting activity undertaken. This assessment should be suitable and sufficient for the activity being undertaken, and it follows that activities with higher risk should require more in-depth assessment

c) provide clear instructions and information to anyone who requires this, be it adult volunteer or young person, in order to ensure any activity is conducted with safety and wellbeing in mind

d) prevent incidents and cases of ill health by managing the health and safety risks in Scouts

e) ensure that the environment they are working in, or using for Scouts' activities, is maintained safely and there are no risks to health. Also, that any equipment or substances used are safe and stored safely

f) review risk assessments as often as necessary when circumstances, environment or conditions change

g) never be afraid to change or stop an activity if risk increases

2a.8.2.2 Obligations on all involved in Scouts

All members must:

a) stop any activity if they have concerns over its safety and must reassess this frequently.

b) carry out risk assessments for the activities they undertake, documenting and communicating these with all involved including volunteers, young people and parents.

c) share good practice about how to apply this policy, making sure that failures to apply this policy are brought to the attention of those involved and resolved through appropriate processes.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

d) implement emergency procedures – evacuation in case of fire or other significant incident.

e) report incidents that cause injuries, or incidents that had the potential to cause injuries, at their earliest opportunity through the appropriate channels in accordance with Chapter 7.

2a.8.2.3 Responsibilities on Chief and Lead Volunteers

Chief and Lead Volunteers:

f) must ensure that this policy is being implemented in their area of responsibility.

a) have the authority to undertake the requirements outlined above, or tasks required to support the requirements, and can be delegated as necessary.

g) are responsible for making sure that the policy is followed – this can never be delegated.

b) must, when incidents are reported, make arrangements to complete a proportionate review, and learn and share lessons from incidents in accordance with POR Chapter 7.

2a.8.2.4 Responsibility of the Leader in Charge

The Leader in charge is responsible for ensuring that these requirements are met for every activity being undertaken, working closely with the team leading the activity or event.

2a.8.2.5 Trustee responsibilities

Trustee Boards and Trustees:

a) must be satisfied, through appropriate assurance and monitoring activities, that this policy is being used effectively and to engage and consult with members on day-to-day health and safety conditions and ensure it is on the agenda at all meetings.

b) are responsible for making sure that these requirements are met for all Scout premises or locations operated by them and therefore deemed to be the Managing Controller of the premises.

2a.9 Vetting Policy

2a.9.1.1 Policy statement

It is the policy of The Scout Association to check all adult volunteers to ensure that:

a) only adults appropriate for a role are permitted to undertake responsibilities in Scouts

b) that regular reviews are undertaken of adult volunteers to ensure their continued suitability.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2a.9.1.2 Robust vetting processes

Accordingly, The Scout Association is committed to:

following a defined process for appointing adult volunteers that establishes the applicant's suitability taking into account the fundamentals of Scouts, the Safeguarding Policy, Anti-bullying and Harassment Policy, Safety Policy and the Equal Opportunities Policy

a) refusing offers from applicants that are found to be unsuitable
b) putting in place robust vetting arrangements and ensuring that these arrangements are made clear to applicants and to the public
c) taking into account relevant information from The Scout Association's records, police forces, relevant statutory authorities, personal references and other credible sources.

2a.9.1.3 Criminal records checks and internal checks

As part of the vetting arrangements, The Scout Association will undertake a personal enquiry which includes an internal check made against records at UK Headquarters for all adult and youth volunteers added to the membership system and, for certain adult and youth roles, a criminal record check where required.

For foreign nationals or British Overseas Territory citizens operating abroad in British Scouting Overseas or in the five Overseas Territories, personal enquiry checks must be made according to arrangements authorised by the UK Head of Safeguarding at UK Headquarters.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Chapter 2b

Resolving concerns

Chapter Contents

2b.1 Anti-bullying and harassment
2b.2 Appointment concerns
2b.3 Complaints
2b.4 Safeguarding concerns
2b.5 Whistleblowing

2b.1 Anti-bullying and harassment

2b.1.1.1 Bullying or harassment of volunteers

Concerns regarding potential bullying or harassment of a volunteer must be addressed through the Scouts' Anti-Bullying and Harassment Policy. See POR 2a.2.

2b.2 Appointment concerns

2b.2.1.1 Appealing a non-appointment to, or ending of, a Group, District or County role or accreditation

Concerns regarding the joining or ending processes described in POR Chapter 3 must be resolved through the appeal processes specified in POR 3.9.

Concerns regarding the joining, appointment or ending processes described in POR Chapter 16 must be resolved through the appeal processes specified in POR 16.8.6.

These appeals only relate to appointment or role/membership ending. They must not use the Complaints process.

2b.3 Complaints

2b.3.1.1 Resolving complaints

Concerns regarding membership decisions must be handled through the relevant appeals process and must not use the Complaints process. See POR 2b.2.

Complaints, disagreements and disputes should be resolved informally whenever possible.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

If a complaint, disagreement or dispute cannot be resolved informally, the Scouts' Complaints process must be followed.

2b.4 Safeguarding concerns

2b.4.1.1 Use Chapter 2a for safeguarding concerns

For the handling of safeguarding concerns, see POR 2a.7.

2b.5 Whistleblowing

2b.5.1.1 Handling whistleblowing concerns

Concerns regarding potential wrongdoing in the public interest must be managed in accordance with the Whistleblowing process.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Chapter 2c

Our Volunteering Culture

Section 2c.1 was section 3.1 in the Autumn 2025 edition of POR

Chapter Contents

2c.1 Our Volunteering Culture

2c.1 Our Volunteering Culture

2c.1.1 Our Volunteering Culture - policy statement

Our Volunteering Culture applies to, and with, all adult volunteers in Scouts.

2c.1.1.1 Policy Statement

Our Volunteering Culture is a shared set of principles which all volunteers must follow and which outline how we behave, in line with our values. Our Volunteering Culture guides and reminds us of our goal, both as a movement and as a volunteer team: to help more young people gain Skills for Life. It is a statement of the culture and values which we seek to foster and develop.

It provides a framework for a shared understanding for what we do and say as volunteers in Scouts, supporting each other, following our values and being at our best, while acting as role models for young people.

It applies for all our volunteers and for all parts of our organisation. In addition to the actual statement of Our Volunteering Culture (POR 2c.1.1.2), further information and examples are available at Our Volunteering Culture.

2c.1.1.2 The **Our Volunteering Culture** statement

a) Why we volunteer

As volunteers in Scouts, we are proud to help young people step up, speak up, dream big and gain the skills they need for life.

Thanks to you, young people find their place in the world, learn to believe in themselves and make a difference to their communities and society. No matter your background or experience, where you are based, or which team you are in, your time and skills help young people gain skills for life.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

By working together, and living our Values of integrity, respect, care, belief and cooperation, our aim is to have a positive, safe and rewarding experience as volunteers for a movement we truly believe in.

Our Culture is founded on our Values. That means that as volunteers we think carefully about the impact of our words and actions and behave as role models for our young people. Here are the behaviours that we expect from each other in Scouts.

b) As the Scouts we will:

a. Make Scouts a welcoming place, making sure everything we do and say is led by the Values of Scouts and the Scout Promise
b. Commit to Equity, Diversity and Inclusion in everything we do, making sure everybody has access to our activities and thrives in Scouts
c. Support you to be part of positive teams that resolve issues with respect and integrity
d. Acknowledge your personal motivation for volunteering and the skills you already have
e. Help you develop your own potential by offering learning opportunities to give you the confidence and the skills needed for your Scout role
f. Listen to you and give you the space to share ideas and concerns so that we may improve our volunteer experience
g. Offer meaningful, relevant, and flexible ways to volunteer, with clear guidance of what we will require from you, and who you may ask for advice and support
h. Accept your other commitments, that your availability may change and offer you volunteering options that will suit you best
i. Help you understand Scouts better and the impact we make, so you may see how your contribution makes a difference
j. Do our best to overcome barriers to volunteering such as finance, accessibility and time

c) As a volunteer in Scouts we will trust you to:

a. Promote a welcoming and inclusive environment where we treat everybody fairly and with respect, making sure our values are part of everything you say and do
b. Commit to equity, diversity and inclusion, accepting that people's beliefs, circumstances and motivations may be different to yours
c. Be a great role model in the way you act, by following our values, purpose and policies, as well as the laws of the country you are volunteering in
d. Communicate openly and respectfully, whether verbally, in writing or online

e. Be open and honest with your team about your time commitments and let them know if things change
f. Enjoy yourself and have fun while volunteering
g. Develop yourself by engaging in learning and new opportunities depending on what you and your team needs
h. Promptly complete any learning required to ensure you have the skills for your role

d) This means that together, we will do our best to:

a. Know what we expect from each other
b. Listen to and respect everybody's ideas and concerns
c. Feel proud to contribute to and be part of a truly equitable, diverse and inclusive movement
d. Recognise and celebrate all volunteers for their contributions, no matter how long they volunteer for or the amount of time they give
e. Make sure volunteering has a positive impact on your wellbeing and that you get the support you need
f. Contribute to an environment where everyone feels comfortable to share thoughts and ideas
g. Review how things are going, improve volunteering opportunities and resolve problems fairly

2c.1.2 Responsibilities within Our Volunteering Culture

2c.1.2.1 Responsibilities for all adults

All adult members need to implement for themselves these sections of Our Volunteering Culture:

a) "As a volunteer in Scouts we will trust you to" (POR 2c.1.1.2(c))
b) "This means that together, we will do our best to" (POR 2c.1.1.2(d)).

2c.1.2.2 Responsibilities for Group Leadership Teams

Group Leadership Teams (POR 4c.1.2) need to work to ensure that these sections of Our Volunteering Culture are implemented for and with all adult members in their Group:

a) "As the Scouts we will" (POR 2c.1.1.2(b))
b) "This means that together, we will do our best to" (POR 2c.1.1.2(d)).

2c.1.2.3 Responsibilities for District Volunteering Development Teams

District Volunteering Development Teams (POR 4c.2.6) need to work to ensure that these sections of Our Volunteering Culture are implemented for and with all adult members in their District in respect of their 'District' (not any Group or other) role:

a) "As the Scouts we will" (POR 2c.1.1.2(b))
b) “This means that together, we will do our best to" (POR 2c.1.1.2(d))

2c.1.2.4 Responsibilities for County Volunteering Development Teams

County Volunteering Development Teams (POR 4c.3.5) need to work to ensure that these sections of Our Volunteering Culture are implemented for and with all adult members in their County with a 'County' (not a Group or a District or other) role:

a) “As the Scouts we will" (POR 2c.1.1.2(b))
b) "This means that together, we will do our best to" (POR 2c.1.1.2(d)).

2c.1.2.5 Responsibilities for Trustee Boards

Trustee Boards need to work to have confidence that these sections of Our Volunteering Culture are being implemented for and with all adult members in the Group, District or County as appropriate:

a) "As the Scouts we will" (POR 2c.1.1.2(b))
b) "This means that together, we will do our best to" (POR 2c.1.1.2(d)).

They also need to have confidence that all adult members are following the “As a volunteer in Scouts we will trust you to” (POR 2c.1.1.2(c)) section of Our Volunteering Culture.

Chapter 2d

Citizenship

Chapter Contents

2d.1 Citizenship

2d.1 Citizenship

2d.1.1 Political activities

2d.1.1.1 Political activities - our policy statement

Scouts is not affiliated with any political body.

2d.1.1.2 Political activities - responsibilities

While engaging with current social issues, some of which may be controversial and have a political dimension, members must not endorse any political party or candidate when representing The Scout Association.

2d.1.2 Citizenship and participation

2d.1.2.1 Citizenship and participation – our policy statement

Scouts helps young people play a positive role in society and understand their communities.

2d.1.2.2 Citizenship and participation – responsibilities

Each member, within the limits of their age and maturity, shall be encouraged to:

a) engage in decision-making processes within The Scout Association and understand its organisational structure

b) become more aware of significant social issues at local, national and international levels

c) understand decision-making processes by organisations and by government, and to become aware of the individual's role in these processes

2d.1.2.3 Citizenship and participation - endorsement

Each member must not endorse any political party or candidate when representing Scouts.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2d.1.2.4 Citizenship and participation - requests

If a recognised public authority requests for volunteers to take action to prevent grave public danger or inconvenience, whether related to an industrial dispute or not, a Group Lead Volunteer or a District 14-24 Team Leader may, with the District Lead Volunteer's consent, offer Scouts' services provided that participation is voluntary for each individual.

Chapter 2e

Use of the Scouts' name and marks

Chapter Contents

2e.1 Copyright

2e.2 Protected Scout logos, names, badges and awards

2e.1 Copyright

2e.1.1.1 Copyright - definitions

a) The terms 'copyright', 'copyright material' and 'copyright work' encompass the entire copyright, moral rights, design rights, rental rights and the rights to use, authorise the use of, or lend any written, photographic, video, or illustrative work created or owned by Scouts.

b) The term 'Copyright Licensee' refers to individuals or groups who have obtained written permission from UK Headquarters to use the copyright material.

2e.1.1.2 Policy statement

Any local section, Group, District or County within the Federation is authorised to reproduce Scout copyright material for use in the day-to-day running of Scouts activities provided that:

a) the resulting work is not misleading and does not impose or create any liability on the Scouts or devalue the good name and reputation of the Scouts

b) rights to Scout copyright, including all moral rights under the Copyright, Designs and Patents Act 1988, automatically remain with The Scout Association.

2e.1.1.3 Restrictions

A member, section, Group, District or County must not:

a) use Scout copyright material in any merchandise for commercial or fundraising purpose without obtaining a copyright licence from UK Headquarters

b) grant permission to any third party to reproduce, distribute, sell, license, sub-license, or assign (in whole or in part) any Scout copyright material

2e.1.1.4 Obtaining a copyright licence - mandatory procedure

Applications for a copyright licence to use any Scout copyright material must be emailed to support@scouts.org.uk with a brief description of the requirements.

UK Headquarters will then contact the applicant to discuss the possibility of entering a copyright licensing agreement.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2e.2 Protected Scout logos, names, badges and awards

2e.2.1 Introduction

2e.2.1.1 Policy statement

Our logos and names are used to increase recognition of Scouts, locally and nationally.

2e.2.1.2 Responsibilities

Members may use our logos and names to increase recognition of Scouts, as well as to support local fundraising.

However, members must also:

a) follow the rules in POR 2e.2

b) avoid using the protected logos, names, badges and award for personal commercial gain

c) keep within brand guidelines to maintain a consistent approach across Scouts

2e.2.2 Definitions - protected Scout logos

Scouts protected logos are shown in this section:

2e.2.2.1 Scout logo

The Scout logo (in all brand colours and in both the stacked and horizontal versions) which is protected under registered UK trade mark UK00003310891

Scouts

Scouts

2e.2.2.2 UK Scout fleur de lis

The UK Scout fleur de lis (arrowhead) which is protected under registered UK trade mark UK00003276645

2e.2.2.3 Section logos

All section logos:

Squirrels BEAVERS cubs SCOUTS EXPLORERS network

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2e.2.2.4 Use of our protected logos and registered Trade Marks

The Scout Association's protected logos and registered Trade Marks may only be used by members as defined within this chapter. Failure to comply with these rules may constitute a breach of Trade Mark law.

2e.2.3 Definitions - protected Scout names

2e.2.3.1 Protected Scout names

These are protected Scout names:

a) 'Scouts'
b) 'The Scout Association'
c) 'Squirrels'
d) 'Beavers'
e) 'Cubs'
f) 'Scouts'
g) 'Explorers'
h) 'Scout Network'
i) 'Sea Scouts'
j) 'Air Scouts'
k) 'Scout Active Support Units'
l) all names and appointments which incorporate the word 'Scout' or 'Scouts' or an official current or former section name of The Scout Association.

2e.2.4 Definitions - protected Scout badges and awards

2e.2.4.1 Protected Scout badges and awards

These are protected Scout badges and awards:

a) all UK Programme Badges, including the Queen's Scout and King's Scout Awards
b) all official Occasional Badges
c) all National UK Awards
d) the Wood Badge
e) the Gilwell Log and Axe

2e.2.5 Usage

2e.2.5.1 Local use of logos, badges and names

A section, Group, District or County, with the permission of its relevant Leadership Team, may:

a) use their localised Scout logo on all locally produced Scout items, such as clothing and other merchandise used for fundraising purposes, or which are distributed free of charge or at cost
b) authorise printers and similar suppliers to reproduce these on their behalf. This includes items produced, sold, or distributed at local events and locally organised international events.
c) use the section logos on local Scout items, including merchandise for local fundraising purposes, as long as the name of their section, Group, District or County

is clearly visible on the item, and authorise printers and similar suppliers to reproduce these on their behalf

d) authorise a local business or organisation to use their localised Scout logo on printed or digital marketing materials so long as this is not a head office of a national or UK-wide company or organisation

e) use the UK Scout fleur de lis or arrowhead in local badges as long as the name of the local section, Group, District or County or local event is clearly visible on the badge and that the badge does not resemble a UK Programme badge

f) use UK Programme badges, Occasional badges, all Scout logos and names for the normal day-to-day running of Scouts, for example in newsletters, emails, handouts, forms, programme materials, signage, stationery, websites and social media

2e.2.5.2 Restrictions on local use

However, a member, section, Group, District or County must not:

a) use Scout logos without localisation, Scout names, badges or awards for fundraising or commercial purposes without a commercial licence from UK Headquarters (see POR 2e.2.8)

b) offer a commercial personalisation service for sections, Groups, Districts, Counties or their members without a commercial licence from UK Headquarters (see POR 2e.2.8)

c) licence the use of any Scout logo, name, badge, or award to any third party

d) alter Scout logos, badges, names, or awards in any way to add personalisation to their logo except in line with the Scout brand guidelines

e) use an official UK Programme badge, Scout award or national award on any item of merchandise

f) authorise the national head office of any business to use any Scout logos, names, badges and awards. Only UK Headquarters may contact the national head office of a national or UK-wide company and authorise them to use Scout logos, names, badges or awards

g) apply to register any designs or trade marks which are, or may in UK Headquarters' view, be identical or confusingly similar to UK Scout trade marks or other protected logos, names, badges, or awards.

2e.2.6 The World Scout Membership Badge and Logo



Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2e.2.6.1 Wearing and using the World Scouting badge and logo

The World Membership Badge and World Scouting logo are owned by World Scouting. UK members are entitled to wear the World Membership badge on uniform, however, the World Scouting logo and badge otherwise may only be used or reproduced with the permission of World Scouting. These logos must not be used as a substitute for the UK Scout logo on local communications, signage, or merchandise.

2e.2.7 Devolved Nation logos

Scouts Cymru | Scouts N.I. | Scouts Scotland

2e.2.7.1 Non-commercial use of devolved Nation logos

a) Devolved Nation logos must only be used with the written permission of the devolved Nation headquarters (for non-commercial use) or written permission from the Scout licensing team at UK Headquarters in consultation with the relevant Devolved Nation headquarters (for commercial use).

b) If a member, section, Group, District or County wishes to use a devolved Nation logo for non-commercial use in print, online use, or for event branding, they must seek written permission by contacting the relevant devolved Nation headquarters with details of the intended use:
   - Scouts N.I. - enquiries@scoutsni.org
   - Scouts Scotland - hello@scouts.scot
   - ScoutsCymru - admin@scoutscymru.org.uk

2e.2.7.2 Commercial use of devolved Nation logos

If a member, section, Group, District or County wishes to use a devolved Nation logo for commercial use on merchandise for example, they must contact support@scouts.org.uk. The UK Headquarters team will consult with the relevant devolved Nation headquarters before issuing a licence.

2e.2.7.3 Authorisations

Only Nation headquarters can authorise use of the devolved Nation logos (Scouts Scotland, ScoutsCymru and Scouts N.I.).

2e.2.7.4 Localising logos

For local identification, sections, Groups, Districts and Counties in the Nations must use their name beneath the main Scout logo and follow the advice on colour use given in the brand guidelines. An example is given here:



2e.2.8 To obtain a commercial licence

2e.2.8.1 What is a commercial licence?

A commercial licence is a written authority to use a Scout logo or name, in this case issued by The Scout Association. It is required for any activity that is intended to generate profit for individuals or businesses where the income does not wholly benefit Scouts. It is not required for Scout fundraising activity where the income generated benefits the Group, District or County. Nor is it required for the individuals in the Group, District or County to support Scouts programme activities or events.

2e.2.8.2 To obtain a commercial licence

To apply for a commercial licence to use a Scout logo or name,
email support@scouts.org.uk with a summary of the proposition. Contact will then be made to discuss the possibility of entering into a commercial licensing agreement.

Chapter 3

Membership

Chapter Contents

3.1 Our membership principles

3.2 Becoming a member

3.3 Annual Census

3.4 Appointment of members

3.5 Continuity of membership

3.6 Suspension and ending membership – persons aged 18 and over

3.7 Suspension of membership - young persons aged under 18 (including Young Leaders)

3.8 Ending of roles and membership - young persons aged under 18 (including Young Leaders)

3.9 Appealing a decision to end membership of a young person

3.1 Our membership principles

3.1.1.1 Key principle

Scouts is a membership organisation, where volunteer adults work with young persons to deliver the objects of Scouting (see POR Chapter 1).

In accordance with the Equal Opportunities Policy (POR 2a.5), membership of Scouts is open to all persons, subject to the criteria in POR 3.1.

3.1.1.2 Age limits

a) youth members must be aged between their 4th and 25th birthdays

b) adult volunteers must have reached their 18th birthday

3.1.1.3 Commitment

Members must be willing to follow The Scout Association's principles and commit to The Promise and, for adult volunteers, commit to Our Volunteering Culture (POR Chapter 2c).

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

3.1.1.4 Geographic eligibility

Membership of Scouts is open to:

a) people who live in the United Kingdom and its Crown Dependencies (the Channel Islands and the Isle of Man)

b) people who live in any of the five Overseas Territories (Anguilla, Bermuda, British Virgin Islands, Cayman Islands and Gibraltar).

c) adults of any nationality who live in a country where British Scouting Overseas Groups operate

d) young people who live in a country where British Scouting Overseas Groups operate and who hold a nationality other than that of the host country

3.1.1.5 Conditions of membership:

In addition to meeting the criteria in POR 3.1.1.2, POR 3.1.1.3 and POR 3.1.1.4, all adult members of Scouts must have at least one unique e-mail address that is not shared with any other person. This requirement also applies to any non-member recorded on the membership system, and to any Young Leader aged 16 or 17 who is recorded on the membership system.

This unique e-mail address must be recorded in the membership system and must be in addition to any shared email address such as may be in place for shared roles or teams.

Having a unique email address ensures that each member receives information intended specifically for them and mitigates the risk of them receiving confidential or misdirected information. This requirement aligns with the Data Protection requirements in POR 2a.3.

3.1.1.6 Gender Inclusion and Single-Gender Sections

a) Scouts must recruit in accordance with the Equal Opportunities Policy (POR 2a.5), unless stated otherwise in POR.

b) Scouts must make sure that all sections are open to members of all genders, except in the special situations described in POR 3.1.1.6(c) below.

c) Single-gender sections may exist within a Group, or in a District 14-24 provision, provided that membership for all genders is available across all sections within that Group or District 14-24 provision.

   Special situations where single-gender sections may be permitted are:

   a. cultural or religious requirements for single-gender activities
   b. Scouts is offered in a single-gender institution (for example a school, or young offenders' institution)
   c. a specialist single-gender provision to meet a clearly identified educational need (for example scouting for young mothers)

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

d) The decision to create a single-gender section under these special conditions must be made by the District Lead Volunteer in consultation with the County Lead Volunteer ([NI] by the Country Chief Volunteer in consultation with the Regional Lead Volunteer).

3.1.1.7 Status and rights of Membership

a) On becoming a member, that person becomes a member of a Group, District, County, Country or UK Headquarters (as appropriate). They also become a member of The Scout Association and of WOSM.

b) members of Scouts may wear the approved uniform (POR Chapter 10), the World Membership badge and the World Membership lapel badge.

c) members may receive benefits provided by any Group, District, and County to which the member belongs and of WOSM.

d) member benefits provided by UK Headquarters include:
   a. support in emergencies (POR Chapter 7)
   b. insurance (POR Chapter 9g)
   c. accrual of service for adults aged 18 and over (POR Chapter 11)
   d. the right to use our brand (POR Chapter 2e)

   These member benefits are for members only(see POR 3.2) and are not available to helpers or individuals affiliated with charities or organisations which are not members of the Federation. This includes, but is not limited to, Girlguiding, SSAGO and other independent charities.

e) Members do not have any actual or implied rights to take part in the national management of The Scout Association or WOSM.

3.2 Becoming a member

3.2.1.1 Youth members

a) Young people become members of Scouts', when they make the Promise appropriate to the first section they join, whether that is Squirrels, Beavers, Cubs, Scouts, Explorers (including Young Leaders), or Scout Network.

   In Scotland young persons aged 16 or 17 who join solely to become a Young Leader must be added to the membership system before they make their Promise.

b) Once they have become a member of Scouts, a young person's membership is then continuous as they transfer between sections but, after each transfer, they should make the Promise appropriate to their new section soon after the move to the new section.

c) The UK Headquarters membership subscription must be paid annually for all members aged under 18.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

d) Any Country, County, District and Group membership subscription, as determined locally, must also be paid for each member.

e) The Group Leadership Team must ensure that accurate records are kept of the names and personal details of all youth members in each of their Squirrel, Beaver, Cub and Scout sections.

f) District 14-24 Teams must ensure that accurate records are kept of the names and personal details of all youth members in each of their Explorer (including Young Leader) Units.

g) In Scotland

   a. District 14-24 Teams must ensure that all Young Leaders aged 16 and 17 are recorded on the membership system to enable a criminal record check (Scouts PVG disclosure) to be carried out. Young Leaders can be added to the membership system from the age of 15 years and 8 months so that the criminal record check (Scouts PVG disclosure) can be completed before their 16th birthday.

   b. Young Leaders who began their role as Young Leaders at age 14 or 15 must not continue in their Young Leader role beyond their 16th birthday until their satisfactory criminal record check (Scouts PVG disclosure) is recorded on the membership system. However, they may continue to participate as members of an Explorer Unit during this time.

   c. Young people aged 16 or 17 must not begin a Young Leader role until their satisfactory criminal record check (Scouts PVG disclosure) is recorded on the membership system. However, they may take part as members of an Explorer Unit while awaiting clearance.

h) District 14-24 Teams must ensure that all Scout Network members are recorded on Scouts' membership system .

3.2.1.2 Adult members

a) Adults become members when they have:
   a. recorded their acceptance of the Promise and the other elements of the membership declarations in the membership system
   b. completed their personal details in the membership system.

b) Adult members must hold a 'member' role listed in the POR Chapter 16 Teams Table.

c) Initially, new adult volunteers are assigned a 'provisional' membership status. This status will change to 'full' once they have satisfactorily completed each of steps (a) and (b) above and all seven steps of the volunteer joining journey (POR Chapter 16).

Restrictions on the volunteer's activities during 'provisional' status are described in POR Chapter 16.

d) Adults who do not hold a 'member' role listed in the POR Chapter 16 Teams Table are not members and do not enjoy the member benefits listed in POR 3.1.1.7.

e) Any Country, County, District and Group membership subscription, as determined locally, must also be paid for each adult member

f) All adult members must be recorded on Scouts' membership system .

3.3 Annual Census

The number of members and their demographic data, as directed by UK Headquarters, must be returned in the UK Headquarters' annual census of each section, Group, District, County and Country.

The annual census may also collect additional relevant information about the local Scout organisations.

3.4 Appointment of members

3.4.1.1 Young persons in Groups (Squirrels, Beavers, Cubs, Scouts)

a) The authority to admit anyone to membership of a Group rests with the Group Lead Volunteer, in line with The Scout Association's policies.

For sponsored Groups, this decision must also comply with the recruitment policy (if any) defined in the sponsorship agreement.

b) For Squirrels, Beavers, Cubs and Scouts, the Group Lead Volunteer may delegate to the relevant Section Team the responsibility for admitting young people to membership.

Decisions on admittance of members must be made in accordance with The Scout Association's policies even if responsibility is delegated.

c) There may be situations where a section lacks the capacity or resources to meet a young person's needs or make the necessary reasonable adjustments.

In these cases, the Group Lead Volunteer must work with the parents to find or create an alternative provision.

3.4.1.2 Young persons in Explorers, including Young Leaders

a) The authority to admit anyone to membership of an Explorer Unit (including a Young Leader Unit) rests with the District 14-24 Team Leader, in accordance with The Scout Association's policies.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

b) The District 14-24 Team Leader may delegate to the Section Team of the relevant Explorer (or Young Leader) Unit the responsibility for admitting young people to membership.

c) In Scotland, the District 14-24 Team Leader (or their delegate) is responsible for ensuring that a Young Leader's criminal record check (Scouts' PVG disclosure) is completed before they start, or continue, carrying out their Young Leader role from their 16th birthday.

To enable this, the Scottish Young Leader must be added to the membership system. For Young Leaders in Scotland who wish to begin their role from their 16th birthday, this can be carried out from age 15 years and 8 months.

The criminal record check (Scouts' PVG disclosure) must be fully completed before the Scottish Young Leader:

a. starts their regulated role

OR

b. continues in a regulated role if they were already volunteering as a Young Leader prior to their 16th birthday.

d) In the case of a partnership agreement with a sponsored Group, membership must also comply with the recruitment policy (if any) defined in the Group's sponsorship agreement.

e) Explorers (including Young Leaders) must leave the Explorer (or Young Leader) Unit at their 18th birthday. At this point they may do one of:

a. join the Scout Network
b. take on an adult role (see the POR Chapter 16 Teams Table)
c. join the Scout Network and also take on an adult role
d. leave Scouts.

3.4.1.3 Scout Network

a) The authority to admit anyone to membership of a District Scout Network rests with the District 14-24 Team Leader, in accordance with The Scout Association's policies.

b) Scout Network membership ceases when the individual reaches their 25th birthday.

c) At their 25th birthday, the Scout Network member may only retain their membership of Scouts by having an adult role in Scouts .

There is no flexibility on the upper age of the 25th birthday for any youth member .

3.4.1.4 Adult members

The decision to add adults or roles to the membership system is made by the Group Lead Volunteer, District Lead Volunteer or County Lead Volunteer respectively for Groups,

Districts and Counties in accordance with The Scout Association's policies and the volunteer joining journey process in POR Chapter 16.

3.5 Continuity of membership

3.5.1.1 Ending of membership

Once a person has joined Scouts, they remain a member until:

a) the person makes a personal decision to end their membership
b) membership subscriptions have not been paid on behalf of the young person (POR 3.2.1.1(c) and (d))
c) the member's membership is ended (see POR 3.6 and 3.8).

3.5.1.2 Membership transition

If a member is unable to continue their membership in a County, District, Group, Unit or Scout Network, the relevant Group Lead Volunteer or District 14-24 Team Leader should support their transition to a new section.

This support can include:

a) using local contacts or the membership system to find contact details for other sections or Groups where the member can continue their membership of Scouts
b) using other contacts to support the transfer

Examples of situations where this transfer support may be needed include:

a) relocating to a different area, including moving outside the UK.
b) moving up to a new section (for example from Beavers to Cubs) but where attendance at the new section in the current Group is impossible for practical family considerations.

3.6 Suspension and ending membership – persons aged 18 and over

3.6.1.1 Suspension of a member aged 18 or older

Scouts is a membership organisation and therefore has the right to suspend membership.

Refer to POR 16.7.4 for procedures relating to suspension of adults or Scout Network members.

3.6.1.2 Ending membership of a member aged 18 or older

Refer to POR 16.8. for procedures relating to ending membership of adults or Scout Network members.

3.7 Suspension of membership - young persons aged under 18 (including Young Leaders)

3.7.1 About suspension

3.7.1.1 Suspension of membership

Scouts is a membership organisation and therefore has the right to suspend membership.

On the rare occasions when suspension of membership is necessary, the appropriate mandatory process described in POR 3.7 must be followed in order to ensure appropriate and fair decisions are made, and that such decisions are not taken lightly.

3.7.1.2 Purpose of suspension

a) Suspension is not a disciplinary sanction or an indication of guilt.
b) Suspension ensures that no situation may arise that may cause further concern.
c) Suspension also allows a period where further information may be received and, if appropriate, the statutory agencies, such as the police or social services, can carry out their duties.

3.7.1.3 Suspension of a youth member

Suspension of a Squirrel, Beaver, Cub, Scout or Explorer (including a Young Leader) may be appropriate where:

a) there has been an allegation of their involvement in a serious criminal offence
b) where information is held in respect of their involvement in a serious criminal offence
c) there has been an allegation of behaviour that puts young people or adults at serious risk of harm.
d) information is received that questions the suitability of a young person to be a young leader or young helper

Where a Young Leader is suspended from their Young Leader role, careful consideration must also be given as to whether the suspension also applies to them being an Explorer.

Where there are safeguarding concerns raised from any of these stated reasons, these must be reported to the UK Headquarters Safeguarding Team in line with POR 2a.7.

3.7.1.4 Possible outcomes following a period of suspension of a person under 18

a) The outcome following a period of suspension is one of:
    a. reinstatement
    b. reinstatement with conditions
    c. ending the young person's membership

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

3.7.2 Suspending a young person aged under 18 (including Young Leaders)

3.7.2.1 Authority to suspend

a) The authority to suspend a young person rests with the District Lead Volunteer, in consultation with the relevant Group Lead Volunteer or District 14-24 Team Leader.

b) Before suspending a young person, the District Lead Volunteer must:
   a. consult their County Lead Volunteer ([NI] the Regional Lead Volunteer).
   b. seek advice from the Safeguarding Team at UK Headquarters.

c) In case of issues regarding the criminal record check (Scouts PVG disclosure) for a young leader or young helper in Scotland, the authority to suspend rests with the UK Headquarters Safeguarding Team.

3.7.2.2 Statutory authority involvement

Where a statutory authority is involved, advice must be sought from that body through the UK Headquarters Safeguarding Team.

3.7.2.3 Conditions during suspension

Where a young person's membership has been suspended, the young person must not:

a) participate in any activity connected with Scouts
b) wear the uniform or badges.

3.7.2.4 Communication with parents or carers

In countries other than Scotland, the parent(s) of the suspended youth member must be:

a) informed of the suspension in writing
b) be given a copy of Notes for the parents/carers of a young person under suspension
c) offered an independent adult member to act as a supporter.

In Scotland, the legal framework for safeguarding is different and the UK Headquarters Safeguarding Team will consider informing the young person's parent as appropriate.

3.7.3 Ending a period of suspension of a young person aged under 18 (including Young Leaders)

3.7.3.1 Local decision to reinstate or end membership

a) At the end of a period of suspension:
   a. for a Squirrel, Beaver, Cub or Scout, the District Lead Volunteer and Group Lead Volunteer must determine suitability for a return to Scouts
   b. for an Explorer (including Young Leaders), the District Lead Volunteer and District 14-24 Team Leader must determine suitability for a return to Scouts

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

b) Prior to making a decision, advice must be sought from:
   a. the County Lead Volunteer ([NI] the Regional Lead Volunteer).
   b. the UK Headquarters Safeguarding Team who must advise whether further information is required from any statutory bodies.

3.8 Ending of roles and membership - young persons aged under 18 (including Young Leaders)

3.8.1.1 Ending of a Young Leader role

If a Young Leader ends their role (or their role is ended), then this does not end any other membership of Explorers, unless otherwise advised by the UK Headquarters Safeguarding Team.

3.8.1.2 Ending of membership

Scouts is a membership organisation and therefore has the right to end membership. On the rare occasions when ending of membership is necessary, the appropriate mandatory process described in POR 3.8 must be followed in order to ensure appropriate and fair decisions are made, and that such decisions are not taken lightly.

3.8.1.3 Involvement of statutory authorities

If a statutory authority is involved, advice must be sought from that body through the UK Headquarters Safeguarding Team.

3.8.1.4 Ending membership for members aged under 18

Youth membership ends when a Squirrel, Beaver, Cub, Scout or Explorer (including a Young Leader) leaves their Group or Explorer (or Young Leader) Unit and does not transfer to another section.

3.8.1.5 Locally initiated ending of membership of a person aged under 18

Whether following a period of suspension or not, if it is considered that ending the membership of a Squirrel, Beaver, Cub, Scout or Explorer may be appropriate, this process of consultation must be followed:

a) the District Lead Volunteer, in consultation with the relevant Group Lead Volunteer or District 14-24 Team Leader, and the County Lead Volunteer, believes that ending the membership of a Squirrel, Beaver, Cub, Scout or Explorer (including Young Leaders) is likely to be the only available option.

b) If the ending follows a period of suspension then, as part of this 'ending' process, there must also be consultation with the original suspending authority and approver to

ensure that the reasons for the suspension are appropriately factored into the 'ending' decision.

c) If the young person is from a Squirrel, Beaver, Cub or Scout section in a Sponsored Group, the Sponsoring Authority must also be consulted.

If the young person is from an Explorer Unit that is partnered with a Sponsored Group, the Sponsoring Authority must also be consulted.

d) Where there are safeguarding concerns raised from any of the above process elements, these must be reported to the UK Headquarters Safeguarding Team in line with POR 2a.7.

3.8.1.6 UK Headquarters-initiated ending of the membership of a young person aged under 18

a) At the end of a period of youth suspension, UK Headquarters Safeguarding Team may recommend ending the young person's membership.

If the ending follows a period of suspension then, as part of this 'ending' process, there must also be consultation with the original suspending authority and approver to ensure that the reasons for the suspension are appropriately factored into the 'ending' decision.

The UK Headquarters Executive Director of Operations must ensure that processes and oversight are defined and implemented to ensure consistency, including resolving any disagreements.

b) At least one of the following conditions must be met before the UK Headquarters Safeguarding Team can initiate ending of a role or membership:

   a. a statutory agency has confirmed that the young person has committed a serious criminal offence which presents a significant risk of harm to a person connected with Scouts
   b. a statutory agency advises that the young person should not remain a member of Scouts due to the risk of harm they present
   c. Scouts' UK Head of Safeguarding believes that, due to information held, the young person poses a significant risk of harm to Scouts. This will include a case where the criminal record check (Scouts PVG disclosure) is unsatisfactory for a young leader or young helper in Scotland – in this case the authority to end a role or membership rests with the UK Headquarters Safeguarding Team.

c) Before ending the membership of a Squirrel, Beaver, Cub or Scout from youth membership, the UK Headquarters Safeguarding Team must discuss the case with the Group Lead Volunteer and (if applicable) the Sponsoring Authority.

Before ending the membership of an Explorer (including a Young Leader) from youth membership, the UK Headquarters Safeguarding Team must discuss the case with the District 14-24 Team Leader. In the case of a Young Leader, the District 14-24 Team Leader must ensure that the Group Lead Volunteer and (if applicable) the Sponsoring Authority are also advised.

3.8.1.7 Ending of youth membership by The Scout Association's Board of Trustees

a) Notwithstanding any other means provided by these rules, youth membership may be ended by resolution of the Board of Trustees of The Scout Association.

b) The Board is not required to state its reasons for making such a decision.

3.9 Appealing a decision to end membership of a young person

3.9.1 Appeal the ending of membership of a young person which was initiated locally

3.9.1.1 Right of appeal

Any Squirrel, Beaver, Cub, Scout or Explorer (including a Young Leader) who has their membership ended locally by Group or District under POR 3.7.3 or POR 3.8.1.5 has the right of appeal to the District Chair, with the aid of parents, if desired by the young person.

3.9.1.2 Appeal panel composition and process

If an appeal is requested by the person whose membership has been ended, the District Chair must convene a panel of three adult members.

Panel requirements:

a) the panel is appointed by the District Chair
b) at least one member of the panel should be aged under 25
c) at least one member of the panel should hold a Sectional role
d) each member of the panel must have a full appointment, including a completed and satisfactory personal enquiry
e) no member of the panel can have been involved in the decision process to end the membership of the young person.

3.9.1.3 Participation and sponsoring authority rights

a) A reasonable opportunity must be provided for the young person whose membership has been ended, or their parents, to attend the panel meeting and present their case against the ending of membership.

b) If the ending of membership is from a Sponsored Group (including an Explorer Unit partnered with a Sponsored Group, or from a section in a Sponsored Group in which the young person is a Young Leader), the Sponsoring Authority, who must have been consulted before the membership ending was agreed, has the right to attend the panel meeting and be heard.

3.9.2 Appeal the ending of membership of a young person which was initiated by UK Headquarters

3.9.2.1 Appeal grounds and process

a) Where a young person's membership has been ended under POR 3.8.1.6, if the youth member or their parent disagrees with the outcome they must raise their disagreement with the Head of Governance at UK Headquarters within 14 days of the decision.

b) Appeals will only be considered on either of these two grounds:
   a. new information has become available that was not previously considered
   b. a required process was not followed that could have altered the decision to end membership

   There can be no appeal based on ending membership following an unsatisfactory criminal record check (Scouts PVG disclosure) for a Young Leader/Young Helper in Scotland.

c) The process to review the appeal:
   a. grounds to appeal the decision must be assessed by the UK Headquarters' Head of Governance, the Head of Legal Services and the Chief Volunteering Officer (with a quorum of two)
   b. if the appeal meets the criteria, it will be reviewed by UK Headquarters' Head of Safeguarding and a nominee of the UK Chief Volunteer
   c. the UK Headquarters' Head of Governance must ensure that the individual receives a written, final outcome

d) There is no further right to complain or appeal after this appeal process is completed.

Chapter 4a

The structure of local Scouting within Scouts

This chapter is built from sections 4.1 and 4.2 from Chapter 4 of the Autumn 2025 edition of POR.

Chapter Contents

4a.1 Principles

4a.2 Our local structure

4a.1 Principles

This POR 4a.1 outlines the principles underpinning our organisation and structures. It provides essential context for understanding how our teams operate and deliver our mission.

4a.1.1 Our fundamentals

4a.1.1.1 Our fundamentals

The Scouts' fundamentals are set out in POR Chapter 1.

4a.1.2 We operate in teams

4a.1.2.1 Team-based operation

a) Our volunteers operate in teams. Each team has a defined purpose and a set of tasks to achieve, as outlined in its team description.
b) Each team consists of Team Leaders and Team Members. The Team Leader of each Leadership Team is called the Lead Volunteer.
c) Members of a team must work together to fulfil the team's purpose and team description.
d) Responsibility for tasks lies with the team. Team Leaders are accountable for ensuring the team achieves its purpose, while the team's members agree amongst themselves how their tasks will be achieved.
e) Each team member must understand their team's purpose and their own individual contribution to it.

4a.1.2.2 Sub-teams

Where appropriate, any team except a Section Team may establish sub-teams. A sub-team must have a clear purpose, and their creation must be agreed by the Group, District or County Leadership Team as appropriate (see POR 4c.1.2, 4c.2.3 and 4c.3.2 respectively).

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4a.1.3 Programme delivery is at the core

4a.1.3.1 Core purpose

We deliver skills for life to young people and we do that through the delivery of an inspiring programme enjoyed by and accessible to all young people (POR 4b.5).

Delivery of safe, fun, enjoyable and high-quality programme is therefore at the core of what we do.

4a.1.3.2 Role of section teams

Section Teams are responsible for coordinating and delivering an inspiring programme to young people.

4a.1.3.3 Role of all other teams

All other teams must ensure that their focus is supporting Section Teams to deliver the programme. This support may be direct or indirect and is described in the team's team description.

4a.1.4 Governance and Trustee Boards

4a.1.4.1 We are a Federation

Each Group, District and County must operate as if they are a charity in law. This applies whether or not the Group, District or County is registered with a charity regulator (POR 5a.1.1.2) or (in England or Wales) is an excepted charity (POR 5a.1.2.2).

4a.1.4.2 Role of the Trustee Board

Every member organisation of the Federation must have a Trustee Board to provide charity governance.

Governance of a Group, a District or a County is described in POR Chapter 5b.

4a.2 Our local structure

4a.2.1 Structure and Teams

4a.2.1.1 Purpose of our organisation

Scouts in the United Kingdom and certain overseas locations is organised in sections, Groups, Districts, Counties and Country Headquarters. These entities of Scouts provide:

a) support
b) channels for communication
c) opportunities for youth members and adult members to make decisions and take responsibility

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

d) functional units through which the design and delivery of the youth programme can be best achieved

4a.2.1.2 Purpose of each local Scout unit

The purpose of each of the local Scout units is shown below:

Scout unit	Purpose
Section	• plans and delivers an enjoyable and safe programme • the programme must be fully accessible and inclusive so that volunteers and young people are able to, and want to, join. • manages the section.
Group	• keeps volunteers working well together and feeling motivated across all sections • makes sure that the Group is respected and supported in their local community • ensures that sections in the Group have the necessary resources to support their delivery of their programme.
District 14-24 Team	• keeps volunteers working well and feeling motivated across the District's Explorer (including Young Leader) and Scout Network sections • making sure that the 14-24 sections are well regarded in their local community • ensures that Explorer and Network sections have the necessary resources to support their delivery of programme.
District	• leads Scouts across the District, • delivers their part of the County plan • helps volunteers develop • improves section programmes • enhances sections' programmes with opportunities that can best be run at District level • supports Scouts to run in the best way possible. There are Counties that have no Districts. In this case, the District's responsibilities are included in the responsibilities of the County.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Scout unit	Purpose
County [NI]	• leads Scouts across the County • builds and maintains a County plan • helps volunteers develop (focusing on volunteers in County teams, including District Lead Volunteers) • enhances sections' programmes with opportunities that can best be run at County level • supports the running of Scouts. [NI] In Northern Ireland, Districts are supported by Regional Lead Volunteers and the Scouts NI Country team

The organisation of Country Headquarters and UK Headquarters is described in POR Chapter 6.

4a.2.1.3 Leadership and Team Roles

Each Group, District and County is led by Lead Volunteer(s) who have overall authority for their Scout unit and are the Team Leader(s) for the relevant Leadership Team.

The roles within each team are listed in the Teams Table (POR 16.11.1).

Each team has a Team Leader who is responsible for ensuring that the team achieves its purpose and outcomes. A Team Leader role may be held jointly by more than one volunteer.

4a.2.1.4 Group composition

A Group must have at least one section: a Squirrel Drey, a Beaver Colony, a Cub Pack or a Scout Troop.

A Group may have more than one of any section (for example two Beaver Colonies).

Each section in the Group is managed by a Section Team.

Some Groups may be Special Groups (POR 4c.1.8).

A Group may partner with one or more Explorer Units (POR 4c.1.3).

4a.2.1.5 District composition

A District comprises several Groups, one or more Explorer Units (including at least one Young Leaders' Unit), and one Scout Network.

Explorer Units, the Young Leader Unit and the Scout Network are a part of the District 14- 24 provision and are operationally managed by the District 14-24 Team.

There may be several Explorer Units in the District, An Explorer Unit may be partnered with specific Group(s) (POR 4c.1.3).

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4a.2.1.6 County composition

A County usually comprises several Districts.

Some Counties do not have Districts. In these cases, the County must take on the responsibilities of the District, including those of the District 14-24 Team (for Explorer and Scout Network provision), and of the District Trustee Board.

Chapter 4b

Our delivery sections

This chapter was previously section 4.3 from Chapter 4 of the Autumn 2025 edition of POR.

Chapter Contents

4b.1 Section Teams
4b.2 The appointment of Young Leaders
4b.3 Uniform
4b.4 Integrated sections
4b.5 Programme flexibility for individual members
4b.6 Joint Scout sections and Girlguiding units
4b.7 Programme
4b.8 Age ranges
4b.9 Section sizes
4b.10 Adults required for safe Scouting
4b.11 Minimum standards
4b.12 Awards
4b.13 Scout Networks

4b.1 Section Teams

4b.1.1.1 Membership and purpose

Each section has a Section Team, comprising a Section Team Leader and Section Team Members. There may also be Young Leader(s) working with the Section Team.

The Section Team Leader role may be held jointly by more than one volunteer.

It is strongly encouraged that each Section Team is comprised of more than one gender.

The Section Team is responsible for **planning** and **delivering** the section's programme and for the **management** of the section.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4b.1.1.2 Young Leaders

Young Leaders may work with the Squirrel, Beaver, Cub and Scout sections. They are also members of the Section Team. They are full Section Team members in all respects but remain the responsibility of the Section Team Leader and must adhere to POR 4b.2.

Responsibility for allocating Young Leaders to sections rests with the District 14-24 Team and responsibility for the training of Young Leaders also rests with the District 14-24 Team.

4b.1.1.3 Helpers

Additional persons aged over 18, including parents and subject experts from the community, may be used by the Section Team on a regular or occasional basis to help with delivery of the section's programme. These helpers are not members of the Section Team. These helpers must conform to the helper requirements detailed in POR 16.1.4.

4b.1.1.4 Effective links

It is the responsibility of Section Teams to actively maintain effective links with other local Section Team Leaders and the Scout Network. This can be supported by the District Programme Team.

4b.1.1.5 No sub-teams

Section Teams must operate as a single entity and must not have sub-teams.

4b.1.1.6 Full appointment required

As a minimum, at least one adult member of a Section Team with a full appointment must be present.

If no adult member of a Section Team with a full appointment can attend a section activity, POR 9a.1.2.2 must be followed.

4b.1.1.7 Risk assessments

For all Scouts activities, a risk assessment must be carried out (POR 9a.1.1.2(g)).

This risk assessment must not override:

a) the minimum requirements required by the activity rules in POR Chapters 9a and 9b
b) the minimum ratios shown in POR 9a.1.2.

4b.1.1.8 Data protection

Members of each Section Team must individually and collectively meet the Data Protection requirements outlined in POR 2a.3, including compliance with their Scout unit's data protection and data retention policies.

4b.2 The appointment of Young Leaders

4b.2.1.1 Who may be Young Leaders?

Explorers may become Young Leaders in the Squirrel, Beaver, Cub and Scout sections.

4b.2.1.2 District Young Leaders' Unit

All Young Leaders are members of a District Young Leaders' Unit, whether or not they are also members of another Explorer Unit.

The purpose of the Young Leader Unit is to ensure that:

a) all Young Leaders receive the training in the Young Leaders' Scheme

b) every Young Leader has access to a programme pathway that leads them to the top awards within the Explorer section

4b.2.1.3 Training for Young Leaders

Young Leaders should undertake appropriate training as described in the Young Leaders' Scheme. Young Leaders must complete Module A within their first three months.

4b.2.1.4 Supervised access

a) Any young person under the age of 18 years working with a Squirrel, Beaver, Cub or Scout section must only ever have supervised access to young people.

b) Additionally, in Scotland, young leaders or young helpers aged 16 or 17 must also have been cleared to volunteer in a section by the UK Headquarters Safeguarding Team (this will be confirmed on the membership system record).

4b.2.1.5 Non-members undertaking Guiding or Duke of Edinburgh's Awards

a) POR 4b.2.1.4 applies to non-members.

b) The following non-members may work with the Squirrel, Beaver, Cub or Scout sections, with the agreement of the Section Team, for a fixed period of time (as required for their level of award):
   a. Members of Girlguiding aged 13½ -18 undertaking a Girlguiding award with a volunteering component
   b. Young people aged 13½ -18 undertaking the Volunteering section of the Duke of Edinburgh's Award.

c) Young people must not volunteer with any section until they are 13½ years of age.

d) Non-members aged under 18 working with Squirrel, Beaver, Cub or Scout sections must also complete training similar to Young Leaders, this is outlined on scouts.org.uk and in the Young Leaders' Scheme.

e) Members of Girlguiding and other young people undertaking the Volunteering section of the Duke of Edinburgh's Award are not members of Scouts. They may be offered the opportunity to join Scouts in order to have access to the wider Explorer Scout provision.

4b.3 Uniform

4b.3.1.1 Right to wear uniform

Members may wear the approved uniform, including distinguishing badges and scarves, as described in POR Chapter 10.

4b.4 Integrated sections

4b.4.1.1 Composition

An integrated section may consist of one or more of:

a) Squirrels
b) Beavers
c) Cubs
d) Scouts
e) Explorers

The integrated section works together as one section.

4b.4.1.2 Operational requirements

a) An integrated section that includes any Squirrels, Beavers or Cubs should not meet for more than two hours.
b) The District Lead Volunteer must give approval before the establishment of an integrated section. The District Programme Team should be consulted as part of this process.
c) Members of integrated sections must:
    a. take part in a balanced programme
    b. make the Promise
    c. wear the uniform appropriate to their sectional age group.

4b.4.1.3 Further guidance

The operation of integrated sections must follow the integrated section guidelines.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4b.5 Programme flexibility for individual members

4b.5.1.1 Inclusive membership

a) Young people must be treated as individuals. They must be regarded equally as members of Scouts, whatever their abilities or disabilities.

b) Some young people have additional needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential.

4b.5.1.2 Reasonable adjustments

Sections must make reasonable adjustments to support the full participation of young people with additional needs, disabilities or life-limiting conditions.

Reasonable adjustments should be implemented to respond to the needs of the individual and aim to remove any barriers or support access, by adapting:

a) the physical environment: physical features such as the meeting place and its accessibility
b) programme delivery: the way things are done, including age ranges, the programme, routines
c) Support mechanisms: such as equipment, adapting communication, level of support.

What is reasonable for the Group is dependent upon the effectiveness of the adjustment, whether it can actually be done, the cost and the Group's available resources. These principles should also apply for Explorer and Scout Network members.

Making reasonable adjustments is an on-going duty and should be regularly reviewed.

4b.5.1.3 Support and guidance

a) Section Teams and Groups may request guidance from a network of volunteers supporting inclusion within Districts, Counties, Countries and from UK Headquarters.

b) Information and guidance is available to support young people with additional needs and neurodiversity and about additional needs

c) There is also information to obtain funding to support additional needs.

d) Information about reasonable adjustments to uniform is included in POR 10.5 and 10.6.

4b.6 Joint Scout sections and Girlguiding units

4b.6.1.1 Membership

A Joint Unit may consist of Rainbow Guides and Squirrels and Beavers; or Brownie Guides and Cubs; or Guides and Scouts who work together in one Unit.

As a Joint Unit, operational management may be shared.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Formal Joint Units are not permitted between Explorer Units or Scout Networks and sections of Girlguiding, though joint activities are encouraged.

4b.6.1.2 Age groups

A joint Unit is open to members of The Scout Association and of Girlguiding. The age group for a Joint Unit should be in accordance with Scouts' POR and Girlguiding rules, although relevant Lead Volunteers and Girlguiding equivalents may authorise some flexibility to assist in local circumstances.

4b.6.1.3 Uniform

Members wear the relevant Scout Association or Girlguiding uniform as appropriate. Scouts uniform is described in POR Chapter 10.

4b.6.1.4 Rules

All other requirements and rules of each Federation member apply.

4b.6.1.5 Premises

See POR 5a.3.8 regarding joint occupation of premises by Scout and Guide units.

4b.7 Programme

4b.7.1.1 Programme at the core

All youth members should be offered a safe, high quality, balanced programme, run in accordance with The Scout Association's programme (see also POR 4a.1.3).

4b.7.1.2 Section Team

Other than Scout Network, the operation of each section must be overseen by a Section Team.

A Section Team comprises all Section Team Leaders, Section Team Members, and Young Leaders working with the section.

Section Teams are responsible for planning and delivering the detailed programme of their section. To assist with that programme delivery, the Section Team may call upon the assistance of helpers.

4b.7.1.3 Programme content and safety

Section Teams must take account of:

a) the youth programme
b) badges and awards
c) the section's method

d) the additional needs of the section's individual members.
See also POR 4b.5, and the further information that is available about additional needs.

Section Teams must pay attention to the requirements of safety and to the rules in POR Chapters 9a and 9b governing activities. This includes having enough adults present to ensure activities are run safely and, at a minimum, comply with the minimum ratios specified in POR 9a.1.2.

Progressive responsibility for involvement of young people in planning and decision-making is an important element of the programme.

Section Teams must ensure the effective operation of the Drey, Colony, Pack, Troop and Unit Forums.

4b.7.1.4 Scout Network

A District 14-24 Team Leader is responsible for programme and projects undertaken by the District Scout Network.

Scout Network members should play a leading role in organising projects to facilitate participation in the programme and, where possible, take responsibility for supporting projects.

4b.8 Age ranges

4b.8.1.1 Section ages

The age ranges for each section are:

Section	Core age range	Minimum age	Maximum age
Squirrels	4th to 6th birthday	4th birthday	6½ years
Beavers	6th to 8th birthday	5¾ years	8½ years
Cubs	8th birthday to 10½ years	7½ years	11th birthday
Scouts	10½ years to 14th birthday	10th birthday	14½ years
Explorers	14th to 18th birthday	13½ years	18th birthday
Network	18th to 25th birthday	18th birthday	25th birthday

4b.8.1.2 Transition at age 18

A young person who has reached their 18th birthday must not remain in a youth section other than the Scout Network.

A young person who turns 18 during a residential activity lasting no more than one month must continue to be treated as under 18 and be subject to all rules applicable to young persons who have not yet reached their 18th birthday, for the duration of that activity only.

4b.8.1.3 Reasonable adjustments

Variations to the age ranges shown in POR 4b.8.1.1 are possible as part of reasonable adjustments (see POR 4b.5.1.2) but the age boundaries of 4th, 18th and 25th Birthdays must not be adjusted.

4b.9 Section sizes

4b.9.1.1 Recommended sizes

The recommended section sizes are:

a) Squirrel Dreys and Beaver Colonies: 24 young people
b) Cub Packs: 36 young people
c) Scout Troops, Explorer Units, Scout Network: no recommended size

4b.9.1.2 Flexibility and considerations

Exceeding the recommended size for a Drey, Colony or Pack is permitted with the agreement of the Group Lead Volunteer.

When deciding on the section size, the Section Team must consider:

- the leadership available
- the needs of the young people
- the capacity of the meeting venue
- whether it might be more effective to run two or more sections rather than one large section

4b.10 Adults required for safe Scouting

4b.10.1.1 Ensuring a safe environment for all activities

For all activities, the Leader in Charge must assess the risks and ensure that sufficient adults aged 18 or over will be present to ensure a safe operating environment for the activity.

For the detailed rules in respect of the Leader in Charge, refer to POR 9a.1.1.2.

4b.10.1.2 Ratios and Minimum Adult Numbers

For the detailed rules in respect of the minimum ratios required for meetings, events and nights away activities, refer to POR 9a.1.2.

The primary requirement is that enough adults are present to ensure a safe environment, as outlined in POR 9a.1.1.3. Where the number of adults required to ensure safety is equal to

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

or greater than the minimum numbers specified in POR 9a.1.2.1, that requirement must be met. Where the risk assessment indicates that fewer adults would be sufficient, the minimum adult numbers specified in POR 9a.1.2.1 must be met and followed.

4b.11 Minimum standards

4b.11.1.1 Minimum standards for Squirrel, Beaver, Cub, Scout, and Explorer sections

Each section must meet the following minimum standards:

a) Management: operation must be overseen by a Section Team
b) Adult Leadership:
    - Squirrel Dreys: a minimum of three adults in the Section Team
    - all other sections: a minimum of two adults in the Section Team
c) Programme delivery: a safe, high quality and balanced programme must be delivered
d) Youth participation: members must be given opportunities to take part in the decision-making process. Any forum or committee should have young persons and adults working together
e) Nights Away opportunities:
    - Beavers, Cubs, Scouts, and Explorers: the opportunity for every young person to attend at least one nights away activity every year
    - Squirrels: may attend a nights away event, but nights away for Squirrels is not part of the minimum standard for Squirrels.

4b.11.1.2 Minimum standards for Scout Network sections

Each Scout Network section must meet the following minimum standards:

a) Leadership: every District with a Scout Network must appoint a District 14-24 Team Leader in line with POR Chapter 16
b) Nights Away: every Scout Network member must have the opportunity to attend a camp every year

4b.11.1.3 District support

The District Programme Team is responsible for supporting all sections to meet the minimum standards outlined above.

4b.11.1.4 Failure to meet minimum standards

If a section fails to reach the minimum standard for two consecutive years, the District Lead Volunteer should consider closing it.

A section which fails to reach the minimum standard for three consecutive years must be closed by the District Lead Volunteer, following consultation with:

a) the Group Trustee Board (for Squirrels, Beavers, Cubs, Scouts)
b) the District Trustee Board (for Explorers, Scout Network).

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4b.12 Awards

4b.12.1.1 Sectional Top Awards

There are Top Awards for each section, with criteria specified by UK Headquarters.

The Sectional requirements for awards and badges are linked here:

a) Squirrels
b) Beaver
c) Cubs
d) Scouts
e) Explorers
f) Scout Network

4b.12.2 The King's Scout Award

4b.12.2.1 About the Award

The King's Scout Award is the highest Top Award available. It is available for Explorers once they have reached their 16th birthday and for Scout Network members.

Follow this link to the Award details.

4b.12.2.2 Notification and presentation

Except in Scotland, on completion of the Award, UK Headquarters must be notified, and the badge and certificate will then be sent to the relevant King's Scout Award Parcel Recipient to arrange presentation or, if none appointed, to the relevant Lead Volunteer.

In Scotland, the completed application should be sent to Scouts Scotland who will notify UK Headquarters and send the badge and certificate to the relevant King's Scout Award Parcel Recipient or District Lead Volunteer.

4b.12.3 The Explorer Belt

4b.12.3.1 About the Award

The Explorer Belt is designed to enable Explorers, Scout Network members and members of Ranger Guides aged 16 or over, working as a team, to plan, train for and undertake their own expedition abroad.

Participants aged 16 or 17 years old, they may only participate in an organised expedition supported by an in-country leadership team, rather than being self-led.

Follow this link to the Award details.

4b.12.3.2 Registration and presentation

The young person must register with UK Headquarters to begin working on the award and must then be assigned a mentor locally.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

On completion of the award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant Lead Volunteer for presentation.

4b.12.4 The Scouts of the World Award

4b.12.4.1 About the Award

The Scouts of the World Award aims to encourage Scout Network members with their personal development and development of life skills as well as to support projects within society, locally, nationally and globally.

Follow this link to the Award details.

4b.12.4.2 Completion and presentation

On satisfactory completion of the award, UK Headquarters must be notified, and the badge and certificate will be sent to the relevant District 14-24 Team Leader.

4b.12.4.3 Delivery

The award is delivered by members who have been trained by UK Headquarters as trainers for the award, according to the requirements set out by WOSM. UK Headquarters provides support to those members wishing to become mentors who support Scout Network members through their award journey.

4b.12.5 The Duke of Edinburgh's Award

4b.12.5.1 About the Award

For England and Wales, The Scout Association is a Licenced Organisation for the Duke of Edinburgh's (DofE) Award.

The Country Headquarters of Northern Ireland and Scotland are each separate Licenced Organisations. England and Wales are managed by UK Headquarters.

Follow this link to the Award details

British Scouting Overseas and the Overseas Territories use the Duke Of Edinburgh's International Award.

4b.12.5.2 County/Region coordination

In England and Wales, each County should identify a member of the County Programme Team to act as the link to UK Headquarters in respect of The DofE Award.

In Scotland, each Region should identify a member of the Region Programme Team to co-ordinate support for the DofE Award.

This person(s) must:

a) participate in a DofE Verifier Training before being given verifier permissions

b) participate in a County DofE Adviser Induction within 3 months of appointment (in Scotland this induction is delivered by Scouts Scotland)

Except in Northern Ireland and Scotland, where such a person is not in post, the Programme Team at UK Headquarters can adopt responsibility for the County as an interim measure.

The County Programme Team must coordinate the support for the DofE Award within the County.

4b.12.5.3 Scotland volunteers aged 16 and 17

In Scotland, any young person aged 16 or 17 undertaking a regulated role as part of their DofE Award must have a criminal record check (Scouts PVG disclosure) which has been cleared to volunteer by the UK Headquarters Safeguarding Team before they commence their volunteering. They must be recorded on the membership system as a Young Helper. It is the responsibility of the Region Programme Team to ensure that this is completed.

4b.12.5.4 District support

Except in Scotland, the District Programme Team may appoint one or more of its members to coordinate the local support for the Award.

Such a person must participate in appropriate training for the role within one year of appointment. This training should include attendance at the **Foundation** and the **Delivering the DofE** courses.

4b.12.5.5 Assessors and Expedition Assessors

a) The assessors for the various sections of the Bronze, Silver and Gold Awards must be in line with the guidelines on the DofE website.

b) Except in Scotland, all DofE expedition assessors must hold the DofE's Expedition Assessor accreditation and must have The Scout Association listed as a Licenced Organisation on their DofE training record.

   In Scotland, all Expedition Assessors must be members of the Region Programme Team (or, normally, one of its sub-teams) and have The Scout Association or Scouts Scotland listed as a Licenced Organisation on their DofE training record.

4b.12.5.6 Verification of Awards

a) Bronze and Silver Awards may be verified by a person showing as an appointed verifier on their DofE record

b) Gold Awards in England, Wales, the Channel Islands and the Isle of Man, are verified by UK Headquarters

c) Gold Awards in Northern Ireland are verified by Northern Ireland Scout Headquarters

d) Gold Awards in Scotland are verified by Scottish Scout Headquarters

4b.12.5.7 Badges and Certificates

Each award has a cloth badge for wearing with uniform, a lapel badge and a certificate.

Bronze and Silver Awards are to be presented locally by the District or County Lead Volunteer ([NI] Country Chief Volunteer) or their nominee.

Gold Award Badges:

- Except in Scotland, Gold Award Badges are presented locally by the County Lead Volunteer ([NI] Country Chief Volunteer) or their nominee.
- In Scotland, Gold Award Badges are presented locally by the District Lead Volunteer or their nominee.

Gold Award Certificates and lapel badges are posted directly to participants by the DofE and recipients are invited to a reception arranged in one of the Royal Palaces**.**

4b.13 Scout Networks

4b.13.1.1 Organisation

Scout Network(s) are part of a District's 14-24 provision.

4b.13.1.2 Membership

a) All members aged 18-24 in a District may join their District's Scout Network in addition to any adult role that they may hold.

b) Members of the Scout Network do not need to hold any adult role.

c) All Scout Networks must be open for membership to all except in special situations. Special situations include those where there are specific cultural or religious requirements for a single sex Scout Network (POR 3.1.1.6).

4b.13.1.3 Participation and leadership

The Scout Network should provide opportunities for the members to take part in the decision-making process. Any forum or committee should have Scout Network Members and the District 14-24 Team Member(s) working together.

4b.13.1.4 Links

Within the District 14-24 Team, the Scout Network should have a link agreement in place with the Explorer Unit(s) within the District.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Chapter 4c

Local support teams

This chapter was previously sections 4.4, 4.5 and 4.6 from Chapter 4 of the Autumn 2025 edition of POR.

Chapter Contents

4c.1 Group Teams and their members

4c.2 District Teams and their members

4c.3 County Teams and their members

4c.1 Group Teams and their members

4c.1.1 Group teams

4c.1.1.1 Purpose

A Group consists of Squirrel, Beaver, Cub, and Scout Section Teams (POR 4b.1), a Group Leadership Team (POR 4c.1.2) and a Group Trustee Board (POR 5b.3.3)

4c.1.2 Group Leadership Team

4c.1.2.1 Purpose

The Group Leadership Team supports volunteers across all sections, helping them to work well together and feel motivated. They make sure the Group is respected and supported in their local community.

4c.1.2.2 Membership

Group Leadership Team membership:

a) Team members are:
   - the Group Lead Volunteer(s)
   - all Section Team Leaders of the Group
   - the sub-team Leaders of any appointed sub-teams of the Group Leadership Team
   - other Group Leadership Team Members appointed by the Group's Lead Volunteer(s)

b) the Group Lead Volunteer is the Team Leader of the Group Leadership Team. In the case of a joint appointment (two or more volunteers) as Group Lead Volunteer, they must agree between them how best to exercise team leadership of the Group Leadership Team.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4c.1.2.3 Responsibilities

The Group Leadership Team must complete the tasks described in the team description. The tasks are grouped under these headings:

a) Support the Group's sections
b) Develop our volunteers
c) Engage with the community
d) Open new provision
e) Manage incidents
f) Support effective processes

Additionally, the Group Leadership Team must:

a) Ensure Data Protection compliance in the Group as described in POR 2a.3, including the Leadership Team responsibilities listed at POR 2a.3.2.2 and covering all of the Group's Teams and sub-teams
b) Have in place provisions to respond to data breaches and subject rights requests

Read the complete Group Leadership Team description on scouts.org.uk.

4c.1.2.4 Sub-teams

The Group Leadership Team may agree to appoint one or more sub-teams responsible for specific tasks. The Group Leadership Team must approve the creation of a sub-team before it is created. Team Leaders of a sub-team are ex officio Group Leadership Team Members.

4c.1.3 Partnerships between Groups and Explorer Scout Units

4c.1.3.1 Organisation

Explorers are a District provision and are part of the District structure, but an Explorer Unit may be partnered with a specific Group.

Where no District 14-24 Team Leader is appointed, the District Lead Volunteer must undertake the role in the context of POR 4c.2.4.

4c.1.3.2 Partnership Agreements

a) Where an Explorer Unit is partnered with a Group, there must be a Partnership Agreement in place.
b) The purpose of the Partnership Agreement is to document the operational relationship between a District, a Group and an Explorer Unit.

   Whilst many links may be informal, it is important to have a formal Partnership Agreement to ensure that links are maintained and obvious to both parties.

c) Partnership Agreements are not intended to be legally binding documents. Each Partnership Agreement must include the following sentence: 'This document is not intended to create legal relations'.

d) The Partnership Agreement must be signed by
   - the District 14-24 Team Leader
   - the Explorer Section Team Leader
   - the Group Lead Volunteer.

e) Each Partnership Agreement must be reviewed annually.

f) The signed Partnership Agreement must be made available to the Group Trustee Board and the District Trustee Board.

g) Further information:
   - There is advice about financial matters for partnerships between Groups and Units at Explorer Scout Finance.
   - There is further detail available about Partnership Agreements.

4c.1.3.3 District 14–24 Team Leader responsibilities

The District 14-24 Team Leader must ensure that:

a) the Partnership Agreement sets out clearly the links between the Explorer Unit and the Group and arrangements on liaison, the use of equipment, facilities, finances and resources

b) the Partnership Agreement is reviewed regularly to ensure its continuing appropriateness in changing circumstances

4c.1.4 Types of Group

4c.1.4.1 Group registration

A Group may be registered as one of:

a) an Open Group (POR 4c.1.5)
b) a Sponsored Group (POR 4c.1.6)
c) a Joint Scout and Guide Group (POR 4c.1.7).

A Group must not formally affiliate with external bodies unless it is registered as a Sponsored Group (POR 4c.1.6) or a Joint Scout and Guide Group (POR 4c.1.7).

This does not apply to partnerships between Groups and Explorer Units (see POR 4c.1.3).

4c.1.5 Open Groups

4c.1.5.1 Purpose

Most Groups have no formal relationship with any other organisation and have a policy of unrestricted recruitment. Such Groups are called Open Groups.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4c.1.6 Sponsored Groups

4c.1.6.1 Sponsors

There is guidance on sponsoring agreements, responsibilities of sponsoring authorities and agreements with regard to property and equipment at Community Sponsorship.

4c.1.6.2 Who may sponsor?

A Sponsored Group may be sponsored by an organisation approved by UK Headquarters. The Group must have a policy of recruitment – whether unrestricted or restricted - defined in a formal agreement between the Group Trustee Board and the Sponsoring Authority.

Examples of approved organisations include religious bodies, schools, industrial or commercial firms, residents' and community associations and formations of His Majesty's Forces.

4c.1.6.3 Membership is voluntary

If a Sponsored Group is sponsored by a university, college or school, membership of the Group must be voluntary for the students or pupils of the Sponsoring organisation.

4c.1.6.4 Recruitment must be lawful

There must be no restriction on recruitment which contravenes the provisions of any law.

4c.1.6.5 Sponsoring Authority

The organisation which sponsors the Group must appoint a person or committee to act as the Sponsoring Authority. The District Lead Volunteer must be informed of this appointment.

4c.1.6.6 Disagreements

In the event of a disagreement between the Sponsoring Authority and the Group Lead Volunteer, the matter must be referred to the District Lead Volunteer. (See POR Chapter 16 for further information)

4c.1.7 Joint Scout and Guide Groups

4c.1.7.1 Recognition

Joint Scout and Guide Groups (or Joint Guide and Scout Groups) are recognised and supported by The Scout Association and Girlguiding.

4c.1.7.2 Scouts and Girlguiding are separate organisations

Scouts and Girlguiding are each federations of separate charities, with separate Royal Charters. This means that although joint Scout and Guide Groups work together

operationally, care must be taken to ensure that rules relevant to each charity are applied, and that governance must be handled separately.

4c.1.7.3 Registration

Joint Scout and Guide Groups must be registered with both Associations and be fully integrated into the normal District, Division and County structures of each Association.

Registration of a Joint Scout and Guide Group requires the approval of the relevant Scout County ([NI] Regional) Lead Volunteer and Guide County Commissioner.

4c.1.7.4 Operating arrangements

The detailed operating arrangements for a Joint Scout and Guide Group are a matter for local agreement. These operating arrangements must be documented, regularly reviewed and agreed separately by the respective Trustee Boards (or their Girlguiding equivalent) referred to in POR 4c.1.7.2.

4c.1.7.5 Programme

Each section (or Girlguiding equivalent) within the Joint Scout and Guide Group must follow the relevant Association's member programme for the section.

4c.1.7.6 Ages 4-13 inclusive only

As a Scout Group, a Joint Scout and Guide Group cannot have an Explorer Scout Unit. They are very strongly encouraged to enter a Partnership Agreement with the Scout District in order to make provision for young people being able to continue in Scouts once they reach their 14th birthday.

4c.1.7.7 Property

See POR 5a.8 for matters regarding joint use of property.

4c.1.8 Special Groups

(For people in hospital or with severe disabilities)

4c.1.8.1 Purpose

A special provision may be developed to enable young people with a shared protected characteristic to access Scouts such as in a hospice or hospital. Special provisions may be used where it is not possible or appropriate for a young person to access mainstream Scouts.

4c.1.8.2 Reasonable adjustments

Operations which do not follow the standard age range of sections must be approved by the District Lead Volunteer in consultation with those providing special provision such as a hospice. Age range flexibility should meet the required standards outlined in POR 4b.8.1.3.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4c.1.8.3 Becoming a member

Youth membership is acquired through making the Promise at an investiture ceremony. The Promise needs to be meaningful for each member and flexibility in expressing the Promise may be required to meet the needs of the individual.

4c.1.8.4 Uniform

Members may wear the uniform of the appropriate section to which they belong.

4c.1.8.5 Gateway Award

The Gateway Award operated by Mencap, as an alternative to the DofE Award, may be achieved following the successful completion of the Gateway Award programme. The cloth badge is worn on the upper left arm.

4c.1.8.6 Guidance

Further guidance on the formation and operation of Special Groups is available from UK Headquarters.

4c.2 District Teams and their members

4c.2.1 Counties with no Districts

4c.2.1.1 Role of County

Some Counties have no Districts. In this case, POR 4c.2 does not apply. See POR 4c.3 for more detail of the role of the County in these cases.

4c.2.2 District teams

4c.2.2.1 District team structure

A District consists of a Leadership Team, a 14-24 Team, a Programme Team, a Volunteering Development Team, a Support Team and a Trustee Board (POR 5b.1)

4c.2.3 District Leadership Team

4c.2.3.1 Purpose

The District Leadership Team leads and inspires volunteers to give young people great experiences and skills for life. It ensures that each of the District's teams are organised, have enough volunteers, and can support delivery of a great programme.

4c.2.3.2 Membership

District Leadership Team membership:

a) team members are:
   - the District Lead Volunteer(s)
   - the District Youth Lead(s)
   - the Group Lead Volunteer(s) of each of the Groups of the District
   - the Team Leaders of each of the District's 14-24 team, Programme team, Volunteering Development team and Support team
   - other District Leadership Team Members appointed by the Lead Volunteer(s) of the District
   - the Sub-team Leaders of any appointed sub-teams of the District Leadership Team (but note POR 4c.2.3.4)

b) the District Lead Volunteer is the Team Leader of the District Leadership Team. In the case of a joint appointment (two or more volunteers) as District Lead Volunteer, they must agree between them how best to exercise team leadership of the District Leadership Team.

4c.2.3.3 Responsibilities

The District Leadership Team must complete the tasks described in the team description:

a) Making sure each of the teams across the District:
   - are working effectively
   - make young people and volunteers feel welcome and included
   - are inclusive and reflect the demographics of their local area
   - have the resources, skills and enthusiasm to deliver the Scouts' strategy.

b) Ensuring that volunteers across the District's teams
   - fulfil their safety and safeguarding responsibilities
   - brief helpers on safety and safeguarding
   - make sure that volunteers embrace Our Volunteering Culture.

c) Supporting recruitment to make sure there are Group Lead Volunteers, Chairs and Team Leaders in the District and its Groups,

d) Providing leadership and inspiration to volunteers (and staff, if relevant)

e) Ensuring that the District's teams are fully developed, organised and focussed on supporting programme delivery.

f) Supporting the District Youth Lead(s) to work with District and Group teams so they can be shaped by young people.

g) Ensuring Data Protection compliance in the District – including the Leadership Team responsibilities listed at 2a.3.2.2 and including all District Teams and sub-teams

h) Have in place provisions to respond to data breaches, data protection complaints and subject rights requests.

Read the complete District Leadership Team description on scouts.org.uk.

4c.2.3.4 Sub-teams

District teams can each have sub-teams, where relevant and appropriate. Any sub-team must be responsible for specific tasks.

The District Leadership Team should not normally need to appoint its own sub-teams.

For the other District teams (14-24, Programme, Volunteering Development and Support), creation and appointment of any sub-teams must be agreed by the District Leadership Team.

4c.2.4 District 14-24 Team

4c.2.4.1 Purpose

The District 14–24 Team supports all volunteers in Explorer, Young Leader, and Scout Network sections. They help these Section Teams plan and deliver great programmes for young people.

4c.2.4.2 Membership

The District 14-24 Team members are:

a) the District 14-24 Team Leader(s)
b) each of the Explorer Section Team Leaders of the District, including the Young Leader Unit Team Leader
c) sub-team Leaders of any appointed sub-teams
d) other District 14-24 Team Members appointed by the District 14-24 Team Leader

4c.2.4.3 Responsibilities

The District 14-24 Team must complete the tasks described in the team description. The tasks are grouped under these headings:

a) Support Explorer, Young Leader, and Scout Network Section Teams
b) Develop our volunteers
c) Support the development of young people in sections
d) Manage incidents
e) Support effective processes
f) maintaining an effective and motivated group of volunteers within the Explorer (including Young Leader) Units

Read the complete District 14-24 Team description on scouts.org.uk.

4c.2.4.4 Sub-teams

The District 14-24 Team may appoint one or more sub-teams responsible for specific tasks. The District Leadership Team must approve the creation of a sub-team before it is created. Team Leaders of a sub-team are District 14-24 Team Members.

4c.2.4.5 Shared teams

A District Leadership Team may decide with a neighbouring District Leadership Team to share a 14-24 Team. This must be recorded on the membership system as two District 14-24 Teams – one in each District. Each member of the shared team must have two roles, one in each District. Each District Leadership Team remains jointly responsible for a shared District 14-24 Team.

4c.2.5 District Programme Team

4c.2.5.1 Purpose

The District Programme Team helps every section in the District run a safe, enjoyable and quality programme. To help do this, they bring Section Team volunteers together with activity experts.

4c.2.5.2 Membership

District Programme Team members are:

a) the District Programme Team Leader(s)
b) Sub-Team Leaders of any appointed sub-teams
c) Other District Programme Team Members appointed by the District Programme Team Leader

4c.2.5.3 Responsibilities

The District Programme Team must complete the tasks described in the team description. The tasks are grouped under these headings:

a) Help Section Teams run quality programmes
b) Keep an eye out for any learning which may help Section Teams to deliver a fantastic programme for all.
c) Organise programme networking opportunities
d) Help Section Teams access expert advice and support:
e) Approve activities and permits (when shared by the Lead Volunteer)

Read the complete District Programme Team description on scouts.org.uk.

4c.2.5.4 Sub-teams

A District Programme Team may appoint one or more sub-teams responsible for specific tasks. The District Leadership Team must approve the creation of a sub-team. Team Leaders of a sub-team are District Programme Team Members.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4c.2.5.5 Shared teams

A District Leadership Team may decide with a neighbouring District Leadership Team to share a Programme Team. This must be recorded on the membership system as two District Programme Teams – one in each District. Each member of the shared team must have two roles, one in each District. Each District Leadership Team remains jointly responsible for a shared District Programme Team.

4c.2.6 District Volunteering Development Team

4c.2.6.1 Purpose

The District Volunteering Development Team makes sure all volunteers in their District have a positive and enjoyable volunteering experience. They make it easy for people to join and learn new skills.

4c.2.6.2 Membership

District Volunteering Development Team members are:

a) the District Volunteering Development Team Leader(s)
b) Sub-Team Leaders of any appointed sub-teams
c) other District Volunteering Development Team Members appointed by the District Volunteering Development Team Leader

4c.2.6.3 Responsibilities

The District Volunteering Development Team must complete the tasks described in the team description. The tasks are grouped under these headings:

a) Support all District teams to be aware of, and embrace, Our Volunteering Culture
b) Attract and welcome new volunteers to District and Group teams
c) Make sure volunteers are well supported
d) Help volunteers with learning
e) Recognise volunteer's achievements

Read the complete District Volunteering Development Team description on scouts.org.uk.

4c.2.6.4 Sub-teams

A District Volunteering Development Team may appoint one or more sub-teams responsible for specific tasks. The relevant District Leadership Team must approve the creation of a sub-team before it is created. Team Leaders of a sub-team are Volunteering Development Team members.

4c.2.6.5 Shared teams

A District Leadership Team may decide with a neighbouring District Leadership Team to share a District Volunteering Development Team. This must be recorded on the membership system as two District Volunteering Development Teams – one in each District. Each member of the shared team must have two roles, one in each District. Each District Leadership Team remains jointly responsible for a shared District Volunteering Development Team.

4c.2.7 District Support Team

4c.2.7.1 Purpose

The District Support Team gives tools and resources and practical help to help Scouts run smoothly.

4c.2.7.2 Membership

District Support Team members are:

a) the District Support Team Leader(s)
b) Sub-Team Leaders of any appointed sub-teams
c) other District Support Team Members appointed by the District Support Team Leader

4c.2.7.3 Responsibilities

The District Support Team must complete the tasks described in the team description. The tasks are grouped under these headings:

a) Support Scouts locally by engaging with the community
b) Open new provision
c) Support effective processes
d) Look after property and equipment

Read the complete District Support Team description on scouts.org.uk.

4c.2.7.4 Sub-teams

A District Support Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must have the prior approval of the relevant District Leadership Team. Team Leaders of a sub-team are District Support Team members.

4c.2.7.5 Shared teams

A District Leadership Team may decide with a neighbouring District Leadership Team to share a District Support Team. This must be recorded on the membership system as two District Support Teams – one in each District. Each member of the shared team must have two roles, one in each District. Each District Leadership Team remains jointly responsible for a shared District Support Team.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4c.3 County Teams and their members

4c.3.1 County teams

4c.3.1.1 County team structure

A County consists of a Leadership Team, a Programme Team, a Volunteering Development Team, a Support Team and a Trustee Board (POR 5b.3.3) ([NI] For County read Country in POR 4c.3.).

4c.3.1.2 Counties with no Districts

Some Counties have no Districts. In this case:

a) A County 14-24 Team must exist, with the responsibilities described in POR 4c.2.4.

b) The County Trustee Board must take on the responsibilities of the District Trustee Board in respect of Explorer and Network provision in the County, see POR Chapter 5b.

c) The County constitution is affected, see POR Chapter 5c.

4c.3.2 County Leadership Team

4c.3.2.1 Purpose

The County Leadership Team leads and inspires volunteers to give young people great experiences and skills for life. They make sure their County teams are organised, have enough volunteers, and can deliver a great programme.

4c.3.2.2 Membership

County Leadership Team membership:

a) Team members are:

- the County Lead Volunteer(s)
- the County Youth Lead(s)
- the District Lead Volunteers of each of the Districts of the County (in Counties with no Districts, the Lead Volunteers of each of the Groups in the County)
- the Team Leaders of each of the County's Programme Team, Volunteering Development Team and Support Team
- in Counties with no Districts, the Team Leader of the 14-24 Team.
- the Sub-team Leaders of any appointed sub-teams of the County Leadership Team

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

- Other Leadership Team Members appointed by the Lead Volunteer of the County

b) the County Lead Volunteer is the Team Leader of the County Leadership Team. In the case of a joint appointment (two or more volunteers) as County Lead Volunteer, they should agree between them how best to exercise team leadership of the County Leadership Team.

4c.3.2.3 Responsibilities

The County Leadership Team must complete the tasks described in the team description.

[NI] In Northern Ireland Districts are supported by Regional Lead Volunteers and the Scouts NI Country team who will undertake tasks below as applicable.

a) Making sure that the teams across the County are working effectively, make young people and volunteers feel welcome and included, are inclusive and reflect the demographics of their local area, and have the resources, skills and enthusiasm to deliver the Scouts' strategy.
b) Making sure that volunteers across the County's teams fulfil their safety and safeguarding responsibilities, helpers are briefed on safety and safeguarding, and make sure volunteers embrace Our Volunteering Culture.
c) Helping with recruitment for County Chairs, County Team Leaders, County Youth Lead and District Lead Volunteer roles, and supporting the County Youth Lead to work with County teams so their work can be shaped by young people.
d) Providing leadership and inspiration to volunteers (and, if relevant, staff members)
e) Ensuring that the County's teams are fully developed, organised and focussed on supporting programme delivery.
f) Generating, agreeing and maintaining a vision for the development of Scouts across the whole of the County
g) Ensuring Data Protection compliance in the County – including the Leadership Team responsibilities listed at POR 2a.3.2.2 and including all County Teams and sub-teams
h) Have in place provisions to respond to data breaches, data protection complaints and subject rights requests.

Read the complete County Leadership Team description on scouts.org.uk. The same web page also includes a Team Description for a County (without Districts) Leadership Team.

4c.3.2.4 Sub-teams

The County Leadership Team must agree the appointment of any sub-teams to each of the teams in the County (Programme, Volunteering Development, and Support) of one or more sub-teams responsible for specific tasks. The County Leadership Team should not normally need to appoint its own sub-teams.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4c.3.3 County 14-24 Team

4c.3.3.1 Purpose

In a County that has no Districts, there must also be a 14-24 Team which is set up to fulfil the remit normally required of a District 14.24 Team, see POR 4c.2.4.

Read the complete 14-24 Team description on scouts.org.uk.

Where a County 14-24 Team has been created, the 14-24 Team Leader is an ex officio member of the County Leadership Team.

4c.3.3.2 Restriction

If the County has Districts, there must not be a 14-24 Team.

4c.3.4 County Programme Team

4c.3.4.1 Purpose

The County Programme Team oversees and supports the delivery of quality programmes for young people. This includes promoting and supporting Top Awards and supporting Section programmes when activities are best done at County scale.

4c.3.4.2 Membership

County Programme Team members are:

a) the County Programme Team Leader(s)
b) Sub-Team Leaders of any appointed sub-teams
c) other County Programme Team Members appointed by the County Programme Team Leader

4c.3.4.3 Responsibilities

The County Programme Team must complete the tasks described in the team description. The tasks are grouped under these headings:

a) Help Sections within the County to improve their programmes
b) Make sure Sections are set up to deliver quality programmes
c) Approve County activities and permits (when shared by the Lead Volunteer)
d) Set up activities in the County

Read the complete County Programme Team description on scouts.org.uk. The same web page also includes a Team Description for a County (without Districts) Programme Team.

4c.3.4.4 Sub-teams

A County Programme Team may appoint one or more sub-teams responsible for specific tasks. The relevant County Leadership Team must approve the creation of a sub-team before it is created. Team Leaders of a sub-team are County Programme Team members.

4c.3.4.5 Shared teams

A County Leadership Team may decide with a neighbouring County Leadership Team to share a Programme Team. This must be recorded on the membership system as two County Programme Teams – one in each County. Each member of the shared team must have two roles, one in each County. Each County Leadership Team remains jointly responsible for a shared County Programme Team.

4c.3.5 County Volunteering Development Team

4c.3.5.1 Purpose

The County Volunteering Development Team makes sure all volunteers in their County have a positive and enjoyable volunteering experience. They make it easy for people to join and learn new skills.

4c.3.5.2 Membership

Members of the County Volunteering Development Team are:

a) the County Volunteering Development Team Leader(s)
b) Sub-Team Leaders of any appointed sub-teams
c) other County Volunteering Development Team Members appointed by the County Volunteering Development Team Leader(s)

4c.3.5.3 Responsibilities

The County Volunteering Development Team must complete the tasks described in the team description. The tasks are grouped under these headings:

a) Support all County teams to be aware of, and embrace Our Volunteering Culture
b) Attract and welcome new volunteers to County teams
c) Make sure volunteers on County teams are well-supported
d) Help volunteers on County teams with learning
e) Recognise volunteers' achievements

Read the complete County Volunteering Development Team description on scouts.org.uk. The same web page also includes a Team Description for a County (without Districts) Volunteering Development Team.

4c.3.5.4 Sub-teams

A County Volunteering Development Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must have the prior approval of the relevant County Leadership Team. Team Leaders of a sub-team are Volunteering Development Team members.

4c.3.5.5 Shared teams

A County Leadership Team may decide with a neighbouring County Leadership Team to share a County Volunteering Development Team. This must be recorded on the membership system as two County Volunteering Development teams – one in each County. Each member of the shared team must have two roles, one in each County. Each County Leadership Team remains jointly responsible for a shared County Volunteering Development Team.

4c.3.6 County Support Team

4c.3.6.1 Purpose

The County Support Team gives tools and resources to help Scouts run smoothly in their County.

4c.3.6.2 Membership

County Support Team members are:

a) the County Support Team Leader(s)
b) Sub-Team Leaders of any appointed sub-teams
c) other County Support Team Members appointed by the County Support Team Leader

4c.3.6.3 Responsibilities

The County Support Team must complete the tasks described in the team description. The tasks are grouped under these headings:

a) Support Scouts locally by engaging with the community
b) Support effective processes
c) Look after property and equipment

Read the complete County Support Team description on scouts.org.uk. The same web page also includes a Team Description for a County (without Districts) Support Team.

4c.3.6.4 Sub-teams

A County Support Team may appoint one or more sub-teams responsible for specific tasks. The creation of a sub-team must have the prior approval of the relevant County Leadership Team. Team Leaders of a sub-team are County Support Team members.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4c.3.6.5 Shared teams

A County Leadership Team may decide with a neighbouring County Leadership Team to share a County Support Team. This must be recorded on the membership system as two County Support teams – one in each County. Each member of the shared team must have two roles, one in each County. Each County Leadership Team remains jointly responsible for a shared County Support Team.

Chapter 4d

Organisation - registration and changes

The registration, changes, amalgamations, suspensions and closures of Sections, Groups, Districts and Counties

This chapter was previously section 4.8 from Chapter 4 of the Autumn 2025 edition of POR.

Chapter Contents

4d.1 Registration and membership subscriptions

4d.2 Open, change, merge, suspend or close a section

4d.3 Register, open, change, merge or close a Group, a District or a County

4d.4 To suspend registration

4d.1 Registration and membership subscriptions

4d.1.1.1 Initial registration

A section does not formally exist until it has been recorded on the membership system.

A Group does not formally exist until it has been recorded on the membership system.

A District does not formally exist until it has been recorded on the membership system.

A County does not formally exist until it has been recorded on the membership system.

4d.1.1.2 Census and annual renewal of registration

a) Every section, Group, District and County must complete the census process advised by UK Headquarters each year. This process automatically includes the annual re-registration of each section, Group, District and County. See also POR 3.2.1.2.

b) If a section, Group, District or County is not re-registered via completion of the annual census, then it must be closed.

c) Any section, Group, District or County which returns zero members on the annual census, must be closed unless there are extraordinary circumstances leading to the zero return.

d) The process for closure of a section is in POR 4d.2.

e) The process for closure of a Group, District or County is in POR 4d.3 – as part of this process, UK Headquarters will remove the Group, District or County from the membership system.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4d.1.1.3 Membership subscriptions

Registration renewal also requires the payment of

- the UK Headquarters' Membership Subscriptions
- any District, County and Country membership subscriptions payable.

See also POR 5e.8.

4d.2 Open, change, merge, suspend or close a section

4d.2.1 Squirrel, Beaver, Cub and Scout sections

4d.2.1.1 Consultation to open, merge, suspend or close a section

Closing a section under POR 4d.1.1.2(b) or (c) does not require consultation.

The Group Lead Volunteer may open, merge, suspend or close Squirrel, Beaver, Cub or Scout section(s) following:

a) consultation with the Group Leadership Team.

b) consultation with the District Lead Volunteer.

c) consultation with the sponsoring authority (if any)

d) subsequent agreement by the Group Trustee Board to a resolution proposed by the Group Lead Volunteer to open, merge, close or suspend the section(s)

4d.2.1.2 Merging of two or more Squirrel, Beaver, Cub or Scout sections

It is important that any merger is created as a true merger, rather than as a takeover of one section by another. The Volunteering Culture statement (POR Chapter 2c) provides a useful planning framework for creating a successful merger.

Any closure or opening of Drey(s), Colony(s), Pack(s) or Troop(s) as a result of the merger must be recorded on the membership system.

4d.2.1.3 Suspension of a Squirrel, Beaver, Cub or Scout section

In the case of suspension of a section, the membership of each member of the suspended section is suspended, unless membership of another section or Group is arranged by the Group Lead Volunteer or the District Lead Volunteer.

4d.2.1.4 Closure of a Squirrel, Beaver, Cub or Scout section

In the case of closure of a section, the membership of each member of the closed section should cease, unless membership of another section or Group is arranged by the Group Lead Volunteer or the District Lead Volunteer.

4d.2.1.5 Changing registration details

The recorded details of all Squirrel, Beaver, Cub and Scout sections must be maintained up to date on the membership system.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Changes in the recorded details of any Squirrel, Beaver, Cub or Scout section must be made directly on the membership system by the Group Lead Volunteer.

4d.2.2 Explorer and Scout Network sections

4d.2.2.1 Consultation to open, merge, suspend or close a section

Closing a section under POR 4d.1.1.2(b) or (c) does not require consultation.

The District Lead Volunteer may open, merge or close an Explorer Unit or Scout Network following agreement by the District 14-24 Team Leader, the District Trustee Board and the Group Lead Volunteers of the District following.

a) consultation with the District 14-24 Team Leader.
b) consultation with all the Group Lead Volunteers of the District
c) subsequent agreement by the District Trustee Board to a resolution proposed by the District Lead Volunteer to open, merge or close the Unit(s)

To suspend an Explorer Unit, see POR 4d.2.2.6.

To suspend a Scout Network, see POR 4d.2.2.7.

4d.2.2.2 Merging of two or more Explorer Units

For merging two (or more) Explorer Unit(s), the District Lead Volunteer must ensure that the merger is seen as that, rather than a 'take over'. The Volunteering Culture statement (POR Chapter 2c) provides a useful planning framework for creating a successful merger.

Any closure or opening of Explorer Unit(s) as a result of the merger must be recorded on the membership system.

4d.2.2.3 To move an Explorer Unit to another District

a) A decision to move an Explorer Unit from one District to another District must be approved by the District Lead Volunteers for both Districts.
b) Each District Lead Volunteer's approval to move an Explorer Unit may only be given following:
    a. consultation with their District Trustee Board
    b. if the proposed receiving District is part of a different County, consultation with the County Lead Volunteers for both Counties
    c. subsequent agreement by their District Trustee Board to a resolution proposed by the District Lead Volunteer to move the Explorer Unit
c) Before a District Lead Volunteer's formal consultation with the relevant District Trustee Board:
    a. an assessment of the impact of the change must be undertaken jointly by the Team Leader for the Explorer Unit, both District 14-24 Team Leaders and both District

Lead Volunteers. This assessment must address all identified risks, including the potential impact on:

- any partnered Groups
- the adult members of the Explorer Unit
- parents and young people currently in the Explorer Unit
- the reputation of Scouts in the Explorer Unit's and both Districts' local areas

b. all adults appointed within the Explorer Unit (including the members of any partnered Group Trustee Board, and any Sponsoring Authority) must have the opportunity to present their views to both of the District Lead Volunteers, both of the District 14-24 Team Leaders and the members of both District Trustee Boards

d) An Explorer Unit may only move to another District if it will subsequently have its usual meeting place within that other District.

e) Practical arrangements required to support the ongoing running of the Explorer Unit must be in place before the move.

f) If the change is approved, and there is an existing partnership agreement in place, this must be terminated as a part of the move.

4d.2.2.4 Closure of an Explorer Unit

In the case of closure, the membership of each member of the closed Unit should cease, unless membership of another Unit is arranged by the District 14-24 Team Leader or the District Lead Volunteer.

4d.2.2.5 Changing registration details

The recorded details of all Explorer and Scout Network sections must be maintained up to date on the membership system by the District 14-24 Team Leader.

4d.2.2.6 Suspension of an Explorer Unit

a) Suspension of registration is a purely temporary measure.

b) A District must have at least one Explorer Unit and one Young Leaders Unit (POR 4a.2.1.5) and so any suspension that would break either or both of those two criteria must take place only when there are extreme circumstances and suspension is the only available option.

c) An Explorer Unit may be suspended by the District Lead Volunteer in consultation with the District Trustee Board and District 14-24 Team Leader.

d) If the Explorer Unit has a partnership agreement with a Scout Group, the Group Lead Volunteer must be informed of the suspension.

e) Suspension may also be a consequence of the suspension of the District. In such a case the County ([NI] Country) Lead Volunteer may direct that Explorer Units should not be suspended but attached to a neighbouring District.

f) During suspension
   a. all Explorer Unit activities must cease
   b. all the Unit's Section Team members are automatically suspended as if each were individually suspended.
   c. no member of the Explorer Unit may wear uniform or badges.

4d.2.2.7 Suspension of a Scout Network

a) Suspension of registration is a purely temporary measure.

b) A District must have a Scout Network (POR 4a.2.1.5) and so suspension must take place only when there are extreme circumstances and suspension is the only available option.

c) A District Scout Network may be suspended by the District Lead Volunteer in consultation with the District Trustee Board and the District 14-24 Team.

d) Suspension may also be the consequence of the suspension of the District. In such a case the County ([NI] Country) Lead Volunteer may direct that the Scout Network should not be suspended but attached to a neighbouring District.

e) Suspension may also be a consequence of the suspension of the County. In such a case the Chief Volunteer may direct that Scout Network members should not be suspended but attached to another District in another County.

f) In the event of suspension:
   a. all Scout Network activities must cease
   b. all Scout Network members are automatically suspended as if each were individually suspended.
   c. no Scout Network member may wear uniform or badges.

g) A District Lead Volunteer who suspends a Scout Network must report the matter with full details to the County Lead Volunteer.

4d.3 Register, open, change, merge or close a Group, a District or a County

4d.3.1 Registration and planning

4d.3.1.1 Registration forms

The opening, changing, merging or closing of a Group, District or County requires change to the charities that form the Federation.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

This therefore requires more formality in the process. The forms required for registering, changing, moving or closing Groups or Districts may be found at Registration Forms.

Use:

a) Form C to register a new Group or District
b) Form C2 to change:
    a. a Group or District's name or meeting place
    b. a Group Sponsoring Authority
    c. a Group's type
c) Form C3 to move a Group to another District
d) Form C4 to close a Group or a District
e) Form C5 to amalgamate (merge) Groups or Districts

Email completed forms to support@scouts.org.uk.

To open or close a Squirrel, Beaver, Cub, Scout section see POR 4d.2.1.

To open or close an Explorer section see POR 4d.2.2.

4d.3.1.2 Boundary changes

There is information available to support Implementing Boundary Changes.

It is important to note that when a Boundary Review is initiated by a County Lead Volunteer, it forms part of an exploratory process to assess potential options. The resulting report is used to inform both the County Lead Volunteer and the County Trustee Board about the possible options.

Any agreed restructuring is subsequently implemented using the processes set out in POR 4d.3.2.

4d.3.1.3 Registration of Sea Scout Groups and Air Scout Groups

Groups in which a Troop is a Sea Scout Troop or an Air Scout Troop may use the title Sea Scout Group or Air Scout Group respectively as appropriate.

4d.3.2 Groups and Districts

4d.3.2.1 To open and register a new Group or District

Before registering a new Group or District, the District or County ([NI] Country) Lead Volunteer and the District or County Trustee Board (as appropriate) must both be satisfied that:

a) registration is desirable
b) the proposed Group or District will be run properly
c) suitable leaders can be found

In the case of a Sponsored Group, this agreement must also include consultation with the Sponsoring Authority.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

If either or both of the District Lead Volunteer and the District Trustee Board refuse to recommend the registration of a Group, the District Lead Volunteer must send a full report to the appropriate Country Headquarters, with a copy to the County Lead Volunteer.

If either or both of the County Lead Volunteer and the County Trustee Board refuse to recommend the registration of a District, the County Lead Volunteer must send a full report to the appropriate Country Headquarters.

4d.3.2.2 To merge two or more Groups

The District Lead Volunteer may merge one or more Group(s) following:

a) consultation with the affected Group Lead Volunteers.
b) consultation with the sponsoring authority (if any)
c) subsequent agreement by the District Trustee Board to a resolution proposed by the District Lead Volunteer to merge the Group(s)

See POR 4d.3.2.5 where this action leads to a Group(s) needing to be closed to enable the merger.

It is important that the merger is created as a true merger, rather than as a take over of one Group by another. The Volunteering Culture statement (POR Chapter 2c) provides a useful planning framework for creating a successful merger.

Any closure or opening of Group(s) as a result of the merger must be recorded on the membership system.

4d.3.2.3 To merge two or more Districts

The County Lead Volunteer may merge one or more Districts(s) following:

a) consultation with the affected District Lead Volunteers.
b) subsequent agreement by the County Trustee Board to a resolution proposed by the County Lead Volunteer to merge the District(s)

See POR 4d.3.2.6 where this action leads to a District(s) needing to be closed to enable the merger.

It is important that the merger is created as a true merger, rather than as a take over of one District by another. The Volunteering Culture statement (POR Chapter 2c) provides a useful planning framework for creating a successful merger.

Any closure or opening of Districts(s) as a result of the merger must be recorded on the membership system.

4d.3.2.4 To move a Group to another District

a) A decision to move a Group from one District to another District must be approved by the District Lead Volunteers for both Districts.

b) Each District Lead Volunteer's approval to move a Group may only be given following:
   a. consultation with their District Trustee Board

b. if the proposed receiving District is part of a different County, consultation with the County Lead Volunteers for both Counties
c. subsequent agreement by their District Trustee Board to a resolution proposed by the District Lead Volunteer to move the Group

c) Before a District Lead Volunteer's formal consultation with the relevant District Trustee Board:
   a. an assessment of the impact of the change must be undertaken jointly by the Group Lead Volunteer and both District Lead Volunteers. This assessment must address all identified risks, including the potential impact on:
      - any partnered Explorer Units
      - the adult members of the Group
      - parents and young people currently in the Group
      - the reputation of Scouts in the Group's and both Districts' local areas
   b. all adults appointed within the Group (including the members of the Group Trustee Board, and any Sponsoring Authority) must have the opportunity to present their views to both District Lead Volunteers and members of both District Trustee Boards

d) A Group may only move to another District if geographic integrity is maintained. This means that:
   a. Districts must retain clear and sensible geographic boundaries
   b. A Group located in the middle of a District cannot transfer to another District
   c. A Group near a District boundary may only transfer to an adjacent District across that boundary

e) a Group cannot transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

f) If the change is approved, then Form C3 (see POR 4d.3.1.1) must be completed and fully processed before the transfer can take effect.

4d.3.2.5 To close a Group

a) The District Lead Volunteer may recommend closure of a Group after consultation with the District Trustee Board.

   As part of that process, all adults appointed within the Group (including all members of the Group Trustee Board, and the Sponsoring Authority, if any) must have the opportunity to present their views to the District Lead Volunteer and the District Trustee Board.

b) When the registration of a Group is cancelled the Group ceases to exist and action must be taken as described in POR Chapters 5a and 5e to deal with its property and assets.

c) a Group is not permitted to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

d) Individual or several members of a Group may leave and join any other organisation they wish. The Group itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.

e) In the event of all the members leaving, the District must close the Group and cancel its registration.

In the event that not all the members leave, it must be a decision for the District Lead Volunteer and District Trustee Board as to whether to close the Group or keep it running with a reduced membership.

4d.3.2.6 To close a District

a) The County ([NI] Country) Lead Volunteer may recommend closure of a District after agreement with the County ([NI] Country) Trustee Board.

As part of that agreement process, the District Lead Volunteer and District Chair must have the opportunity to present their views to the County ([NI] Country) Lead Volunteer and the County ([NI] Country) Trustee Board.

b) When the registration of a District is cancelled, the District ceases to exist and action must be taken as described in POR Chapters 5a and 5e to deal with its property and assets.

c) a District is not permitted to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

d) Individual or several members of a District may leave and join any other organisation they wish. The District itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.

e) In the event of all the members leaving, the County must close the District and cancel its registration.

f) In the event that not all the members leave, it must be a decision for the County Lead Volunteer and County Trustee Board as to whether to close the District or keep it running with a reduced membership.

4d.3.3 To close a County

([NI] this does not apply in Northern Ireland)

a) The relevant Chief Volunteer may recommend closure of a County after agreement with the most senior relevant Country Committee.

As part of that agreement process, the County Lead Volunteer and County Chair must have the opportunity to present their views to the Chief Volunteer and the most senior relevant Country Committee.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

b) When the registration of a County is cancelled the County ceases to exist and action must be taken as described in POR Chapters 5a and 5e to deal with its property and assets.

c) a County is not permitted to transfer from The Scout Association to any other body whether calling itself a Scout organisation or by any other name.

d) Individual or several members of a County may leave and join any other organisation they wish. The County itself and all its assets remain part of The Scout Association whose parent body is incorporated by Royal Charter.

e) In the event of all the members leaving, the Country Headquarters must close the County and cancel its registration.

f) In the event that not all the members leave, it must be a decision for the Chief Volunteer and the most senior relevant Country Committee as to whether to close the County or keep it running with a reduced membership.

4d.4 To suspend registration

4d.4.1.1 Suspension is temporary

Any suspension of registration is a purely temporary measure.

4d.4.1.2 Suspension of a Group

a) A Group may have its registration suspended by the District Lead Volunteer, after approval by
   a. the District Trustee Board
   b. the County Lead Volunteer (The County Lead Volunteer approval must only be given after consultation with the County Trustee Board)

b) In exceptional circumstances, UK Headquarters may suspend the registration of a Group. This must be done in consultation with the County ([NI] Country) Lead Volunteer.

c) Suspension of registration may also be a consequence of the suspension of the District. In such a case the County ([NI] Country) Lead Volunteer may direct that Groups should not be suspended but attached to a neighbouring District as appropriate.

d) During suspension of a Group:
   a. all Group activities must cease
   b. all adults appointed within the Group must be suspended (see Chapter 16).
   c. no member of the Group may wear uniform or badges.

e) If the Group Trustee Board is included in the suspension, this must be specified and the District Trustee Board must be responsible for the administration of Group property and finance during the period of suspension.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

The Group Scout Council are included in the suspension only if there are special reasons and then only with the approval of the County ([NI] Country) Lead Volunteer.

f) A District Lead Volunteer or District Trustee Board who suspends a Group must report the matter with full details to the County ([NI] Country) Lead Volunteer. They must also notify the Sponsoring Authority (if any) and the appropriate Country Headquarters.

4d.4.1.3 Suspension of a District

a) A District may have its registration suspended by the County ([NI] Country) Lead Volunteer after approval by the County ([NI] Country) Trustee Board.

The suspension must also be approved by the Regional Lead Volunteer in England or Northern Ireland or Wales and the Chief Volunteer (or equivalent) elsewhere.

b) In exceptional circumstances, UK Headquarters may suspend the registration of a District. This must be done in consultation with the County ([NI] Country) Lead Volunteer and the Regional Lead Volunteer in England or Wales or the Chief Volunteer (or equivalent) elsewhere.

c) Suspension may also be a consequence of the suspension of the County ([NI] does not apply in Northern Ireland). In such a case the Chief Volunteer may direct that Districts should not be suspended but attached to a neighbouring County ([NI] does not apply in Northern Ireland).

d) During suspension of a District**:**
   a. all District, Scout Network, Explorer Unit, and Group activities must cease
   b. all Scout Network members, Explorer Unit Section Team Members and all adults appointed with any role within the Groups of the District must be suspended as if each were individually suspended.
   c. no member of the District, Scout Network, Explorer Units or Groups may wear uniform or badges.

e) If the District Trustee Board is included in the suspension, this must be specified and the County ([NI] Country) Trustee Board must be responsible for the administration of District property and finance during the period of suspension.

The District Scout Council are included in the suspension only if there are special reasons and then only with the approval of the County ([NI] Country) Lead Volunteer.

f) A County ([NI] Country) Lead Volunteer or County ([NI] Country) Trustee Board who suspends a District must report the matter with full details to UK Headquarters.

g) The County ([NI] Country) Lead Volunteer must also report the circumstances as soon as possible to the County ([NI] Country) Trustee Board.

h) The District or County ([NI] Country) Lead Volunteer should consult their Country Headquarters ([NI] UK Chief Volunteer) as to how best to resolve the underlying problem which led to the suspension.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

4d.4.1.4 To suspend a County ([NI] this does not apply in Northern Ireland)

a) A County may have its registration suspended by the most senior Country Committee on the recommendation of the appropriate Chief Volunteer.

b) During suspension of a County:
   a. all County, District, and Group activities must cease
   b. all adults appointed with any role within the County and within the Groups and Districts of the County must be suspended as if each were individually suspended unless otherwise specified by the most senior Country Committee.
   c. no member of the County and its Districts or Groups may wear uniform or badges.

c) If the County Trustee Board is included in the suspension, this must be specified and the most senior Country Committee must be responsible for the administration of County property and finance during the period of suspension.

d) The County Scout Council are included in the suspension only if there are special reasons and then only with the approval of the most senior Country Committee.

e) The Chief Volunteer and Country Committee which suspends a County must report the matter with full details to UK Headquarters.

   The Chief Volunteer should consult UK Headquarters as to how best to resolve the underlying problem which led to the suspension.

Chapter 5a

Charity obligations for Groups, Districts, Counties

Chapter contents

5a.1 Charity Requirements

5a.2 Equipment

5a.3 Land and property

5a.1 Charity Requirements

5a.1.1.1 Charities Legislation

a) In England and Wales, the Charities Acts 2011 and 2022 apply.

b) In Scotland, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities (Regulation and Administration) (Scotland) Act 2023 apply.

c) In Northern Ireland, the Charities Acts (Northern Ireland) 2008, 2013 and 2022, and The Charities (Accounts and Reports) Regulations (Northern Ireland) 2015 apply.

d) In Jersey, the Charities (Jersey) Law 2014 applies.

e) In the Bailiwick of Guernsey, the Charities Ordinance 2022 applies.

f) In the Isle of Man, the Charities Registration and Regulation Act 2019 applies.

g) In British Scouts Overseas, Groups and Districts must follow any charity regulation by the host country, as well as POR.

h) In the Falkland Islands, The Charities Act 1960 applies

i) In Anguilla, the Non-Profit Organisations Regulations, 2010 applies.

j) In Bermuda, the Charities Act 2014 applies.

k) In the British Virgin Islands, the Non-Profit Organisations Act 2012 applies.

l) In the Cayman Islands, The Non-Profit Organisation Law applies.

m) In Gibraltar, the Gibraltar Charities Act applies.

5a.1.1.2 Charity regulators

a) In England and Wales, the charity regulator is the Charity Commission for England and Wales (CCEW).

b) In Scotland, the charity regulator is the Office of the Scottish Charity Regulator (OSCR).

c) In Northern Ireland, the charity regulator is the Charity Commission for Northern Ireland.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

d) In Jersey, the charity regulator is the Jersey Charity Commissioner.

e) In the Bailiwick of Guernsey, the Guernsey Registry applies.

f) In the Isle of Man, the Attorney General's Office applies.

g) In British Scouting Overseas, the Area itself is a charity registered in England and so their charity regulator is the Charity Commission for England and Wales (CCEW). For the Districts and Groups within BSO, their charity regulator (if any) will vary according to the law of each host nation.

h) In the Falkland Islands, charities are regulated by three appointed Charity Commissioners, with the Attorney General holding the title of Chief Charity Commissioner

i) In Anguilla, the regulator for non-profit organisations is the Financial Services Commission.

j) In Bermuda, the charity regulator is the Registry General.

k) In the British Virgin Islands, the charity regulator is the Non-Profit Organisations Registration Board.

l) In the Cayman Islands, the charity regulator is the Cayman Islands General Registry.

m) In Gibraltar, the charity regulator is the Board of Charity Commissioners for Gibraltar.

5a.1.2 Charity registration

5a.1.2.1 TSA Federation

Whether or not registered with a Charity Regulator, all Groups, Districts and Counties must operate as part of the Scouts' Federation operating under the Scouts' Royal Charter.

5a.1.2.2 England and Wales

In England and Wales, each Group, District, and County is an unincorporated charity. They are separate charities for the purposes of charity law but are part of the Scouts' Federation of charities. As such, each Group, District and County in England and Wales must comply with charity law and is regulated by the Charity Commission for England and Wales (CCEW).

Each Group, District, and County in England and Wales must register with CCEW if at least one of these conditions is true:

1. Their annual income exceeds £100,000.
2. They own land or buildings and have an annual income of £5,000 or more.
3. They have a permanent endowment (a rare interest in land or assets that cannot be spent as income) and an annual income of £5,000 or more.

Every Group, District, and County in England and Wales that is not required to register with CCEW has 'excepted' status under *The Charities (Exception of Certain Charities for Boy Scouts and Girl Guides from Registration) Regulations 1961*.

Excepted charities are regulated by CCEW and have the same responsibilities as registered charities, even though they are not required to register with, or make annual returns to, CCEW. However, the requirement for Trustees of excepted charities to present their Trustees' Annual Report and Accounts to the Scout Council at their AGM still applies, and they must still operate as described in POR.

5a.1.2.3 Scotland

In Scotland, a Group, District or Region can choose to register with OSCR as an Unincorporated Scottish Charity. If registered, the members of the Group, District or Region Trustee Board are the charity Trustees. However, they must not register as a Scottish Charitable Incorporated Organisation as they must be able to exist within the Scouts' Federation of charities and operate under its Royal Charter (SCIO).

In Scotland, if not registered with OSCR, a Group, District or Region is not a charity in Scottish law.

Any Scottish Group, District or Region that is not registered with OSCR must act in the best interests of its members with the same duties and responsibilities as described in POR, including having a Trustee Board to govern their operations.

Also note POR 5e.8.1.4 regarding restrictions on claiming gift aid if not registered with OSCR.

5a.1.2.4 Northern Ireland

In Northern Ireland, all Groups and Districts are separate (though not independent) unincorporated charities and must register with CCNI.

5a.1.2.5 Isle of Man

In the Isle of Man, Scouts (the 'County') is registered with the Isle of Man Charity Regulator [it is charity #430].

While each Group on the Isle of Man may also register, it is not mandatory.

Any registration with the Isle of Man Charity Regulator must be as an Unincorporated Isle of Man Charity.

Regardless of registration status, all Groups must comply with POR, including having a Trustee Board to govern their operations.

Whether registered or not, the Isle of Man Groups must act as separate (though not independent) Unincorporated Isle of Man charities.

5a.1.2.6 Bailiwick of Guernsey

In the Bailiwick of Guernsey, Scouts (the 'County') is registered as a charity with the Guernsey Registry [it is charity #CH106].

In addition, each Group in the Bailiwick of Guernsey must register as a charity if they meet certain mandatory criteria, although it is strongly recommended that all Groups register as a Domestic Compulsory Charity irrespective of whether they meet the mandatory criteria.

Whether registered or not, all Bailiwick of Guernsey Groups must operate as if they are registered. Also, whether registered or not, the Groups must act as separate (though not independent) unincorporated charities and comply with POR.

5a.1.2.7 Jersey

In Jersey, the Jersey Scout Association (the "County") is registered as a charity with the Jersey Charity Commissioner [it is charity #71].

Groups on Jersey, fall under the supervision of the Jersey Scout Association and are not required to register as a charity with the Jersey Charity Commissioner.

However, whether registered or not, all Groups on Jersey must operate as if they are registered. Also, whether registered or not, the Groups must act as separate (though not independent) unincorporated charities and comply with POR .

5a.1.2.8 British Scouting Overseas

In British Scouting Overseas, the BSO Area Scout Council is registered as a charity with CCEW [it is charity #1151702].

The Districts and Groups within BSO are not within the United Kingdom and so are not required to register as a charity, though if they do it will be with their local charity regulator. However, all Districts and Groups within BSO must operate under the same principles of good governance as if they are registered, including compliance with POR.

BSO includes two British Overseas Territories that are part of Scouts:

- Falkland Islands (see POR 5a.1.2.9)
- Saint Helena, Ascension and Tristan da Cunha

5a.1.2.9 Falkland Islands

In the Falkland Islands, Scouts (the 'County') is registered as a charity with the Falkland Islands Charity Register [it is charity #C25 on their Register of Charities.]

Groups within the Falkland Islands are not required to register as a charity, however all Groups must operate under the same principles of good governance as if they are registered, including compliance with POR.

5a.1.2.10 Bermuda

In Bermuda, Scouts (the 'County') is registered as a charity with the Bermuda Registry General [it is charity #35 on the Bermuda register.]

Groups within Bermuda are not required to register as a charity, however all Groups must operate under the same principles of good governance as if they are registered, including compliance with POR.

5a.1.2.11 Gibraltar

In Gibraltar, Scouts (the 'County') is registered as a charity with the Board of Charity Commissioners for Gibraltar [it is charity #80 on the Gibraltar register].

Groups within Gibraltar are not required to register as a charity, however all Groups must operate under the same principles of good governance as if they are registered, including compliance with POR.

5a.1.2.12 Other Overseas Territories

Information is being developed regarding:

- the other Overseas Territories (Anguilla, British Virgin Islands and the Cayman Islands)
- Saint Helena, Ascension and Tristan da Cunha

5a.1.2.13 Membership system

Registered charities must record their charity registration number on the membership system.

5a.1.2.14 Use of charity numbers

Each Scout Charity must not use any other charity registration number than their own. For example, a Group must not use the charity number for their District or County, or UK Headquarters.

For excepted charities in England and Wales, UK Headquarters can provide an explanatory letter to use instead of a charity registration number. Charities in England and Wales within the Scouts' Federation of charities who are registered with HMRC for Gift Aid but are not registered with the charity regulator can often use their HMRC registration number if a charity number is required by other third parties.

5a.1.3 Charity Trustees

5a.1.3.1 England, Northern Ireland and Wales

In England, Northern Ireland and Wales, members of Group , District and County Trustee Boards are the 'charity Trustees' of the Group , District or County (POR 5b.3.3.2).

5a.1.3.2 Scotland

In Scotland, where a Group, District or Region is registered with OSCR, the Members of the Group, District or Region Trustee Board are the 'charity Trustees' of the Group, District or Region.

For Scottish Groups, Districts or Regions that are not registered with OSCR, the Trustee Board members have a role title of Trustee and have all of the Trustee responsibilities identified in POR but do not have the legal responsibilities as charity Trustees.

5a.1.4 Persons not allowed to act as Trustees

5a.1.4.1 Restriction

Any person disqualified from being a charity Trustee by charity legislation (POR 5a1.1) must not be a member of a Group , District or County Trustee Board, whether or not the Group , District or County is registered with their Charity Regulator.

The appointment of such a person, whether ex officio, by appointment, or by co-option must immediately be ended.

For ex officio Trustee roles, disqualification as a Trustee also disqualifies the volunteer from the primary role that includes, or could include, the Trustee responsibilities (POR 5b.3.3.7). For example, a Group Lead Volunteer must be eligible as a Trustee, whether or not they are actually a Trustee.

5a.1.4.2 Self-declaration

Each individual is responsible for ensuring they are not disqualified from serving as a Trustee before accepting an appointment as a Trustee. This responsibility is fulfilled by completing the necessary Declarations (including Trustee declarations) when taking on a Trustee role (POR Chapter 16).

5a.1.4.3 Disqualification criteria

The regulatory requirements for disqualification vary by nation, but Scouts apply one set of criteria for disqualification from any role with Trustee responsibilities across all nations.

Any adult who meets of the following conditions in any geographic or regulatory location must not accept a role that includes, or could include, Trustee responsibilities if one or more of the following conditions are true:

a) has an unspent conviction for an offence involving dishonesty or deception
b) has unspent convictions for misconduct in public office
c) has unspent convictions for bribery, money laundering, perjury, perverting the course of justice, or terrorism
d) has been found guilty of attempting, aiding or abetting the above offences
e) has been found to be in contempt of court
f) is designated under terrorist asset-freezing legislation
g) is on the sex offenders' register
h) is currently declared bankrupt, subject to bankruptcy restrictions, interim order or sequestration in Scotland or has an individual voluntary arrangement (IVA) with creditors
i) is disqualified from being a company director
j) is disqualified by any charity regulator (or a court) from being a trustee of any charity due to misconduct or mismanagement.

5a.1.5 Safe Custody of Documents

5a.1.5.1 Trustee Board responsibility

The Group , District or County Trustee Board administration must ensure that documents relating to the ownership of property and equipment and all other legal and official documents, together with any documents of historical importance or interest are kept in a safe place.

Specific documents that must be safeguarded are:

a) declarations of trust
b) title deeds to land or buildings
c) stock and share certificates
d) registration documents issued by The Scout Association
e) documents relating to motor vehicles, vessels and aircraft
f) insurance policies.

The Group , District or County Trustee Board administration must keep a register of such documents with details of their location.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5a.1.5.2 Safe custody of documents

a) Those charities who have appointed the Scout Association Trust Corporation (SATC) to hold title to land may use this service to safeguard the document types (a), (b), (c) from POR 5a.1.5.1. By law, these must be hard copy original documents.

b) The SATC does not apply to Scotland. In Scotland, Scouts Scotland can arrange for the safe custody of Title Deeds, Leases, Deeds of Trust, Minutes of Agreement, Insurance Policies and other important documents.

5a.2 Equipment

5a.2.1 Motor Vehicles, Vessels and Aircraft

5a.2.1.1 Trustee Board role

The Group , District or County Trustee Board must be confident that motor vehicles, vessels and aircraft owned by the Group, District or County:

a) are properly registered, licensed and insured

b) meet all requirements as to their condition, testing or any other matters required in law or by a relevant governing body.

5a.2.1.2 Registration

Motor vehicles must be registered in the name of one of:

a) the Group , District or County

b) a nominee, in which case the registration must show that the person is a nominee of the Group, District or County.

5a.2.2 Equipment

5a.2.2.1 Inventories

The Group, District or County Trustee Board must be confident that proper inventories are maintained of all equipment owned, including:

a) Furniture

b) training equipment

c) musical instruments

d) any other material assets

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5a.3 Land and property

5a.3.1.1 Key requirement

Groups and Explorer Units must be properly accommodated and equipped in order to carry out their training programmes.

5a.3.1.2 Trustee responsibilities

Group, District and County Trustees must ensure that all legal requirements in their jurisdiction (POR 5a.1.1) relevant to the ownership of all property and equipment or to the leasing or hiring of premises are met.

5a.3.2 Property and Equipment – all countries except Scotland

5a.3.2.1 Title

a) All freehold, leasehold or licensed land, with or without buildings, must be held by at least two and no more than four Holding Trustees (POR 5a.3.2.2) appointed as specified

UNLESS

b) Title to the said land is held by a Custodian Trustee on behalf of the Scout Unit, for example SATC or the Official Custodian for Charities.

5a.3.2.2 Holding Trustees

Holding Trustees of land must be appointed under either a Declaration of Trust or named as the Trustees in the relevant Conveyance, Lease, Licence or such other Deed, Transfer or other formal agreement as may be necessary in the circumstances.

These trust deeds or agreements must make sure the Scout Unit can comply with The Scout Association's Royal Charter, Bye laws and with POR, as well as any jurisdictional requirements that apply to where the Scout Unit is based.

The SATC will hold land upon standard trusts which have been approved by the SATC's legal advisers.

5a.3.2.3 SATC as Custodian Trustee

The SATC can be appointed by Scout bodies in England and Wales to hold title to land as Custodian Trustee only and, as such, the SATC cannot have any responsibility for the decision-making or day-to-day management of the Scout unit or its land.

The SATC is also unable to negotiate land or property matters on behalf of Scout bodies.

The SATC must be appointed through its proper procedure for which a standard fee is chargeable. Contact the SATC in writing at Gilwell Park, Chingford, London E4 7QW or at trust.corporation@scouts.org.uk.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

As Custodian Trustee, the SATC must obtain instructions regarding the land or property from a member of the relevant Scout body's Trustee Board or a person or persons properly authorised by that Trustee Board to instruct the SATC.

5a.3.2.4 Declaration of Trust

A suggested template for a Declaration of Trust suitable for local Trustees to declare Trust when intending to hold title to land, is available from The Scout Association's Legal Services Department which should then be amended and checked by a local solicitor acting for the Group, District or County to reflect the particular local circumstances.

5a.3.3 Property and Equipment – Scotland

5a.3.3.1 Custodian arrangements

The Scout Association Trust Corporation (SATC) does not operate in Scotland. In Scotland, the rules in POR 5a.3.3 apply in regard to the ownership of property and equipment.

5a.3.3.2 Title and Deed of Trust

Any heritable property which the Scottish Council, any Regional Scout Council, any District Scout Council or any Group may acquire by purchase, lease, gift or otherwise shall be vested in and the Title thereto shall be taken in the names of:

a) In the case of the Scottish Council:
   - the Chief Volunteer of Scotland
   - the Chair
   - the Treasurer of the Board of Trustees of Scouts Scotland
   - the Chief Executive Officer

   or any three of them for the time and their successors in office as Trustees for the Scottish Council,

b) In the case of a Regional Scout Council, District Scout Council or Group Scout Council:
   - the Regional Lead Volunteer
   - the Regional Chair
   - the Regional Treasurer of the Region Trustee Board

   or any two of them for the time and their successors in office as Trustees for the benefit of the Regional Scout Council, District Scout Council or Group as the case may be.

A Deed of Trust should exist for all heritable property setting out the rights and responsibilities of Regions, Districts and Groups. A template is available from Scottish Headquarters.

Where historic Title Deeds are still vested in the Trustee Office Bearers of former Counties, Shires or Areas, these are still legally acceptable through a Deduction of Title lodged with, and accepted by Registers of Scotland.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5a.3.3.3 Trustee powers

Such Trustees from POR 5a.3.3.2, or a majority of them, have power to sell in respect of the heritable property or any part thereof vested in them as aforesaid, and they have the power to borrow on the security thereof for the benefit of Scouts Scotland, the Regional Scout Council, District Scout Council or Group as the case may be.

5a.3.3.4 Moveable property

All moveable property including cash and debts due to the Scottish Council, any Regional Scout Council, any District Scout Council or any Group, and claims of every description competent to them shall be held to be vested in the Scottish Council, the Regional Scout Council, the District Scout Council or the Group.

Power to take any proceedings necessary to safeguard, recover, vindicate or pursue the same shall be vested in respectively:

a) the Chief Volunteer of Scotland, the Chair, the Treasurer of the Board of Trustees and the Chief Executive Officer for the time or any two of them.
b) the Regional Lead Volunteer, the Regional Chair, and the Regional Treasurer for the time or any two of them.
c) the District Lead Volunteer, the District Chair, and the District Treasurer for the time or any two of them.
d) the Group Lead Volunteer, the Group Chair, and the Group Treasurer for the time or any two of them.

5a.3.3.5 Leases

Any leases, except heritable leases as aforementioned, and other probative writings entered into by the Scottish Council (or the Board of Trustees of Scouts Scotland on its behalf), any Regional Scout Council, any District Scout Council or any Group shall be executed for and on their behalf by those listed in (a), (b), (c) and (d) above respectively.

5a.3.4 Land occupied but not owned by Groups, Districts and Counties

5a.3.4.1 Rental properties

The Group, District or County Trustee Board should obtain a formal written agreement regarding land or premises that they are renting.

In any event, no large amount of capital should be expended on buildings or other improvements unless the Group, District or County has at least seven years uninterruptible interest remaining in the said land.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5a.3.4.2 Rates relief

The Group , District or County Treasurer should ensure that all possible relief from rates is obtained for all property that they are liable to pay rates on.

5a.3.5 Property - Sponsored Groups

5a.3.5.1 Sponsoring authorities

Agreements with Sponsoring Authorities must identify property belonging to the Sponsoring Organisation and that belonging to the Group.

5a.3.5.2 Property owned by Sponsored Groups

Property owned by the Sponsored Group as recorded in such agreements must be administered as required by these rules.

5a.3.6 Disposal of Property at Amalgamation

5a.3.6.1 Declarations of Trust

The Model 'Declarations of Trust' referred to contain certain provisions for the amalgamation of Groups , Districts and Counties.

5a.3.6.2 Change of Trustees at amalgamation

The retiring Trustees of the Group , District or County which are amalgamating must hand to the Trustees of the new Group , District or County all documents of title and the keys to any buildings which the former had.

5a.3.7 Disposal of Property at Closure

5a.3.7.1 Transfer at closure

The property of a Group , District or County which ceases to exist will automatically pass to the District Scout Council, County Scout Council or UK Headquarters as appropriate unless there is some pre-existing arrangement by which the property passes to another beneficiary.

Such property must be treated in the same way as other assets.

5a.3.8 Joint Occupation of Premises by Joint Scout and Guide Units

5a.3.8.1 Declaration of Trust

a) A special Declaration of Trust, which must provide for the formation of a joint management committee, must be drawn up if the premises are to be owned and occupied jointly by Scout and Guide units.

This does not apply if the premises are used jointly under licence or if the premises are occupied by other similar arrangements.

b) A model Declaration of Trust is available from The Scout Association's Legal Services department. Changes to this Declaration, or any alternative trust deed used to document jointly owned and occupied property must make sure the Scout Unit can comply with The Scout Association's Royal Charter, Bye laws and with POR, as well as any jurisdictional requirements that apply to where the Scout Unit is based.

c) No changes to the model Declaration of Trust are permitted without the approval of The Scout Association's Legal services department if the property is to be held by the Scout Association Trust Corporation.

Chapter 5b

Local governance of Groups, Districts and Counties

Chapter contents

5b.1 Scope

5b.2 Constitution – governance context

5b.3 Constitution - requirement

5b.1 Scope

5b.1.1.1 Federation of charities

This POR Chapter 5b applies only to Groups, Districts and Counties within the Scouts' Federation of charities operating under The Scout Association's Royal Charter.

Matters concerning UK Headquarters and Country Headquarters are detailed in POR Chapter 6.

5b.1.1.2 Status of each charity

a) In countries other than Scotland, each Group, District and County is a separate, unincorporated educational charity within the Federation, operating under the Royal Charter. They must operate as such, regardless of whether they are:
   a. registered with a charity regulator (see POR 5a.1.1.2)
   b. in England and Wales, an excepted charity (see POR 5a.1.2.2)
   c. not a charity in law.

   These local charities must not be incorporated.

b) In Scotland, a Group, District or Region may choose to register as an Unincorporated Scottish Charity but is not required to do so. They must not register as a Scottish Charitable Incorporated Organisation (SCIO) as they must remain part of the Federation and operate under its Royal Charter.
   Scottish Scout units not registered with OSCR may not claim gift aid (see POR 5e.8.1.4)

5b.1.1.3 Trustees of the charity

Whether registered or not, members of the relevant Trustee Board must act collectively as the Trustees of their Scout unit, and in the best interests of the Scout Unit's members.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5b.1.1.4 Members of the charity

The members of the Scout unit eligible to vote at their AGM are the members of the relevant Scout Council as detailed in POR 5b.3.2.

5b.1.1.5 Execution of contracts and other legal documents

As unincorporated charities, Groups, Districts and Counties do not have their own corporate status. This means they must not enter into contracts in the name of the Group, District or County. Instead, contracts and other legal documents must be executed by the Trustees on behalf of the organisation. These documents may refer to the Trustees collectively as 'the Trustees of …' or name them individually 'as Trustees of …'. These documents must be signed by Trustees authorised by the Trustee Board.

5b.1.1.6 Constitution and organisation

Within Scouts, charities must be constituted and operate within the framework of:

a) the Royal Charter
b) the Byelaws
c) Policy, Organisation and Rules

to benefit from formal membership of The Scout Association.

This also includes:

a) Use of branding (POR Chapter 2e)
b) Membership (POR Chapter 3)
c) Insurance (POR Chapter 5g)
d) Wearing of uniform (POR Chapter 10)

5b.1.1.7 Governance arrangements

The governance arrangements for Groups, Districts and Counties are governed by this POR Chapter 5b.

Note that the financial arrangements for Groups, Districts and Counties are included in POR Chapter 5e.

Fundraising guidance for Groups, Districts and Counties is included in POR Chapter 5f.

5b.1.1.8 Registered charities

POR Chapter 5a applies if the charity is registered with their charity regulator (or, in England and Wales, if it is an excepted charity), including if it has ownership of land or property.

5b.1.1.9 Counties with no Districts

For Counties that have no Districts, or have a directly administered District or Group, the County Trustee Board must also assume the District-related or Group-related responsibilities of this Chapter.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5b.1.1.10 Directly administered Groups

For Districts that have a directly administered Group, the District Trustee Board must also assume the Group-related responsibilities of this Chapter.

5b.2 Constitution – governance context

5b.2.1.1 Good governance

Good governance focusses on oversight and strategy and maintains focus on supporting and assuring the organisation's strategic goals. Every member of the Federation must adopt a governing document. In the Scouts' Federation of charities, and in this Chapter, the governing document is referred to as a constitution.

5b.2.1.2 Governing document

a) A governing document explains what the member of the Federation is set up to do, and how it operates, it sets out the rules to be followed in the governance of the member of the Federation. In Scouts the governing document of each member of the Federation is called their constitution. All Trustees must understand their constitution, and make sure it is kept up to date.

b) The principal governing document of The Scout Association is the Royal Charter.

c) In countries other than Scotland, POR Chapter 5c includes the model constitution which should be adopted by each Group, District and County as their governing document.

   In Scotland, POR Chapter 5d includes the model constitution which should be adopted by each Group, District and County as their governing document.

d) Every Trustee Board must ensure that their charity's aims are aligned with The Scout Association's overall aims and strategic goals and are being delivered effectively and sustainably.

5b.2.1.3 Charitable purpose

Charities exist to fulfil their charitable purposes. Trustees must understand the environment in which the charity is operating and lead the charity in fulfilling its purposes as effectively as possible with the resources available. To do otherwise would be failing beneficiaries, funders and supporters.

5b.2.1.4 Collective responsibility of Trustees

The Trustees must collectively:

a) ensure that the charity is carrying out its purposes for the public benefit

b) comply with the charity's governing document and the law

c) act in the charity's best interests

d) manage the charity's resources responsibly

e) act with reasonable care and skill

f) ensure the Scout unit is operating in compliance with POR and the local charity regulator, including effective management of each of the Key Policies listed in POR Chapter 2a. This includes ensuring that their Scout unit meets its responsibilities in respect of each the Key Policies, including:

   a. meeting the responsibilities and obligations of the Safeguarding Policy (POR 2a.7)

   b. meeting the responsibilities and obligations of the Safety Policy (POR 2a.8)

   c. complying with data protection law, recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor. This includes ensuring that all data is processed in line with POR 2a.3.2.1

   d. ensuring that the Leadership Team has provisions in place to respond to data breaches, data protection complaints and subject rights requests

5b.2.1.5 Trustee Board team description

There is a team description for a Trustee Board.

5b.2.1.6 Charity registration

Some Groups, Districts or Counties may also need to register as a charity. It is also important that each Trustee Board is aware of the charity regulator that governs them. (See POR Chapter 5a for details).

5b.2.1.7 Trustee support networks

a) To support effective governance and share good practice across the Groups of the District, the District Chair and District Treasurer should create support network(s) amongst the Group Chairs and Group Treasurers of the District.

b) To support effective governance and share good practice across the Districts of the County, the County Chair and Treasurer should create a support network amongst the District Chairs and Treasurers of the County.

5b.3 Constitution - requirement

5b.3.1.1 Scope

The rules in POR 5b.3 applies to each Group, District and County, whether or not it is registered with a charity regulator.

5b.3.1.2 Model constitution

Every member of the Federation must have an agreed constitution. Although a Federation member may agree its own constitution, it is **very** strongly encouraged that each Group, District and County adopts the relevant model constitutions from those provided in POR Chapters 5c and 5d.

5b.3.1.3 Varying the model constitution

Any variations to the model constitution must be consistent with the rest of POR, and must not cause the Group, District or County to operate in a manner that breaches POR.

5b.3.1.4 Adopting the model constitution unchanged

A Group, District, or County which adopts unchanged the relevant model constitution from POR Chapter 5c or 5d must record in their AGM minutes that the POR Chapter 5c or 5d model constitution is fully adopted as its constitution. In this case, a copy of the constitution does not need to be attached to the AGM minutes – it is sufficient for the adoption of the relevant constitution from POR Chapter 5c or 5d to be stated in the AGM minutes, though the minute recording the adoption should include the phrase "as may be amended in POR from time to time".

5b.3.1.5 Adopting the model constitution with local amendments

A Group, District, or County which adopts the model constitution in POR Chapter 5c or Chapter 5d as appropriate but makes a local amendment to the model constitution, must describe the amendment at their AGM, gain the Scout Council's approval for the local amendments, and record in the minutes of their AGM:

a) the adoption of the model constitution from POR Chapter 5c or Chapter 5d as the basis of their constitution, though the minute recording the adoption should include the phrase "as may be amended in POR from time to time"
b) the specifics of the local amendment(s) that it has adopted.
c) clear reasoning for each local amendment.

5b.3.1.6 Adopting a different constitution

A Group, District, or County which adopts its own constitution, must describe at the AGM, gain the Scout Council's agreement to the differences and record in the minutes of their AGM:

a) the differences between their constitution and the relevant model constitution from POR Chapter 5c or Chapter 5d – the minute should make it clear that it is the most recent edition of POR (as at the AGM) is being used for the comparison
b) clear reasoning for each of the differences
c) confirmation that their Scout Council AGM recognises that it has approved a constitution that is not based around the model constitution from POR, and that the

Scout Council has fully endorsed the differences between their constitution and the model constitution

5b.3.2 Scout Council – Annual General Meeting

5b.3.2.1 Timing

Each Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's, District's or County's financial year. Trustee Boards should give all members of their Scout Council at least four weeks' notice of the date of the AGM.

5b.3.2.2 Trustee Annual Report and Accounts

Before the AGM, the Trustee Board must prepare and approve the Trustees' Annual Report and the annual statement of accounts. The accounts must have completed their examination by an appropriate auditor or independent examiner (see POR 5e.3). This must include the formal approved report from the auditor or independent examiner.

5b.3.2.3 Minutes and Report filing

Following each AGM, the Trustee Board administration must ensure that the Trustees' Annual Report and Accounts, including the formal approved report from the auditor or independent examiner are filed as described in POR 5e.2.1.2 and 5e.2.1.3.

Because the minutes of the AGM cannot be formally approved by the Scout Council until the Scout unit's next AGM, it is good practice for the new Trustee Board to verify the draft Minutes of the AGM at their first meeting following the AGM,

5b.3.2.4 Group Scout Council – ex officio members

Ex officio members of the Group Scout Council are:

a) all adult members of the Group – see Group roles listed in the POR Chapter 16 Teams Table
b) all Young Leaders who are members of a Section Team of one of the Group's sections
c) all Patrol Leaders of the Troop(s) in the Group
d) all parents of Squirrels, Beavers, Cubs and Scouts in the Group
e) all members of the Explorer Section Team of an Explorer Unit partnered with the Group, if so specified in a Partnership Agreement between the Unit, the Group and the District
f) all Explorers of an Explorer Unit partnered with the Group, if so specified in a Partnership Agreement between the Unit, the Group and the District
g) all parents of Explorers of an Explorer Unit partnered with the Group, if so specified in a Partnership Agreement between the Unit, the Group and the District
h) the Sponsoring Authority, where there is one, or its nominee

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

i) the District Lead Volunteer

j) the District Chair

5b.3.2.5 District Scout Council – ex officio members

Ex officio members of the District Scout Council are:

a) all adult members with a role in one of the District's teams or sub-teams - see District roles listed in the POR Chapter 16 Teams Table

b) All adults with the following appointments in the Groups in the District
   a. Group Lead Volunteers and Group Leadership Team Members
   b. Section Team Leaders and Team Members
   c. Group Trustee Board members (Chairs, Treasurers, Trustees)

c) All Explorers (including Young Leaders) in the District

d) All members of the District Scout Network

e) all parents of all Explorers (including Young Leaders) in the District

f) ([NI] only) Regional Lead Volunteer

g) the County ([NI] Country) Lead Volunteer

h) the County ([NI] Country) Chair

5b.3.2.6 County Scout Council [Counties with Districts] – ex officio members

([NI] POR 5b.3.2.6 does not apply in Northern Ireland)

IMPORTANT: Use POR 5b.3.2.6 only for Counties that have two or more Districts.
For Counties with no Districts, use POR 5b.3.2.7.

Ex officio members of the County Scout Council are:

a) all adult members with a role in one of the County's teams or sub-teams – see County roles in the POR Chapter 16 Teams Table

b) All adults with the following appointments in the Scout Districts in the County
   a. District Lead Volunteers and District Leadership Team Members
   b. District Trustee Board Chairs, Treasurers and Trustees
   c. District Youth Leads
   d. District representatives (2 per District) selected by their respective District Scout Councils at their AGM

c) the Regional Lead Volunteer (in England, Wales, the Channel Islands and the Isle of Man)

5b.3.2.7 County Scout Council [Counties with no Districts] – ex officio members

([NI] POR 5b.3.2.7 does not apply in Northern Ireland)

IMPORTANT: Use POR 5b.3.2.7 only for Counties that have no Districts.

For Counties with two or more Districts use POR 5b.3.2.6.

Ex officio members of the County Scout Council are:

a) all adult members with a role in one of the County's teams or sub-teams – see County roles in the POR Chapter 16 Teams Table
b) all Group Lead Volunteer(s) and Group Leadership Team Members of each Group in the County
c) all Group Lead Volunteer(s) and Group Leadership Team Members of each Group in the County
d) all Section Team Members of each Group in the County
e) all Group Trustee Board members (Chairs, Treasurers, Trustees) of each Group in the County
f) all Explorers (including Young Leaders) in the County
g) all members of the Scout Network in the County
h) all parents of all Explorers (including Young Leaders) in the County
i) the Regional Lead Volunteer (in England, Wales, the Channel Islands and the Isle of Man)
j) the UK Chief Volunteer for International (for the Overseas Territories)

5b.3.2.8 Appointed members of a Scout Council

The appointed members of a Group, District or County Scout Council are other supporters of the Group, District or County.

They are appointed by the Scout Council at their AGM on the recommendation of the Trustee Board for a fixed period not exceeding three years. Subsequent reappointments are permitted.

A Scout Council does not need to have any appointed members.

5b.3.2.9 Community members of a Scout Council

The community members of a Group, District or County Scout Council are representatives of the local community appointed because of their role rather than by their name. For example, local headteachers, or Parish Council members.

They are appointed by the Scout Council at their AGM, on the recommendation of the Trustee Board, for a period of one year. Subsequent reappointments are permitted.

A Scout Council does not need to have any community members.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5b.3.2.10 Numbers of appointed and community Scout Council members

The total number of appointed and community members of a Group, District or County Scout Council must not exceed the number of ex officio members.

5b.3.2.11 Membership status of Scout Council members

Membership of a Scout Council does not in itself provide any member status of Scouts.

5b.3.2.12 Right of attendance

The County ([NI] Country) Lead Volunteer has the right of attendance at each Group Scout Council meeting in the County ([NI] this right of attendance also applies to Regional Lead Volunteers).

5b.3.2.13 Ending membership of a Scout Council member

An individual's membership of a Group, District or County Scout Council ends when any of these events occur:

a) The Scout Council member resigns
b) The Scout Council member no longer qualifies as a member of the relevant Scout Council
c) The Scout Council is dissolved
d) Scout Council membership is terminated by UK Headquarters following a recommendation by the relevant Trustee Board.

5b.3.3 Trustee Board Membership

5b.3.3.1 Numbers of Trustees

A Trustee Board should comprise a maximum of twelve Trustees (the total of all ex officio, appointed and co-opted Trustee categories), with a minimum of five Trustees. The maximum number of Trustees must be approved by the Scout Council at its AGM.

5b.3.3.2 Charity Trustees

Each ex officio, appointed and co-opted member of the Trustee Board is a charity Trustee of the Group, District or County.

5b.3.3.3 Ages of Trustees and members of Trustee Board sub-teams

It is good practice for a Trustee Board to have at least two Trustees aged between their 18th and 25th birthdays.

It is good practice for a sub-team of a Trustee Board to have at least two members aged between their 18th and 25th birthdays.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5b.3.3.4 Minimum ages of Trustees

A person must have reached their 18th birthday before they take on a Trustee role in Scouts. This applies whether or not the Federation member is a registered charity.

5b.3.3.5 Types of Trustees

There are three classifications of Trustee:

a) Ex officio

These people are Trustees by virtue of their role in Scouts. They are a vital part of the Trustee Board, providing a clear link with the leadership and operation of the charity. They are:

- For the Group Trustee Board – the Group Lead Volunteer
- For the District Trustee Board – the District Lead Volunteer and the District Youth Lead
- For the County Trustee Board – the County Lead Volunteer and the County Youth Lead.

There is only one ex officio Trustee role for each of the above roles, so where there are joint role holders for a role, the role holders must decide, in discussion with the Chair, which of them should be the ex officio Trustee. However, each role holder of any of the above roles must be eligible to be a Trustee (as specified in POR 16.1.3.1(g) and 16.2.2.1(e)).

b) Appointed by the Scout Council.

These Trustees are appointed by the Scout Council at their AGM following a rigorous and transparent selection process agreed by the members of the Trustee Board. This includes the Chair and Treasurer roles.

The proposal from the Trustee Board is received by the Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Scout Council. The action of the Scout Council is to approve or not approve the proposed name(s) from the Trustee Board.

Vacancies for appointed Trustees only occur at the end of their period of appointment. For example, a District Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.

c) Co-opted by the Trustee Board

These Trustees are appointed by the Trustee Board. Co-opting offers the Trustee Board a way of broadening its skills mix or to introduce potential new Trustees mid-year, as well as providing a method of filling vacancies that may occur between AGMs.

The Trustee Board must ensure that any co-opted appointments are made following an appropriate selection process, similar to that described for Appointed Trustees.

5b.3.3.6 Selecting and appointing Trustees

The Trustee vacancies should be advertised widely, including to all members of the Scout Council aged 18 or over, so that it is clear that it is an open selection process. It may include a nominations process or an election process or other locally appropriate procedures

Persons recommended for appointment to the Trustee Board may include members of the Scout Council but may also include people from outside the Scout Council (including people from outside Scouts) provided that there is no conflict of interest.

5b.3.3.7 Persons disqualified as Trustees

Certain people are disqualified from being members of Trustee Boards by virtue of the Charities Acts (in Scotland, the Charities and Trustee Investment (Scotland) Act 2005). This must be determined during the appointment process through the Trustee's declaration and by Trustee eligibility checks (POR 16.1.3.1(d) and (e) and 16.2.2.1(d) and (e)).

5b.3.3.8 Conflicts of interest

Governance roles must be distinct to help manage conflicts of interest.

This includes a requirement that the roles of Chair and Treasurer must be kept separate and be undertaken by two different people. Further, to ensure no conflict of interest, the roles of Chair and Treasurer should not be undertaken by close family members (including husband and wife, parent and child).

Subject to the conflict of interest rules (see POR Chapter 16 and the definition of 'conflict of interest' in the POR Definitions Chapter), a Trustee may be a member of more than one Trustee Board.

5b.3.3.9 Trustees - term of appointment

a) Appointed Trustees (including Chair and Treasurer) are appointed by the Scout Council at their AGM for an initial period of no longer than three years. The Scout Council may agree further periods of appointment.

b) Co-opted Trustees are appointed by the Trustee Board for an initial period of one year. Further periods of appointment may be agreed by the Trustee Board, however co-opted Trustees are encouraged to move to being appointed Trustees at the next AGM.

c) Appointed and co-opted Trustees must serve no more than nine years in any Trustee role on the specific Trustee Board (this includes Chair and Treasurer). As example, if a Trustee served three years and then became Treasurer on the same Trustee Board, that person could serve as Treasurer for no more than six years.

d) Ex officio Trustees serve as a Trustee for as long as they hold the ex officio role. Their membership of the Trustee Board ceases as soon as they are no longer in a role that includes Trustee responsibility.

   If their ex officio role is held for less than nine years, then they may hold an appointed or co-opted Trustee role to a maximum of nine years as a Trustee on the specific Trustee Board, including their time as an ex officio Trustee. As example, if a Group Lead Volunteer served five years in that role and then became an appointed Trustee on the Group Trustee Board, that person could serve as an appointed Trustee for no more than four years.

e) A volunteer who has been a Trustee on a specific Trustee Board for a total of nine years (which need not be consecutive) may be considered for re-appointment to the same Trustee Board after a gap of a minimum of three years. If so reappointed, the nine-year rule above also applies from the date of reappointment.

   The nine-year Trustee maximum term rule comes into effect from the Federation member's AGM held during 2024 – it does not include years served as a Trustee prior to the 2024 AGM.

5b.3.3.10 Supporting Trustee skills

All Trustees must complete learning as specified in POR Chapter 16.

5b.3.3.11 Membership system

All Trustees, and members of sub-teams, must be recorded on the membership system.

5b.3.3.12 Action following resignation

If a Trustee Board Chair or Treasurer resigns, then POR 16.9.2 must be followed.

5b.3.3.13 Effective Trustee Board administration

Each Trustee Board must have effective administration support. The administration may be provided by one or more persons as appropriate to the Trustee Board.

The administration role(s) are 'operational' role(s) and will typically be member(s) of the Group Leadership Team, the District Support Team or the County Support Team as appropriate, or one of their sub-teams.

A Trustee Board member should not take minutes at a meeting, as it makes it difficult for them to properly contribute to the meeting and meet their trustee responsibilities.

More information is available about tools to support Trustee Boards.

5b.3.3.14 Right of attendance and invited attendees

People invited to attend a meeting of the Trustee Board, or with right of attendance, may be present at the meeting but are not Trustees and have no voting rights.

a) The District Lead Volunteer, the District Chair and the County ([NI] Country) Lead Volunteer each have the right of attendance at meetings of each of the Group Trustee Boards in the Districts in the County ([NI] Country).

b) The County ([NI] Country) Lead Volunteer and the County ([NI] Country) Chair each have the right of attendance at meetings of each of the District Trustee Boards in the County ([NI] Country).

c) These members have the right of attendance at meetings of the County Trustee Board:
   - the Regional Lead Volunteer (in England and in Wales)
   - the Chief Volunteer of Scotland (in Scotland)
   - the UK Chief Volunteer for International (for British Scouting Overseas and for each of the five Overseas Territories)

d) These members must be invited to attend meetings of the County Trustee Board:
   - the County's Nominated Member(s) on the Council of The Scout Association
   - the County's Nominated Youth Representative on the Council of The Scout Association

e) Right of attendance at Group Trustee Boards also extends to:
   - The Sponsoring Authority (or their delegate) of a Sponsored Group
   - For a Joint Scout and Guide Group, the Guide equivalent of the Group Lead Volunteer has right of attendance at the Scout Trustee Board.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Chapter 5c

Constitutions of Groups, Districts and Counties (except in Scotland)

(see Chapter 5d for constitutions for Scottish Groups, Districts, Regions)

Chapter contents

5c.1 Constitution for a Group (except in Scotland)

5c.2 Constitution for a District (except in Scotland)

5c.3 Constitution for a County (except in Scotland)

5c.4 Constitution for a County (except in Scotland) that has no Districts

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Introduction to the Constitution for a Group (except Scotland)

This introduction is not part of the model constitution for a Group but includes important points of context.

a) The Group constitution must always be used in the context of the rules in POR Chapter 5b. Chapter 5b contains rules which must not be amended.

b) In accordance with POR 5b.3.1.5 and 5b.3.1.6, any amendments or differences to the model constitution at POR 5c.1 below must be agreed at the AGM and fully recorded in the minutes of the AGM.

c) In the interest of openness, especially for new members of the Group Scout Council, the Group Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5c.1 Constitution for a Group (except in Scotland)

5c.1.1.1 Preamble

This constitution describes the role, membership and operation of the Group Scout Council, and the Group Trustee Board.

5c.1.1.2 Charitable objects

[POR 1.1]
Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5c.1.2 The Group Scout Council

5c.1.2.1
The Group Scout Council has a governance role for the charity and makes Group Trustee Board appointments other than ex officio and co-opted Trustee appointments.

5c.1.2.2
The Group Scout Council has no Trustee responsibilities.

5c.1.2.3
The members of the Group Scout Council are

a) The ex officio members of the Group Scout Council are detailed in POR 5b.3.2.4.

b) The Group Scout Council may **appoint** some members as detailed in POR 5b.3.2.8.

c) The Group Scout Council may appoint some **community** members. See POR 5b.3.2.9.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

d) The maximum number of appointed and community members of a Group Scout Council is defined in POR 5b.3.2.10.

5c.1.2.4
Group Trustee Board administration must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Group Scout Council members (whether ex officio or appointed or community) must not be recorded as such on the membership system.

5c.1.3 The Group Trustee Board

5c.1.3.1
The Group Trustee Board is responsible for the governance of the Group, whether or not it is a charity in law. Although the Group Trustee Board is responsible for the charity, it is accountable to the Group Scout Council.

5c.1.3.2
Group Trustee Board membership

a) The ex officio Group Trustees, as defined in POR 5b.3.3.5(a).

b) Appointed Group Trustees (including Chair and Treasurer) are persons appointed by the Group Scout Council as described in POR 5b.3.3.5(b).

   The selection process for appointed Group Trustees must follow POR 5b.3.3.5(b) and POR 5b.3.3.6.

c) Co-opted Trustees are persons co-opted by the Group Trustee Board as described in POR 5b.3.3.5(c). Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

   The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Group Scout Council resolution at the AGM.

   The selection process for Co-opted Trustees must follow POR 5b.3.3.5(c) and POR 5b.3.3.6.

d) The Sponsoring Authority, or its nominee, has right of attendance at a Group Trustee Board.

5c.1.4 Group Scout Council – Annual General Meeting

5c.1.4.1
To support the planning and delivery of a Group AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5c.1.4.2
Each Group Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the Group's financial year. The Group should give a minimum of four weeks' notice of the date of the AGM.

5c.1.4.3
The AGM must:

a) Undertake governance oversight by
   a. approving the minutes of the previous Group AGM
   b. adopting (or re-adopting) the constitution of the Group (POR 5c.1)
   c. noting the dates of Group's financial year
   d. approving appointed and community members of the Group Scout Council
   e. agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
   f. agreeing the quorum for future meetings of the Group Scout Council

b) Review the previous financial year by
   a. receiving from the Group Lead Volunteer an overview of the past 12 months of activity in the Group
   b. receiving and considering the Group Trustees' Annual Report and the annual statement of accounts which have been approved by the Group Trustee Board.

c) Make appointments
   a. appoint a Chair of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
   b. appoint a Treasurer of the Group Trustee Board, following recommendation from the selection process initiated by the Group Trustee Board.
   c. appoint other members of the Group Trustee Board, following recommendations from the selection process initiated by the Group Trustee Board.
   d. approve the appointment of any Group Presidents or Group Vice Presidents, and note current appointees (if any)

e. appoint (or re-appoint) an auditor or independent examiner (see POR 5e.3)

5c.1.5 Group Trustee Board - purpose

5c.1.5.1
The Group Trustee Board is a team of volunteers who work together, as Trustees of the charity, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the Group is meeting The Scout Association's overall aims and strategic goals.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5c.1.5.2
Members of the Group Trustee Board must act collectively as charity Trustees of their Group (whether or not it is a charity in law), and in the best interests of the Group and its members.

5c.1.5.3
The Group Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

a) the Group is:
   a. well managed
   b. carrying out its purposes for the public benefit
   c. complying with the Group's governing document and the law
   d. managing the Group's resources responsibly

b) the Group is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in POR Chapter 2a.

c) young people are meaningfully involved in decision making at all levels

d) the Group has sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group including delivery of the high-quality programme and resource requirements of the training programme (POR 4b.7)

5c.1.5.4
The Group Trustee Board members must themselves collectively:

a) develop and maintain a risk register, including putting in place appropriate mitigations

b) ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group

c) ensure that where the Group is partnered with an Explorer Unit and the operational financing is undertaken by the Group, this arrangement must be documented in the Partnership Agreement, and the finance arrangements must follow this guidance.

d) maintain and manage:

   a. a reserves policy for the Group. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the Group, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts

   b. an investment policy for the Group

   c. a public benefit statement for the Group

e) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained

f) ensure the appointment and management and operation of any sub-team(s) created in line with POR 5c.1.5.5, including appointing a Chair to lead the sub-team(s). This should normally be one of the Group's Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in POR Chapter 16).

g) ensure that effective administration is in place to support the work of the Group Trustee Board

h) appoint any co-opted members of the Group Trustee Board

i) ensure transparency of operation, including:

   a. prepare and approve the Annual Accounts and arrange their examination by an auditor or independent examiner (as appropriate) and as appointed by the Group Scout Council at their AGM

   b. prepare and approve the Group Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor or independent examiner)

   c. present the approved Group Trustees' Annual Report and Annual Accounts to the Group Scout Council at the Group AGM

   d. following the Group AGM, ensure that the Group Trustee Board administration:

      - files a copy of the Group Trustees' Annual Report and Accounts as described in POR 5e.2.1.2 and POR 5e.2.1.3.
      - records all Group Trustees on the membership system, and ensures that the necessary eligibility checks are promptly concluded (should be by no later than 30 days following the AGM)
      - if the Group is registered with their regulator, updates the Group's registration details to list all Group Trustees

j) take responsibility for the Group's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor, including the Trustee Board responsibilities listed at POR 2a.3.2.1.

k) individually and collectively maintain confidentiality regarding appropriate Group Trustee Board business

l) put in place annually an open and transparent selection process to recommend to the Group Scout Council appropriate members to be appointed members of the Group Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

m) where staff are employed:
   a. act as a responsible employer in accordance with Scouts' values and relevant legislation
   b. ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
   c. ensure that appropriate specific employee insurance is in place (POR 5g.4.1.2(j))

5c.1.5.5

a) A Group Trustee Board may create sub-teams it deems necessary to support its governance function (see POR 5c.1.5.4(f)). The Group Trustee Board must ensure that for any sub-team it appoints:
   a. its purpose is governance-focused and not operational
   b. its members are agreed and approved by the Group Trustee Board
   c. the Group Chair has right of attendance
   d. the Group Lead Volunteer has right of attendance

b) Sub-team members are not Trustees of the Group unless they are already members of the appointing Group Trustee Board.

c) All sub-team members must be recorded on the membership system.

d) If a sub-team consists entirely of non-Trustee members it is good practice for at least one member of the sub-team to have completed the *Being a Trustee in Scouts* learning.

5c.1.6 Group Scout Council – Conduct of meetings

5c.1.6.1

The Group Scout Council meets at their AGM (POR 5c.1.4).

5c.1.6.2
It would be unusual for there to be additional meetings of the Group Scout Council. This is because the primary task of the Group Scout Council is to appoint the Group Trustee Board. If members resign from the Group Trustee Board, POR 16.9.2 must be followed, thus rendering an additional meeting of the Group Scout Council unnecessary.

5c.1.6.3
A Group Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

5c.1.6.4
Group Scout Council meetings are chaired by the Group Chair. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

5c.1.6.5
Only Group Scout Council members, as defined in POR 5c.1.2.3, may vote in Group Scout Council meetings.

5c.1.6.6
The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (POR 5c.1.4.3(a)).

If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

5c.1.6.7
Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5c.1.6.8
To discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

5c.1.6.9
All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5c.1.7 Group Trustee Board - Conduct of meetings

5c.1.7.1
Meetings of the Group Trustee Board should be convened with at least two weeks' notice, though it is good practice to schedule meeting dates well in advance.

Meetings may be convened on shorter notice, using the guidance of POR 5c.1.7.3 to agree the date of the additional meeting.

5c.1.7.2
Group Trustee Board meetings are chaired by the Group Chair.

If the Group Chair is unable to be present at a meeting, the Group Trustee Board may choose a member to act as Chair for the duration of the meeting of the Group Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5c.1.7.3
Only members of a Group Trustee Board as defined in POR 5b.3.3 may vote in meetings of the Group Trustee Board.

Trustees (including ex officio Trustees) must have a full appointment as a Trustee before they can vote at, or influence discussion at, a Trustee Board meeting. They can be invited to attend Trustee Board meetings while they have a provisional appointment but may not influence decision making or take part in any voting.

Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

5c.1.7.4
The quorum for a meeting of a Group Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) [round down if necessary] plus one. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the Group Trustee Board, the quorum for each sub- team must be set by the Group Trustee Board, based on the size of the sub- team and the complexity of its task(s).

If there is no quorum present at a meeting of the Group Trustee Board, or a meeting of a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

5c.1.7.5
To fulfil their responsibilities, the Group Trustee Board may meet by video conference or in person, as determined by the Group Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

Whether hybrid or in person, it is important that all persons present at a meeting are able to:

a) be seen
b) ask questions
c) join in the debate
d) see, share and display documents such as resolutions

5c.1.7.6
Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the Group Chair deems it appropriate.

Digital applications other than email are not normally appropriate to be used for such decision making. This includes WhatsApp, Doodle and similar tools, which should only be considered in exceptional circumstances and with the agreement of the Group Chair.

For such decisions taken between meetings, a minimum of 75% [round down if necessary] of the total number of Trustees must approve the matter. The results of the vote must be reported to, and recorded in the minutes of, the next Group Trustee Board meeting.

Introduction to the Constitution for a District (except Scotland)

This introduction is not part of the model constitution for a District but includes important points of context.

a) The District constitution must always be used in the context of the rules in POR Chapter 5b. Chapter 5b contains rules which must not be amended.

b) In accordance with POR 5b.3.1.5 and 5b.3.1.6 any amendments or differences to the model constitution at POR 5c.2 below must be agreed at the AGM and fully recorded in the minutes.

c) In the interest of openness, especially for new members of the District Scout Council, the District Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5c.2 Constitution for a District (except in Scotland)

5c.2.1.1 Preamble

This constitution describes the role, membership and operation of the District Scout Council, and the District Trustee Board.

5c.2.1.2 Charitable objects

[POR 1.1]

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

5c.2.2 The District Scout Council

5c.2.2.1

The District Scout Council has a governance role for the charity and makes District Trustee Board appointments other than ex officio and co-opted Trustee appointments.

5c.2.2.2

The District Scout Council has no Trustee responsibilities.

5c.2.2.3

The members of the District Scout Council are

a) The ex officio members of the District Scout Council are detailed in POR 5b.3.2.5

b) The District Scout Council may **appoint** some members as detailed in POR 5b.3.2.8

c) The District Scout Council may appoint some **community** members. See POR 5b.3.2.9

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

d) The maximum number of appointed and community members of a District Scout Council is detailed in POR 5b.3.2.10.

5c.2.2.4
District Trustee Board administration must ensure that appointed District Scout Council Members are recorded locally in the minutes of the District Scout Council meeting which appoints them (normally the AGM). District Scout Council members (whether ex officio or appointed or community) must not be recorded as such on the membership system.

5c.2.3 The District Trustee Board

5c.2.3.1
The District Trustee Board is responsible for the governance of the District, whether or not it is a charity in law. Although the District Trustee Board is responsible for the charity, it is accountable to the District Scout Council.

5c.2.3.2
District Trustee Board membership
The members of the District Trustee Board are:

a) Ex officio
The ex officio roles are defined in POR 5b.3.3.5(a).

b) Appointed District Trustees (including Chair and Treasurer) are persons appointed by the District Scout Council as described in POR 5b.3.3.5(b).

The selection process for appointed District Trustees must follow POR 5b.3.3.5(b) and POR 5b.3.3.6.

c) Co-opted Trustees are persons co-opted by the District Trustee Board, see POR 5b.3.3.5(c). Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by District Scout Council resolution at the AGM.

The selection process for co-opted Trustees must follow POR 5b.3.3.5(c) and POR 5b.3.3.6.

5c.2.4 District Scout Council – Annual General Meeting

5c.2.4.1
To support the planning and delivery of a District AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5c.2.4.2
Each District Scout Council must hold an Annual General Meeting (AGM) within six months of the end of the District's financial year. The District should give four weeks' notice of the date of the AGM.

5c.2.4.3
The AGM must:

a) Undertake governance oversight by
   a. approving the minutes of the previous District AGM
   b. adopting (or re-adopting) the constitution of the District (POR 5c.2)
   c. noting the dates of District's financial year
   d. approving appointed and community members of the District Scout Council
   e. agreeing the maximum total number of members of the District Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
   f. agree the quorum for future meetings of the District Scout Council

b) Review the previous financial year by
   a. receiving from the District Lead Volunteer an overview of the past 12 months of activity in the District
   b. receiving and considering the District Trustees' Annual Report and the annual statement of accounts which have been approved by the District Trustee Board.

c) Make appointments
   a. appoint a Chair of the District Trustee Board, following recommendation from the selection process initiated by the District Trustee Board.
   b. appoint a Treasurer of the District Trustee Board, following recommendation from the selection process initiated by the District Trustee Board.
   c. appoint other members of the District Trustee Board, following recommendation from the selection process initiated by the District Trustee Board.
   d. approve the appointment of any District Presidents or District Vice Presidents and note current appointees (if any).

e. appoint (or re-appoint) an auditor or independent examiner (see POR 5e.3)

f. nominate two representatives of the District Scout Council, in addition to those ex-officio members detailed in POR 5b.3.2.6, to represent the District on the County Scout Council.

5c.2.5 District Trustee Board – purpose

5c.2.5.1
The District Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the District is meeting The Scout Association's overall aims and strategic goals.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5c.2.5.2
Members of the District Trustee Board must act collectively as charity Trustees of the District (whether or not it is a charity in law), and in the best interests of the District and its members.

5c.2.5.3
The District Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

a) the District is:
   a. well managed
   b. carrying out its purposes for the public benefit
   c. complying with the District's governing document and the law
   d. managing the District's resources responsibly

b) The District is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in POR Chapter 2a.

c) Young people are meaningfully involved in decision making at all levels

d) The District has sufficient resources (funds, people, property and equipment) available to meet the planned work of the District including delivery of the high quality programme and resource requirements of the training programme (see POR 4b.7)

5c.2.5.4

The District Trustee Board members must themselves collectively:

a) develop and maintain a risk register, including putting in place appropriate mitigations

b) ensure that the District's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the District

c) ensure that where one of the District's Explorer Units is partnered with a Group and the operational financing is undertaken by the Group, this arrangement is documented in the Partnership Agreement, and the finance arrangements must follow this guidance.

d) maintain and manage:

   a. a reserves policy for the District. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the District, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts

   b. an investment policy for the District

   c. a public benefit statement for the District

e) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the District is properly protected and maintained

f) ensure the appointment and management and operation of any sub-teams created in line with POR 5c.2.5.5, including appointing a Chair to lead the sub-teams. This should normally be one of the District's Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in POR Chapter 16).

g) ensure that effective administration is in place to support the work of the District Trustee Board

h) appoint any co-opted members of the District Trustee Board

i) ensure transparency of operation, including:

   a. prepare and approve the Annual Accounts and arrange their examination by an auditor or independent examiner as appropriate and as appointed by the District Scout Council at their AGM

   b. prepare and approve the District Trustees' Annual Report which must include the Annual Accounts and include the report from the auditor or independent examiner

   c. present the approved Trustees' Annual Report and Annual Accounts to the District Scout Council for their consideration at the District's AGM

d. following the District AGM, ensure that the District Trustee Board administration:
   - files a copy of the District Trustees' Annual Report and Accounts as described in POR 5e.2.1.2 and POR 5e.2.1.3.
   - records all District Trustees on the membership system, and ensures that the necessary eligibility checks are promptly concluded (should be by no later than 30 days following the AGM)
   - if the District is registered with their regulator, updates the District's registration details to list all District Trustees

j) take responsibility for the District's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor, including the Trustee Board responsibilities listed at POR 2a.3.2.1.

k) individually and collectively maintain confidentiality regarding appropriate District Trustee Board business

l) put in place annually an open and transparent selection process to recommend to the District Scout Council appropriate persons to be appointed members of the District Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed or re-selected after years 1 and 2).

m) where staff are employed:
   a. act as a responsible employer in accordance with Scouts' values and relevant legislation
   b. ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
   c. ensure that appropriate specific employee insurance is in place (POR 5g.4.1.2(j))

5c.2.5.5

a) A District Trustee Board may create sub-teams it deems necessary to support its governance function (see POR 5c.2.5.4(f)). The District Trustee Board must ensure that for any sub-team it appoints:
   a. its purpose is governance-focused and not operational
   b. its members are agreed and approved by the District Trustee Board
   c. the District Chair has right of attendance
   d. the District Lead Volunteer has right of attendance

b) Sub-team members are not Trustees of the District unless they are already members of the appointing District Trustee Board.

c) All sub-team members must be recorded on the membership system.

d) If a sub-team consists entirely of non-Trustee members it is good practice for at least one member of the sub-team to have completed the *Being a Trustee in Scouts* learning.

5c.2.5.6
To support effective governance and share good practice, the District Chair and Treasurer should create a support network amongst the Group Chairs and Group Treasurers of the District.

5c.2.6 District Scout Council - Conduct of meetings

5c.2.6.1
The District Scout Council meets at their AGM (POR 5c.2.4).

5c.2.6.2
It would be unusual for there to be additional meetings of the District Scout Council. This is because the primary task of the District Scout Council is to appoint the District Trustee Board. If members resign from the District Trustee Board, POR 16.9.2.2 must be followed, thus rendering an additional District Scout Council meeting unnecessary.

5c.2.6.3
A District Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the District Trustee Board.

5c.2.6.4
District Scout Council meetings are chaired by the District Chair. If the Chair is unable to be present, the Chair may appoint a delegate to chair a meeting of the District Scout Council subject to such appointment being approved at the start of the meeting by a majority of the District Scout Council members present.

5c.2.6.5
Only District Scout Council members, as defined in POR 5c.2.2.3, may vote in District Scout Council meetings.

5c.2.6.6
The quorum for a District Scout Council meeting is agreed by the District Scout Council at their AGM (POR 5c.2.4.3(a)).

If there is no quorum present at a meeting of the District Scout Council, the meeting must be closed and reconvened at the earliest opportunity.

5c.2.6.7
Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5c.2.6.8
To discharge their responsibilities, the District Scout Council may meet by video conference as well as (or instead of) face to face when agreed by the District Chair. The District Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

5c.2.6.9
All meetings of the District Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5c.2.7 District Trustee Board - Conduct of meetings

5c.2.7.1
Meetings of the District Trustee Board should be convened with at least two weeks' notice, though it is good practice to schedule meeting dates well in advance.

Meetings may be convened on shorter notice, using the guidance of POR 5c.2.7.3 to agree the date of the additional meeting.

5c.2.7.2
District Trustee Board meetings are chaired by the District Chair.

If the District Chair is unable to be present at a meeting, the District Trustee Board may choose a member to act as Chair for the duration of the meeting of the District Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5c.2.7.3
Only members of a District Trustee Board as defined in POR 5b.3.3 may vote in meetings of the District Trustee Board.

Trustees (including ex officio Trustees) must have a full appointment as a Trustee before they can vote at, or influence discussion at, a Trustee Board meeting. They can be invited to attend Trustee Board meetings while they have a provisional appointment but may not influence decision making or take part in any voting.

Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

5c.2.7.4

The quorum for a meeting of a District Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the District Trustee Board, the quorum for each sub-team must be set by the District Trustee Board, based on the size of the sub-team and the complexity of its task(s).

If there is no quorum present at a meeting of the District Trustee Board, or a sub-team, the meeting must be closed and reconvened at the earliest opportunity.

5c.2.7.5

To fulfil their responsibilities, the District Trustee Board may meet by video conference or in person, as determined by the District Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

Whether hybrid or in person, it is important that all persons present at a meeting are able to:

a) be seen
b) ask questions
c) join in the debate
d) see, share and display documents such as resolutions

5c.2.7.6

Where urgent matters arise between scheduled meetings of the District Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the District Chair deems it appropriate.

Digital applications other than email are not normally appropriate to be used for such decision making. This includes WhatsApp, Doodle and similar tools, which should only be considered in exceptional circumstances and with the agreement of the District Chair.

For such decisions taken between meetings, a minimum of 75% [round down if necessary] of the total number of Trustees must approve the matter. The results of the vote must be reported to, and recorded in the minutes of, the next District Trustee Board meeting.

Introduction to the Constitution for a County (except Scotland)

This introduction is not part of the model constitution for a County but includes important points of context.

a. This POR 5c.3 version of the constitution must not be used for a County that has no Districts. In such cases, use POR 5c.4 instead.

b. The County constitution must always be used in the context of the rules in POR Chapter 5b. Chapter 5b contains rules which must not be amended.

c. In accordance with POR 5b.3.1.5 and 5b.3.1.6 any amendments or differences to the model constitution at POR 5c.3 below must be agreed at the AGM and fully recorded in the minutes.

d. In the interest of openness, especially for new members of the County Scout Council, the County Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5c.3 Constitution for a County (except in Scotland)

5c.3.1.1 Preamble

This constitution describes the role, membership and operation of the County Scout Council, and the County Trustee Board.

5c.3.1.2 Charitable objects

[POR 1.1]
Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5c.3.2 The County Scout Council

5c.3.2.1
The County Scout Council has a governance role for the charity and makes County Trustee Board appointments other than ex officio and co-opted appointments.

5c.3.2.2
The County Scout Council has no Trustee responsibilities.

5c.3.2.3
The members of the County Scout Council are

a) The ex officio members of the County Scout Council are detailed in POR 5b.3.2.6.

b) The County Scout Council may **appoint** some members as detailed in POR 5b.3.2.8.

c) The County Scout Council may appoint some **community** members. See POR 5b.3.2.9.

d) The maximum number of appointed and community members of a County Scout Council is detailed in POR 5b.3.2.10.

5c.3.2.4
County Trustee Board administration must ensure that appointed County Scout Council Members are recorded locally in the minutes of the County Scout Council meeting which appoints them (normally the AGM). County Scout Council members (whether ex officio or appointed) must not be recorded as such on the membership system.

5c.3.3 The County Trustee Board

5c.3.3.1
The County Trustee Board is responsible for the governance of the County, whether or not it is a charity in law. Although the County Trustee Board is responsible for the charity, it is accountable to the County Scout Council.

5c.3.3.2
County Trustee Board membership

a) The Ex officio County Trustees, as defined in POR 5b.3.3.5(a).

b) Appointed County Trustees (including Chair and Treasurer) are persons appointed by the County Scout Council as described in POR 5b.3.3.5(b).
The selection process for appointed County Trustees must follow POR 5b.3.3.5(b) and POR 5b.3.3.6.

c) Co-opted Trustees are persons co-opted annually by the County Trustee Board [see POR 5b.3.3.5(c)]. Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by County Scout Council resolution at the AGM.

The selection process for co-opted Trustees must follow POR 5b.3.3.5(c) and POR. 5b.3.3.6.County Scout Council - Annual General Meeting

5c.3.4 County Scout Council – Annual General Meeting

5c.3.4.1
To support the planning and delivery of a County AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5c.3.4.2
Each County Scout Council must hold an AGM within six months of the end of the County's financial year. Counties should give four weeks' notice of the date of the AGM.

5c.3.4.3
The AGM must:

a) Undertake governance oversight by
   a. approving the minutes of the previous County AGM
   b. adopting (or re-adopting) the constitution of the County. See POR 5b.3.
   c. noting the dates of County's financial year
   d. approving appointed and community members of the County Scout Council
   e. agreeing the maximum total number of members of the County Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
   f. agreeing the quorum for future meetings of the County Scout Council

b) Review the previous financial year by
   a. receiving from the County Lead Volunteer an overview of the past 12 months of activity in the County
   b. receiving and considering the County Trustees' Annual Report and the annual statement of accounts approved by the County Trustee Board.

c) Make appointments
   a. appoint a Chair of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board
   b. appoint a Treasurer of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board
   c. appoint other members of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board
   d. approve the appointment of any County Presidents or County Vice Presidents, and note current appointees (if any)
   e. appoint (or re-appoint) an auditor or independent examiner (see POR 5e.3)

f. elect representatives of the County Scout Council as per POR 6.5.1.2 to be nominated members of the Council of The Scout Association
g. elect representatives of the County Scout Council as per POR 6.5.1.3 to be nominated youth members (18-24) on the Council of The Scout Association

5c.3.5 County Trustee Board - purpose

5c.3.5.1
The County Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the County is meeting the Scout Association's overall aims and strategic goals.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5c.3.5.2
Members of the County Trustee Board must act collectively as charity Trustees of their County (whether or not it is a charity in law), and in the best interests of the members of the County.

5c.3.5.3
The County Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

a) the County is:
   a. well managed
   b. carrying out its purposes for the public benefit
   c. complying with the County's governing document and the law
   d. managing the County's resources responsibly
b) the County is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in POR Chapter 2a
c) young people are meaningfully involved in decision making at all levels
d) the County has sufficient resources (funds, people, property and equipment) available to meet the planned work of the County, including delivery of the high-quality programme and resource requirements of the training programme (POR 4b.7)

5c.3.5.4
The County Trustee Board members must themselves collectively:

a) develop and maintain a risk register, including putting in place appropriate mitigations

b) ensure that the County's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the County

c) maintain and manage:
   a. a reserves policy for the County. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the County, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts
   b. an investment policy for the County
   c. a public benefit statement for the County

d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the County is properly protected and maintained

e) ensure the appointment and management and operation of any sub-teams created in line with POR 5c.3.5.5, including appointing a Chair to lead the sub-team. This should normally be one of the County's Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in POR Chapter 16).

f) ensure that effective administration is in place to support the work of the County Trustee Board

g) appoint any co-opted members of the County Trustee Board

h) ensure transparency of operation, including:
   a. prepare and approve the Annual Accounts and arrange their examination by an auditor or independent examiner (as appropriate) and as appointed by the County Scout Council at their AGM
   b. prepare and approve the County Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor or independent examiner)
   c. present the approved County Trustees' Annual Report and Annual Accounts to the County Scout Council for their consideration at the County's AGM
   d. following the County AGM, ensure that the County Trustee Board administration:
      - files a copy of the County Trustees' Annual Report and Accounts as described in POR 5e.2.1.2 and POR 5e.2.1.3.
      - records all County Trustees on the membership system, and ensures that the necessary eligibility checks are promptly concluded (should be by no later than 30 days following the AGM)
      - if the County is registered with their regulator, updates the County's registration details to list all County Trustees

i) take responsibility for the County's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor, including the Trustee Board responsibilities listed at POR 2a.3.2.1.

j) individually and collectively maintain confidentiality regarding County Trustee Board business

k) put in place annually an open and transparent selection process to recommend to the County Scout Council appropriate persons to be appointed as members of the County Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed at the end of years 1 and 2).

l) where staff are employed:

   a. act as a responsible employer in accordance with Scouts' values and relevant legislation

   b. ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated

   c. ensure that appropriate specific employee insurance is in place (POR 5g.4.1.2(j))

5c.3.5.5

a) A County Trustee Board may create sub-teams it deems necessary to support its governance function (see POR 5c.3.5.4(e)). . The County Trustee Board must ensure that for any sub-team it appoints:

   a. its purpose is governance-focused and not operational
   b. its members are agreed and approved by the County Trustee Board
   c. the County Chair has right of attendance
   d. the County Lead Volunteer has right of attendance

b) Sub-team members are not Trustees of the County unless they are already members of the appointing County Trustee Board.

c) All sub-team members must be recorded on the membership system.

d) If a sub-team consists entirely of non-Trustee members it is good practice for at least one member of the sub-team to have completed the *Being a Trustee in Scouts* learning.

5c.3.5.6

To support effective governance and share good practice, the County Chair and Treasurer should create a support network amongst the District Chairs and District Treasurers of the District.

5c.3.6 County Scout Council - Conduct of meetings

5c.3.6.1
The County Scout Council meets at their AGM (see POR 5c.3.4).

5c.3.6.2
It would be unusual for there to be additional meetings of the County Scout Council. This is because the primary task of the County Scout Council is to appoint the County Trustee Board. If members resign from the County Trustee Board, POR 16.9.2.2 describes the process to adopt until the next County AGM, thus rendering an additional meeting of the County Scout Council unnecessary.

5c.3.6.3
A County Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the County Trustee Board.

5c.3.6.4
County Scout Council meetings are chaired by the County Chair. If the Chair is unable to be present, the Chair may appoint a delegate to chair a meeting of the County Scout Council subject to such appointment being approved at the start of the meeting by a majority of the County Scout Council members present.

5c.3.6.5
Only County Scout Council members, as defined in POR 5c.3.2.3, may vote in County Scout Council meetings.

5c.3.6.6
The quorum for a County Scout Council meeting is agreed by the County Scout Council at their AGM (see POR 5c.3.4.3(a)).

If there is no quorum present at a meeting of the County Scout Council, the meeting must be closed and reconvened at the earliest available appropriate date.

5c.3.6.7
Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

To discharge their responsibilities, the County Scout Council may meet by telephone or video conference as well as (or instead of) face to face when agreed by the County Chair. The County Scout Council must not 'meet' using any indirect process, such as email.

5c.3.6.8
At any meeting which is not fully face-to-face, there must be an online poll or other electronic method of counting votes.

5c.3.6.9
All meetings of the County Scout Council (whether face-to-face or otherwise) must be properly recorded and minuted.

5c.3.7 County Trustee Board - Conduct of meetings

5c.3.7.1
Meetings of the County Trustee Board should be convened with at least two weeks' notice, though it is good practice to schedule meeting dates well in advance.

Meetings may be convened on shorter notice, using the guidance of POR 5c.3.7.3 to agree the date of the additional meeting.

5c.3.7.2
County Trustee Board meetings are chaired by the County Chair.

If the County Chair is unable to be present at a meeting, the County Trustee Board may choose a member to act as Chair for the duration of the meeting of the County Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5c.3.7.3
Only members of a County Trustee Board as defined in POR 5b.3.3 may vote in meetings of the County Trustee Board.

Trustees (including ex officio Trustees) must have a full appointment as a Trustee before they can vote at, or influence discussion at, a Trustee Board meeting. They can be invited to attend Trustee Board meetings while they have a provisional appointment but may not influence decision making or take part in any voting.

Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

5c.3.7.4
The quorum for a meeting of a County Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the County Trustee Board, the quorum for each sub-team must be set by the County Trustee Board, based on the size of the sub-team and the complexity of its task(s).

If there is no quorum present at a meeting of the County Trustee Board or a sub-team, the meeting must be closed and reconvened at the earliest available appropriate date.

5c.3.7.5
Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting's Chair does not have a casting vote and the matter is taken not to have been carried.

5c.3.7.6
To fulfil their responsibilities, the County Trustee Board may meet by video conference or in person, as determined by the County Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

Whether hybrid or in person, it is important that all persons present at a meeting are able to:

a) be seen
b) ask questions
c) join in the debate
d) see, share and display documents such as resolutions

5c.3.7.7
Where urgent matters arise between scheduled meetings of the County Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the County Chair deems it appropriate.

Digital applications other than email are not normally appropriate to be used for such decision making. This includes WhatsApp, Doodle and similar tools, which should only be considered in exceptional circumstances and with the agreement of the County Chair.

For such decisions taken between meetings, a minimum of 75% of the total number of Trustees [round down if necessary] must approve the matter. The results of the vote must be reported to, and recorded in the minutes of, the next County Trustee Board meeting.

Introduction to the Constitution for a County that has no Districts (except Scotland)

This introduction is not part of the model constitution for a County but includes important points of context.

a) This 5c.4 version of the constitution must be used for a County that has no Districts. In cases where the County has two or more Districts, use POR 5c.3.

Counties that have no Districts include:

a. Each of the five Overseas Territories
b. In England: Bailiwick of Guernsey, Isle of Man, Isle of Wight, Jersey
c. In Wales: Carmarthenshire, Ceredigion, Montgomeryshire, Pembrokeshire, Radnor

b) A County that has no Districts must also pick up several of the District responsibilities – these are incorporated into this 5c.4 version of the constitution.

c) The County constitution must always be used in the context of the rules in POR Chapter 5b. Chapter 5b contains rules which must not be amended.

d) In accordance with POR 5b.3.1.5 and 5b.3.1.6 any amendments or differences to the model constitution at POR 5c.4 below must be agreed at the AGM and fully recorded in the minutes.

e) In the interest of openness, especially for new members of the County Scout Council, the County Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5c.4 Constitution for a County (except in Scotland) that has no Districts

5c.4.1.1 Preamble

This constitution describes the role, membership and operation of the County Scout Council, and the County Trustee Board.

5c.4.1.2 Charitable objects

[POR 1.1]

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

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5c.4.2 The County Scout Council

5c.4.2.1
The County Scout Council has a governance role for the charity and makes County Trustee Board appointments other than ex officio and co-opted appointments.

5c.4.2.2
The County Scout Council has no Trustee responsibilities.

5c.4.2.3
The members of the County Scout Council are

a) The ex officio members of the County Scout Council are detailed in POR 5b.3.2.7
b) The County Scout Council may **appoint** some members as detailed in POR 5b.3.2.8.
c) The County Scout Council may appoint some **community** members. See POR 5b.3.2.9.
d) The maximum number of appointed and community members of a County Scout Council is defined in POR 5b.3.2.10.

5c.4.2.4
County Trustee Board administration must ensure that appointed County Scout Council Members are recorded locally in the minutes of the County Scout Council meeting which appoints them (normally the AGM). County Scout Council members (whether ex officio or appointed) must not be recorded as such on the membership system.

5c.4.3 The County Trustee Board

5c.4.3.1
The County Trustee Board is responsible for the governance of the County, whether or not it is a charity in law. Although the County Trustee Board is responsible for the charity, it is accountable to the County Scout Council.

5c.4.3.2
County Trustee Board membership

a) The Ex officio County Trustees, as defined in POR 5b.3.3.5(a).
b) Appointed County Trustees (including Chair and Treasurer) are persons appointed by the County Scout Council as described in POR 5b.3.3.5(b).
The selection process for appointed County Trustees must follow POR 5b.3.3.5(b) and POR 5b.3.3.6.

c) Co-opted Trustees are persons co-opted annually by the County Trustee Board [see POR 5b.3.3.5(c)]. Their term of appointment is a maximum of 12 months (though re-appointment is permitted).

The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer. If a co-option is required mid-year because of a vacancy arising, then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by County Scout Council resolution at the AGM.

The selection process for co-opted Trustees must follow POR 5b.3.3.5(c) and POR 5b.3.3.6.

5c.4.4 County Scout Council - Annual General Meeting

5c.4.4.1
To support the planning and delivery of a County AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5c.4.4.2
Each County Scout Council must hold an AGM within six months of the end of the County's financial year. Counties should give four weeks' notice of the date of the AGM.

5c.4.4.3
The AGM must:

a) Undertake governance oversight by
   a. approving the minutes of the previous County AGM
   b. adopting (or re-adopting) the constitution of the County. See POR 5b.3.
   c. noting the dates of the County's financial year
   d. approving appointed and community members of the County Scout Council
   e. agreeing the maximum total number of members of the County Trustee Board (this is one number representing the total of ex officio, appointed and co-opted members)
   f. agreeing the quorum for future meetings of the County Scout Council

b) Review the previous financial year by
   a. receiving from the County Lead Volunteer an overview of the past 12 months of activity in the County
   b. receiving and considering the County Trustees' Annual Report and the annual statement of accounts approved by the County Trustee Board.

c) Make appointments
    a. appoint a Chair of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board
    b. appoint a Treasurer of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board
    c. appoint other members of the County Trustee Board, following recommendations from the selection process initiated by the County Trustee Board
    d. approve the appointment of any County Presidents or County Vice Presidents, and note current appointees (if any)
    e. appoint (or re-appoint) an auditor or independent examiner as (see POR 5e.3)
    f. elect representatives of the County Scout Council as per POR 6.5.1.2 to be nominated members of the Council of The Scout Association
    g. elect representatives of the County Scout Council as per POR 6.5.1.3 to be nominated youth members (18-24) on the Council of The Scout Association.

5c.4.5 County Trustee Board - purpose

5c.4.5.1
The County Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance, working to ensure that the County is meeting the Scout Association's overall aims and strategic goals.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5c.4.5.2
Members of the County Trustee Board must act collectively as charity Trustees of their County (whether or not it is a charity in law), and in the best interests of the County and its members,.

5c.4.5.3
The County Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

a) the County is:
    a. well managed
    b. carrying out its purposes for the public benefit
    c. complying with the County's governing document and the law

   d. managing the County's resources responsibly

b) the County is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in POR Chapter 2a

c) young people are meaningfully involved in decision making at all levels

d) the County has sufficient resources (funds, people, property and equipment) available to meet the planned work of the County, including delivery of the high-quality programme and resource requirements of the training programme (POR 4b.7)

5c.4.5.4

The County Trustee Board members must themselves collectively:

a) develop and maintain a risk register, including putting in place appropriate mitigations

b) ensure that the County's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the County

n) ensure that where one of the County's Explorer Units is partnered with a Group and the operational financing is undertaken by the Group, this arrangement is documented in the Partnership Agreement, and the finance arrangements must follow this guidance.

c) maintain and manage:

   a. a reserves policy for the County. This must address the minimum reserves that should be maintained to allow for difficult financial circumstances in the County, and must also include a statement about how reserves outside that 'minimum' will be used for development of Scouts

   b. an investment policy for the County

   c. a public benefit statement for the County

d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the County is properly protected and maintained

e) ensure the appointment and management and operation of any sub-teams created in line with POR 5c.4.5.5, including appointing a Chair to lead the sub-team. This should normally be one of the County's Trustees. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in POR Chapter 16).

f) ensure that effective administration is in place to support the work of the County Trustee Board

g) appoint any co-opted members of the County Trustee Board

h) ensure transparency of operation, including:

a. prepare and approve the Annual Accounts and arrange their examination by an auditor or independent examiner (as appropriate) and as appointed by the County Scout Council at their AGM
b. prepare and approve the County Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor or independent examiner)
c. present the approved County Trustees' Annual Report and Annual Accounts to the County Scout Council for their consideration at the County's AGM
d. following the County AGM, ensure that the County Trustee Board administration:
    - files a copy of the County Trustees' Annual Report and Accounts as described in POR 5e.2.1.2 and POR 5e.2.1.3.
    - records all County Trustees on the membership system, and ensures that the necessary eligibility checks are promptly concluded (should be by no later than 30 days following the AGM)
    - if the County is registered with their regulator, updates the County's registration details to list all County Trustees

i) take responsibility for the County's adherence to Data Protection Legislation recognising that, dependent on circumstances, it may at different times act as a Data Controller and as a Data Processor, including the Trustee Board responsibilities listed at POR 2a.3.2.1.

j) individually and collectively maintain confidentiality regarding County Trustee Board business

k) put in place annually an open and transparent selection process to recommend to the County Scout Council appropriate persons to be appointed as members of the County Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed at the end of years 1 and 2).

l) where staff are employed:
    a. act as a responsible employer in accordance with Scouts' values and relevant legislation
    b. ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated
    c. ensure that appropriate specific employee insurance is in place (POR 5g.4.1.2(j))

5c.4.5.5

a) The County Trustee Board may create sub-teams it deems necessary to support its governance function (see POR 5c.4.5.4(f)). . The County Trustee Board must ensure that for any sub-team it appoints:
    a. its purpose is governance-focused and not operational
    b. its members are agreed and approved by the County Trustee Board
    c. the County Chair has right of attendance
    d. the County Lead Volunteer has right of attendance

b) Sub-team members are not Trustees of the County unless they are already members of the County Trustee Board.

c) All sub-team members must be recorded on the membership system.

d) If a sub-team consists entirely of non-Trustee members it is good practice for at least one member of the sub-team to have completed the *Being a Trustee in Scouts* learning.

5c.4.5.6

To support effective governance and share good practice, the County Chair and Treasurer should create a support network amongst the Group Chairs and Group Treasurers of the County

5c.4.6 County Scout Council - Conduct of meetings

5c.4.6.1

The County Scout Council meets at their AGM (see POR 5c.4.4).

5c.4.6.2

It would be unusual for there to be additional meetings of the County Scout Council. This is because the primary task of the County Scout Council is to appoint the County Trustee Board. If members resign from the County Trustee Board, POR 16.9.2.2 describes the process to adopt until the next County AGM, thus rendering an additional meeting of the County Scout Council unnecessary.

5c.4.6.3

A County Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the County Trustee Board.

5c.4.6.4

County Scout Council meetings are chaired by the County Chair. If the Chair is unable to be present, the Chair may appoint a delegate to chair a meeting of the County Scout Council

subject to such appointment being approved at the start of the meeting by a majority of the County Scout Council members present.

5c.4.6.5
Only County Scout Council members, as defined in POR 5c.4.2.3, may vote in County Scout Council meetings.

5c.4.6.6
The quorum for a County Scout Council meeting is agreed by the County Scout Council at their AGM (see 5c.4.4.3(a)).

If there is no quorum present at a meeting of the County Scout Council, the meeting must be closed and reconvened at the earliest available appropriate date.

5c.4.6.7
Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

To discharge their responsibilities, the County Scout Council may meet by telephone or video conference as well as (or instead of) face to face when agreed by the County Chair. The County Scout Council must not 'meet' using any indirect process, such as email.

5c.4.6.8
At any meeting which is not fully face-to-face, there must be an online poll or other electronic method of counting votes.

5c.4.6.9
All meetings of the County Scout Council (whether face-to-face or otherwise) must be properly recorded and minuted.

5c.4.7 County Trustee Board - Conduct of meetings

5c.4.7.1
Meetings of the County Trustee Board should be convened with at least two weeks' notice, though it is good practice to schedule meeting dates well in advance.

Meetings may be convened on shorter notice, using the guidance of POR 5c.4.7.3 to agree the date of the additional meeting.

5c.4.7.2
County Trustee Board meetings are chaired by the County Chair.

If the County Chair is unable to be present at a meeting, the County Trustee Board may choose a member to act as chair for the duration of the meeting of the County Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

5c.4.7.3
Only members of a County Trustee Board as defined in POR 5b.3.3 may vote in meetings of the County Trustee Board.

Trustees (including ex officio Trustees) must have a full appointment as a Trustee before they can vote at, or influence discussion at, a Trustee Board meeting. They can be invited to attend Trustee Board meetings while they have a provisional appointment but may not influence decision making or take part in any voting.

5c.4.7.4
The quorum for a meeting of a County Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one [round down if necessary]. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the County Trustee Board, the quorum for each sub-team must be set by the County Trustee Board, based on the size of the sub-team and the complexity of its task(s).

If there is no quorum present at a meeting of the County Trustee Board or a sub-team, the meeting must be closed and reconvened at the earliest available appropriate date.

5c.4.7.5
Decisions are made by a majority of votes cast by the Trustees present at the meeting. In the event of an equal number of votes being cast on either side, the meeting's Chair does not have a casting vote and the matter is taken not to have been carried.

5c.4.7.6
To fulfil their responsibilities, the County Trustee Board may meet by video conference or in person, as determined by the County Chair. This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.
Whether hybrid or in person, it is important that all persons present at a meeting are able to:

a) be seen
b) ask questions
c) join in the debate
d) see, share and display documents such as resolutions

5c.4.7.7

Where urgent matters arise between scheduled meetings of the County Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the County Chair deems it appropriate.

Digital applications other than email are not normally appropriate to be used for such decision making. This includes WhatsApp, Doodle and similar tools, which should only be considered in exceptional circumstances and with the agreement of the County Chair.

For such decisions taken between meetings, a minimum of 75% of the total number of Trustees must approve the matter [round down if necessary]. The results of the vote must be reported to, and recorded in the minutes of, the next County Trustee Board meeting.

Chapter 5d

Constitutions for Scottish Groups, Districts and Regions

(see Chapter 5c for constitutions for other Groups, Districts, Counties)

Chapter contents

5d.1 Constitution for a Group (Scotland)

5d.2 Constitution for a District (Scotland)

5d.3 Constitution for a Region (Scotland)

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

Introduction to the Constitution for a Group (Scotland)

This introduction is not part of the model constitution for a Group but includes important points of context.

a) The Group constitution must always be used in the context of the rules in POR Chapter 5b – these POR rules must not be amended.

b) In accordance with POR 5b.3.1.5, any amendments or differences to the model constitution at POR 5d.1 below (and noting (a) above) must be agreed at the AGM and fully recorded in the minutes of the AGM.

c) In the interest of openness, especially for new members of the Group Scout Council, the Group Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5d.1 Constitution for a Group (Scotland)

5d.1.1.1 Compliance

All Scout Groups must adhere to the current edition of Policy, Organisation and Rules of The Scout Association.

5d.1.1.2 Charitable objects

[POR 1.1]
Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5d.1.2 Group Scout Council

5d.1.2.1
The Group Scout Council has a governance role for the Group (whether or not it is a charity in law) and, in particular, appoints the Group Trustee Board. The Trustee Board is responsible for the governance of the Group and is accountable to the Group Scout Council.

5d.1.2.2
The Group Scout Council has no Trustee responsibilities.

5d.1.2.3
Membership of the Scout Council does not provide membership of Scouts.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.1.3 Group Scout Council Membership

5d.1.3.1

The ex-officio members of the Group Scout Council are:

a) All adult members of the Group – see Group roles listed in the POR Chapter 16 Teams Table
b) all Young Leaders who are members of a Section Team of one of the Group's sections
c) All Patrol Leaders of the Troop(s) in the Group
d) All parents or carers of Squirrels, Beavers, Cubs and Scouts in the Group
e) all Explorers of an Explorer Unit partnered with the Group, if so specified in a Partnership Agreement between the Unit, the Group and the District
f) all members of the Explorer Section Team of an Explorer Unit partnered with the Group, if so specified in a Partnership Agreement between the Unit, the Group and the District
g) all parents or carers of Explorers of an Explorer Unit partnered with the Group, if so specified in a Partnership Agreement between the Unit, the Group and the District
h) The Sponsoring Authority, where there is one, or its nominee
i) The District Lead Volunteer
j) The District Trustee Board Chair

5d.1.3.2

The Group Scout Council may appoint some members, on the recommendation of the Group Trustee Board. See POR 5b.3.2.8.

Appointed members of the Group Scout Council are other supporters of the Group appointed by the Group Scout Council on the recommendation of the Group Trustee Board for a fixed period not exceeding three years.

A Group Scout Council does not need to have any appointed members.

5d.1.3.3

The Group Scout Council may appoint some community members. See POR 5b.3.2.9.

Community members of a Group Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.

A Group Scout Council does not need to have any community members.

5d.1.3.4

The total number of appointed and community members of a Group Scout Council must not exceed the number of ex officio members

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.1.3.5
The Regional Lead Volunteer has a right of attendance at all Group Scout Council meetings in the Region.

5d.1.3.6
Membership of the Group Scout Council ends when the:

a) member resigns
b) member no longer qualifies as a member of the Group Scout Council
c) Group Scout Council is dissolved
d) member's membership is terminated by UK Headquarters following a recommendation by the Group Trustee Board

5d.1.4 Annual General Meeting

5d.1.4.1
To support the planning and delivery of a Group AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5d.1.4.2
The Group Scout Council must hold an Annual General Meeting within six months of the end of the Group's financial year.

5d.1.4.3
The Annual General Meeting must:

a) Undertake governance oversight
    a. Approve the minutes of the previous Annual General Meeting
    b. Adopt (or re-adopt) the constitution of the Scout Group
    c. Note the dates of the Group's financial year
    d. Approve appointed and community members of the Group Scout Council (if any)
    e. Agreeing the maximum total number of members of the Group Trustee Board (this is one number representing the total of ex officio, appointed and co-opted Trustees)
    f. Agree the quorum for meetings of the Group Scout Council
b) Review the previous year
    a. Receive and consider the Trustees' Annual Report, including the annual statement of accounts prepared by the Trustee Board
    b. The accounts must have been examined by an appropriate auditor or independent examiner
    c. The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor or independent examiner
c) Make appointments
    a. Approve the appointment of the Chair of the Group Trustee Board

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

b. Approve the appointment of the Treasurer of the Group Trustee Board
c. Approve the appointment of members of the Group Trustee Board

   Vacancies for appointed Trustees (including Chair and Treasurer) only occur at the end of their period of appointment. For example, a Group Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.

   The proposal from the Trustee Board is received by the Group Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Group Scout Council. The action of the Group Scout Council is to approve or not approve the proposed names from the Trustee Board.

d. Approve the appointment of any Group Presidents or Group Vice Presidents
e. Appoint (or re-appoint) an auditor or independent examiner (see POR 5e.3.1.1)

5d.1.4.4
Following each Annual General Meeting, all appointed Trustees must be recorded on the membership system and the Trustees' Annual Report and Accounts must be filed as required (POR 5e.2.1.2.and POR 5e.2.1.3)

As per OSCR's regulations (Charities (Regulation and Administration) (Scotland) Act 2023), all registered charities must also provide all trustee details to OSCR for publication unless granted an exemption by OSCR directly.

5d.1.4.5
Group Trustee Board administration must ensure that appointed Group Scout Council Members are recorded locally in the minutes of the Group Scout Council meeting which appoints them (normally the AGM). Group Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on The Scout Association's membership system.

5d.1.4.6
The Group Trustee Board will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting. These Minutes cannot be formally approved until the Group's next Annual General Meeting.

5d.1.4.7
Governance roles must be distinct to help manage conflict of interest. The roles of Chair and Treasurer must not be combined in any way.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.1.4.8
Apart from the AGM the Group Scout Council will only be required to meet under the circumstances of an Extraordinary General Meeting. The notice of the AGM and any EGM shall be sent at least four weeks in advance to all those eligible to attend. This notice may be sent by written or electronic means.

5d.1.5 The Group Trustee Board - Purpose

5d.1.5.1
The Group Trustee Board is a team of volunteers who work together, as Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

5d.1.5.2
Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5d.1.5.3
Members of the Group Trustee Board must act collectively as Charity Trustees (if the Scout Group is a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interest of the Group and its members to:

a) Ensure the Group is well managed, carrying out its purposes for the public benefit, complying with the Group's governing document and the law and managing the Group's resources responsibly.
b) Comply with Policy, Organisation and Rules of the Scout Association, including effective management of the Key Policies listed in POR Chapter 2a
c) Ensure that young people are meaningfully involved in decision making at all levels of the Group
d) Provide sufficient resources (funds, people, property and equipment) to meet the planned work of the Group including delivery of the high-quality programme
e) Ensure that a positive image of Scouts exists in the local community
f) Develop and maintain a risk register, including putting in place appropriate mitigations
g) Ensure that the Group's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Group
h) Maintain and manage a reserves policy for the Group (including a plan for use of reserves outside of the minimum), an investment policy for the Group and a public benefit statement for the Group

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

i) Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Group is properly protected and maintained

a) Ensure that where the Group is partnered with an Explorer Unit and the operational financing is undertaken by the Group, this arrangement must be documented in the Partnership Agreement, and the finance arrangements must follow this guidance

j) Promote and support the development of Scouts in the local area

k) Manage the Group's finances including the raising of funds and ensure that the assets are to be applied solely for the purposes, management and administration of Scouts.

l) Appoint and manage the operation of any sub-teams of the Trustee Board created in line with POR 5d.1.5.4, including appointing a Chair to lead the sub-teams. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in POR Chapter 16).

m) Ensure that effective administration is in place to support the work of the Trustee Board

n) Appoint any Co-opted members of the Trustee Board

o) Prepare and approve the Trustees' Annual Report and Annual Accounts after their examination by an appropriate auditor or independent examiner and as appointed by the Scout Council at their Annual General Meeting

p) Present the Annual Report and Annual Accounts to the Group Scout Council at their Annual General Meeting

File a copy the Annual Report and Annual Accounts with the District Trustee Board and, if a registered charity, with the Office of the Scottish Charity Regulator (OSCR, see POR 5e.2.1.2 and POR 5e.2.1.3)

Take responsibility for adherence to Data Protection Legislation recognising that, depending on circumstances, it will at times act as a Data Controller and as a Data Processor, including the Trustee Board responsibilities listed at POR 2a.3.2.1.

q) Maintain confidentiality with regard to appropriate Trustee Board business

r) Apply a transparent selection process to recommend to the Group Scout Council appropriate members of the Group Trustee Board

s) Where staff are employed, act as a responsible employer in accordance with the Scouts' values and relevant legislation, ensure effective line management responsibilities for employed staff are clearly established and communicated and ensure that appropriate specific employee insurance is in place (POR 5g.4.1.2(j))

t) Provide support to the Group Lead Volunteer, when required, to assist the opening, change, merging or closing of sections in the Group as necessary

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.1.5.4

a) The Group Trustee Board may create sub-teams it deems necessary to support its governance function (see POR 5d.1.5.3(l)). . The Group Trustee Board must ensure that for any sub-team it appoints:
    a. its purpose is governance-focused and not operational
    b. its members are agreed and approved by the Group Trustee Board
    c. the Regional Chair has right of attendance
    d. the Regional Lead Volunteer has right of attendance

b) Sub-team members are not Trustees of the Group unless they are already members of the Group Trustee Board.

c) All sub-team members must be recorded on the membership system.

d) If a sub-team consists entirely of non-Trustee members it is good practice for at least one member of the sub-team to have completed the *Being a Trustee in Scouts* learning.

5d.1.6 Membership of the Group Trustee Board

5d.1.6.1

Subject to conflict of interest rules, a Trustee may be a member of more than one Trustee Board.

Ex officio, appointed and co-opted members of the Group Trustee Board are charity Trustees (if the Scout Group is a registered charity) or have the same duties and responsibilities as charity Trustees (if the Scout Group is not a registered charity).

People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

5d.1.6.2

Certain people are disqualified from being charity Trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

5d.1.6.3

All Trustees must complete learning as specified in Policy, Organisation and Rules.

5d.1.6.4

The Group Trustee Board consists of:

a) The Group Chair

b) The Group Treasurer

c) The Group Lead Volunteer

    Where there are joint role holders, only one of them may be an ex officio member of the Group Trustee Board. This should be decided in consultation with the Group Lead Volunteers and the Group Chair.

However, each role holder of any of the above roles must be eligible to be a Trustee (as specified in POR 16.1.3.1(d) and (e))

d) A maximum of nine further appointed or co-opted Trustees. A Group Trustee Board should consist of between 5 and 12 Trustees.

The selection process for appointed Trustees must follow POR 5b.3.3.5(b) and POR 5b.3.3.6.

Co-opted members are persons co-opted annually by the Group Trustee Board. They are not appointed by the Group Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer.

If a co-option is required mid-year because of a vacancy arising (see 5d.1.6.8), then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Scout Council resolution at the AGM.

5d.1.6.5
The District Lead Volunteer, District Chair and the Regional Lead Volunteer each have a right of attendance at all Group Trustee Boards.

5d.1.6.6
The Sponsoring Authority, or its nominee, has a right of attendance at a Group Trustee Board.

5d.1.6.7
Each Group Trustee Board requires effective administration. The administration can be provided by one or more persons as appropriate to the Group.

The administration role(s) are 'operational' role(s) and will typically be member(s) of the Group Leadership Team or one of its sub-teams.

A Trustee Board member should not take minutes at a Trustee Board meeting, as it makes it difficult for them to properly contribute to the meeting and meet their trustee responsibilities.

More information is available about tools to support Trustee Boards.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.1.6.8
If a Group Trustee Board Chair, or Treasurer resigns, filling the vacancy as soon as possible should be prioritised. All actions must be taken by a majority vote of the Trustees, with vacancies of the role of Chair being discussed with the Group Lead Volunteer. These appointments are short term until the next annual general meeting.

The Trustees must either:

a) Appoint a current Trustee to the role, or
b) Co-opt a Trustee to take the role, subject to the provisions in the Group's constitution for co-opting Trustees

There is no role of acting Chair or acting Treasurer.

5d.1.6.9
In extreme circumstances, the Group Lead Volunteer may act as Chair for a short period of time.

5d.1.7 Group Scout Council – Conduct of meetings

5d.1.7.1
The Group Scout Council meets at their AGM (POR 5b.3.2).

5d.1.7.2
It would be unusual for there to be additional meetings of the Group Scout Council. This is because the primary task of the Group Scout Council is to appoint the Group Trustee Board. If members resign from the Group Trustee Board, POR 16.9.2.2 must be followed, thus rendering an additional meeting of the Group Scout Council unnecessary.

5d.1.7.3
A Group Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Group Trustee Board.

5d.1.7.4
The Group Chair chairs meetings of the Group Scout Council meetings. If the Group Chair is unable to be present, the Group Chair may appoint a delegate to chair a meeting of the Group Scout Council subject to such appointment being approved at the start of the meeting by a majority of the Group Scout Council members present.

5d.1.7.5
Only Group Scout Council members, as defined in POR 5d.1.3, may vote in Group Scout Council meetings.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.1.7.6
The quorum for a Group Scout Council meeting is agreed by the Group Scout Council at their AGM (POR 5b.1.4.2(a)).

If there is no quorum present at a meeting of the Group Scout Council, the meeting must be closed and reconvened at the earliest available opportunity.

5d.1.7.7
Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5d.1.7.8
To discharge their responsibilities, the Group Scout Council may meet by video conference as well as, or instead of, face to face when agreed by the Group Chair. The Group Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

5d.1.7.9
All meetings of the Group Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5d.1.7.10
Minutes of Scout Council meetings, approved by the Chair and reviewed by the Trustee Board should be circulated to all members in advance of the next meeting. All minutes to be retained and safely kept.

5d.1.8 Group Trustee Board – Conduct of Meetings

5d.1.8.1
Meetings of the Group Trustee Board should be convened with at least two weeks' notice, though it is good practice to schedule meeting dates well in advance.

Meetings may be convened on shorter notice, using the guidance of POR 5d.1.8.2 to agree the date of the additional meeting.

5d.1.8.2
Only members of a Group Trustee Board as defined in POR 5b.3.3 may vote in meetings of the Group Trustee Board.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

Trustees (including ex officio Trustees) must have a full appointment as a Trustee before they can vote at, or influence discussion at, a Trustee Board meeting. They can be invited to attend Trustee Board meetings while they have a provisional appointment but may not influence decision making or take part in any voting.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is deemed not to have been carried.

5d.1.8.3
The quorum for a Group Trustee Board meeting is one third of the Trustees (ex officio plus appointed plus co-opted) [round down if necessary] plus one. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the Group Trustee Board, the quorum must be set by the Group Trustee Board, based on the size of the sub-team and the complexity of its task(s).

5d.1.8.4
Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is deemed not to have been carried.

5d.1.8.5
The Group Trustee Board can meet by telephone conference or video conference as well as face to face in order to discharge their responsibilities when agreed by the appropriate Chair.

This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

Whether hybrid or in person, it is important that all persons present at a meeting are able to:

- be seen
- ask questions
- join in the debate
- see, share and display documents such as resolutions

5d.1.8.6
Minutes, approved by the Chair should be circulated to all members of the Trustee Board as soon as possible. All minutes to be retained and safely kept.

5d.1.8.7
Where urgent matters arise between scheduled meetings of the Group Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the Group Chair deems it appropriate.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

Digital applications other than email are not normally appropriate to be used for such decision making. This includes WhatsApp, Doodle and similar tools, which should only be considered in exceptional circumstances and with the agreement of the Group Chair.

For such decisions taken between meetings, a minimum of 75% [round down if necessary] of the total number of Trustees must approve the matter. The results of the vote must be reported to, and recorded in the minutes of, the next Group Trustee Board meeting.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

Introduction to the Constitution for a District (Scotland)

This introduction is not part of the model constitution for a District but includes important points of context.

a) The District constitution must always be used in the context of the rules in POR Chapter 5b – these POR rules must not be amended.

b) In accordance with POR 5b.3.1.5, any amendments or differences to the model constitution at POR 5d.2 below (and noting (a) above) must be agreed at the AGM and fully recorded in the minutes of the AGM.

c) In the interest of openness, especially for new members of the District Scout Council, the District Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5d.2 Constitution for a District (Scotland)

5d.2.1.1 Compliance

All Scout Districts must adhere to the current edition of Policy, Organisation and Rules of The Scout Association.

5d.2.1.2 Charitable objects

[POR 1.1]
Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

5d.2.2 The District Scout Council

5d.2.2.1

The District Scout Council has a governance role for the District (whether or not it is a charity in law) and, in particular, appoints the District Trustee Board.

5d.2.2.2

The geographical boundaries of the District are agreed between the District Scout Council and the Regional Scout Council. The Trustee Board is responsible for the governance of the Distruct and is accountable to the Scout Council.

5d.2.2.3

The District Scout Council has no Trustee responsibilities.

5d.2.2.4

Membership of the Scout Council does not provide membership of Scouts.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.2.3 District Scout Council Membership

5d.2.3.1
The ex-officio members of the District Scout Council are:

a) all adult members with a role in one of the District's teams or sub-teams - see District roles listed in the POR Chapter 16 Teams Table
b) All adults with the following appointments in the Groups in the District
    a. Group Lead Volunteers and Group Leadership Team Members
    b. Section Team Leaders and Team Members
    c. Group Trustee Board members (Chairs, Treasurers, Trustees)
c) All Explorer Scouts (including Young Leaders) in the District
d) All members of the District Scout Network
e) All parents of Explorer Scouts (including Young Leaders)
f) The Regional Lead Volunteer
g) The Regional Trustee Board Chair

5d.2.3.2
The District Scout Council may appoint some members, on the recommendation of the District Lead Volunteer and the District Trustee Board. See POR 5b.3.2.8.

Appointed members of the District Scout Council are other supporters of the District appointed by the District Scout Council on the recommendation of the District Trustee Board for a fixed period not exceeding three years.
A District Scout Council does not need to have any appointed members.

5d.2.3.3
The District Scout Council may appoint some community members. See POR 5b.3.2.9.
Community members of a District Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.
A District Scout Council does not need to have any community members.

5d.2.3.4
The total number of appointed and community members of a District Scout Council must not exceed the number of ex officio members

5d.2.3.5
The Chief Volunteer of Scotland has a right of attendance at all District Scout Council meetings in the Country.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.2.3.6
Membership of the District Scout Council ends when the:

a) member resigns
b) member no longer qualifies as a member of the District Scout Council
c) District Scout Council is dissolved
d) member's membership is terminated by UK Headquarters following a recommendation by the District Trustee Board

5d.2.4 Annual General Meeting

5d.2.4.1
To support the planning and delivery of a District AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5d.2.4.2
The District Scout Council must hold an Annual General Meeting within six months of the end of the Scout District's financial year.

5d.2.4.3
The Annual General Meeting must:

a) Undertake governance oversight
    a. Approve the minutes of the previous Annual General Meeting
    b. Adopt (or re-adopt) the constitution of the Scout District
    c. Note the dates of the Scout District's financial year
    d. Approve appointed and community members of the District Scout Council (if any)
    e. Agreeing the maximum total number of members of the District Trustee Board (this is one number representing the total of ex officio, appointed and co-opted Trustees)
    f. Agree the quorum for meetings of the District Scout Council
b) Review the previous year
    a. Receive and consider the Trustees' Annual Report, including the annual statement of accounts prepared by the Trustee Board
    b. The accounts must have been examined by an appropriate auditor or independent examiner
    c. The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor or independent examiner
c) Make appointments
    a. Approve the appointment of the Chair of the District Trustee Board
    b. Approve the appointment of the Treasurer of the District Trustee Board

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

c. Approve the appointment of members of the District Trustee Board

   Vacancies for appointed Trustees (including Chair and Treasurer) only occur at the end of their period of appointment. For example, a District Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.

   The proposal from the Trustee Board is received by the District Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the District Scout Council. The action of the District Scout Council is to approve or not approve the proposed names from the Trustee Board.

d. Approve the appointment of any District Presidents or District Vice Presidents

e. Appoint (or re-appoint) an auditor or independent examiner (see POR 5e.3.1.1)

f. Nominate two representatives of the District Scout Council, in addition to those ex-officio members detailed in POR 5d.3.3.1(b), to represent the District on the Regional Scout Council

5d.2.4.4
Following each Annual General Meeting, all appointed Trustees must be recorded on the membership system and the Trustees' Annual Report and Accounts must be filed as required (POR 5e.2.1.2.and POR 5e.2.1.3)

As per OSCR's regulations (Charities (Regulation and Administration) (Scotland) Act 2023), all registered charities must also provide all Trustee details to OSCR for publication unless granted an exemption by OSCR directly.

5d.2.4.5
District Trustee Board administration must ensure that appointed District Scout Council Members are recorded locally in the minutes of the District Scout Council meeting which appoints them (normally the AGM). District Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on The Scout Association's membership system.

5d.2.4.6
The District Trustee Board will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting. These Minutes cannot be formally approved until the Scout District's next Annual General Meeting.

5d.2.4.7
Governance roles must be distinct to help manage conflict of interest. The roles of Chair and Treasurer must not be combined in any way.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.2.5 The District Trustee Board - purpose

5d.2.5.1
The District Trustee Board is a team of volunteers who work together, as Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

5d.2.5.2
Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5d.2.5.3
Members of the District Trustee Board must act collectively as Charity Trustees (if the Scout District is a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of the District and its members to:

a) Ensure the District is well managed, carrying out its purposes for the public benefit, complying with the District's governing document and the law and managing the District's resources responsibly.
b) Comply with Policy, Organisation and Rules of the Scout Association, including effective management of the Key Policies listed in POR Chapter 2a
c) Ensure that young people are meaningfully involved in decision making at all levels of the District
d) Provide sufficient resources (funds, people, property and equipment) to meet the planned work of the District including delivery of the high-quality programme and resource requirements of the training programme
e) Ensure that a positive image of Scouts exists in the local community
f) Develop and maintain a risk register, including putting in place appropriate mitigations
g) Ensure that the District's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the District
h) Maintain and manage a reserves policy for the District (including a plan for use of reserves outside of the minimum), an investment policy for the District and a public benefit statement for the District
i) Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the District is properly protected and maintained
j) Promote and support the development of Scouts in the local area

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

k) Manage the District's finances including the raising of funds and ensure that the assets are to be applied solely for the purposes, management and administration of Scouts.

l) Appoint and manage the operation of any sub-teams of the Trustee Board created in line with POR 5d.2.5.4, including appointing a Chair to lead each sub-team. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in POR Chapter 16).

m) Ensure that effective administration is in place to support the work of the Trustee Board

n) Appoint any Co-opted members of the Trustee Board

o) Prepare and approve the Trustees' Annual Report and Annual Accounts after their examination by an appropriate auditor or independent examiner and as appointed by the Scout Council at their Annual General Meeting

p) Present the Annual Report and Annual Accounts to the District Scout Council at their Annual General Meeting

File a copy the Annual Report and Annual Accounts with the Regional Trustee Board and, if a registered charity, with the Office of the Scottish Charity Regulator (OSCR, see POR 5e.2.1.2 and POR 5e.2.1.3)

Take responsibility for adherence to Data Protection Legislation recognising that, depending on circumstances, it will at times act as a Data Controller and as a Data Processor, including the Trustee Board responsibilities listed at POR 2a.3.2.1

q) Maintain confidentiality with regard to appropriate Trustee Board business

r) Apply a transparent selection process to recommend to the District Scout Council appropriate members of the District Trustee Board

s) Where staff are employed, act as a responsible employer in accordance with Scouts values and relevant legislation, ensure effective line management responsibilities for employed staff are clearly established and communicated and ensure that appropriate specific employee insurance is in place (POR 5g.4.1.2(j))

t) Provide support to the District Lead Volunteer, when required, to assist the opening, change, merging or closing of Groups, Explorer Scout Units and Scout Networks in the District as necessary

u) Create a support network amongst Scout Groups, particularly in relation to finance and the Trusteeship of property.

v) Comply with legislation applicable to charities in Scotland

5d.2.5.4

a) The District Trustee Board may create sub-teams it deems necessary to support its governance function (see POR 5d.2.5.3(l)). . The District Trustee Board must ensure that for any sub-team it appoints:

    a. its purpose is governance-focused and not operational

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

   b. its members are agreed and approved by the District Trustee Board
   c. the District Chair has right of attendance
   d. the District Lead Volunteer has right of attendance

b) Sub-team members are not Trustees of the District unless they are already members of the District Trustee Board.

c) All sub-team members must be recorded on the membership system.

d) If a sub-team consists entirely of non-Trustee members it is good practice for at least one member of the sub-team to have completed the *Being a Trustee in Scouts* learning.

5d.2.5.5
The District Trustee Board may enact and from time to time alter such Bylaws as it may consider appropriate for the regulation of its procedures and the powers and procedures of its sub-teams, provided that any changes in the Bylaws shall be reported to the next Annual General Meeting of the District Scout Council.

5d.2.5.6 `
All ex officio, appointed and co-opted members of the District Trustee Board shall serve as charity Trustees for the District Scout Council, and in that capacity, they shall have the fullest powers to administer and manage the District Scout Council's affairs in furtherance of its charitable purposes providing that the assets are to be applied solely for the purposes, management and administration of Scouts. In particular, but without limitation, the District Trustee Board shall have power, subject to appropriate disclosure in the next Annual Report to:

a) lend and to borrow
b) invest widely
c) raise funds by levying a subscription on members of the Scouts in the District
d) award grants, including grants to one or more of their members
e) engage one or more of their members or their relations, either directly or through a connected company or firm, to provide services on a commercial basis which they are suitably qualified to provide to grant honoraria, including honoraria to one or more of their members
f) reimburse one or more of their members from the District Scout Council's funds for all or part of any expenses reasonably incurred in the course of their duties.

5d.2.5.7
The District Trustee Board meetings should be held at least four times per year and distributed equally across the year.

5d.2.6 Membership of the District Trustee Board

5d.2.6.1
Subject to conflict of interest rules, a Trustee may be a member of more than one Trustee Board. Ex officio, appointed and co-opted members of the District Trustee Board are charity Trustees (if the Scout District is a registered charity) or have the same duties and responsibilities as Charity Trustees if they are not. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

5d.2.6.2
Certain people are disqualified from being charity Trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

5d.2.6.3
All Trustees must complete learning as specified in Policy, Organisation and Rules.

5d.2.6.4
At District, all Trustee Boards and any sub-teams should, wherever possible, have as full voting members at least two people aged between their 18th and 25th birthdays.

5d.2.6.5
The District Trustee Board consists of:

a) The District Chair
b) The District Treasurer
c) The District Lead Volunteer (ex-officio)

   Where there are joint role holders, only one of them may be an ex officio member of the District Trustee Board. This should be decided in consultation with the District Lead Volunteers and the District Chair.

   However, each role holder of any of the above roles must be eligible to be a Trustee (as specified in POR 16.1.3.1(d) and (e))
d) The District Youth Lead (ex-officio)
e) A maximum of eight further appointed or co-opted Trustees. A District Trustee Board should consist between 5 and 12 Trustees.

   The selection process for appointed Trustees must follow POR 5b.3.3.5(b) and POR 5b.3.3.6.

   Co-opted members are persons co-opted annually by the District Trustee Board. They are not appointed by the District Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

If a co-option is required mid-year because of a vacancy arising (POR 5d.2.6.8), then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Scout Council resolution at the AGM.

5d.2.6.6
The Regional Lead Volunteer and the Regional Chair each have the right of attendance at a District Trustee Board.

5d.2.6.7
Each District Trustee Board requires effective administration. The administration can be provided by one or more persons as appropriate to the District.

The administration role(s) are 'operational' role(s) and will typically be member(s) of the District Support Team or one of its sub-teams.

A Trustee Board member should not take minutes at a Trustee Board meeting, as it makes it difficult for them to properly contribute to the meeting and meet their trustee responsibilities.

More information is available about tools to support Trustee Boards.

5d.2.6.8
If a District Trustee Board Chair or Treasurer resigns, filling the vacancy as soon as possible should be prioritised. All actions must be taken by a majority vote of the Trustees, with vacancies of the role of Chair being discussed with the District Lead Volunteer. These appointments are short term until the next annual general meeting. The Trustees must either:

a) Appoint a current Trustee to the role, or
b) Co-opt a Trustee to take the role, subject to the provisions in the District's constitution for co-opting Trustees

5d.2.6.9
There is no role of acting Chair or acting Treasurer
In extreme circumstances, the District Lead Volunteer may act as Chair for a short period of time.

5d.2.7 District Scout Council - Conduct of meetings

5d.2.7.1
The District Scout Council meets at their AGM (see POR 5d.2.4).

5d.2.7.2
It would be unusual for there to be additional meetings of the District Scout Council. This is because the primary task of the District Scout Council is to appoint the District Trustee Board. If members resign from the District Trustee Board, POR 16.9.2.2 describes the process to adopt until the next District AGM, thus rendering an additional District Scout Council meeting unnecessary.

5d.2.7.3
A District Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the District Trustee Board.

5d.2.7.4
The President (if one has been appointed and if they are present and wishes to take the chair) shall preside at meetings of the District Scout Council. Otherwise, the District Chair shall preside or, in their absence, the meeting shall elect a chair, subject to such appointment being approved at the start of the meeting by a majority of the District Scout Council members present.

5d.2.7.5
Only District Scout Council members, as defined in POR 5b.3.2.5, may vote in District Scout Council meetings.

5d.2.7.6
The quorum for a District Scout Council meeting is agreed by the District Scout Council at their AGM (POR 5d.2.4.2).

If there is no quorum present at a meeting of the District Scout Council, the meeting must be closed and reconvened at the earliest opportunity.

5d.2.7.7
Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the Chair does not have a casting vote and the matter is taken not to have been carried.

5d.2.7.8
To discharge their responsibilities, the District Scout Council may meet by video conference as well as (or instead of) face to face when agreed by the District Chair. The District Scout Council must not 'meet' using any indirect process, such as email.

At any meeting which is not fully in person, there must be an online poll or other electronic method of counting votes.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.2.7.9
All meetings of the District Scout Council, whether face-to-face or otherwise, must be properly recorded and minuted.

5d.2.7.10
Minutes of Scout Council meetings, approved by the Chair and reviewed by the Trustee Board should be circulated to all members in advance of the next meeting. All minutes to be retained and safely kept.

5d.2.8 District Trustee Board – Conduct of Meetings

5d.2.8.1
Meetings of the District Trustee Board should be convened with at least two weeks' notice, though it is good practice to schedule meeting dates well in advance.

Meetings may be convened on shorter notice, using the guidance of POR 5d.2.8.6 to agree the date of the additional meeting.

5d.2.8.2
Only members of a District Trustee Board as defined in POR 5b.3.3 may vote in meetings of the District Trustee Board.

Trustees (including ex officio Trustees) must have a full appointment as a Trustee before they can vote at, or influence discussion at, a Trustee Board meeting. They can be invited to attend Trustee Board meetings while they have a provisional appointment but may not influence decision making or take part in any voting.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is deemed not to have been carried.

5d.2.8.3
The quorum for a District Trustee Board meeting is one third of the Trustees (ex officio plus appointed plus co-opted) [round down if necessary] plus one. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the District Trustee Board, the quorum must be set by the District Trustee Board, based on the size of the sub-team and the complexity of its task(s).

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.2.8.4
The District Trustee Board can meet by telephone conference or video conference as well as face to face in order to discharge their responsibilities when agreed by the District Chair.

This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

Whether hybrid or in person, it is important that all persons present at a meeting are able to:

- be seen
- ask questions
- join in the debate
- see, share and display documents such as resolutions

5d.2.8.5
Minutes, approved by the Chair should be circulated to all members of the Trustee Board as soon as possible. All minutes to be retained and safely kept.

5d.2.8.6
Where urgent matters arise between scheduled meetings of the District Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the District Chair deems it appropriate.

Digital applications other than email are not normally appropriate to be used for such decision making. This includes WhatsApp, Doodle and similar tools, which should only be considered in exceptional circumstances and with the agreement of the District Chair.

For such decisions taken between meetings, a minimum of 75% [round down if necessary] of the total number of Trustees must approve the matter. The results of the vote must be reported to, and recorded in the minutes of, the next District Trustee Board meeting.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

Introduction to the Constitution for a Region (Scotland)

This introduction is not part of the model constitution for a Region but includes important points of context.

a) The Region constitution must always be used in the context of the rules in POR Chapter 5b – these POR rules must not be amended.

b) In accordance with POR 5b.3.1.5, any amendments or differences to the model constitution at POR 5d.3 below (and noting (a) above) must be agreed at the AGM and fully recorded in the minutes of the AGM.

c) In the interest of openness, especially for new members of the Region Scout Council, the Region Scout Council must re-adopt their constitution at each Annual General Meeting (AGM).

5d.3 Constitution for a Region (Scotland)

5d.3.1.1 Compliance

All Scout Regions must adhere to the current edition of Policy, Organisation and Rules of The Scout Association, which now fully incorporates Scottish Variations for POR.

5d.3.1.2 Charitable objects

[POR 1.1]

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

5d.3.2 The Regional Scout Council

5d.3.2.1

The Regional Scout Council has a governance role for the Region (whether or not it is a charity in law) and, in particular, appoints the Regional Trustee Board. Its geographical boundaries agreed between the Regional Scout Council and the Scottish Scout Council. The Trustee Board is responsible for the governance of the Region and is accountable to the Scout Council.

5d.3.2.2

The Regional Scout Council has no Trustee responsibilities.

5d.3.2.3

Membership of the Scout Council does not provide membership of Scouts.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.3.3 Regional Scout Council Membership

5d.3.3.1

The ex-officio members of the Regional Scout Council are:

a) All adult members with a Regional role – see Regional roles in the POR Chapter 16 Teams Table of POR

b) All adults with the following appointments in the Scout Districts in the Region

   a. District Lead Volunteers and District Leadership Team Members

   b. District Trustee Board Chairs, Treasurers and Trustees

   c. District Youth Leads

   d. District representatives (2 per District) selected by their respective District Scout Councils at their AGM (POR 5b.3.2.6(f))

c) The Chief Volunteer of Scotland

5d.3.3.2

The appointed members of the Regional Scout Council are other supporters of the Region appointed by the Regional Scout Council on the recommendation of the Regional Trustee Board for a period not exceeding three years.

5d.3.3.3

The Regional Scout Council may include representatives from Girlguiding, religious bodies, schools, local authorities or other youth organisations where it is desired to maintain co-operation. They are not required to be members of Scouts.

5d.3.3.4

Membership of the Regional Scout Council ends when the:

a. member resigns
b. member no longer qualifies as a member of the Scout Council
c. Scout Council is dissolved
d. member's membership is terminated by UK Headquarters following a recommendation by the Regional Trustee Board

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.3.4 Annual General Meeting

5d.3.4.1
To support the planning and delivery of a Region AGM there is a downloadable 'script' (including agenda and script templates and a suggested planning timetable).

5d.3.4.2
The Regional Scout Council must hold an Annual General Meeting within six months of the end of the Scout Region's financial year.

5d.3.4.3
The Annual General Meeting must:

a) Undertake governance oversight
    a. Approve the minutes of the previous Annual General Meeting
    b. Adopt (or re-adopt) the constitution of the Scout Region
    c. Note the dates of the Scout Region's financial year
    d. Approve appointed and community members of the Regional Scout Council (if any)
    e. Agreeing the maximum total number of members of the Rergional Trustee Board (this is one number representing the total of ex officio, appointed and co-opted Trustees)
    f. Agree the quorum for future meetings of the Regional Scout Council
b) Review the previous year
    a. Receive and consider the Trustees' Annual Report, including the annual statement of accounts prepared by the Trustee Board
    b. The accounts must have been examined by an appropriate auditor or independent examiner
    c. The Trustees' Annual Report and Accounts presented to the Scout Council must include the formal report prepared by the auditor or independent examiner
c) Make appointments
    a. Approve the appointment of the Chair of the Regional Trustee Board
    b. Approve the appointment of the Treasurer of the Regional Trustee Board
    c. Approve the appointment of members of the Regional Trustee Board

    Vacancies for appointed Trustees only occur at the end of their period of appointment. For example, a Regional Chair may have been appointed for three years and so does not need to be re-appointed or re-selected after years one and two.

The proposal from the Trustee Board is received by the Regional Scout Council at their AGM. The proposal from the Trustee Board does not require seconding by a member of the Regional Scout Council. The action of the Regional Scout Council is to approve or not approve the proposed names from the Trustee Board.

d. Approve the appointment (or reappointment) of any Regional Presidents or Regional Vice Presidents
e. Appoint (or re-appoint) an auditor or independent examiner as required (see POR 5e.3.1.1)
f. Elect representatives of the Regional Scout Council to be nominated members of the Council of The Scout Association (see POR 6.5.1.2 for quota)
g. Elect representatives of the Regional Scout Council to be nominated youth members of the Council of The Scout Association (see POR 6.5.1.3 for quota)

5d.3.4.4
All adult members in the Region are ex-officio members of the Scottish Scout Council so no nomination of such is required at the Regional Annual General Meeting.

5d.3.4.5
Following each Annual General Meeting, all appointed Trustees must be recorded on the membership system and the Trustees' Annual Report and Accounts must be filed as required (POR 5e.2.1.2.and POR 5e.2.1.3).

As per OSCR's regulations (Charities (Regulation and Administration) (Scotland) Act 2023), all registered charities must also provide all trustee details to OSCR for publication unless granted an exemption by OSCR directly.

5d.3.4.6
Regional Trustee Board administration must ensure that appointed or community members of the Regional Scout Council are recorded locally in the minutes of the Regional Scout Council meeting which appoints them (normally the AGM). Regional Scout Council members (whether ex officio or appointed or community) must not be recorded as Scout Council Members on The Scout Association's membership system.

5d.3.4.7
The Regional Trustee Board will verify the draft Minutes of the Annual General Meeting at their first meeting following the Annual General Meeting. These Minutes cannot be formally approved until the Scout Region's next Annual General Meeting.

5d.3.4.8
Governance roles must be distinct to help manage conflict of interest. The roles of Chair and Treasurer must not be combined in any way.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.3.5 The Regional Trustee Board - purpose

5d.3.5.1
The Regional Trustee Board is a team of volunteers who work together, as Trustees, to make sure Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance. Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

5d.3.5.2
Members of the Regional Trustee Board must act collectively as Charity Trustees (if the Scout Region is a registered charity) or with the same duties and responsibilities as Charity Trustees (if they are not registered) and in the best interests of the Region and its members to:

a) Ensure the Region is well managed, carrying out its purposes for the public benefit, complying with the Region's governing document and the law and managing the Region's resources responsibly.
b) Comply with Policy, Organisation and Rules of The Scout Association, including effective management of the Key Policies listed in POR Chapter 2a – The Equal Opportunities Policy, Data Protection, Religious Policy, Safeguarding Policy, Safety Policy, Vetting Policy, Anti-bullying and Harassment Policy
c) Ensure that young people are meaningfully involved in decision making at all levels of the Region
d) Provide sufficient resources (funds, people, property and equipment) to meet the planned work of the Region including delivery of the high-quality programme and resource requirements of the training programme
e) Ensure that a positive image of Scouts exists in the local community
f) Develop and maintain a risk register, including putting in place appropriate mitigations
g) Ensure that the Region's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the Region
h) Maintain and manage a reserves policy for the Region (including a plan for use of reserves outside of the minimum), an investment policy for the Region and a public benefit statement for the Region
i) Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the Region is properly protected and maintained
j) Promote and support the development of Scouts in the local area

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

k) Manage the Region's finances including the raising of funds and ensure that the assets are to be applied solely for the purposes, management and administration of Scouts.

l) Appoint and manage the operation of any sub-teams of the Trustee Board created in line with POR 5d.3.5.3, including appointing a Chair to lead each sub-team. This sub-team Chair role title is Sub-Team Leader (see the Teams Table in POR Chapter 16).

m) Ensure that effective administration is in place to support the work of the Trustee Board

n) Appoint any Co-opted members of the Trustee Board

o) Prepare and approve the Trustees' Annual Report and Annual Accounts after their examination by an appropriate auditor or independent examiner and as appointed by the Scout Council at their Annual General Meeting

p) Present the Annual Report and Annual Accounts to the Regional Scout Council at their Annual General Meeting

File a copy the Annual Report and Annual Accounts with the Scouts Scotland Trustee Board and, if a registered charity, with the Office of the Scottish Charity Regulator (OSCR, see POR 5e.2.1.2 and POR 5e.2.1.3)

Take responsibility for adherence to Data Protection Legislation recognising that, depending on circumstances, it will at times act as a Data Controller and as a Data Processor, including the Trustee Board responsibilities listed at POR 2a.3.2.1

q) Maintain confidentiality with regard to appropriate Trustee Board business

r) Apply a transparent selection process to recommend to the Regional Scout Council appropriate members of the Regional Trustee Board

s) Where staff are employed, act as a responsible employer in accordance with the Scouts', values and relevant legislation, ensure effective line management responsibilities for employed staff are clearly established and communicated and ensure that appropriate specific employee insurance is in place (POR 5g.4.1.2(j))

t) Provide support to the Regional Commissioner (Regional Lead Volunteer), when required, to assist the opening, change, merging or closing of Districts in the Region as necessary

u) Create a support network amongst Scout Districts, particularly in relation to finance and the Trusteeship of property.

v) Comply with legislation applicable to charities in Scotland

5d.3.5.3

a) The Regional Trustee Board may create sub-teams it deems necessary to support its governance function (see POR 5d.3.5.2(l)). . The Regional Trustee Board must ensure that for any sub-team it appoints:

   a. its purpose is governance-focused and not operational

   b. its members are agreed and approved by the Regional Trustee Board
   c. the Regional Chair has right of attendance
   d. the Regional Lead Volunteer has right of attendance

b) Sub-team members are not Trustees of the Region unless they are already members of the Regional Trustee Board.

c) All sub-team members must be recorded on the membership system.

d) If a sub-team consists entirely of non-Trustee members it is good practice for at least one member of the sub-team to have completed the *Being a Trustee in Scouts* learning.

5d.3.5.4
The Regional Trustee Board may enact and from time to time alter such Bylaws as it may consider appropriate for the regulation of its procedures and the powers and procedures of its sub-teams, provided that any changes in the Bylaws shall be reported to the next Annual General Meeting of the Regional Scout Council.

5d.3.5.5
All ex officio, appointed and co-opted members of the Regional Trustee Board shall serve as charity Trustees for the Regional Scout Council, and in that capacity, they shall have the fullest powers to administer and manage the Regional Scout Council's affairs in furtherance of its charitable purposes providing that the assets are to be applied solely for the purposes, management and administration of Scouts. In particular, but without limitation, the Regional Trustee Board shall have power, subject to appropriate disclosure in the next Annual Report:

a) to lend and to borrow
b) to invest widely
c) to raise funds by levying a subscription on members of the Scouts in the Region
d) to award grants, including grants to one or more of their members
e) to engage one or more of their members or their relations, either directly or through a connected company or firm, to provide services on a commercial basis which they are suitably qualified to provide to grant honoraria, including honoraria to one or more of their members
f) to reimburse one or more of their members from the Regional Scout Council's funds for all or part of any expenses reasonably incurred in the course of their duties.

5d.3.5.6
The Regional Trustee Board meetings should be held at least four times per year and distributed equally across the year.

5d.3.6 Membership of the Regional Trustee Board

5d.3.6.1
Subject to conflict of interest rules, a Trustee may be a member of more than one Trustee Board.

5d.3.6.2
Ex officio, appointed and co-opted members of the Regional Trustee Board are charity Trustees (if the Scout Region is a registered charity) or have the same duties and responsibilities as Charity Trustees if they are not. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

5d.3.6.3
Certain people are disqualified from being charity Trustees by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

5d.3.6.4
All Trustees must complete learning as specified in Policy, Organisation and Rules.

5d.3.6.5
At Region, all Trustee Boards and any sub-teams should, wherever possible, have as full voting members at least two people aged between their 18th and 25th birthdays.

5d.3.6.6
The Regional Trustee Board consists of:

a) The Regional Chair
b) The Regional Treasurer
c) The Regional Lead Volunteer (ex-officio)

   Where there are joint role holders, only one of them may be an ex officio member of the Regional Trustee Board. This should be decided in consultation with the Regional Lead Volunteers and the Regional Chair.

   However, each role holder of any of the above roles must be eligible to be a Trustee (as specified in POR 16.1.3.1(d) and (e)
d) The Regional Youth Lead (ex-officio)
e) A maximum of eight further appointed or co-opted Trustees. A Regional Trustee Board should consist of between five and twelve Trustees.

   The selection process for appointed Trustees must follow POR 5b.3.3.5(b) and POR 5b.3.3.6.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

Co-opted members are persons co-opted annually by the Regional Trustee Board. They are not appointed by the Regional Scout Council at its AGM. The number of co-opted members must not exceed the actual number of appointed Trustees, excluding Chair and Treasurer.

If a co-option is required mid-year because of a vacancy arising (see 5d.3.6.9), then this rule may be broken, provided that the total number of Trustees remains no greater than the total number of Trustees permitted by Scout Council resolution at the AGM.

5d.3.6.7
The Chief Volunteer of Scotland and the Scouts Scotland Chair each have the right of attendance at meetings of the Regional Trustee Board.

Each Regional Trustee Board requires effective administration. The administration can be provided by one or more persons as appropriate to the Region.

The administration role(s) are 'operational' role(s) and will typically be member(s) of the Regional Support Team or one of its sub-teams.

A Trustee Board member should not take minutes at a Trustee Board meeting, as it makes it difficult for them to properly contribute to the meeting and meet their trustee responsibilities.

More information is available about tools to support Trustee Boards.

5d.3.6.8
The Region's nominated members of the Council of The Scout Association must be invited to attend meetings of the Regional Trustee Board.

If a Regional Trustee Board Chair or Treasurer resigns, filling the vacancy as soon as possible should be prioritised. All actions must be taken by a majority vote of the Trustees, with vacancies of the role of Chair also being discussed with the Regional Lead Volunteer. These appointments are short-term until the next annual general meeting. The Trustees must either:

a) Appoint a current Trustee to the role, or
b) Co-opt a Trustee to take the role, subject to the provisions in the Region's constitution for co-opting Trustees

5d.3.6.9
There is no role of acting Chair or acting Treasurer. In extreme circumstances, the Regional Lead Volunteer may act as Chair for a short period of time.

5d.3.7 Regional Scout Council - Conduct of meetings

5d.3.7.1
The Regional Scout Council meets at their AGM (POR 5d.3.4).

5d.3.7.2
It would be unusual for there to be additional meetings of the Regional Scout Council. This is because the primary task of the Regional Scout Council is to appoint the Regional Trustee Board. If members resign from the Regional Trustee Board, POR 16.9.2 describes the process to adopt until the next Regional AGM, thus rendering an additional Regional Scout Council meeting unnecessary.

5d.3.7.3
A Regional Scout Council meeting should normally be convened with at least four weeks' notice. A meeting may be convened on shorter or no notice with the agreement of at least three quarters of the members of the Regional Trustee Board.

5d.3.7.4
The President (if one has been appointed and if they are present and wishes to take the chair) shall preside at meetings of the Regional Scout Council. Otherwise, the Regional Chair shall preside or, in their absence, the meeting shall elect a chair subject to such appointment being approved at the start of the meeting by a majority of the Regional Scout Council members present.

5d.3.7.5
Only Regional Scout Council members, as defined in POR 5b.3.2.7, may vote in Regional Scout Council meetings.

5d.3.7.6
The quorum for a Regional Scout Council meeting is agreed by the Regional Scout Council at their AGM (POR 5d.3.4).

If there is no quorum present at a meeting of the Regional Scout Council, the meeting must be closed and reconvened at the earliest available appropriate date.

5d.3.7.7
Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the meeting Chair does not have a casting vote and the matter is taken not to have been carried.

To discharge their responsibilities, the Regional Scout Council may meet by telephone or video conference as well as (or instead of) face to face when agreed by the Regional Chair. The Regional Scout Council must not 'meet' using any indirect process, such as email.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.3.7.8
At any meeting which is not fully face-to-face, there must be an online poll or other electronic method of counting votes.

5d.3.7.9
All meetings of the Regional Scout Council (whether face-to-face or otherwise) must be properly recorded and minuted.

5d.3.7.10
Minutes of Scout Council meetings, approved by the Chair and reviewed by the Trustee Board should be circulated to all members in advance of the next meeting. All minutes to be retained and safely kept.

5d.3.8 Regional Trustee Board – Conduct of Meetings

5d.3.8.1
Meetings of the Regional Trustee Board should be convened with at least two weeks' notice, though it is good practice to schedule meeting dates well in advance.

Meetings may be convened on shorter notice, using the guidance of POR 5d.2.8.6 to agree the date of the additional meeting.

5d.3.8.2
Only members of a Regional Trustee Board as defined in POR 5b.3.3 may vote in meetings of the Regional Trustee Board.

Trustees (including ex officio Trustees) must have a full appointment as a Trustee before they can vote at, or influence discussion at, a Trustee Board meeting. They can be invited to attend Trustee Board meetings while they have a provisional appointment but may not influence decision making or take part in any voting.

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side the Chair does not have a casting vote and the matter is deemed not to have been carried.

5d.3.8.3
The quorum for a Regional Trustee Board meeting is one third of the Trustees (ex officio plus appointed plus co-opted) [round down if necessary] plus one. So, a Trustee Board with 10 members would have a quorum of four. And a Trustee Board with six members would have a quorum of three.

For any sub-teams of the Regional Trustee Board, the quorum must be set by the Regional Trustee Board, based on the size of the sub-team and the complexity of its task(s).

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

5d.3.8.4
The Regional Trustee Board can meet by telephone conference or video conference as well as face to face in order to discharge their responsibilities when agreed by the Regional Chair.

This includes 'hybrid' meetings, where some Trustees are present at an agreed location while others participate remotely via phone or video.

Whether hybrid or in person, it is important that all persons present at a meeting are able to:

- be seen
- ask questions
- join in the debate
- see, share and display documents such as resolutions

5d.3.8.5
Minutes, approved by the Chair should be circulated to all members of the Trustee Board as soon as possible. All minutes to be retained and safely kept.

5d.3.8.6
Where urgent matters arise between scheduled meetings of the Regional Trustee Board and if it is not feasible to convene a meeting of the Trustee Board, electronic voting (such as email) may be used for decision making provided the Regional Chair deems it appropriate.

Digital applications other than email are not normally appropriate to be used for such decision making. This includes WhatsApp, Doodle and similar tools, which should only be considered in exceptional circumstances and with the agreement of the Regional Chair.

For such decisions taken between meetings, a minimum of 75% [round down if necessary] of the total number of Trustees must approve the matter. The results of the vote must be reported to, and recorded in the minutes of, the next Regional Trustee Board meeting.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

Chapter 5e

Local finance of Groups, Districts and Counties

Chapter contents

5e.1 Finance in Groups, Districts, Counties

5e.2 Statement of accounts

5e.3 Independent examination of accounts

5e.4 Funds administered by sections, and other teams or sub-teams in the Group, District or County

5e.5 Bank accounts

5e.6 Investments

5e.7 Preservation of books of account

5e.8 Payment of the membership subscription

5e.9 Disposal of assets

5e.1 Finance in Groups, Districts, Counties

5e.1.1.1 Obligations

a) Every Group, District and County has an obligation to keep proper books of account.

5e.1.1.2 Applicable legislation

For charities in England and Wales, the Charities Act 2022 applies.

Charities in Scotland must comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities (Regulation and Administration) (Scotland) Act 2023 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Similar legislation applies elsewhere – see POR 5a.1.1.1.

5e.1.1.3 Financial planning and budgetary control

The Group, District or County Trustee Board must ensure that proper financial planning and budgetary control is operated (see POR 5c.1.6, 5c.2.6, 5c.3.6, 5c4.6, 5d.1.5, 5d.2.5, 5d.3.5).

5e.1.1.4 Consultation with Leadership Teams

The Group, District or County Leadership Team, as appropriate, must be consulted on the financial planning of the Group's, District's or County's activities.

5e.1.1.5 Approval of financial commitments

All financial commitments not covered within the Group, District or County Trustee Board's budget or its contingencies must be approved by the appropriate Trustee Board to ensure that any financial liability incurred can be met.

5e.1.1.6 Entering financial or contractual obligations

When entering into any financial or contractual obligation or commitment with another party, the persons concerned must make it clear to the other party that they are acting on behalf of the charity and not in a personal capacity. Nonetheless, Trustees of an unincorporated association are personally liable (on a joint and several basis) for any obligations taken on by that association. In this respect Trustees have the benefit of a Trustee liability insurance policy purchased by The Scout Association (see POR Chapter 5g).

5e.2 Statement of accounts

5e.2.1.1 Annual statement of accounts

A statement of accounts must be prepared annually and be independently examined or audited as appropriate in accordance with these rules and the separate Guidance [POR 5e.3].

The annual statement of accounts must account for all monies received or paid on behalf of the Group, District or County. As noted below in POR 5e.4, this must include all sections, teams and sub-teams within the Group, District or County.

5e.2.1.2 Submission of annual reports and accounts

The Trustee Board must ensure that signed copies of the Trustees' approved annual report and accounts, are submitted within the 14 days following the relevant AGM at which the Trustees' annual report and accounts were received and considered.

a) Groups submit to the District. Districts must advise Groups where Reports and Accounts must be submitted to - these will normally be the District Treasurer and the District Trustee Board Administration [see POR 5b.3.3.13] (in Counties with no Districts, Groups submit to the County Treasurer and the County Trustee Board Administration [see POR 5b.3.3.13])
b) Districts submit to the County. Counties must advise Districts where Reports and Accounts must be submitted to - these will normally be the County Treasurer and the County Trustee Board Administration [see POR 5b.3.3.13].
c) All Counties ([NI] Districts) must submit to UK Headquarters (email the copy of the annual report and accounts to finance@scouts.org.uk). This also applies to the Overseas Territories.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

d) Counties in England, including the Crown Dependencies, must also submit to their Regional Lead Volunteer

e) Districts in Northern Ireland must also submit to Northern Ireland Headquarters

f) Regions in Scotland must also submit to Scouts Scotland

g) Areas in Wales must also submit to ScoutsCymru

5e.2.1.3 Reporting to Regulators

a) In countries other than Scotland, where a Group, District or County is a registered charity, it must submit a copy of its Trustees' Annual Report and accounts to the appropriate charity regulator (see POR 5a.1.2) within ten months of the end of the financial year.

   The only exception is for registered charities in England and Wales with an annual income of less than £25,000 – these are not required to submit these documents.

b) In Scotland, if the Group, District or Region is a registered charity, the Trustees' Annual Report and Statement of Account must be submitted to the regulator within nine months of the financial year end, and must include:
   - a Trustees' Annual Report
   - an Independent Examiners' Report
   - a Receipts and Payments Account
   - a Statement of Balances (including a list of assets and liabilities)
   - Notes to the Accounts.

5e.2.1.4 Restricted & Permanent Endowment Funds

a) If the Group, District or County has either restricted or permanent endowment funds then these (and associated income and expenditure and assets and liabilities) need to be shown separately in the accounts.

b) Restricted funds are those which the Trustees can only use for a specified purpose and they cannot change that purpose without approval (normally from the person(s) who provided the funds).

c) A permanent endowment is an asset, for example a property which must not generally be sold or disposed of.

   The rules regarding utilisation of income generated from permanent endowments or the circumstances where it may be possible to dispose of permanent endowments are not straightforward.

   There is guidance on the Charity Commission website but Trustees may also wish to take professional legal advice. The particulars of the Trustees in whom such assets are vested also must be shown.

5e.2.1.5 Annual statement model templates (except Scotland)

The annual statement model templates for use in countries other than Scotland are available for download from Accounting and Reporting. These models are suitable for:

a) receipts and payments accounts for a single fund unit, such as when there are no special funds whose use is restricted (see more detail)

b) receipts and payments accounts for a multi fund unit, such as when where there are special funds in addition to a general fund (see more detail)

For accruals (SORP) accounts, guidance and templates are available from www.charitysorp.org

It is expected that most Districts and Groups with gross income below £250,000 in the year will choose the Receipts and Payments basis.

Based on historical experience most Counties are compelled, or choose, to follow the accruals accounts basis. In addition, Districts and Groups with high levels of income or particularly complex operations may opt for the Accruals Accounts basis.

5e.2.1.6 Annual statement of account model templates (Scotland)

The annual Statement of Account in Scotland must be in the format of one of two model annual statements available from Scouts Scotland. These models are suitable for Receipts and Payments accounts and Fully Accrued (SORP) accounts.

The appropriate model may depend upon the gross income in the financial year and whether the Group, District or Region has any special funds whose use is restricted to specific purposes rather than the general purposes of the Group, District or Region.

5e.2.2 Trustees' Annual Report

5e.2.2.1 Content

a) All Groups, Districts and Counties must produce a Trustees' Annual Report. The content of the Trustees' Annual Report will depend to an extent on the requirements of the charity regulator (POR 5a.1.2).

b) In the past there has been significant variety in the level and type of information included within this reporting. The SORP, while only applying to accruals accounts, seeks to address this by suggesting standard headings that should be included in the Trustees' Annual report.

   The headings relevant to most Groups, Districts and Counties are:

   - Reference and administration details
   - Structure, governance and management
   - Objectives and activities
   - Achievements and performance

- Financial review
- Plans for future period and other optional information

c) The Specimen Trustees' Annual Report uses these headings and it is recommended that these are used by all Groups, Districts and Counties whether or not they are registered charities and whether they are producing receipts and payments or accruals accounts.

d) The names of all Trustees must be shown and where they have not served throughout the financial year the date of their appointment or resignation must be given. If any Trustees are also members of sub-teams of the Trustee Board this should be noted by their names e.g. Chair of the Fundraising Sub-team.

5e.2.2.2 Presentation of accounts

The accounts presented must include all receipts and payments other than where it is clear that the Group, District or County is acting purely in an agency capacity for another part of the movement and as such never "owns" the money concerned.[1]

An agency arrangement occurs when one party (the agent) makes a payment to a third party on behalf of somebody else, with the explicit understanding that the agent is not the ultimate beneficiary of the payment. A key indicator of acting in purely in an agency capacity is that the relevant Group, District or County only makes payment to the extent that amounts are received and has no responsibility to ensure that this occurs. In that context:

a) Membership subscriptions are NOT collected on an agency basis as amounts levied by District, County or Country or UK Headquarters are obligations of the relevant entity and are payable regardless of whether they are collected from the level down. This may also apply to other situations where the Group, District or County is invoiced for a payment and is obligated regardless of whether it is recovering the costs from elsewhere. In these cases, the receipts and payments must be presented "gross".

b) There may however be other arrangements which are made on an agency basis. For example, for a District Camp where each young person pays the camp fee to the Group who passes on the fees to the District but in the event of non-payment it would be the individual who is liable directly to the District for the fees.

[1] Transition: Changes in POR normally take effect from their date of publication in POR. However, the formal change to the presentation of accounts described in this POR 5e.2.2.2 must be implemented to reflect the financial year which ends during 2027.
Groups, Districts and Counties that wish to adopt this change earlier may do so at their discretion.

5e.3 Independent examination of accounts

5e.3.1.1 Appointment of Independent Examiner or auditor

At each AGM of the Group, District or County Scout Council an auditor or independent examiner, as appropriate, must be appointed. Each Group, District or County must decide if it needs an auditor or independent examiner by reference to https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/independent-examination-of-accounts/accounting-audit-requirements-for-group-districts-countiesareas-scottish-regions/the tables below. Information about the qualifications for the person scrutinising the accounts are also shown below.

Charity Trustees are encouraged, as a matter of best practice, to formalise their relationship with the independent examiner or auditor by setting out the services that are expected via a letter of appointment. This will enable both parties to understand and appreciate the extent of the work and duties involved in the independent examination process.

For Scouts members of the Federation, the letter of appointment may be achieved by exchange of emails. It should lay out briefly:

- What the Independent Examiner or Auditor is being engaged to do
- The date that has been jointly agreed that the examination of accounts will be complete

And include a link to the template for the examiner's report to the Trustees.

a) England and Wales

Gross Income thresholds	Type of accounts	Minimum external scrutiny
£0 - £250,000[2]	Receipts and payments & Statement of Assets and Liabilities	An Independent Examiner (POR 5e.3.1.1(a.a))
£250,001 - £1 million[1]	Accrual in accordance with the SORP	An Independent Examiner who is a member of a recognised professional body (POR 5e.3.1.1(a.b))
>£1 million [1]	Accrual in accordance with the SORP	A registered Auditor (POR 5e.3.1.1(a.c))

There is more detail at the independent examination of charity accounts: guidance for trustees.

[2] The SORP is currently under review and we anticipate that the updated edition will be available during 2026. On this basis, we expect POR in Autumn 2026 to reflect the updated SORP. Until POR is updated, the thresholds and other guidance in this edition of POR must be followed.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

a. **Qualifications: where gross income does not exceed £250,000** [1]

The Scout Council should appoint as an Independent Examiner[3] an independent person that they reasonably believe possesses sufficient financial awareness, numeracy skills and relevant experience to carry out the work and make the judgements required.

The Charity Commission for England and Wales suggests that the examiner may work in a role that involves financial management, such as setting and managing budgets and reviewing financial reports, or that requires knowledge of accounting systems, such as maintaining financial records and internal controls.

To ensure no conflict of interest, person(s) appointed as an Independent Examiner[4] must not hold any role in the individual Group, District, or County whose accounts they are scrutinising. Further, the appointed person should avoid any compromise on their independence by not being 'connected' to the Trustees (including ex officio Trustees) of the charity through:

- a family relationship. For example, the parent or child of a Trustee
- a financial or commercial relationship with a Trustee
- a financial or commercial relationship with the Group, District, or County. For example, someone who represents a body that funds the or contracts with the charity to provide services.

Note that if, despite the income not exceeding £250,000, accrual accounts are prepared voluntarily then the Charity Commission for England & Wales recommend that these are examined by an Independent Examiner who is a member of a recognised professional body (POR 5e.3.1.1(a.b) below).

The Scout Council may instead choose to appoint a Registered Auditor.

[3] The transition guidance noted as part of POR 5e.3.1.1(a) also applies here.

[4] Transition: Changes in POR are normally effective from their date of publication. However, the formal change from Scrutineer to Independent Examiner is effective from the AGM of the Group, District or County held during 2026 because this is when the Independent Examiner or Auditor is appointed.
However, in practice this is essentially a change in title only, with no significant alteration in responsibilities—so it can reasonably be implemented immediately. This change applies only in England and Wales.

b. **Qualifications: where the gross income in the year under review exceeds £250,000 but does not exceed £1 million**[1]

The Scout Council should normally appoint an Independent Examiner, who must be a member of one of the following bodies[5]:

- Institute of Chartered Accountants in England & Wales
- Institute of Chartered Accountants of Scotland
- Institute of Chartered Accountants in Ireland
- Association of Chartered Certified Accountants
- Association of Authorised Public Accountants
- Association of Accounting Technicians
- Association of International Accountants
- Chartered Institute of Management Accountants
- Chartered Governance Institute of UK & Ireland
- Chartered Institute of Public Finance and Accountancy
- Association of Charity Independent Examiners
- Institute of Financial Accountants
- Certified Public Accountants Association

There is more detail at https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-trustees-cc31/independent-examination-of-charity-accounts-trustees

To ensure no conflict of interest, person(s) appointed as an Independent Examiner[6] must not hold any role in the individual Group, District, or County whose accounts they are scrutinising. Further, the appointed person should avoid any compromise on their independence by not being 'connected' to the Trustees (including ex officio Trustees) of the charity through:

- a family relationship. For example, the parent or child of a Trustee
- a financial or commercial relationship with a Trustee

[5] https://www.gov.uk/government/publications/independent-examination-of-charity-accounts-trustees-cc31/independent-examination-of-charity-accounts-trustees#appendix
See also
https://assets.publishing.service.gov.uk/media/60d9dc0a8fa8f50abecebb89/CC32_independent_examination_of_charity_accounts_Version_June_2021.pdf

[6] Transition: Changes in POR are normally effective from their date of publication. However, the formal change from Scrutineer to Independent Examiner is effective from the AGM of the Group, District or County held during 2026 because this is when the Independent Examiner or Auditor is appointed.
However, in practice this is essentially a change in title only, with no significant alteration in responsibilities—so it can reasonably be implemented immediately. This change applies only in England and Wales.

- a financial or commercial relationship with the Group, District, or County. For example, someone who represents a body that funds the or contracts with the charity to provide services.

Alternatively, the Scout Council may appoint a Registered Auditor (see POR 5e.3.1.1(a.c) below).

Important: a Registered Auditor must be appointed if the charity's income exceeds £250,000 **and** its gross assets exceed £3.26 million.

c. Qualifications: when must a Registered Auditor be appointed?

The Scout Council must appoint a Registered Auditor if one of these conditions are true for the year under review:

- the gross income exceeds £1 million
- the gross income exceeds £250,000 **and** gross assets exceed £3.26 million"

To ensure no conflict of interest, person(s) appointed as an Auditor must not hold any role in the individual Group, District, or County whose accounts they are scrutinising. Further, the appointed person should avoid any compromise on their independence by not being 'connected' to the Trustees (including ex officio Trustees) of the charity through:

- a family relationship. For example, the parent or child of a Trustee
- a financial or commercial relationship with a Trustee
- a financial or commercial relationship with the Group, District, or County. For example, someone who represents a body that funds the or contracts with the charity to provide services.

b) Scotland

Gross Income thresholds	Type of accounts	Minimum external scrutiny
£0 - £250,000[1]	Receipts and payments & Statement of Assets and Liabilities	An Independent Examiner (POR 5e.3.1.1(b.a))
£250,001 - £500,000[1]	Accrual in accordance with the SORP	An Independent Examiner who is a member of a recognised professional body (POR 5e.3.1.1(b.b))
>£500,000 [1]	Accrual in accordance with the SORP	A registered Auditor (POR 5e.3.1.1(b.c))

These requirements apply to all Scottish Groups, Districts and Regions, whether or not they are registered with OSCR.

Whether or not the Group, District or Region is registered with OSCR, the auditor or independent examiner must carry out an external examination of the accounts in accordance with the requirements of the Charities and Trustee Investments (Scotland) Act

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities (Regulation and Administration) (Scotland) Act 2023.

a. **Qualifications: Where gross income in the year under review does not exceed £250,000**[1]

The Scout Council will normally appoint as an Independent Examiner an independent individual who is someone the Trustees consider is able to carry out an independent examination in line with the relevant requirements. The Trustees should satisfy themselves that the person appointed has the necessary knowledge and skills to be able to carry out the engagement, which may depend on the complexity of the Group, District or Region's operations and accounts.

OSCR suggests that the types of people whom Trustees could consider as having the required skills and experience might include:

- full or associate members of the Association of Charity Independent Examiners
- qualified accountants currently in employment
- retired accountants
- other people familiar with financial matters who can demonstrate familiarity with the current reporting requirements for Scottish charities.

If accrual accounts are produced voluntarily, the requirements in POR 5e.3.1.1(b.b) below must be followed.

To ensure no conflict of interest, person(s) appointed as an Independent Examiner[7] must not hold any role in the individual Group, District, or County whose accounts they are scrutinising. Further, the appointed person should avoid any compromise on their independence by not being 'connected' to the Trustees (including ex officio Trustees) of the charity through:

- a family relationship. For example, the parent or child of a Trustee
- a financial or commercial relationship with a Trustee
- a financial or commercial relationship with the Group, District, or County. For example, someone who represents a body that funds the or contracts with the charity to provide services.

Alternatively, the Scout Council may appoint a Registered Auditor.

[7] Transition: Changes in POR are normally effective from their date of publication. However, the formal change from Scrutineer to Independent Examiner is effective from the AGM of the Group, District or County held during 2026 because this is when the Independent Examiner or Auditor is appointed.
However, in practice this is essentially a change in title only, with no significant alteration in responsibilities—so it can reasonably be implemented immediately. This change applies only in England and Wales.

It is a requirement to appoint a Registered Auditor if accrual accounts have been prepared and the gross assets exceed £3.26 million.

b. **Qualifications: Where gross income in the year under review is more than £250,000 but does not exceed £500,000**[1]

The Scout Council will normally appoint an Independent Examiner who must be[8]:

- a member of one of the following bodies:
  - The Institute of Chartered Accountants of Scotland
  - The Institute of Chartered Accountants in England & Wales
  - Chartered Accountants Ireland
  - The Association of Chartered Certified Accountants
  - The Association of Authorised Public Accountants
  - The Association of Accounting Technicians
  - The Association of International Accountants
  - The Chartered Institute of Management Accountants
  - The Institute of Chartered Secretaries and Administrators
  - The Chartered Institute of Public Finance and Accountancy
  - The Institute of Financial Accountants

OR

- A full member of the Association of Charity Independent Examiners

OR

- the Auditor General for Scotland

OR

- a person appointed by the Accounts Commission for Scotland

To ensure no conflict of interest, person(s) appointed as an Independent Examiner[9] must not hold any role in the individual Group, District, or County whose accounts they are scrutinising. Further, the appointed person should avoid any compromise on their

[8] https://www.oscr.org.uk/guidance-and-forms/independent-examination-a-guide-for-independent-examiners/section-4-who-can-act-as-an-independent-examiner/

[9] Transition: Changes in POR are normally effective from their date of publication. However, the formal change from Scrutineer to Independent Examiner is effective from the AGM of the Group, District or County held during 2026 because this is when the Independent Examiner or Auditor is appointed.
However, in practice this is essentially a change in title only, with no significant alteration in responsibilities—so it can reasonably be implemented immediately. This change applies only in England and Wales.

independence by not being 'connected' to the Trustees (including ex officio Trustees) of the charity through:

- a family relationship. For example, the parent or child of a Trustee
- a financial or commercial relationship with a Trustee
- a financial or commercial relationship with the Group, District, or County. For example, someone who represents a body that funds the or contracts with the charity to provide services.

Alternatively, the Scout Council may appoint a Registered Auditor.

A Registered Auditor must be appointed if your gross assets exceed £3.26 million.

c. Qualifications: Where the gross income in the year under review exceeds £500,000[1]

The Scout Council must appoint a Registered Auditor to carry out an audit.

To ensure no conflict of interest, person(s) appointed as an Auditor must not hold any role in the individual Group, District, or County whose accounts they are scrutinising. Further, the appointed person should avoid any compromise on their independence by not being 'connected' to the Trustees (including ex officio Trustees) of the charity through:

- a family relationship. For example, the parent or child of a Trustee
- a financial or commercial relationship with a Trustee
- a financial or commercial relationship with the Group, District, or County. For example, someone who represents a body that funds the or contracts with the charity to provide services.

c) Northern Ireland

Gross Income thresholds	Type of accounts	Minimum external scrutiny
£0 - £250,000 [1]	Receipts and payments & Statement of Assets and Liabilities	An Independent Examiner (POR 5e.3.1.1(c.a))
£250,001 - £500,000[1]	Accrual in accordance with the SORP	An Independent Examiner who is a member of a recognised professional body (POR 5e.3.1.1(c.b))
>500,000[1]	Accrual in accordance with the SORP	A registered Auditor (POR 5e.3.1.1(c.c))

Find out more detail at Accounting and reporting essentials

a. Qualifications: Where gross income in the year under review does not exceed £250,000[1]

The Scout Council will normally appoint as an Independent Examiner an independent person whom they reasonably believe possesses the requisite ability and practical

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

experience to carry out a competent examination of the accounts. The Charity Commission for Northern Ireland suggests that the key to a successful independent examination is in the examiner having the relevant skills and experience to undertake a competent examination and in all those involved having an understanding of:

- the responsibilities of the examiner and the Trustees in relation to the scrutiny, preparation and filing of accounts
- what an examination involves
- who may undertake an examination.

Note that if, despite the income not exceeding £250,000, accrual accounts are prepared voluntarily then the Charity Commission for Northern Ireland suggests that Trustees consider appointing an Independent Examiner who is a member of a recognised professional body (see POR 5e.3.1.1(c.b) below.

To ensure no conflict of interest, person(s) appointed as an Independent Examiner[10] must not hold any role in the individual Group, District, or County whose accounts they are scrutinising. Further, the appointed person should avoid any compromise on their independence by not being 'connected' to the Trustees (including ex officio Trustees) of the charity through:

- a family relationship. For example, the parent or child of a Trustee
- a financial or commercial relationship with a Trustee
- a financial or commercial relationship with the Group, District, or County. For example, someone who represents a body that funds the or contracts with the charity to provide services.

There is further information at https://www.charitycommissionni.org.uk/media/upzbca2a/20190703-arr07-guidance-for-independent-examiners-v20.pdf

Alternatively, the Scout Council may appoint a Registered Auditor.

[10] Transition: Changes in POR are normally effective from their date of publication. However, the formal change from Scrutineer to Independent Examiner is effective from the AGM of the Group, District or County held during 2026 because this is when the Independent Examiner or Auditor is appointed.
However, in practice this is essentially a change in title only, with no significant alteration in responsibilities—so it can reasonably be implemented immediately. This change applies only in England and Wales.

b. Qualifications: Where gross income in the year under review is more than £250,000 but does not exceed £500,000[1]

The Scout Council will normally appoint an Independent Examiner, who must be a member of one of the following bodies[11]:

- Institute of Chartered Accountants in England & Wales
- Institute of Chartered Accountants of Scotland
- Institute of Chartered Accountants in Ireland
- Association of Chartered Certified Accountants
- Association of Authorised Public Accountants
- Association of Accounting Technicians
- Association of International Accountants
- Chartered Institute of Management Accountants
- Institute of Chartered Secretaries and Administrators
- Chartered Institute of Public Finance and Accountancy
- Full Member of the Association of Charity Independent Examiners
- Institute of Financial Accountants
- The Certified Public Accountants Association

To ensure no conflict of interest, person(s) appointed as an Independent Examiner[12] must not hold any role in the individual Group, District, or County whose accounts they are scrutinising. Further, the appointed person should avoid any compromise on their independence by not being 'connected' to the Trustees (including ex officio Trustees) of the charity through:

- a family relationship. For example, the parent or child of a Trustee
- a financial or commercial relationship with a Trustee
- a financial or commercial relationship with the Group, District, or County. For example, someone who represents a body that funds the or contracts with the charity to provide services.

There is further information at https://www.charitycommissionni.org.uk/media/upzbca2a/20190703-arr07-guidance-for-independent-examiners-v20.pdf

[11] https://www.charitycommissionni.org.uk/media/1411/20190703-arr07-guidance-for-independent-examiners-v20.pdf (section 3.1)

[12] Transition: Changes in POR are normally effective from their date of publication. However, the formal change from Scrutineer to Independent Examiner is effective from the AGM of the Group, District or County held during 2026 because this is when the Independent Examiner or Auditor is appointed.
However, in practice this is essentially a change in title only, with no significant alteration in responsibilities—so it can reasonably be implemented immediately. This change applies only in England and Wales.

Alternatively, the Scout Council may appoint a Registered Auditor.

c. Qualifications: Where the gross income in the year under review exceeds £500,000[1]

The Scout Council must appoint a Registered Auditor to carry out an audit.

To ensure no conflict of interest, person(s) appointed as an Independent Examiner[13] must not hold any role in the individual Group, District, or County whose accounts they are scrutinising. Further, the appointed person should avoid any compromise on their independence by not being 'connected' to the Trustees (including ex officio Trustees) of the charity through:

- a family relationship. For example, the parent or child of a Trustee
- a financial or commercial relationship with a Trustee
- a financial or commercial relationship with the Group, District, or County. For example, someone who represents a body that funds the or contracts with the charity to provide services.

There is further information at https://www.charitycommissionni.org.uk/media/upzbca2a/20190703-arr07-guidance-for-independent-examiners-v20.pdf

d) Groups, Districts or Counties located outside the United Kingdom

All Scout Councils in the Channel Islands, the Isle of Man, the Groups and Districts of British Scouting Overseas and each of the five Overseas Territories must arrange for scrutiny of their accounts in line with the local guidance from their charity regulator (POR 5a.1.2).

Use the guidance from the appropriate charity regulator (POR 5a.1.2) for appointment of Independent Examiners or Auditors in the Channel Islands, the Isle of Man, British Scouting Overseas and each of the five Overseas Territories.

If the Scout unit's charity regulator does not offer relevant guidance, the guidance for England (POR 5e.3.1.1(a)) must be followed.

[13] Transition: Changes in POR are normally effective from their date of publication. However, the formal change from Scrutineer to Independent Examiner is effective from the AGM of the Group, District or County held during 2026 because this is when the Independent Examiner or Auditor is appointed.
However, in practice this is essentially a change in title only, with no significant alteration in responsibilities—so it can reasonably be implemented immediately. This change applies only in England and Wales.

To ensure no conflict of interest, person(s) appointed as an Independent Examiner[14] must not hold any role in the individual Group, District, or County whose accounts they are scrutinising. Further, the appointed person should avoid any compromise on their independence by not being 'connected' to the Trustees (including ex officio Trustees) of the charity through:

- a family relationship. For example, the parent or child of a Trustee
- a financial or commercial relationship with a Trustee
- a financial or commercial relationship with the Group, District, or County. For example, someone who represents a body that funds the or contracts with the charity to provide services.

5e.3.1.2 Report by the Independent Examiner or auditor

In countries other than Scotland, a report to the Trustee Board must be completed by the independent examiner or auditor in accordance with the requirements of the charity's regulator (See POR 5a.1.1.2). Templates for reports by Independent Examiners are downloadable from Accounting and Reporting.

In Scotland, a report to the Trustee Board must be completed in accordance with one of the specimen accounts referred to in the Scouts Scotland Guidance as appropriate to an independent examiner or an auditor.

5e.4 Funds administered by sections, and other teams or sub-teams in the Group, District or County

5e.4.1.1 Administration of funds

a) Any section, team or sub-team or other activity (for example a Campsite, Scout Show or Scout Shop) that is not a separate charity must, to the extent authorised by the relevant Trustee Board, administer sums allocated to it.

b) Subscriptions paid by members of any section, or on their behalf, must be handed to the designated Treasurer or their nominee as soon as possible after receipt.

[14] Transition: Changes in POR are normally effective from their date of publication. However, the formal change from Scrutineer to Independent Examiner is effective from the AGM of the Group, District or County held during 2026 because this is when the Independent Examiner or Auditor is appointed.
However, in practice this is essentially a change in title only, with no significant alteration in responsibilities—so it can reasonably be implemented immediately. This change applies only in England and Wales.

c) The receiving Treasurer or their nominee must make the necessary records and pay the money into the agreed bank account(s) as soon as practicable.

5e.4.1.2 Maintenance of cash accounts

Each section, or other approved activity (for example a Group camp) which receives or handles any cash must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the respective Group, District or County Treasurer at least once in each period of three months.

5e.4.1.3 Teams with their own bank accounts

If a section, team or sub-team or other activity has their own bank account, then the transactions (and relevant support) should be provided to the appropriate Group, District or County Treasurer at an agreed frequency. All such transactions must also be consolidated into the Group, District or County annual accounts by the appropriate Treasurer(s) prior to their scrutiny by the Independent Examiner or Auditor.

5e.5 Bank accounts

5e.5.1.1 Banking arrangements

All banking arrangements for a member of the Federation must be approved by its Trustee Board. In line with POR 5e.5.1.2, bank accounts should be held in the name of the charity, or one of its teams or sub-teams.

For Explorer Units partnered with a Group, their operational banking arrangements may be made by the Group if:

a) The arrangement is recorded in a Partnership Agreement between the District, the Group, and the Unit.

b) The agreement documents the operational financial relationship between a District, a Group and an Explorer Unit (see POR 4c.1.3.2).

There is guidance available regarding Network section finances.

5e.5.1.2 Receipt of funds

In line with 5e.5.1.1, all monies received by or on behalf of a Group, District or County (including from supporters), must be paid into a bank account, National Savings account or building society account held in the name of a Group, District or County or one of their teams or sub-teams.

Monies received on behalf of a Group, District or County or any of their teams or sub-teams must not be paid into a personal bank account.

5e.5.1.3 Account operation

The account(s) should be operated by the respective Treasurer and other members authorised by the relevant Trustee Board.

5e.5.1.4 Authorisation of payments

A minimum of two unrelated persons authorised by the Trustee Board must approve each banking withdrawal and payment.

The authorised signatories must be approved by each respective Group, District or County Trustee Board, whether or not the authorised signatories are Trustees.

5e.5.1.5 Sharing of accounts between charities

Bank accounts must be operated within one charity. As separate charities, Groups, Districts and Counties must not share or mix their bank accounts with each other, or with other charities.

5e.5.1.6 Payments for Scout related activities

Payments for Scout-related matters should be made from a Scout bank account wherever practicable.

If necessary, payments for Scout-related costs may be made from an individual's personal bank account or credit card but the relevant Treasurer or administrator should reimburse, based on provision of appropriate receipts.

5e.5.1.7 Cash received at activities

Cash collected at activities may only be used as permitted in the relevant Trustee Board's cash handling and expenses policy.

5e.5.1.8 Surplus funds

Funds not immediately required should be transferred into a suitable savings or investment account held in the name of the charity.

5e.5.1.9 Advance payments

Trustee Boards may give volunteers or staff members "cash" in advance if:

a) clear limits are set by the Trustee Board.
b) a process is in place to receive evidence of expenditure.

This could include the use of preloaded 'expenses' cards or credit cards (with strict limits). Such cards must be:

a) issued in the name of the Group, District or County
b) approved by the Group, District or County Trustee Board
c) issued to named individuals to ensure that each card holder is clear about their responsibility for use of the card issued to them is clear.

As with all other commitments, Trustees will be jointly and severally liable for expenditure incurred on such cards.

The Trustee Board must agree a card use policy[15]. Details are included here.

5e.6 Investments

5e.6.1.1 Powers of investment

The Scout Association's own particular powers of investment are specified by its Royal Charter and apply only to The Scout Association itself and not to Groups, Districts and Counties. Unless therefore the powers of investment are specified in the formal Trust Instrument creating or governing any given Group, District or County, such powers of investment are governed by the relevant legislation:

a) In England and Wales – the Trustee Act 2000

b) In Northern Ireland – the Trustee Act (Northern Ireland) 2001

c) In Scotland – the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Charities (Regulation and Administration) (Scotland) Act 2023

5e.6.1.2 Investments are held in trust

Investments held on behalf of Groups, Districts or Counties must be registered in such a way as to show they are held on trust for that body and they are not the private property of the individuals, if any, appointed as Trustees in relation to that investment.

5e.6.1.3 Use of special investment funds

Groups, Districts or Counties are advised to make full use of special funds which are established for investment by charities and which pay dividend income gross. In the (currently unlikely) event that any tax is deducted at source the tax should be reclaimed from HMRC by the relevant Treasurer.

Note that this will not apply in the case of those units operating in Scotland which have chosen not to register with OSCR who will, subject to the de minimis rules, be liable to corporation tax on such income.

[15] Transition: Amendments to POR take effect from their date of publication. The revisions relating to expense cards have been developed around regulatory guidance. Trustee Boards that have already authorised the use of expense cards should align their practices with these rules as soon as practicable, and no later than 31st December 2026.

5e.7 Preservation of books of account

5e.7.1.1
Statements of account and all accounting records must be preserved for at least six years from the end of the financial year in which they are made, or for such longer period as HMRC or other relevant body require.

Electronic storage of accounting records is appropriate and allowed. The Trustees should ensure that records are appropriately secured, backed up and accessible even if members leave Scouts.

5e.8 Payment of the membership subscription

5e.8.1.1 UK Headquarters membership subscription

To meet the costs of UK Headquarters' services to the movement and the costs of organising and administering The Scout Association, and to meet The Scout Association's obligations to World Scouting, the Board of Trustees of The Scout Association requires a UK Headquarters' membership subscription to be paid for each member aged under 18 at the time of the annual membership census.

The amount of the membership subscription is decided annually by The Scout Association's Board of Trustees. It applies to the whole of the United Kingdom, and to all members of The Scout Association who live outside the United Kingdom.

The Board of Trustees also decides what proportion, if any, of the membership subscription is to be retained by the Country Scout Councils of Northern Ireland, Scotland and Wales towards the costs of their own Country Headquarters services.

5e.8.1.2 Local membership subscriptions

In addition, to meet local costs, the local Group, District and County may also charge a membership subscription.

In the case of Explorer Units partnered with a Group and operating using Operating Model 3 then the Group will charge the membership subscription to each Explorer, and will pay the District membership subscription for each Explorer. The District Trustee Board must be aware of the membership subscriptions charged by the Group for Explorers.

5e.8.1.3 Collection and payment of membership subscriptions

a) Every Group, District and County is responsible for the collection and payment of the UK Headquarters' membership subscriptions together with any Country, County and District subscriptions in accordance with the numbers returned on the annual census return.

b) Payments should be remitted to the District, County or Country Headquarters or UK Headquarters in line with the relevant Treasurer's instructions and not later than the date annually notified locally.

c) Membership subscriptions may be collected from youth members or their parents by a method decided by the relevant Trustee Board.

5e.8.1.4 Gift Aid or similar schemes

Each United Kingdom Group and District is **very** strongly encouraged to use the HMRC Gift Aid scheme for membership subscription payments made in respect of youth or other members by UK taxpayers.

In this connection it must be noted that those Scout units operating in Scotland which are not registered with OSCR are NOT charities in Scottish law and cannot recover Gift Aid. For this reason, Scottish units are encouraged to carefully consider the advantages of registering as a charity.

Outside England, Northern Ireland, Scotland and Wales, some governments operate their own scheme similar to gift aid. Where such a scheme exists, its use is **very** strongly encouraged.

5e.9 Disposal of assets

5e.9.1 Disposal of Group, District or County assets at amalgamation

5e.9.1.1

a) If two or more Groups, Districts or Counties amalgamate, the retiring Treasurers must prepare a statement of account at the date of the amalgamation.

b) The statement, together with all Group, District or County assets, supported by all books of account and vouchers, must be handed to the Treasurer of the Group, District or County formed by the amalgamation.

c) If the receiving Treasurer considers it necessary, after consultation with the Trustee Board, they must ask the Trustee Board to appoint an appropriate person to examine the accounts.

5e.9.2 Disposal of District or County assets at splitting

5e.9.2.1

a) POR 5e.9.2 does not apply to Groups.

b) If a District is split into two or more separate Districts, or into parts which will be amalgamated with other Districts, the assets of the District should be divided into

proportions approximately represented by the member numbers of each part after splitting.

c) If a County is split into two or more separate Counties, or into parts, which will be amalgamated with other Counties, the assets of the County should be divided into proportions approximately represented by the member numbers of each part after splitting.

d) These proportions of the District or County assets should then be transferred to the Districts or County, which become responsible for those parts of the old Districts or County.

This should normally be done under the supervision of UK Headquarters.

5e.9.3 Disposal of assets at closure of a Group, District or County

5e.9.3.1

a) It is important to note that closure of a Group, District or County may be the result of a merger of Groups or Districts or Counties. In these situations, two or more charitable entities are closed and are replaced by one new charity.

b) If a Group, District or County is closed, the Treasurer must prepare a statement of account at the effective date of closure.

- For a Group, the statement, together with all assets, must be handed to the District Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- For a District, the statement, together with all assets, must be handed to the County Treasurer as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- For a County, the statement, together with all assets, must be handed to the Country and UK Headquarters as soon as possible after the closure date and must be supported by all books of accounts and vouchers.

c) The Treasurer must ensure that the statement of account is properly independently examined or audited as appropriate.

5e.9.4 Assets and liabilities remaining after closure of a Group, District or County

5e.9.4.1 Policy statement underpinning this section 5e.9.4

In the unlikely event that liabilities remain after the closure of a Group, District, or County then - to the extent that these liabilities exceed the value of any assets (including those

already transferred under POR 5e.9.3) - there is no automatic transfer of those net liabilities to another entity.

Any such outstanding net liabilities will therefore be the responsibility of the Trustees of the closed Group, District, or County. However, the relevant District, County, or Country Headquarters may, at their discretion, choose to provide financial support where their Trustees consider it to be in the best interests of their charity.

5e.9.4.2 Net assets

Net assets are where, after closure, total assets are greater than total liabilities:

a) Net assets of a Group automatically pass to the District Scout Council which may use or dispose of these at its absolute discretion solely for the purposes of scouting.

b) Net assets of a District automatically pass to the County Scout Council, which may use or dispose of these at its absolute discretion solely for the purposes of scouting.

c) Net assets of a County automatically pass to the Country Headquarters, which may use or dispose of these at its absolute discretion, solely for the purposes of scouting.

5e.9.4.3 Net liabilities

Net liabilities are where, after closure, total assets are less than total liabilities:

a) If after the closure of a Group there are net liabilities, then these remain the responsibility of the closed Group's Trustees.

b) If after the closure of a District there are net liabilities, then these remain the responsibility of the closed District's Trustees.

c) If after the closure of a County there are net liabilities, then these remain the responsibility of the closed County's Trustees.

However, the relevant receiving District, County, or Country Headquarters may, at their discretion, choose to provide financial support where their Trustees consider it to be in the best interests of their charity.

5e.9.4.4 Other considerations following closure

a) If there is any reasonable prospect of the Group, District or County being revived, the disposition of these assets and liabilities may be delayed by the respective Trustee Board for such a period as it thinks proper with a view to returning them to the revived Group, District or County.

b) The Trustee Board of the receiving entity must ensure the preservation of the statements of account and all accounting records of the Group, District or County which has been closed. This will be within the timeframes indicated within the receiving entity's Data Retention Policy but should normally be at least six years.

Chapter 5f

Fundraising, grants and loans in Groups, Districts and Counties

Chapter contents

5f.1 Fundraising in Groups, Districts, Counties
5f.2 Joint fundraising projects
5f.3 Fundraising and the law
5f.4 Lotteries and gaming
5f.5 Appeals for funds
5f.6 Professional fundraisers
5f.7 Grants and loans

5f.1 Fundraising in Groups, Districts, Counties

5f.1.1.1 Purpose of fundraising

To maintain its work and to generate all that is needed to implement its training programme, the Scout movement has to support itself financially.

Groups, Districts and Counties are expected to generate sufficient funds to carry out their own programme of activities.

5f.1.1.2 Standards

Fundraising carried out on behalf of Scouts must be conducted in accordance with the principles embodied in the Scout Promise and Law, and our Values (see Chapter 1).

Within the provisions of this policy the methods of fundraising may be chosen so long as they are consistent with the Movement's reputation and good standing.

5f.1.1.3 Acceptable fundraising

Fundraising conducted on behalf of Scouts may be by any means provided it is:

a) not forbidden by law
b) acceptable to the local community

Proceeds of the fundraising activity must be used wholly to fund the work of the Group, District or County or, in the case of joint activities with other organisations, that part of the proceeds allotted to the Group, District or County is wholly applied to the work of the Group, District or County.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5f.1.1.4 Public collections

Public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.

Collections may take place even though there is no visible reciprocal effort for the donation. Stickers and flags are appropriate. It is considered that value for the donation has already been given to society by the work of the Scout Movement in and for the community.

5f.1.1.5 Use of funds raised

Where the reason for the fundraising is stated, the proceeds must only be used for that purpose.

5f.2 Joint fundraising projects

5f.2.1.1 Conditions for joint fundraising projects

Joint fundraising projects with other charitable organisations are permitted provided that the part of the proceeds allotted to the other organisation is used wholly for purposes other than those of private gain.

Country Headquarters must be consulted if there is the slightest doubt as to the bona fides of the other organisation in respect of the purposes of the fundraising activity.

5f.2.1.2 Agreements

When participating in a joint project, terms must be agreed and recorded in a Memorandum of Understanding or non-legal agreement.

5f.3 Fundraising and the law

5f.3.1.1

All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This includes those regulations governing house to house collections, street collections, lotteries, gaming, children and young persons. Details may be obtained from the Fundraising Support section of scouts.org.uk.

5f.4 Lotteries and gaming

5f.4.1.1 Required approvals

If a Group considers raising funds by means governed by any legislation as detailed at POR 5f.3.1.1, the proposed activity must have the recorded approval of the Group Trustee Board, the Sponsoring Authority (if any), and the District Chair.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

If a District considers raising funds by means governed by any legislation as detailed at POR 5f.3.1.1, the proposed activity must have the recorded approval of the District Trustee Board and the County Chair,

If a County considers raising funds by means governed by any legislation as detailed at POR 5f.3.1.1, the proposed activity must have the recorded approval of the County Trustee Board and the Country Chair,

5f.4.1.2 Important considerations

a) Regard must be paid to the views of parents and to local public opinion. Activities affected by this legislation include raffles, whist drives and similar methods of fundraising involving participation on payment of stakes.

b) Groups, Districts or Counties in the areas adjacent should be informed of the proposed activity. Care must be taken to contain the activity within as close an area to that in which the Group or District or County operates as practical.

5f.4.1.3 Ensuring compliance with regulations

For any fundraising activity governed by legislation, the appropriate Trustee Board must appoint a person (often called a promoter) to be responsible for ensuring compliance with relevant regulations.

5f.4.1.4 Advertising

a) Any advertising material used must conform with the requirements of the legislation and must not contain any matter which is not in strict conformity with the standards of The Scout Association.

b) If the Group, District or County (as appropriate) is a charity in law, this fact must be stated in any advertising material.

5f.5 Appeals for funds

5f.5.1.1 Restrictions

a) Groups, Districts and Counties must not issue general appeals for funds.

b) Any permitted appeal must not exceed the boundaries of the District in which the Group is located, or of the District or County as appropriate.

5f.5.1.2 Approvals

In exceptional circumstances:

a) Groups must seek approval from the District Trustee Board:

b) Districts must seek approval from the County Trustee Board (who must consult the Country Headquarters)

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

c) Counties must seek approval from UK Headquarters.

5f.6 Professional fundraisers

5f.6.1.1 Appointments

Groups must not appoint a professional fundraiser without the approval of the District Trustee Board who must ensure that the requirements of the legislation are fully complied with.

Districts must not appoint a professional fundraiser without the approval of the County Trustee Board who must ensure that the requirements of the legislation are fully complied with.

Counties may appoint a professional fundraiser.

5f.6.1.2 Legal compliance

All legislation associated with fundraising must be fully complied with.

5f.7 Grants and loans

5f.7.1.1 Policy

A Group, District or County may accept financial support in the form of grants or loans provided that it raises a proportion of its own funds.

This would include grants, loans or donations provided for specific purposes, which would constitute Restricted Funds.

5f.7.2 Applications for grants or loans

5f.7.2.1 Grants or loans from Local Authorities

Applications for grants or loans from Local Authorities:

a) Group and District applications must be approved by the District Chair and the County Lead Volunteer before submission.

b) County applications must be approved by the County Chair and the County Lead Volunteer before submission.

5f.7.2.2 Grants from UK Headquarters

Applications for grants from UK Headquarters:

a) Group applications must have the approval of the Group Chair and the District Lead Volunteer.

b) District applications must have the approval of the District Chair and the County Lead Volunteer.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

c) County applications must have the approval of the County Chair and the County Lead Volunteer.

5f.7.2.3 Loans from sources other than Local Authorities or UK Headquarters

Applications for loans from sources other than Local Authorities or UK Headquarters:

a) Group applications must have the approval of the Group Chair and of the District Lead Volunteer if the latter so directs.

b) District applications must have the approval of the District Chair and of the County Lead Volunteer if the latter so directs.

c) County applications must have the approval of the County Chair and of the County Lead Volunteer if the latter so directs.

5f.7.3 Changes to grants after the award of the grant

5f.7.3.1

If it becomes necessary to change how grants will be spent which differ from what was originally agreed, the funder's approval must first be obtained in writing if that is a condition of the grant awarded.

Chapter 5g

Insurance

This was previously Chapter 8 in the Autumn 2025 edition of POR

Chapter Contents

5g.1 Trustee Board role
5g.2 About Unity
5g.3 Insurance funded by UK Headquarters
5g.4 Other insurance cover
5g.5 Third party agreements or indemnities

5g.1 Trustee Board role

Trustee Boards are responsible for ensuring that people, property and equipment are appropriately insured. This chapter sets out the policies and requirements that support this responsibility.

5g.2 About Unity

Unity is the official insurance broker of The Scout Association. See also POR 6.12.1.4.

Unity is one provider that is able to arrange the insurance cover required under this chapter, particularly POR 5g.4.

5g.3 Insurance funded by UK Headquarters

5g.3.1 Scope

The insurances outlined in POR 5g.3 apply exclusively to Scout units and their members operating within the Federation governed by The Scout Association's Royal Charter. These insurances are purchased by UK Headquarters from the membership subscriptions. Scout units must not independently purchase the insurances listed in this POR 5g.3.

The insurances described in POR 5g.3 do not extend to members of Girlguiding or any other individuals or organisations that are not formally part of the Scouts' Federation.

Details of the current benefits under these policies are available from Unity.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5g.3.2 Compliance

For insurance cover provided by UK Headquarters to be remain valid, all POR rules must be complied with, particularly those relating to the organisation of activities and the safety precautions applying to activities.

All insurances and indemnity provided by The Scout Association are subject to the terms and conditions of the relevant insurance policy in force.

5g.3.3 Personal Accident and Medical Expenses Policy (PAME)

5g.3.3.1 Cover for members of Scouts

PAME insurance is funded by UK Headquarters and covers all members included on the annual census return, as well as new members who join during the year, in the United Kingdom, the Isle of Man, the Channel Islands, and British Scouting Overseas.

More details, including the schedule of benefits, are available on the Unity website.

5g.3.3.2 Cover for visiting Scouts from overseas

The PAME policy also extends coverage to parties of up to five visiting Scouts who are not members of The Scout Association but who are in the United Kingdom to take part in Scout activities organised by a British home unit.

5g.3.3.3 Additional third-party risks

Certain adventurous activities carry higher third-party risks and may require additional insurance arrangements which must be made by Unity.

For this reason, Groups, Districts or Counties must notify Unity in advance when planning to undertake air activities or karting.

5g.3.4 The Scout Association Legal Liability Policy (LLP)

5g.3.4.1 Liability cover

This LLP policy, which includes both Public Liability and Property Owners Liability, covers the whole The Scout Association and provides coverage for all Lead Volunteers, adult volunteers and other authorised individuals responsible for, or assisting with, Scout activities.

This includes claims brought by members (or their parents or guardians) or by third parties, alleging legal liability resulting from incidents during any authorised Scout activity or fundraising event. This is covered under the Public Liability section of the policy.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

The LLP policy extends to cover every Group, District and County within the Federation, subject to POR 5g.3.2. No additional Public or Property Owners' Liability insurance is required to be purchased by Groups, Districts or Counties.

5g.3.4.2 Property Owners Liability

The LLP policy also provides Property Owners Liability cover for any Scout unit that owns or is responsible for land or buildings, excluding liability accepted under any agreement.

5g.3.4.3 External activity providers

External activity providers must provide evidence of holding a public liability insurance policy which covers their activities to a minimum level of five million pounds. (POR 9a.5.7.4)

5g.3.5 The Scouts Trustee Indemnity Policy (TI)

5g.3.5.1 Purpose

The TI policy protects Trustees in the event they are held personally liable for the loss of charity assets or for making a decision that results in the charity sustaining a financial loss.

More details, including the schedule of benefits, are available on the Unity website.

5g.3.5.2 Scope

The TI policy applies to all Trustees and members of any sub-team of a Trustee Board within any charity that is part of the Federation, where the individual's Trustee or sub-team role is recorded on the Scouts' membership system.

The TI policy also covers any person co-opted or appointed to act as a Trustee or Trustee Board sub-team member, including Custodian Trustees or Holding Trustees, of Scout assets, regardless of whether or not they are members of a Trustee Board or are a member of Scouts.

5g.4 Other insurance cover

5g.4.1.1 Extensions to PAME

This section 5g.4.1.1 lists options for Groups, Districts, Counties to purchase extensions to the PAME insurance in POR 5g.3.3.1 and POR 5g.3.3.2. These extensions are not included in the PAME policy purchased by UK Headquarters.

Note that these policy extensions may be purchased from Unity, or from alternative insurance providers.

a) Additional insurance may be purchased to extend benefits beyond those included in the standard Scouts' PAME policy.

b) Non-members are not covered under the Scouts' PAME insurance. However, non-members residing in the United Kingdom, the Isle of Man, and the Channel Islands can be insured under PAME if a Group, District or County purchases specific PAME cover for their non-members. POR Chapter 16 Teams Table indicates which roles have 'member' status.

c) As an extension to POR 5g.3.3.2, larger groups of visitors are not automatically covered under PAME. They may, however, be independently insured by the host unit, provided the visitors are not already covered by their home Scout Association.

5g.4.1.2 Locally arranged insurance cover

Under POR 5c.1.5.4(e), 5c.2.5.4(d), 5c.3.5.4(d), 5c.34.5.4(d), 5d.1.5.3(i), 5d.2.5.3(i) and 5d.3.5.2(i) every Group, District, and County Trustee Board must maintain, and regularly review, appropriate insurance cover in respect of other risks, including, but not limited to:

a) Supplementary extensions to PAME insurance (POR 5g.4.1.1(a))

b) PAME for non-members (POR 5g.4.1.1(b))

c) PAME for larger groups of visiting Scouts (POR 5g.4.1.1(c))

d) property and equipment, owned, hired, or borrowed, including the loss or damage whilst in transit or at camp or on expeditions

e) minibuses and other motor vehicles, including passenger risk, whether in the British Isles or other countries

f) marine and boating activities (POR 9b.5.5.3)

g) aviation and air activity (also note POR 5g.3.3.3(c), POR 9b.2.2.3, POR 9b.2.10.1(a), and POR 9b.2.10.2)

h) karting (POR 5g.3.3.3(c))

i) visits abroad (POR 9a.3.1.6)

   The policy available from Unity covers accidents and medical expenses but is only available to groups of members based in the United Kingdom, the Channel Islands or the Isle of Man.

   For Scouts in Northern Ireland travelling to the Republic of Ireland, additional travel insurance is not required for trips lasting 48 hours or less. However, if it is assessed that cover is required for emergency medical expenses, personal possessions, or cancellation, then travel insurance must be purchased (POR 9a.3.1.7)

   Members based in British Scouting Overseas or the Overseas Territories should obtain equivalent travel insurance cover locally.

j) employers' liability for persons employed by a Group, District or County.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

5g.5 Third party agreements or indemnities

5g.5.1.1 Agreements or indemnities required by third parties

If a Group, District or County is arranging to use land, premises or facilities belonging to another authority, organisation or individual, and is asked to sign an agreement or indemnity, details must be sent to Unity as early as possible.

Arrangements must not proceed, and no agreement or indemnity must be signed, until Unity has confirmed both:

a) that the terms of the agreement or indemnity are acceptable
b) that The Scout Association's Legal Liability Policy provides adequate cover for the proposed terms.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Chapter 6

The structure of the UK Headquarters of The Scout Association

Section 6.15 was previously section 14.1 in Autumn 2026 POR

Chapter Contents

6.1 The Royal Charter and Bye Laws
6.2 The Patron
6.3 The President(s)
6.4 The Council of The Scout Association
6.5 Membership of the Council
6.6 The Board of Trustees of The Scout Association
6.7 Sub-Committees of the Board of Trustees
6.8 National leadership
6.9 UK Headquarters Staff
6.10 The Country Scout Councils of Northern Ireland, Scotland, Wales
6.11 British Scouting Overseas and the Overseas Territories
6.12 Companies and Trusts associated with The Scout Association
6.13 Girlguiding
6.14 UK Support Teams
6.15 Associate Organisations

6.1 The Royal Charter and Bye Laws

6.1.1.1 Royal Charter

The Scout Association exists by authority of a Royal Charter, granted by King George V in 1912 and supplemented by further Charters granted by King George VI and Queen Elizabeth II.

6.1.1.2 Bye Laws

These Charters give authority to the Bye Laws of The Scout Association, which are approved by His Majesty's Privy Council.

The Bye Laws, in turn, authorise the making of rules for the regulation of The Scout Association's affairs, and thereby give authority for the rules printed in Policy, Organisation and Rules.

6.2 The Patron

6.2.1.1

His Majesty King Charles III is the Patron of The Scout Association.

6.3 The President(s)

6.3.1.1

Her Royal Highness The Princess of Wales and His Royal Highness The Duke of Kent share the joint Presidency of The Scout Association.

6.4 The Council of The Scout Association

6.4.1.1 Council

The Scout Association is governed by a Council of between 300 and 600 members as determined by the Royal Charter of 1912 and the Supplemental Royal Charters of 1949, 1959, 1967 and 1991 (with the 1991 Supplemental Royal Charter amendment agreed in 2020).

6.4.1.2 Chief Scout

The Council appoints the Chief Scout, who becomes the Chair of the Council.

6.5 Membership of the Council

6.5.1.1 Ex officio members of the Council

a) The President or both of the Joint Presidents

b) The Chief Scout

c) The UK Chief Volunteer

d) The Chief Executive

e) The Chair and members of the Board of Trustees, including The Treasurer.

f) The Chief Volunteer for International

g) The Chairs of the national boards of The Scout Association

h) Any person holding a Chief Volunteer role, or a role designated as a National Commissioner by the Board of Trustees

i) The County Lead Volunteers of The Scout Association.
There is only one ex officio role on the Council for a County, so where there are joint role holders in a County, the role holders must decide, in discussion with the County Chair, which of them will be the ex officio member.

j) The Country and County Youth Leads of The Scout Association.
There is only one ex officio role on the Council for a County or a Country, so where there are joint role holders in a County or a Country, the role holders must decide, in discussion with the relevant Chair, which of them will be the ex officio member.

6.5.1.2 Nominated members of the Council

a) Each Scout County and each Overseas Territory nominate members to the Council

b) Each County or Overseas Territory should nominate one member for every 10,000 members or part thereof declared by the County or Territory at the time of the annual census taken before the nomination

c) A nominated member serves for three years unless another is nominated in the member's place

d) Salaried officials employed by County Scout Councils may be nominated, but persons in the full-time employment of UK Headquarters are not eligible for nomination.

e) Counties should inform governance@scouts.org.uk as soon as possible of any changes to their nominated members of Council.

f) Before being nominated to the Council, the nominated member must be a member of The Scout Association in the nominating County at the time of nomination and throughout their term of office.

g) Northern Ireland Scout Council is designated as a County for the purposes of the Bye Laws only. The Northern Ireland Scout Council may nominate up to 14 representatives

from its Districts. Each representative must be a member of The Scout Association in Northern Ireland at the time of nomination and throughout their term in office. A minimum of 50% of those must be aged 18-24 at the time of nomination and throughout their term in office.

6.5.1.3 Nominated members (18-24) of the Council

a) Each Scout County and each Overseas Territory nominate members aged 18-24 to the Council

b) Each County or Overseas Territory should nominate one member (aged 18-24) for every 10,000 members or part thereof declared by the County or Overseas Territory at the time of the annual census taken before the nomination

c) On nomination the representative must have passed their 18th birthday, but must not have reached their 24th birthday

d) A nominated member (aged 18-24) serves for three years unless another representative is nominated in the representative's place or until the date of the annual census following the representative's 25th birthday

e) Salaried officials employed by County Scout Councils may be nominated, but persons in the employment of UK Headquarters are not eligible for nomination.

f) Counties should inform governance@scouts.org.uk as soon as possible of any changes to their nominated members (18-24) of Council.

g) The nominated member (18-24) must be a member of The Scout Association before being nominated to the Council and throughout their term in office.

h) Northern Ireland Scout Council is designated as a County for the purposes of the Bye Laws only. The Northern Ireland Scout Council may nominate up to 14 representatives from its Districts. Each representative must be a member of The Scout Association in Northern Ireland at the time of nomination and throughout their term in office. A minimum of 50% of those must be aged 18-24 at the time of nomination and throughout their term in office.

6.5.1.4 Elected members of the Council

a) The Council may include up to sixty other people of whom not more than three may be in the employment of The Scout Association

   These members are elected by the Council at the Annual General Meeting of the Council

b) Elected members serve for three years.

6.6 The Board of Trustees of The Scout Association

6.6.1.1 Purpose

The Board of Trustees exists to manage the business of The Scout Association in accordance with its Bye Laws.

It is the body which makes the policy and the rules of The Scout Association as published in Policy, Organisation and Rules and in the other official literature of The Scout Association.

6.6.1.2 Membership of The Board of Trustees

a) **Ex officio members**

- UK Chief Volunteer
- UK Youth Lead
- Chief Executive

b) Elected members

Nine members of The Scout Association elected at an Annual General Meeting of the Council:

- one each from Northern Ireland, Scotland, Wales
- three from northern England
- three from southern England

These members are elected for a term of three years.

The Northern England Electoral College comprises all Scout Counties in North East England and North West England Regions.

The Southern England Electoral College comprises all Scout Counties in South East England and South West England Regions, together with British Scouting Overseas.

c) Elected youth members

Three youth members of The Scout Association elected by the Council at an Annual General Meeting of the Council. Elected youth members are elected for a term of three years.

d) Appointed members

The Chair of the Board, the Treasurer and up to three other persons who need not be, at the time of their nomination, members of The Scout Association, provided always that those so nominated accept to become members on their appointment by the Council at an Annual General Meeting. Appointed members are appointed for a term of three years.

e) Attending members

The Secretary, who shall not have a vote.

f) Right of Attendance

Persons holding the following roles have the right of attendance without vote at meetings of the Board of Trustees and may put forward matters for discussion on giving fourteen days' notice to the Secretary of the Board.

- The Chief Scout and any Deputy Chief Scouts if they are not Trustees.
- Members of the UK Leadership Team if they are not Trustees
- Regional and County Lead Volunteers and County Chairs.

6.7 Sub-Committees of the Board of Trustees

6.7.1.1 The sub-Committees

The Board of Trustees delegates certain responsibilities to six sub-Committees:

a) Finance, Audit and Risk Committee
b) People and Culture Committee
c) Safeguarding Committee
d) Safety Committee
e) Strategy and Delivery Committee

6.7.1.2 Sub-Committee membership and terms of reference

The membership and terms of reference of these sub-Committees is determined by the Board of Trustees. Two or more members of the Board of Trustees must serve on each sub-Committee.

6.7.1.3 Sub-Committee Chairs

Chairs of sub-Committees are appointed for a three-year term by the Board of Trustees subject to them remaining as Trustees and a satisfactory annual performance review.

6.8 National leadership

6.8.1.1 Chief Scout

The Chief Scout is appointed by the Council of The Scout Association according to the terms laid down by the Council.

6.8.1.2 UK Chief Volunteer

The UK Chief Volunteer is appointed by the Board of Trustees of The Scout Association according to the terms laid down by the Council.

6.8.1.3 Treasurer

The Treasurer is appointed by the Council of The Scout Association according to the terms laid down by the Council.

6.8.1.4 Chief Volunteers

a) The UK Chief Volunteer is appointed under POR 6.8.1.2.
b) Other Chief Volunteers are appointed by the UK Chief Volunteer following the UK Headquarters recruitment process.
    a. The appointment of a Chief Volunteer remains valid until the fifth anniversary of the date of the appointment.
    b. The appointment of a Chief Volunteer is subject to formal review by the UK Chief Volunteer.
    c. The appointment of a Chief Volunteer may be renewed for a second period not exceeding five years.
    d. Chief Volunteers are ex officio members of the Council of The Scout Association.

6.8.1.5 United Kingdom Lead Volunteers

a) For the purposes of the Bye Laws of The Scout Association, UK Lead Volunteers are treated as National Commissioners.
b) UK Lead Volunteers are appointed by the UK Chief Volunteer, following the UK Headquarters recruitment process, to undertake special responsibilities, such as the leadership and support of the Sections.
c) The appointment of a UK Lead Volunteer remains valid until the fifth anniversary of the date of appointment.
d) The appointment of a UK Lead Volunteer may be renewed for a second period not exceeding five years.
e) The appointment of each UK Lead Volunteer is subject to a formal review by the UK Chief Volunteer.

6.8.1.6 Regional Lead Volunteers (England, Northern Ireland, Wales)

a) Regional Lead Volunteers (England, Northern Ireland, Wales) are appointed by the Chief Volunteer (England, Northern Ireland, or Wales) following the UK Headquarters recruitment process.
b) The appointment of a Regional Lead Volunteer remains valid until the fifth anniversary of the date of the appointment.
~~c)~~ The appointment of Regional Lead Volunteers is subject to formal review by the Chief Volunteer (England or Northern Ireland or Wales).
d) The appointment of a Regional Lead Volunteer may be renewed for a second period not exceeding five years.

e) Regional Lead Volunteers (England or Wales) are ex officio members of all County Scout Councils in their region and have right of attendance at all County Trustee Boards in their region.
f) Regional Lead Volunteers (England, Northern Ireland, or Wales) are treated as National Commissioners for the purposes of the Bye Laws.

6.8.1.7 Regional Lead Volunteers (Scotland)

a) In Scotland, Regional Lead Volunteers are appointed by the Chief Volunteer of Scotland.
b) The appointment of a Regional Lead Volunteer (Scotland) remains valid until the fifth anniversary of the date of the appointment. Shorter terms may be agreed.
c) The appointment of Regional Lead Volunteers (Scotland) is subject to formal review by the Chief Volunteer of Scotland.
d) The appointment of a Regional Lead Volunteer (Scotland) may be renewed for a second period not exceeding five years.
e) Regional Lead Volunteers (Scotland) are ex-officio members of all District Scout Councils in their Region and have right of attendance at all District Trustee Boards in their Region.

6.9 UK Headquarters Staff

6.9.1.1 UK Headquarters structure

The Board of Trustees of The Scout Association maintains a UK Headquarters staff with a departmental structure as required for the implementation of its policy and to provide services and materials necessary for the proper conduct and development of the Scouts.

6.9.1.2 Restrictions on volunteer roles

The following volunteer roles must not be carried out by a member of staff employed by UK Headquarters:

a) County Lead Volunteers
b) Regional Lead Volunteers (England, Northern Ireland and Wales)
c) Nation and County Trustees
d) Nation level roles
e) Nominated and ex-officio members of the TSA Council*
f) Any role that is ex-officio for any of the roles above
g) Any role appointed by UK Headquarters, including
    - Managers or Team Leaders of UK Support Teams
    - Contingent Management Team members for World Scout Events

    But excluding team members of UK Support Teams, International Service Team members and Contingent Support Team members for World Scout Events.

**The only exception to the above is the TSA Chief Executive role which is both an ex officio member of TSA Council and a Trustee of The Scout Association, as defined within our Bye Laws.*

6.9.1.3 Chief Executive

a) The Chief Executive is appointed by the Board of Trustees. The Chief Executive is responsible for the co-ordination of all the work of the staff of UK Headquarters for the implementation of the policy of the Board of Trustees and for such special tasks as may be requested by the Board.

b) The Chief Executive is an ex officio member of the Council of The Scout Association and of the Board of Trustees.

6.9.1.4 Board Secretary

The Bye Laws require the Board of Trustees to appoint a Secretary to carry out the duties required of such a person as specified in the Bye Laws.

6.9.1.5 Support Centre

The Support Centre provides advice, support and guidance to the movement. It may be contacted as follows:

Email: support@scouts.org.uk

Mail: Scout Support Centre, The Scout Association, Gilwell Park, Chingford, London E4 7QW

Online: https://www.scouts.org.uk/contact-us

6.9.1.6 The Scout Heritage Collection and Heritage Centre

a) The Scout Heritage Service is the custodian of the national Scout heritage collection which charts the history and development of the Scout movement in the UK. The aim of the service is to develop, safeguard and make accessible Scouts' heritage for the benefit of the movement and wider public. The Heritage Service and Collection are registered with the Arts Council England Museum Accreditation scheme.

b) The Heritage Service continues to acquire new material relating the Scouts. Prospective donors should refer to our guidance on how to donate to the Heritage Collection. This includes our Collecting Policy and information on priority and closed collecting areas. Potential donations should then be registered with images on the online donations form. Donations are assessed by the acquisitions team monthly. The Heritage Service does not take responsibility for returning unsolicited donations which do not fit our collecting policy. Any questions should be directed to heritage.donations@scouts.org.uk.

c) Further information regarding Scout heritage including the enquiries service, online exhibitions, talks and tours may be found at Our history | Scouts. The team can be reached at heritage@scouts.org.uk

6.9.1.7 www.scouts.org.uk

www.scouts.org.uk is the official website of The Scout Association and provides regular news updates, general information on Scouts, material for young people and access to a range of online member resources.

6.10 The Country Scout Councils of Northern Ireland, Scotland, Wales

6.10.1.1 Purpose

These Scout Councils exist to advise their respective Chief Volunteers in all matters relating to the exercise of the Chief Volunteers' discretionary powers as specified by UK Headquarters, and to perform such administrative and executive duties as may be delegated to them by UK Headquarters, which may include management of their financial affairs.

UK Headquarters makes and approves constitutions for Country Scout Councils to facilitate the performance of delegated duties.

6.10.1.2 Northern Ireland

a) Under the Scout Constitution for Northern Ireland, the affairs of The Scout Association are under the charge of The Northern Ireland Scout Council, with a committee for the management of its business.
b) Under the authority of UK Headquarters, Northern Ireland Headquarters is the body responsible for matters of programme, learning and administration in Northern Ireland.
c) Northern Ireland has separate legal and educational systems and its own system of local government.
d) Certain rules concerning structure, trusteeship, property and charitable status therefore do not apply in Northern Ireland without modification.
e) Northern Ireland Scout Council is designated as a County for the purposes of the Bye Laws only.

6.10.1.3 Scotland

a) Under the Scout Constitution for Scotland, the affairs of The Scout Association are under the charge of The Scottish Council of The Scout Association, with a committee for the management of its business.
b) Under the authority of UK Headquarters, Scottish Headquarters is the body responsible for matters of programme, learning and administration in Scotland.

c) Scotland has separate legal and educational systems and its own system of local government.
d) Certain rules concerning structure, trusteeship, property and charitable status therefore do not apply in Scotland without modification.

6.10.1.4 Wales/Cymru

a) Under the ScoutsCymru Constitution for Wales, the affairs of The Scout Association are under the charge of The Council of ScoutsCymru, with a Trustee Board accountable for the strategic management of its business.
b) Under the authority of UK Headquarters, ScoutsCymru Headquarters is the body responsible for matters of programme, learning and administration in Wales.
c) Wales has separate legislation and educational system and its own system of local government.
d) Rules and regulations concerning structure, trusteeship, property and charitable status must comply with the Charity Commission for England and Wales.

6.11 British Scouting Overseas and the Overseas Territories

6.11.1.1 British Scouting Overseas (BSO)

a) In several countries throughout the world there are British Groups, which are registered by The Scout Association. Two of the countries are British Overseas Territories. They are under the Leadership of the Area Lead Volunteer for BSO who is appointed by UK Headquarters under the recommendation of the Chief Volunteer for International. The Area Lead Volunteer for BSO is responsible to the Chief Volunteer for International.

b) British Scouting Overseas is an Area and the Area is a charity registered in England with the Charity Commission for England and Wales. Organisationally, BSO has four Districts.

c) The Area receives appropriate support from UK Headquarters as agreed with the Area Lead Volunteer for BSO.

6.11.1.2 The Overseas Territories

a) Territories of The Scout Association are established overseas, with local Chief Scouts and Chief Commissioners. The Overseas Territories are not a part of British Scouting Overseas. They are five of the British Overseas Territories.

b) Their constitutions are granted by UK Headquarters and may be withdrawn at its discretion.

c) Variations to the rules of The Scout Association may be sanctioned by UK Headquarters to suit the local circumstances of an Overseas Territory.

d) The Chief Volunteer for International is responsible to the UK Chief Volunteer for the efficiency and well-being of Scouts in Overseas Territories and for relations with Scout Associations in Commonwealth Countries.

6.12 Companies and Trusts associated with The Scout Association

6.12.1.1 Scout Shops Limited

Scout Shops Limited is a wholly owned subsidiary of The Scout Association.

It is primarily involved in supporting the parent charity through the sourcing and distribution of merchandise such as the supply of uniform, badges, resources, souvenirs and camping equipment.

Profits generated are used to support The Scout Association.

6.12.1.2 Scout Products Limited

Scout Products Limited is a wholly owned subsidiary of The Scout Association.

Its principal activity is the procurement and supply of products associated with The Scout Association, coordinating purchases from Scout Store.

Profits generated are used to support The Scout Association.

6.12.1.3 Scout Services Limited

Scout Services Limited is a wholly owned subsidiary of The Scout Association.

Its principal activity is that of sponsorship and marketing services for The Scout Association and other commercial activities.

Profits generated are used to support The Scout Association.

6.12.1.4 Scout Insurance Services Limited (trading as Unity Insurance Services)

Scout Insurance Services Limited (trading as Unity Insurance Services) is The Scout Association's dedicated insurance broker providing insurance support to it and to the Scout movement in the UK.

Unity arranges liability insurance and personal accident and medical expenses cover for The Scout Association and its members.

Unity provides additional specialist insurance cover that Groups, Districts, Counties and campsites may need.

Unity is authorised and regulated by the Financial Conduct Authority and, as a wholly owned subsidiary of The Scout Association, profits generated are used to support The Scout Association.

6.12.1.5 Scout Association Trust Corporation

a) The Scout Association Trust Corporation (SATC) does not apply to Scotland. Instead, POR 5a.3.3 applies in Scotland.

b) The Scout Association Trust Corporation (SATC) is a company limited by guarantee and operates with its own separate Board of Directors.

   Its powers and constitution are stated in its Memorandum and Articles of Association.

   SATC was created to ease the administrative burden faced by Scout Units in having to find, appoint and retain local individual Holding Trustees to hold title to their land and to also ensure consistency by holding important land documentation securely in a central location. These Holding Trustees are separate from, and not members of Group, District and County Trustee Boards (unless separately appointed to one of those Trustee Boards).

c) Where appointed, the SATC may hold title to freehold, leasehold and long-term Licence land interests as a sole Custodian Trustee on behalf of Scout Units registered with The Scout Association in England and Wales. It may also hold title to land held by jointly by Scout and Guide Units.

d) As Custodian Trustee, whilst the SATC will be a party and signatory to any substantive land documentation, it cannot and does not have any responsibility for the management of a Scout Unit or its land. This responsibility remains vested in the Scout unit's local Trustee Board who also act as the Charity Trustees.

6.13 Girlguiding

6.13.1.1

Scouts and Girlguiding share a common Founder and have similar aims, principles and methods, although they are separate organisations established by separate Royal Charters. Co-operation between the two organisations is always encouraged, at all levels.

6.14 UK Support Teams[1]

6.14.1.1 Structure

Some UKSTs are constituted as separate charities within the Federation. These UKSTs must also comply with the principles of POR Chapters 5a and 5b.

Other UKSTs function as sub-teams within the UK Headquarters organisation.

Regardless of their structure - whether as a separate charity or as a sub-team - each UKST must:

- comply with POR 6.14 and POR Chapter 5e
- have a clearly defined service agreement (a statement of purpose).

6.14.1.2 Creating UKSTs

The UK Lead Volunteer for Programme may form UKSTs.

Applications to form a UKST are made to the UK Lead Volunteer for Programme.

6.14.1.3 Purpose

The purpose of UKSTs is to provide active support to Scouts at a national level.

All adult-only support groups linked to Scouts at a national level must be registered as UKSTs whether or not they are separate charities within the Federation.

6.14.1.4 Leadership

The UK Lead Volunteer for Programme may delegate another national appointee to act as the responsible team leaders to support the activities and development of a UKST, to agree and review the service agreement, and to maintain effective liaison between UK Headquarters and the UKST.

Each UKST is led by a UKST Manager who is responsible for ensuring that the UKST meets its service agreement. One or more UKST Coordinators may be appointed to assist in the running of the Unit. All appointments of UKST Managers and UKST Coordinators must take place through arrangements managed by the UK Lead Volunteer for Programme.

[1] UK Support Teams (UKSTs) were previously known as National Scout Active Support Units (NSASUs). This is a change that is in transition - at the time of publication of this edition of POR, the change has not yet been completed everywhere (including on scouts.org.uk).

6.14.1.5 Membership

Subject in all cases to a satisfactory Personal Enquiry, membership of a UKST is open to any person aged 18 or over, including:

a) those holding other appointments in Scouts, who are expected to give priority to the duties of these local appointments
b) Scout Network Members, who are expected to give priority to their Scout Network.

Each UKST Manager must be a member of Scouts. All Members of a UKST must also be members.

6.14.1.6 Service agreement

A UKST is responsible for providing active support in accordance with its service agreement, agreed every three years with the UK Lead Volunteer for Programme or their nominee.

6.14.1.7 Minimum standards

The following minimum standards are laid down for a UKST:

a) There must be an appointed UKST Manager. In the event of a vacancy, the UK Lead Volunteer for Programme or their nominee assumes that role until a new UKST Manager is appointed
b) A UKST must provide active support to Scouts on a national level, as detailed in its service agreement
c) The annual census for a UKST must be completed and submitted under guidelines specified by the UK Lead Volunteer for Programme or their nominee
d) Banking arrangements:
    - In the case of a UKST which is a separate charity in law, these arrangements should be defined in their constitution but must reflect the principles of Chapter 5e
    - For a UKST which is not a separate charity in law, bank accounts and banking processes must be agreed and managed under arrangements agreed by the Board of Trustees and must be in line with the principles of Chapter 5e
e) Accounting records:
    - Annual accounts for a UKST that is a separate charity in law must be submitted to UK Headquarters at finance@scouts.org.uk as soon as possible after the UKST's AGM at which they are presented. Prior to the UKST AGM, the accounts must have been independently examined or audited as required by Chapter 5a
    - For a UKST that is not a separate charity in law, the accounting records of The Scout Association must reflect the transactions undertaken, and supporting evidence made available as required, to The Scout Association's auditors. To enable this, the UK Headquarters finance team will specify for each such UKST

the nature and frequency of returns and supporting evidence to be made to them to meet these obligation

f) A UKST must comply with any other operational procedures agreed with the UK Lead Volunteer for Programme or their nominee

6.14.1.8 Compliance with minimum standards

a) If a UKST fails to reach the minimum standards for two non-consecutive years in a three-year rolling period, it may be closed by the UK Lead Volunteer for Programme with the approval of the Strategy and Delivery Committee.

b) If a UKST fails to reach the minimum standard for two consecutive years it must be closed.

6.14.1.9 Merger

If two or more UKSTs are to merge:

a) The person who is responsible for the Unit's annual accounts must prepare the accounts for the date agreed for the merging of Units.

b) UK Headquarters must examine the accounts and receipts to ensure they are correct

c) Physical resources must be returned to UK Headquarters who must redistribute or dispose of as required in agreement by the UK Lead Volunteer for Programme.

6.15 Associate Organisations

6.15.1 Designation of Associate Organisations

6.15.1.1

UK Headquarters may designate as Associate Organisations certain organisations whose aims and purposes relate to those of The Scout Association.

6.15.2 Student Scout and Guide Clubs

6.15.2.1 Scope

A Student Scout and Guide Club may be formed in a higher education or further education institution.

6.15.2.2 Recognition

A Student Scout and Guide Club is recognised through the local Scout and Guide County after its constitution has been approved by:

- the local County ([NI] Country) Lead Volunteer
- the Guide County Commissioner or equivalent.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

6.15.2.3 Student Scout and Guide Club - aim

The aim of a Student Scout and Guide Club is to promote a framework within which Scout and Guide and other social activities may take place, ideas may be exchanged, and students may maintain, renew, or acquire an interest in the principles of Scouts and Girlguiding.

6.15.2.4 Student Scout and Guide Club - purpose

The purpose of a Student Scout and Guide Club is:

a) to provide a programme of activities for its members whether or not they are members of the Scout and Guide movements
b) to create a wider understanding and appreciation of the work of the Scout and Guide movements, particularly among fellow students, by spreading information and by example
c) to render service, as a Student Scout and Guide Club, to Scouts and Guides and the community
d) to maintain relationships with the Scout and Guide movements locally

6.15.2.5 Approval and registration

a) Students who wish to establish a Student Scout and Guide Club in a higher education or further education institution must seek the approval of their Students' Union and draw up a constitution, embodying the aim and purpose of a Student Scout and Guide Club.

b) They must then submit it with a Student Scout and Guide Club Registration Form for approval by the local Scout County Lead Volunteer and Guide County Commissioner or equivalent, who must forward it to their respective Headquarters for registration.

6.15.2.6 Status and affiliation

a) A registered and recognised Student Scout and Guide Club receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.

b) All Student Scout and Guide Clubs must affiliate to the Student Scout and Guide Organisation.

6.15.2.7 Governance and finance

a) A Student Scout and Guide Club elects its own Committee from among its members and is responsible for the organisation of meetings and planning activities.

b) A Student Scout and Guide Club is self-financing and must pay the annual affiliation fee to the Student Scout and Guide Organisation.

6.15.2.8 Compliance

All Student Scout and Guide Clubs must comply with the Camping, Activity and Safety rules of The Scout Association and Girlguiding.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

6.15.2.9 Student Scout and Guide Club Badge

A member of a Student Scout and Guide Club who is also a member of the Scout or Guide movement may wear the Student Scout and Guide Club Badge on uniform.

6.15.2.10 Further information

Further details can be obtained from support@scouts.org.uk.

6.15.3 Student Scout and Guide Organisation

6.15.3.1 Purpose

The aim of the Student Scout and Guide Organisation is to promote Student Scout and Guide Clubs and to provide a forum for discussion on matters that affect such Clubs.

6.15.3.2 Status

The Student Scout and Guide Organisation receives Associate Organisation status of The Scout Association and is officially recognised by Girlguiding.

6.15.3.3 Further information

Further details can be obtained from support@scouts.org.uk.

Chapter 7

Emergency procedures

Chapter Contents

7.1 Communication

7.2 Incident Severity Levels

7.3 Emergency Procedures

7.4 Incident Reporting

7.1 Communication

7.1.1.1 InTouch

a) For any Scout activity, each party must implement an 'InTouch' system.

   Details of what this needs to include are contained in InTouch (FS120075).

b) If an individual is appointed as the 'InTouch' point of contact, they must be a full adult member of The Scout Association.

7.2 Incident Severity Levels

7.2.1.1 Severity Levels

To ensure an appropriate and proportionate response to incidents in Scouts, all incidents reported to UK Headquarters are classified according to the following severity levels:

a) **Near miss:** Unplanned event which has the potential to cause harm but did not on this occasion.

b) **Reportable incident:** An incident requiring medical intervention (e.g. pharmacist, GP, hospital, urgent treatment centre, clinic, or dentist for example), or involving emergency service rescue, or damage to third-party property.

c) **Incidents requiring prompt contact with UK Headquarters:** You need to call UK Headquarters if you experience an incident in which one or more of the following apply:

   a. a fatality as a consequence of a scouting activity
   b. a hospital stay likely to be 3 or more days
   c. multiple casualties from a reportable incident with overnight hospitalisation
   d. the collapse of a significant structure, whether injury was suffered or not

UK Headquarters can be contacted using one of the following numbers (available 24 hours): 0345 300 1818 or, from outside the UK, +44 20 8433 7100.

Callers will be supported through the incident response process by a UK Duty Officer and provided with incident management and media advice. For these types of incidents, in Scotland, Northern Ireland and Wales, the relevant Country Headquarters will be informed by UK Headquarters.

7.3 Emergency Procedures

7.3.1.1 Reporting

All incidents involving individuals or damage to property must be reported as required by POR 7.2 and 7.4.

7.3.1.2 Responsibility

In the event of an incident involving an injury to an individual, the leader in charge or a nominated volunteer must:

a) alert the appropriate rescue or emergency services, if required
b) inform their designated InTouch person – this may be a third party person or their Lead Volunteer
c) notify the next of kin, in accordance with guidance from your Lead Volunteer or UK Headquarters

If the designated InTouch person or Lead Volunteer cannot be contacted, then the incident must be escalated without delay to the next level Lead Volunteer.

7.3.1.3 Media communications

a) Communications with the news media whether directly or through social media platforms must not be initiated by members of the party or others involved in the incident.
b) All communication with the news media must be referred to UK Headquarters or the home Lead Volunteer.
c) The news media may arrive at the incident or contact those involved before any communication with UK Headquarters has been established. Take care if the news media contact you. You must seek support in these situations by calling UK Headquarters before talking to the media.
d) The Duty Media Officer at UK Headquarters will offer advice and assistance in dealing with the news media when emergencies and incidents occur.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

7.3.1.4 Incidents abroad

In the case of an incident abroad, involving a hospital stay or loss of life, the Leader in charge, designated InTouch person or nominated volunteer must notify relevant appropriate agencies required by their travel provider.

7.3.1.5 Role of Lead Volunteer(s)

The Lead Volunteer responsible for the party must ensure that:

a) clear communication links are maintained with a responsible person in the area of the incident, the next of kin and UK Headquarters
b) appropriate arrangements are made for the return of the party, as necessary
c) in serious situations, every assistance is available to ensure the next of kin may visit the casualty

7.3.1.6 Role of UK Headquarters

UK Headquarters, when notified, will contact the Lead Volunteer of the area in which the incident occurred.

7.3.1.7 Role of home Lead Volunteer(s)

The home Lead Volunteer, in conjunction with the Leader in Charge of the party or other responsible person, must produce, if required by UK Headquarters., a local Safety Learning Review relating to authorisation, skills, equipment, briefing and leadership of the party involved, together with their observations relating to the sequence of events and possible causes of the incident.

This report must be submitted to the home County ([NI] Country) Lead Volunteer who must forward it to UK Headquarters accompanied by their own observations relating to the circumstances. The report should include details of County ([NI] Country) support for education and learning in respect of such activities and, as appropriate, any recommendations they intend to implement in the light of experience gained.

7.3.1.8 Learning review initiated by UK Headquarters

In the case of a fatality, or an incident that UK Headquarters considers could have resulted in a fatality, the Company Secretary of The Scout Association will establish a safety learning review on behalf of the Board of Trustees.

7.3.1.9 Notifying external agencies

When incidents occur during air or water activities, the correct government agency or water navigation authority must be notified.

Some National Governing or Awarding Bodies also require their members to notify them in the event of an incident.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

For guidance on reporting to external agencies, visit When and How to Report to External Agencies for more information

7.4 Incident Reporting

7.4.1.1 Reporting to UK Headquarters

In the event of an incident, volunteers must follow the reporting requirements set by The Scout Association. This includes:

a) always completing the local reporting process (see POR 7.4.1.2)

b) **for near misses and reportable incidents,** the UK Headquarters online incident reporting form must be submitted.

This form must be used to inform UK Headquarters whenever any person, whether a member or not and whether in the UK or another country, is involved in an incident arising from, or connected to, a Scout activity or Scout property.

Upon submitting the online form, UK Headquarters will follow up with appropriate guidance and support. If additional information is required, a Safety Officer will contact the reporter, which may also include a request for a local learning review to be conducted.

c) **Incidents requiring prompt contact with UK Headquarters:**
You must call UK Headquarters if you experience an incident in which one or more of the following apply:

a. a fatality as a consequence of a scouting activity
b. a hospital stay likely to be 3 or more days
c. multiple casualties from a reportable incident with overnight hospitalisation
d. the collapse of a significant structure, whether injury was suffered or not

Important: If a call has been made to UK Headquarters, the online incident reporting form must still be completed.

Note: Minor injuries or illnesses that do not require such medical treatment must still be recorded locally. If medical attention is later sought, the incident must then be reported to UK Headquarters retrospectively.

7.4.1.2 Local reporting processes

All Groups, Explorer Units, Districts and Counties must have an appropriate local process in place, to ensure that incidents are:

a) promptly reported to the relevant Lead Volunteer (e.g. Group Lead Volunteer or District Lead Volunteer or County Lead Volunteer)
b) accurately recorded and retained the incident details in local records.

For more information and detailed guidance on local reporting processes and practices, please visit the local reporting webpage.

These local records may help support safety learning reviews and may be requested by UK Headquarters or the relevant County ([NI] Country) Lead Volunteer following an incident.

7.4.1.3 Admission of liability

In the event of any injury, fatality, or third-party property damage, no admission of liability must be made by any member of the party or Lead Volunteer unless explicitly advised by UK Headquarters.

See POR 7.3 for the procedures to follow in the event of an emergency or critical incident.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Chapter 8

This chapter is intentionally blank

Chapter 8 from the Autumn 2025 edition of POR has moved to Chapter 5g in the Spring 2026 edition of POR

This ‘empty’ Chapter 8 has been retained in order to avoid renumbering subsequent POR Chapters.

Chapter 9a

Activities

Chapter 9a is formed from sections 9.1, 9.2, 9.3, 9.4, 9.6, 9.7, 9.8, 9.9 from Autumn 2025 POR

Section 4.3.10 (Ratios) from Autumn 2025 POR has been moved into 9a.1
(see 9a.1.1, 9a.1.2 and 9a.1.3)

Chapter Contents

9a.1 Preparation, generic rules and definitions for all activities
9a.2 Nights away activities
9a.3 Visits abroad activities
9a.4 Visits by persons who are not members of The Scout Association
9a.5 Visits to Scotland for members and non-members based outside of Scotland
9a.6 Use of External Centres and Instructors
9a.7 Adventurous activities permit scheme
9a.8 Adult groups undertaking activities
9a.9 Joint activities or joint use of facilities with other youth organisations

This chapter applies to all activities conducted by our members anywhere in the world.

A list of available guidance on activities is contained in the general activity guidance.

Further advice may be available from District and County Programme Teams and Lead Volunteers. You may also contact UK Headquarters by emailing support@scouts.org.uk. In addition to the factsheets stated in this chapter, other resources may be available to provide guidance in specific activity areas.

[NI] In Northern Ireland there are no Counties. The Northern Ireland Country Team has roles equivalent to the County roles referred to in this chapter.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

9a.1 Preparation, generic rules and definitions for all activities

9a.1.1 Before an activity

9a.1.1.1 Appointing a leader in charge

A Leader in charge must be appointed for each activity. This person must hold a full appointment.

a) **For section activities involving only youth members of one section:**

The Leader in charge will normally be an adult who is a member of the relevant Section Team. It does not have to be the Section Team Leader.

The Section Team must nominate the Leader in charge for each activity.

There may be occasions when the Leader in charge is not from the relevant Section Team. In this case the person nominated as Leader in charge must be advised, prior to the start of the activity, to the Group Lead Volunteer (for Squirrels, Beavers, Cubs, Scouts) or to the District 14-24 Team Leader (for Explorers).

Examples of section activities include:

- section meetings at the normal meeting place
- trips or other events involving the section members
- section residential activities (whether camps or indoors).

b) For activities involving more than one of the Group's sections (or two or more sections but from different Groups), or the District's sections (Explorers and Scout Network):

The Leader in charge must be agreed by the Group Lead Volunteer(s) or the District 14-24 Team Leader as appropriate.

Examples of these activities include:

- meetings or activities involving more than one section
- a Group Family Camp
- a Group activity day
- a camp involving Scouts and Explorers.

c) For District, County, Country, and UK Headquarters events involving more than one activity:

An overall Leader in charge must be appointed, in writing, by the relevant Lead Volunteer or national equivalent.

Examples of such activities include:

- a District or County camp or jamboree

- a District Sixers Training
- a County section 'fun day'
- a County Group Lead Volunteer conference
- a UK contingent attending a major event (for example a World Scout Jamboree)

d) Events involving more than one activity

Where an event involves more than one activity, a Leader in charge must be assigned for each individual activity within the event.

9a.1.1.2 The role of the leader in charge

Before the start of each activity, the Leader in charge must ensure that:

a) it is appropriate to the age and abilities of all participants

b) any legal requirements for the activity have been complied with

c) it complies to the general and specific activity rules set out in this chapter, including the numbers of adults required to run the activity safely

d) any other requirements of The Scout Association, including the Safeguarding Policy and Safety Policy, are complied with

e) the members of the team(s) planning and delivering the activity collectively has any necessary permits (Adventurous Activity and Nights Away) and qualifications and skills to deliver the programme in accordance with The Scout Association's rules and safety standards.

f) there is additional, responsible supervision as required, including for those in the locality of the activity but not actively involved, see POR 9a.1.2.

g) a risk assessment (FS120000) is carried out, recorded and the safety instructions are communicated to all supervising adults and participants

The risk assessment needs to be proportionate. For example, any activity involving young people must have a risk assessment in place. Gatherings of adults (for example a County Group Lead Volunteer Conference) should also have a risk assessment in place, but a 1-to-1 meeting of a couple of adults in a home or in a café should be arranged with safety in mind but may not have a publicly available risk assessment.

h) suitable InTouch (FS120075) arrangements are in place

i) Emergency Procedures are in place (POR Chapter 7)

j) all activities must have access to someone holding a relevant and current first aid qualification and access to suitable first aid materials. For adventurous activities and nights away, this access must be immediate. The detail of the first aid skills required must be identified by the risk assessment, but the minimum qualifications (or equivalents) are:

- A full first aid certificate as defined at (First Aid (FS120052) is required for all remote activities, where travelling time is three hours or more (in the method of travel being used) to a point of refuge including at least one of:
    a. a road which carries a normal road-going ambulance
    b. a building which is occupied (such as a farm or harbour)
    c. another means of calling help (such as a telephone box)
- First Response is required for all other activities

k) each participant has received appropriate training

l) all equipment is appropriate for the activity

m) all supervising adults and participants are made aware of who is in charge

n) the relevant District or County Lead Volunteer has approved the activity (POR 9a.1.3).

9a.1.1.3 Risk assessment and adult presence

a) For all activities, the Leader in Charge must assess the risks and ensure that sufficient adults aged 18 or over will be present to ensure a safe environment for the operation of the activity. This will often require more adults than the minimum numbers required in POR 9a.1.2.2.

b) Although Young Leaders are members of their Section Team, they must not be included in numbers for ratios (either as young people or as 'adults').

Where Young Leaders are present at an activity, one adult member of the activity team aged over 18 and with a full appointment must be designated as also having responsibility for the Young Leader(s). If no adult member of the activity team is able to take on that responsibility, then a separate adult must be recruited in addition to the adults required to meet the minimum adult ratios (POR 9a.1.2).

9a.1.1.4 Additional requirements

a) All adults and helpers at a Nights Away activity must hold a completed and satisfactory Personal Enquiry.

b) Only in the event of an emergency may an adult or helper be alone overnight with young people on a nights away activity.

9a.1.2 Ratios of adults and young persons

9a.1.2.1 Minimum Adult Ratios

The Leader in Charge must be present at all times.

The programme and the risk assessment for the meeting or activity determines the number of adults or helpers that must be present to ensure a safe, effective and enjoyable activity.

However, if the number of adults or helpers calculated using the table below exceeds the number derived from the programme and the risk assessment, it is this larger number of adults or helpers that must be present.

Section	For section activities held: a) in the usual meeting place b) outdoors in the immediate vicinity of, the usual meeting place But not including nights away activities	For: a) section activities held away from the usual meeting place b) nights away activities (at any venue) which are led by a Nights Away permit holder and are not led under a Nights Away Passport:
Squirrels	Leader in Charge plus 1 adult or helper per 6 Squirrels Minimum 3 adults or helpers	Leader in Charge plus 1 adult or helper per 4 Squirrels Minimum 3 adults or helpers
Beavers	The Leader in charge plus at least 1 other adult or helper. Minimum 2 adults or helpers	Leader in Charge plus 1 adult or helper per 6 Beavers Minimum 2 adults or helpers
Cubs		Leader in Charge plus 1 adult or helper per 8 Cubs Minimum 2 adults or helpers
Scouts		1 adult or helper per 12 Scouts, including the Leader in Charge Minimum 2 adults or helpers
Explorers		Minimum 2 adults or helpers, including the Leader in Charge

9a.1.2.2 Support where no adult with a full role is present

a) The ratios rules in POR 9a.1.2.2 specify the need for adults from the Section Team with a full adult role to be present at each activity.

If none of the Section Team who currently hold a full adult role can attend an activity, or for activities organised by others (for example Districts or Counties), it is important that the safety, safeguarding and pastoral care needs of young people, adult members and helpers are met at all times.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

b) If none of the Section Team currently hold a full adult role it is acceptable for an experienced member or Team Leader from another Section Team, or from the Group Leadership Team or from the District 14-24 Team, to support in the interim.

   This member must have a full adult role, should have experience of working with the section, and must attend each activity to ensure that the safety, safeguarding and pastoral care needs of young people and members are met during the activity.

c) These arrangements must be agreed on a case-by-case basis and confirmed in writing prior to the activity commencing by:
   a. the Group Lead Volunteer (for Squirrels, Beavers, Cubs, Scouts)
   b. the District 14-24 Team Leader (for Explorers)
   c. the District Lead Volunteer in the case of a Group Lead Volunteer or District 14-24 Team Leader providing the support.

d) If it is a frequent occurrence that no adults with a full adult role from a particular section can attend regular section activities, then it is essential that the Group Lead Volunteer (or District 14-24 Team Leader for Explorers) conducts a review of the situation.

   Appropriate actions must then be taken to mitigate the risk of these exceptions recurring.

9a.1.2.3 Group, District, County organised activities

For activities organised by Group, District or County, the Leader in charge must ensure compliance with:

a. minimum adult ratio numbers from POR 9a.1.2.1
b. the requirements of POR 9a.1.1.2.

9a.1.2.4 Prohibited activities

These activities are not permitted within The Scout Association:

a) towing of inflatables behind powered watercraft, such as banana boating
b) bungee jumping
c) hitch hiking
d) knife throwing
e) archery tag and other combat style archery activities
f) trotti biking

9a.1.2.5 Other activities

There are many opportunities for members to take part in activities which are not specifically covered in these activity rules. Where an activity is not covered by any other rules the Leader in Charge of the activity must:

a) assess the risks involved, document and communicate this to all involved

b) ensure all members' physical and emotional well-being can meet the requirements of the activity

c) ensure that all equipment used fits the participants and is suitable for the activity

d) obtain the approval of the relevant District or County Lead Volunteer, or their nominee

9a.1.3 Approval of an activity

9a.1.3.1 Activities for Squirrels, Beavers, Cubs, Scouts, Explorers and Scout Network

The District Lead Volunteer is responsible for approving all activities for Squirrels, Beavers, Cubs, Scouts, Explorers and Scout Network taking place for members from their District. This must be by means of a system agreed between the District Lead Volunteer and the Group Lead Volunteers and District 14-24 Team Leader. See Approving Activities – Guidance for Lead Volunteers (FS120015).

9a.1.3.2 Activities for groups of adults

The relevant District or County Lead Volunteer or nominee is responsible for approving all activities for groups of adults, where each individual is aged 18 and over.

9a.1.3.3 Special events

Approval for special events and activities must be granted by a County Lead Volunteer, a Regional Lead Volunteer, or a Chief Volunteer, as appropriate.

A special event or activity is one that is not within the scope of POR 9a.1.3.1 or POR 9a.1.3.2.

9a.1.3.4 Overriding authority

For safety reasons only, the District or County Lead Volunteer, or their nominee, of the area where the activity takes place has an overriding authority, in consultation with the home Lead Volunteer, to direct that any activity should be postponed, stopped, or cancelled.

9a.1.3.5 Additional requirements for adventurous activities

There are additional requirements for the District Lead Volunteer and County Lead Volunteer approval for those adventurous activities which fall within the scope of The Scout Association's Adventurous Activity Permit Scheme (POR 9a.7).

9a.1.3.6 External instructors or leaders

When professional instructors or leaders from outside the movement are engaged, separate rules apply (POR 9a.7).

9a.1.4 During an activity

9a.1.4.1 Continuous risk assessment

Adults must continue to assess risk (FS120000) throughout an activity.

9a.1.4.2 Weather

Appropriate weather forecasts must be obtained before the activity, and appropriate ongoing weather monitoring must be undertaken and acted upon to inform the ongoing risk assessment and safe management of the activity, equipment required and location. Each participant must be suitably equipped to cope with predicted extremes of weather.

9a.1.4.3 Safety considerations

All activities must be undertaken in accordance with The Scout Association's Safety Policy (POR 2a.8) and must adhere to the relevant general and specific activity rules set out in POR Chapters 9a and 9b.

9a.2 Nights away activities

9a.2.1 Nights away permit scheme

9a.2.1.1

a) All camping and residential activities within the United Kingdom are subject to POR 9a.2.

   This includes all activities where it is intended that young people will sleep overnight and arrangements are put in place for this purpose, such as sleepovers, camps, Pack Holidays, and expeditions.

b) Nights away abroad are subject to POR 9a.3.

9a.2.2 Nights away responsibilities

9a.2.2.1 Leader in charge – all nights away activities

The Leader in charge of a camp or residential activity involving young people under 18 years old must ensure that:

a) the team responsible for organising and delivering the activity includes a Nights Away Permit Holder, unless the Leader in charge holds the Nights Away Permit themselves.

b) the Nights Away Permit Holder is present at the activity during the overnight stay and remains responsible at all times for all aspects of the "nights away" component(s) of the activity.

c) all activities within the programme are led by individuals with the necessary permits, qualifications, or relevant skills. If the Leader in charge holds the required permit or qualification for a specific activity, they must ensure, during the programme planning phase, that their responsibilities as Leader in charge will be effectively managed while they are overseeing the specific activity.

d) parents are informed about the broad programme of activities and the name of the individual who will be Leader in charge

e) parents have indicated their consent for their young person(s) to participate.

f) ensure the relevant notification is made, in accordance with POR 9a.2.3.5.

An activity leader may be working towards their permit under the supervision of a permit holder, but the permit holder remains the Leader in Charge.

9a.2.2.2 Leader in charge – nights away activities involving multiple sections

In addition to meeting the requirements of POR 9a.2.2.1, the Leader in Charge of a camp or residential activity involving young people under 18 years old from multiple sections, Groups, Districts, Counties, Country, or UK Headquarters must also ensure that:

a) Each young person attending belongs to a defined residential group.

b) Each residential group has an assigned Nights Away Permit holder. There is no limit to the number of groups that a permit holder has responsibility for, but they remain responsible for the standard of the activity for each residential group.

c) POR 9a.2.3.5 (notification of the nights away activity) is followed for each residential group attending the activity.

9a.2.2.3 Granting Permits

The District Lead Volunteer or Permit Approver is responsible for:

a) issuing Nights Away Permits in accordance with the application, assessment, approval process described in the appropriate factsheet.

   A Nights Away Permit must only be granted following the recommendation of a Nights Away Assessor. The level of the Nights Away Permit must not be increased beyond the Nights Away Assessor's recommendation without undergoing a further assessment by a Nights Away Assessor

b) suspending or withdrawing Nights Away Permits as per POR 9a.2.4

The County Lead Volunteer or Permit Approver has these responsibilities for nights away permits issued at County level.

9a.2.2.4 District Lead Volunteer responsibilities

The District Lead Volunteer or Nights Away Approver must:

a) make sure that all adult members who are present overnight at a nights away activity have completed, and are in date for, their safeguarding and safety learning which must be recorded on their membership record on the membership system.

   This learning requirement does not apply to helpers and other non-members attending the activity. Additionally, it also does not apply to Scout Network members who are attending the activity as participants, providing they are not supporting or delivering activities for members under the age of 18

b) in countries other than Scotland, make sure that all adults who may be present overnight at the nights away activity have a valid criminal record check.

c) in Scotland, make sure that all persons aged 16 or over (including Young Leaders or Young Helpers) who will be carrying out a Regulated Role during the nights away activity have a valid criminal record check (Scouts' PVG disclosure).

d) ensure compliance with POR 9a.5 for groups visiting Scotland from any country other than Scotland.

e) uphold the standards of all camping and residential experiences taking place in the District. They may cancel a nights away activity, if judged necessary

f) appoint one or more Nights Away Assessors. For more details see the Assessors Guide (FS120804).

9a.2.2.5 County Lead Volunteer

a) The County Lead Volunteer or Nights Away Approver has the responsibilities in POR 9a.2.2.4 for nights away activities at County level.

9a.2.2.6 Large scale activities

For large scale activities, a permit holder must be assigned responsibility for each residential group. There is no limit to the number of groups that a permit holder has responsibility for, but they remain responsible for the standard of the activity for each residential group. Additionally, the permit holder must ensure the home Lead Volunteer is notified (POR 9a.2.5.3) and inform them of the total number of groups they have responsibility for during the activity.

9a.2.2.7 First aid

a) Each group participating in a nights away activity must have immediate access to someone who has a current First Aid qualification (First Response at a minimum). The specific level of First Aid qualification required for each activity should be determined by the activity risk assessment. However, for those operating in remote environments

(where travelling time is to a point of refuge is 3 hours or more (in the method of travel being used)) a full first aid certificate (as defined in First Aid (FS120052) must be held.

A point of refuge, will be at least one of:

a. a road accessible by a normal road-going ambulance
b. an occupied building (for example a farm or harbour)
c. another means of calling help (for example a telephone box).

b) The permit holder is not required to hold a first aid qualification to gain their permit but must still meet the first aid requirements for their role as detailed in the POR Chapter 16 Teams Table.

9a.2.3 Nights away permits

9a.2.3.1 Permit categories

a) There are four categories of nights away permit:
   a. Indoor – for staying in a building that has built in lighting and cooking facilities, toilets plumbed into a waste disposal system (such as, a cess pit, storage tank or mains drains) and has running drinking water
   b. Campsite – for staying at a site that has toilets plumbed into a waste disposal system (such as, a cess pit, storage tank or mains drains) and access to running drinking water
   c. Green Field – for staying at any site without the above facilities, for example a summer camp on a farmer's field
   d. Lightweight Expedition – for staying at any site for not more than one night before moving on. The core activity is an expedition, not a residential stay, with all equipment carried by the participants. For example, King's Scout Award or Duke of Edinburgh's Awards hikes, expedition hikes, canoe expeditions.
b) Holders of a Green Field Permit may lead residential activities in the other three categories.
c) Holders of a Campsite Permit may also lead indoor residential activities.
d) Holders of a Hillwalking Permit that includes lightweight camping in remote areas may also lead Lightweight Expedition activities.
e) A permit holder may operate with members from another District or County, subject to the normal approval of the relevant District or County Lead Volunteer of the members concerned (POR 9a.2.3.5).
f) Permit holders proposing to work outside their usual section should obtain guidance from the Nights Away Assessor before the activity takes place.

9a.2.3.2 Granting Permits

a) Permits must only be granted to members of The Scout Association.

b) Nights Away Permits are not section specific. Nights Away Permits must not be restricted to a specific section.

c) There is no maximum age limit for gaining a Nights Away Permit.

d) Permits must be renewed at intervals of not more than five years.

9a.2.3.3 Permit expiry

Permits expire automatically if they are not renewed.

9a.2.3.4 Assessment

a) An applicant must be assessed by a Nights Away Assessor appointed by the District or County Lead Volunteer or Programme Team, who should recommend a level of permit to be granted

b) Assessments must be conducted in accordance with the process and content of the Nights away permit scheme.

9a.2.3.5 Notification and approval of a nights away activity

a) The Leader in charge must make sure that notification (including all the information required in the Nights Away Notification Form (NAN)) is submitted to the District or County Lead Volunteer or the relevant Chief Volunteer (or Nights Away Approver in each case), for each group of young people they are responsible for. If the activity involves young people from multiple Districts, the nights away approval process for each District must be followed.

b) It is recommended that the nights away notification is submitted at least seven days before the activity commences.

c) Nights away activities comprising only adults must be notified to the District or County Lead Volunteer or the relevant Chief Volunteer (or Nights Away Approver in each case)

d) A nights away activity must not begin until formally approved by the District or County Lead Volunteer or the relevant Chief Volunteer (or Nights Away Approver in each case)

9a.2.4 Renewal, restriction, suspension, and withdrawal of nights away permits

9a.2.4.1 Suspension of Permits

a) Any Leader who is alleged to have broken these activity rules must have their permit(s) suspended immediately by the relevant District Lead Volunteer, County ([NI] Country) Lead Volunteer, Regional Lead Volunteer or Chief Volunteer.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

b) The relevant Lead or Chief Volunteer should promptly enquire into the allegation and determine whether the permit(s) are to be reinstated, modified, or withdrawn.

9a.2.4.2 Restricting Permits

The relevant Lead or Chief Volunteer may at any time impose restrictions, suspend, withdraw, or not renew a permit provided they have reasonable grounds to do so. Any amendment of a permit's status is only valid if the record on the membership system is updated as appropriate.

9a.2.4.3 Permit expiry

A Permit automatically expires when a member leaves The Scout Association.

9a.2.5 Nights Away Event Passports

9a.2.5.1 Purpose and scope

a) A group of Scouts or Explorers who wish to undertake a camping or residential activity without adults present must only do so after being issued with a Nights Away Event Passport. A Nights Away Event Passport is only valid for use for a specific, named group of young people and must include the full group attending the activity. Nights Away Passports must not be used for activities involving Squirrels, Beavers or Cubs.

b) A Nights Away Event Passport can only be issued to the whole group of young people and not an individual or part of the group. It can only be issued by a Nights Away Permit Holder up to and including the category they hold a permit for.

c) Nights Away Event Passports must not be given to anyone aged over 18 and cannot be used for joint Explorer/Scout Network activities.

d) Nights Away Event Passports may be downloaded from the Brand Centre.

e) As part of the planning process parents must be informed if no leaders are going to be present. Parents must be informed what supervision arrangements are in place for a residential activity where an Event Passport is being used and must be satisfied with those arrangements before consenting to their child taking part.

f) Nights Away Event Passports guidance (FS120085) is available.

9a.2.5.2 Night Away Permit holder for Passport events

a) The Nights Away Permit holder has responsibility for notification in line with POR 9a.2.3.5.

b) The Nights Away Permit holder must provide support during both the preparation and the activity itself and be satisfied that the young person has the required abilities. But the Nights Away Permit holder is not required to attend the activity.

9a.2.5.3 Passports for service team projects

The home Lead Volunteer must be informed of those under 18 years working on service team projects under Nights Away Event Passports at Scout campsites and activity centres, but a separate Nights Away Notification form for each occasion need not be completed if a range of dates is specified. Each Nights Away Notification form submitted must be clear on who is the Nights Away Permit Holder.

9a.2.5.4 Scout Network residential activities

When leading a Scout Network residential activity, a passport or permit is not required, but notification (POR 9a.2.3.5) is required. The activity leader must have first-hand experience of camping or residential activities and be familiar with The Scout Association's appropriate resource material.

9a.2.5.5 Ratios

For adult to young person ratios on Nights Away activities, see POR 9a.1.2.

9a.2.6 Family nights away

9a.2.6.1 Responsibilities

The permit holder is responsible for the overall camp and must ensure that all The Scout Association's rules are followed regardless of the presence of parents or other adults.

9a.2.6.2 Further information

Further information is available about Family Camps (FS120083). Other guidance is given in the publication Nights Away.

9a.2.7 Expeditions and activities in adventurous country and onboard craft

9a.2.7.1

All expeditions within the United Kingdom, the Channel Islands and the Isle of Man are covered by this rule. Prior notification to the relevant Lead Volunteer of expeditions involving nights away must be given as described in POR 9a.2.3.5.

9a.2.7.2

Some activities require the leader to hold an appropriate Adventurous Activity Permit: Terrain One and above or on-board watercraft. There is no additional requirement to gain a Nights Away Permit if the Activity Permit assessment included an assessment of the skills needed to supervise camping or other residential experiences.

9a.3 Visits abroad activities

9a.3.1.1 Definitions

For members based in the United Kingdom, the Channel Islands, and the Isle of Man a Visit Abroad (VA) is defined as:

> Any visit outside the United Kingdom, the Channel Islands and the Isle of Man on an approved Scouts activity or travelling in the name of Scouts. This includes adult-only and recce visits.

For members of British Scouting Overseas and our Overseas Territories of Anguilla, Bermuda, British Virgin Islands, Cayman Islands and Gibraltar, a Visit Abroad (VA) is defined as:

> Any visit to destination(s) beyond the country where their Group is registered on a recognised and approved Scouts activity or when travelling in the name of Scouts. This includes adult-only and recce visits.

9a.3.1.2 GHIC cards

All eligible members should carry a valid UK EHIC or GHIC card for travelling within many European Countries including the Republic of Ireland. UK GHIC cards are applied for through the NHS website.

9a.3.1.3 Compliance

A camp or residential activity abroad which includes Squirrels, Beavers, Cubs, Scouts, or Explorers must follow the nights away rules in POR 9a.2, including POR 9a.2.2.1 and POR 9a.2.2.2. For Scout Network visits abroad see POR 9a.2.5.4.

9a.3.1.4 Approval process

All visits abroad must follow the Visits Abroad (VA) Process and must be signed at both part A & part B, before the visit leaves the country where their Group is registered, as below:

a) England:
District or County Visits Abroad Approver, based on the recommendation of the County Visits Abroad Recommender

b) Northern Ireland:
District or Country Visits Abroad Approver, based on the recommendation of the Northern Ireland Visits Abroad Recommender.

c) Scotland:
District or Regional Visits Abroad Approver, based on the recommendation of the Regional Visits Abroad Recommender.

d) Wales:
District or Area Visits Abroad Approver, based on the recommendation of the Area Visits Abroad Recommender.

e) British Scouting Overseas:
District or Area Visits Abroad Approver, based on the recommendation of the Area Visits Abroad Recommender.

f) Overseas Territories:
Visits Abroad Approver, based on the recommendation of the Visits Abroad Recommender.

g) Country Headquarters:
Country Visits Abroad Approver, based on the recommendation of the Country Visits Abroad Recommender.

h) UK Headquarters:
UK Visits Abroad Approver, based on the recommendation of the UK Visits Abroad Recommender.

The Approver and the Recommender must not be the same person.

9a.3.1.5 Notification

The Visits Abroad Recommender must complete the online VA notification form, to inform UK Headquarters of the trip.

For additional guidance on Visits Abroad, and the Visits Abroad process, visit scouts.org.uk or contact your County Visits Abroad Recommender.

9a.3.1.6 Travel insurance

The Leader in Charge of a visit abroad must ensure that adequate travel insurance is in place for all members of the party (POR 5g.4.1.2(j)).

9a.3.1.7 InTouch

The Leader in Charge must make sure that suitable InTouch arrangements are in place (POR 9a.1.1.2(h))

9a.3.1.8 Northern Ireland

For Scouts in Northern Ireland travelling to the Republic of Ireland, additional travel insurance is not required for trips lasting 48 hours or less. However, if it is assessed that cover is required for emergency medical expenses, personal possessions, or cancellation, then travel insurance must be purchased.

This rule applies only to travel insurance. All other Visits Abroad rules apply for Scouts in Northern Ireland travelling to the Republic of Ireland for any length of time.

9a.3.1.9 Qualifications

The Leader in Charge of any adventurous activities abroad must apply the appropriate rules and hold the appropriate permits, within the rules at POR 9a.2.2.1 and POR 9a.2.2.2. This includes classifying the hills/mountains or waters as defined in Rules POR 9b.4.4, 9b.4.7, 9b.5.3, although the altitude criteria for hills/mountains do not apply in some areas. In case of doubt, consult your District or County Programme Team.

9a.3.1.10 NSO activities

Members may participate in activities being run by members of a host National Scout organisation (NSO) which is a member organisation of WOSM, following the host NSO's guidance and rules. In this context only, Kandersteg International Scout Centre is deemed to be an NSO in its own right and is independent from The Swiss Guide and Scout Movement.

There must be an adult member with a full appointment present who feels confident in stopping the activity if they have safety concerns. This adult member must stop the activity if they have safety concerns at any point

Activities forbidden by The Scout Association remain forbidden for all Scouts members when visiting any country. If using external providers abroad see POR 9a.6 for further guidance.

9a.3.1.11 Home hospitality

Members, including members of British Scouting Overseas, the Overseas Territories, the Isle of Man and the Channel Islands, under the age of 18, may only take part in group-based hosted hospitality experiences such as using group accommodation. They must not participate in home-based hospitality experiences, such as in private homes.

9a.4 Visits by persons who are not members of The Scout Association

9a.4.1.1 Scope

This section of POR applies to visiting groups of people who are not members of The Scout Association but are members of organisations affiliated to WOSM and/or WAGGGS.

In the activity rules in this chapter, where reference is made to 'members of the Scout and Guide movements' this must be taken to mean members of an Association or Federation recognised by either WOSM or WAGGGS, other than members of The Scout Association.

9a.4.1.2 Invitations follow approvals

Invitations to members of the Scout and Guide movements to visit or camp with members of The Scout Association must not be confirmed until approval has been obtained from the relevant District or County Lead Volunteer.

9a.4.1.3 Insurance

The Scout Association's Personal Accident and Medical Expenses Insurance Policy does not cover adequately visits by Members of the Scout and Guide movements (see POR 5g.3.3.2).

Unity (Scout Insurance Services) must be informed of visiting parties or individuals and should advise whether additional cover is required.

9a.4.1.4 Use of group-based hospitality

It is advised that the means of providing hospitality experiences for members of the Scout and Guide movements is through group-based hospitality (such as accommodating Scouts or Guides from abroad in Group accommodation) and not normally in private homes.

Members of The Scout Association must follow the rules of the Scouts.

9a.4.1.5 Restrictions on home-based hospitality

However, if under 18s are to participate in home-based hospitality (for example in private homes) then all the following conditions must be met:

a) the visiting members are Scouts or Guides from organisations affiliated to WOSM or WAGGGS but are not members of The Scout Association (including British Scouting Overseas and the Overseas Territories).

b) home-based hospitality must be permitted in the rules of the visiting members of the Scout and Guide movements. For this reason, members of Girlguiding must not take part in home-based hospitality

c) a Hosting Agreement must be in place and signed by all parties such as, the Scouts Leader in Charge, leader(s) of the visiting members of the Scout and Guide movements, parents of the visiting members of the Scout and Guide movements and all adults who may be present overnight in the private home at the time of providing the experience

d) in all countries other than Scotland, all adults who may be present overnight in the private home at the time of providing the experience must:
   a. have a valid criminal record check
   b. sign a hosting agreement if members of Scouts aged under 18 are present in the home,

e) In Scotland:
   a. Young Leaders and Young Helpers aged 16 or 17 undertaking a regulated role who will be present at any time in the private home must have a cleared criminal record check (Scouts' PVG disclosure)
   b. all adults aged 18 and over must have a valid criminal record check and sign a hosting agreement.

f) the Leader in Charge must confirm the suitability of a home-based hospitality experience being offered to the visiting members of the Scout and Guide movements. This must be done by undertaking a home visit to the host family's home before the home hospitality experience takes place (the home visit may be delegated by the Leader in Charge to another adult member of Scouts)

g) where the home hospitality experience is for two or more nights there must be a visit from the Leader in Charge, or their nominee, and the leader of the visiting members of the Scout and Guide movements, or their nominee, during the stay and every two nights thereafter for the duration of the stay

h) The visiting members of the Scout and Guide movements must be accommodated in at least a pair in each private home

i) the Leader in Charge must consider appropriate control measures and contingency plans

j) the host District Lead Volunteer, or their nominee, must approve in writing the home-based hospitality experience.

9a.4.1.6 Guidance

Further information and support may be found in Host and Home Hospitality Guidance (FS120821).

9a.5 Visits to Scotland for members and non-members based outside of Scotland

9a.5.1.1 Scope

POR 9a.5 applies only to persons who are NOT based in Scotland, whether or not they have a current role within Scouts.

All Young Leaders and Young Helpers aged 16 and 17 and all adult volunteers travelling to Scotland and taking part in a regulated role where they will (or intend to) interact with, or be responsible for, Scottish youth members, through planned activities and events, must gain a Scottish criminal record check (Scouts' PVG disclosure).

This does not apply to persons who are travelling to Scotland but who will not be taking part in a regulated role,

In the rest of POR 9a.5, the term "visiting Scotland" means persons meeting the criteria of this scope statement (POR 9a.5.1.1). Further guidance is available at Regulated Activity and Regulated Roles in Scouting

9a.5.1.2 PVG checks validity

In all cases referred to in POR 9a.5, these must have a criminal record check (Scouts' PVG disclosure). They must not include PVG checks enabled by any organisation other than Scouts.

9a.5.1.3 Persons who already have a record on the membership system

This applies to persons aged 16 and above who already have a record on the membership system.

Before carrying out a regulated role in Scotland, these persons must have a cleared Scouts PVG disclosure recorded on their membership system record, even if they already have a criminal record check for their own nation.

To enable this criminal record check (Scouts PVG disclosure), they must be granted the Visiting Scotland accreditation.

9a.5.1.4 Persons who have no record on the membership system

As described in POR 9a.5.1.2, before carrying out a regulated role in Scotland, persons who fall inside the scope described at POR 9a.5.1.1 must have a cleared criminal record check (Scouts' PVG disclosure).

To obtain this:

a) persons who are based in the United Kingdom, the Channel Islands or the Isle of Man must have a role (normally Non Member - Needs Disclosure) recorded on the membership system, together with the Visiting Scotland accreditation. The requirements of POR 9a.5.1.3 must then be followed.

b) persons who are based outside of the United Kingdom, the Channel Islands and the Isle of Man and who have no membership system record must contact a Scottish partner, who will be able to arrange the creation of a membership system record with the International Visitor role. Other roles must not be used. The requirements of POR 9a.5.1.3 must then be followed.

9a.6 Use of External Centres and Instructors

This section of POR outlines the conditions under which external centres and instructors and externally organised events may be engaged to deliver activities for members of The

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Scout Association, including requirements for accreditation, insurance, and adherence to safety standards.

9a.6.1.1 Overriding requirement

The Leader in charge must immediately stop any activity that is not safe.

9a.6.1.2 Scope

External centres and instructors may be used to deliver activities, provided they comply with the rules outlined below. This also incorporates externally organised events.

For externally organised events, an adequate event management plan must be in place, alongside risk assessments, medical cover and first aid cover.

9a.6.1.3 Accreditations or qualifications

When external providers are used for the delivery of activities for members of The Scout Association, the external provider must, where appropriate, hold a relevant accreditation or qualification for the activity they are delivering. Examples include:

a) Adventure Activities Licensing Authority (AALA) Licence
b) Adventuremark Accredited Provider
c) Recognition by a Government Agency
d) National Governing Body qualifications

An external provider must have adequate insurance cover. See POR 9a.6.1.5.

Where leaders are responsible for young people before or after the externally led activity (e.g. during pick-up or any organised travel), Leaders must ensure that a risk assessment and appropriate First Aid cover is in place. This must include, as a minimum, an adult holding a valid First Response qualification.

As the standards and criteria for the delivery of activities abroad are very varied, it is not possible to provide specific guidance for each country and activity. Leaders therefore need to check the suitability of providers themselves and this rule supports that process with additional guidance.

9a.6.1.4 Activities abroad

When using external providers abroad, the guidance for activities abroad must be followed.

9a.6.1.5 Public liability insurance

External activity providers must provide evidence of holding a public liability insurance policy which covers their activities to a minimum level of five million pounds.

9a.6.1.6 Compliance with Activity Rules

When using external activity providers, if they meet the requirements in POR 9a.6 and have their own Standard Operating Procedures for the running of activities then members are not expected to ask them to follow Scouts activity rules.

As mandated in POR 9a.6.1.1, the Leader in Charge must immediately stop any activity that is not safe.

9a.7 Adventurous activities permit scheme

Definition of adventurous activities

Adventurous activities are:

a) archery
b) caving
c) climbing and abseiling, except:
   - bouldering
   - climbs using auto belay systems
     (systems that lower a climber to the ground without any human intervention)
d) cycling in cycle environment one and two
e) hillwalking in terrain one and two
f) hovercrafting
g) snowsports (except artificial slopes and nursery slopes)
h) all water activities, except swimming, on class B1, B2, B3 or A waters
i) all motorised water activities and SCUBA activities on class C waters.

9a.7.1.1 Permit requirements

Members of Scouts wishing to run any adventurous activity must hold the appropriate activity permit if:

a) any member of the activity group is under the age of 18
b) any adult participant has additional needs, disabilities or life-limiting conditions requiring additional support to access Scouts.

For joint activities involving both under- and over-18 members, the activity permit scheme applies. Where these activities are being run by non-members, see POR 9a.6 (Use of External Centres and Instructors).

This rule also applies to staff and employees operating on behalf of The Scout Association or any Group, District, County or Country.

9a.7.1.2 Granting permits

Permits are granted by a District or County Lead Volunteer on the recommendation of an Assessor and following the process and content of the Adventurous Activity Permit Scheme (FS120100).

9a.7.1.3 Types of permit

Permits may be granted for

a) personal
b) leadership
c) supervisory.

Details of which type(s) are available for each activity are shown in the Adventurous Activity Permit Scheme (FS120100).

The remit of each permit may be found in the appropriate factsheet for the specific activity, although all permits may have additional restrictions placed on them based on the skills and experience of the permit holder. There is a list of all activities.

9a.7.1.4 Age requirements

For a Leadership or Supervisory permit, the permit holder must be a minimum of 14 years of age. Where outside agencies impose a minimum age which is greater than 14 years, those higher limits take precedence.

For Personal permits: there is no minimum age, the maximum age is up to (but not including) the holder's 18th birthday.

9a.7.1.5 Role requirements

To hold an adventurous activity permit, members who are aged 18 years and over must hold a full role which allows them to lead regulated activity.

9a.7.1.6 Recommending granting of permits

Recommendations for granting of permits may be made by:

a) County Adventurous Activity Assessors
b) External assessors who meeting the assessor requirements outlined in Adventurous Activity Permit Scheme – Approved Assessors (FS120104)

9a.7.1.7 Permit expiry

A permit must expire within five years of being granted.

When a permit expires, the permit holder must apply for, be assessed for, and be granted a new permit before they are able to run the activity again.

9a.7.1.8 Permits for persons aged under 18

In countries other than Scotland, where a supervisory or leadership permit is held by someone under the age of 18, this permit will expire on their 18th birthday. Once they hold a suitable role (POR 9a.7.1.5) as an adult volunteer, they can then re-apply for their permit on the membership system. The need for an in-person assessment is subject to the decision of the Activity Assessor.

In Scotland, if a supervisory or leadership permit is held by someone under the age of 16, this permit will expire on their 16th birthday. Once they are aged 16, they must be added to the membership system and apply for a criminal record check (Scouts' PVG disclosure). Once their disclosure status shows as Disclosure Issued, they can then re-apply for their permit on the membership system. The need for an in-person assessment is subject to the decision of the Activity Assessor.

9a.7.1.9 First Aid Requirements

All groups undertaking adventurous activities must have access to:

a) someone (this need not be the permit holder) holding a relevant and current first aid qualification
b) suitable first aid materials.

For adventurous activities this must be immediate access. The detail of the first aid skills required should be identified by the risk assessment, but the minimum qualifications (or equivalents) must be met (POR 9a.1.1.2(j)).

9a.7.1.10 Validity of permits in other Districts or Counties

Once granted a permit, an activity leader may operate with members from another District or County, following the normal approval (POR 9a.1.3) of the District Lead Volunteer or County Lead Volunteer of the members concerned.

9a.7.1.11 Permits expire when roles end or change

Permit(s) automatically expire when a permit holder:

a) leaves Scouts
b) no longer has a role which allows them to lead regulated activity

In both cases, the permit expires on the date that they leave Scouts or no longer have a valid role.

9a.7.1.12 Withdrawal of permits

A Lead Volunteer must review and further restrict or cancel their permit where a permit holder:

a) is not following the activity rules
b) is running the activity in an unsafe manner

9a.7.1.13 County self-moderation obligation

Each County ([NI] Country) must carry out a self-moderation of their management of the adventurous activity permit scheme by the end of each January annually, in accordance with the details in Adventurous Activity Permit Scheme – Moderation (FS120106).

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

9a.7.1.14 County Lead Volunteer responsibilities in self-moderation

The self-moderation must be approved by the County ([NI] Country) Lead Volunteer, who must:

a) verify that the County ([NI] Country) self-moderation is an accurate record
b) ensure that action plans are in place where the self-moderation highlights any minimum standards that are not met
c) ensure that any agreed action plans are conducted

9a.7.1.15 Submitting self-moderation to UK Headquarters

If selected for national sampling of their self-moderation, the County ([NI] Country) must send their completed County self-moderation form to the UK Headquarters Activities Team at Gilwell Park before the end of February.

9a.7.1.16 Adventurous activities involving 100 or more people

Where an adventurous activity (as defined in the introduction to POR 9a.7) involves 100 or more people, the activity must be specifically approved by the home District or County ([NI] Country) Lead Volunteer(s).

In order for the approval to be made, the following information must be given in writing to the host County ([NI] Country) Lead Volunteer(s) at least two months before the activity:

a) the date(s) of the activity
b) the numbers and age ranges of those involved
c) the names and contact details of the responsible Leaders
d) the outline programme
e) the proposed location(s)
f) the proposed transport arrangements, including those to be used during the activity
g) the proposed method of liaison with local landowners

For all such large scale activities, the organisers must:

a) conduct a risk assessment
b) consider and document the arrangement for the supervision of participants, including non-members, and the procedures to be used in the activity or an emergency
c) submit a safety plan to the home District or County ([NI] Country) Lead Volunteer(s) for approval

9a.7.1.17 Alternative procedures for large scale activities

For large scale activities where alternative written safety procedures are in place, the County ([NI] Country) Lead Volunteer, in consultation with the relevant County ([NI] Country) Programme Team Member, may agree to an alternative system of supervision, checking and control of participating groups.

9a.8 Adult groups undertaking activities

9a.8.1.1 Exceptions for adult groups

Members over the age of 18 participating in activities must follow the rules laid out in POR Chapters 9a and 9b, with the exception of:

a) POR 9a.7 (Adventurous activities permit scheme)
b) POR 9b.3.1 (Target Sports : Archery)
c) POR 9b.3.2 (Target Sports : Fencing)
d) POR 9b.4.9 (Land based activities : Hill walking safety)
e) POR 9b.4.13.2, 9b.4.13.3 (within POR 9b.4.13 Land based activities : Snowsports)

9a.8.1.2 Enabling the exceptions from POR 9a.8.1.1

When members over the age of 18 undertake activities covered by the rules listed in POR 9a.8.1.1, they may choose an appropriate management system for these activities,

In these cases, members may choose to follow existing systems such as the Adventurous Activity Permit Scheme or may put in place other controls.

9a.8.1.3 Mixed-age or additional needs activity groups

All rules in POR Chapter 9a apply, including POR 9a.7 Adventurous Activity Permit Scheme if any participant in the activity group is:

a) under the age of 18
b) an adult with additional needs, disabilities or life-limiting conditions requiring additional support to access Scouts

9a.8.1.4 Prohibited activities apply to all ages

Any activity that is banned (POR 9a.1.2.4) applies to all age groups.

9a.8.1.5 There must be a Leader in charge

Each activity must have someone designated as Leader in charge. This is not a role but a set of tasks someone must ensure are undertaken. There are full details on the leader in charge.

9a.8.1.6 Risk Awareness and Participant Consent

Each participant must:

a) understand and accept the risks involved in the activity
b) be aware of the control measure in place to manage these risks

This may be achieved through:

a) sharing of risk assessments
b) briefings.

The Leader in Charge must be satisfied that everyone understands this before the activity begins.

9a.8.1.7 Further guidance

Further guidance on the management of activities for groups over the age of 18 may be found in Adult Groups in Activities (FS120087)

9a.9 Joint activities or joint use of facilities with other youth organisations

A joint activity is defined as one where youth members from two or more organisations are present.

9a.9.1.1 Joint activities with Girlguiding

Joint activities involving members of Scouts and Girlguiding must be undertaken following Joint Activities with Girlguiding (FS120007).

9a.9.1.2 Joint activities with other youth organisations

Joint activities involving members of Scouts with members of other organisations (except Girlguiding) must:

c) be approved by the County ([NI] Country) Lead Volunteer
d) follow the guidance in Joint Activities with other organisations (FS120013).

The County ([NI] Country) Lead Volunteer or their nominee is responsible for ensuring satisfaction with the policies and procedures of these other organisations.

9a.9.1.3 Use of Scout facilities by other youth organisations

Those responsible for accepting bookings from other youth organisations for use of Scout camp sites, activity centres or other Scout-owned facilities must satisfy themselves that:

a) the Safeguarding and Safety Polices of The Scout Association will be adhered to
b) all adults in the party have been deemed suitable to work with young people by their own organisation
c) they are appropriately aware of The Scout Association's internal rules and good practice.

9a.9.1.4 Booking procedure requirements

POR 9a.9.1.3 above should be an integral part of any booking procedure.

9a.9.1.5 Local decision-making on facility use

Scout Counties, Districts and Groups are able to make their own decisions on the use of their facilities. Much will depend on the situation locally.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Chapter 9b

Requirements for specific activities

This chapter was previously sections 9.5, 9.10, 9.11, 9.12 and 9.13 from Autumn 2025 POR

Chapter Contents

9b.1 Creative activities
9b.2 Air activities
9b.3 Target Sports
9b.4 Land based activities
9b.5 Water based activities

This chapter applies to all activities conducted by our members anywhere in the world.

A list of available guidance on activities is contained in the general activity guidance.

Further advice may be available from District and County Programme Teams and Lead Volunteers. You may also contact UK Headquarters by emailing support@scouts.org.uk. In addition to the factsheets stated in this chapter, other resources may be available to provide guidance in specific activity areas.

[NI] In Northern Ireland there are no Counties. The Northern Ireland Country Team has roles equivalent to the County roles referred to in this chapter.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

9b.1 Creative activities

9b.1.1 Creative activities for public performance

9b.1.1.1 Approval requirements

All creative activities intended for public performance must be approved by the relevant Lead Volunteer or their nominee.

'Public performance' is defined in the relevant Staged Performances (FS120164) toolkit and Musical Performances (FS120212) toolkit.

9b.1.1.2 Joint creative activities with Girlguiding

Scout and Guide joint activities must be approved by the relevant Scout Lead Volunteer and Girlguiding Commissioner.

9b.1.1.3 Guidance and assessment criteria

All performances must be delivered following the guidance and assessment criteria as set out in the relevant toolkit.

9b.1.1.4 Assessment triggers

All staged and musical performances requiring assessment (as defined in the relevant toolkit) must undertake an assessment when any of the following apply:

a) the agreed period has elapsed since their last assessment, or before their first public performance

b) their key participants significantly change as determined by the relevant Lead Volunteer, or their designate

c) the relevant Lead Volunteer or their designate has reason or concern to submit the performance for re-assessment.

9b.1.1.5 Assessment validity: Musical performances

High profile musical performances assessment is granted for a maximum of two years.

9b.1.1.6 Assessment validity: Staged performances

Staged performances assessment is granted for a maximum of six years.

9b.2 Air activities

This rule applies to all forms of air experience flying and flying instruction undertaken by members of Scouts, including hovercrafting.

9b.2.1 Air activities : access to airfields

9b.2.1.1 Permission to enter airfields

Before any member of Scouts proceeds on to any private, civil, or Service airfield the permission of the controlling body of the airfield must be obtained.

9b.2.1.2 Briefing

Any individual or party must be briefed as detailed in Access to Airfields (FS120702).

9b.2.1.3 Exceptions to access rules

POR 9b.2.1.1 and POR 9b.2.1.2 do not apply when visits to civil airports are:

a) confined to the spectators' enclosure
b) during open days
c) at air shows when using public enclosures

9b.2.2 Air activities : public liability insurance and pilot and aircraft requirements

9b.2.2.1 Pilot compliance

The pilot must comply with these, supplementing or replacing them for licensing, medical and class/type ratings:

a) the Air Navigation Order
b) rules of the Air
c) Joint Aviation Requirements – Operations
d) any Civil Aviation Authority regulations
e) any International Civil Aviation Organization regulations.

9b.2.2.2 Aircraft compliance

The aircraft must comply with these, supplementing or replacing them for registration and maintenance:

a) the Air Navigation Order
b) joint Aviation Requirements – Operations
c) any Civil Aviation Authority regulations
d) any International Civil Aviation Organization regulations
e) requirements of the Light Aircraft Association, where they have delegated authority
f) requirements of British Gliding Association, where they have delegated authority
g) requirements of British Microlight Aircraft Association, where they have delegated authority.

9b.2.2.3 Insurance requirements

The aircraft operator must hold insurance as per one of (a) or (b):

a) an Aviation Liability Insurance policy with a Combined Single Limit in respect of Third Party and Passenger Liability complying with the requirements of The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof,

b) an Aviation Liability Insurance policy with a Split Liability complying with the requirements of The Civil Aviation (Insurance) Regulations 2005 or any amendment or replacement thereof in respect to Third Party Liability and having a minimum in respect of Passenger Liability of one million pounds.

In either case where the aircraft is a helicopter the Passenger Liability limit must be to a minimum Level of five million pounds.

Suggested Endorsement: "It is hereby noted that this policy includes the interest of The Scout Association as an additional insured in respect of flights involving members of the Scout movement."

Where this endorsement is not in place, an indemnity to principal clause must be contained within their policy documentation. Further support regarding this may be obtained from Unity Insurance.

9b.2.2.4 Notification requirement

All members undertaking air activities (including hovercrafting) must notify the UK Headquarters using the Air Notifications form before or immediately after the activity.

9b.2.3 Air activities : flight briefings

9b.2.3.1 Pre-flight instruction

Any member of the movement engaged in any flying activity must be given prior instruction in:

a) the use of the aircraft safety harness and other safety equipment
b) the purpose of the flight, the sensations likely to be experienced and the method of clearing the ears on ascent and descent
c) the emergency evacuation procedures including the use of an emergency parachute where appropriate.

9b.2.4 Air activities : Ballooning

9b.2.4.1 Commercial balloon flights

Where payment is involved, the flight must be under the provision of an Air Operators Certificate (Balloon) holder.

9b.2.4.2 Non-commercial balloon flights

Where payment is not involved the pilot must:

a) hold a UK Private Pilot's Licence (Balloons and Airships)
b) have at least 100 hours as pilot in charge of the type of balloon (hot air or gas) being used.

9b.2.5 Hang gliding, paragliding, and parascending

9b.2.5.1 Training requirements

Hang gliding, paragliding and parascending training must only be undertaken under the supervision of a person holding a British Hang Gliding and Paragliding Association Senior Instructor Licence operating within a BHPA registered school.

9b.2.5.2 Equipment standards

Hang gliders, paragliders and parascending equipment purchased or used by members must comply with the British Hang Gliding and Paragliding Association airworthiness requirements as set down in their Technical Manual.

9b.2.5.3 Approved sites

Hang gliding, paragliding and parascending must be undertaken only at British Hang Gliding and Paragliding Association approved sites.

9b.2.5.4 Dual/Tandem Flight Restrictions

Members must only undertake dual/tandem flights on hang gliders, paragliders or wing ascending canopies (this specifically excludes round canopies) with a pilot holding the appropriate British Hang Gliding and Paragliding Association dual licence.

Members must not undertake dual/tandem flights using round canopies.

9b.2.5.5 Activities abroad

When abroad, professional instructors/pilots must hold the relevant national qualification or equivalent.

9b.2.5.6 Powered flight compliance

The flying of powered hang gliders and powered paragliders must fully comply with the appropriate rules above.

9b.2.6 Air activities : Hovercrafting

Hovercrafting delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see POR 9a.7.

9b.2.6.1 Helmet requirements

A helmet must be worn by anyone taking part in an organised Scout hovercraft activity, unless:

a) a Sikh wearing a Turban chooses not to wear a helmet, and they ensure there is no loose fabric that could be drawn into the fan. This does not apply to a Sikh wearing a Top Knot
b) a medical or additional need causes challenges with wearing a conventional outdoor activity helmet, see Activity Helmets (FS120430) for guidance.

9b.2.6.2 Buoyancy aid requirements

Buoyancy aids must be worn at all times when on board a hovercraft. This applies to activities both on land and water, even when water is not in sight.

9b.2.6.3 Remote cut off device

A remote cut off device must be fitted to any craft being used for solo training or flights.

9b.2.6.4 Water classification for hovercrafting

Hovercrafting over water must only take place on inland waters of Class C, B1 or B2 waters (as defined in POR 9b.5.3).

9b.2.7 Air activities : Gliding

9b.2.7.1 Supervision and suitability

The flight must be under the supervision of a British Gliding Association Flying Instructor at a British Gliding Association registered club.

Age, weight, and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.

9b.2.7.2 Motor / self-launching glider requirements

For motor / self-launching glider requirements see POR 9b.2.9.3 Powered Aircraft Flying.

9b.2.8 Air activities : Parachuting

9b.2.8.1 Training supervision

Members must only undertake parachute training when supervised by a person holding an instructor rating of the British Parachute Association.

9b.2.8.2 Approved centres

Members may undertake parachuting or skydiving through a recognised British Parachuting Association centre.

9b.2.9 Air activities : Powered aircraft flying

9b.2.9.1 Powered flying involving payment

Powered Flying involving payment (in accordance with the current Air Navigation Order):

a) the flight must be provided by the holder of an Air Operators Certificate

OR

b) if the flight is of an instructive nature, it must be under the supervision of a flying instructor holding a valid JAR – FCL Flight Instructor Rating (or Part-FCL equivalent) or a Civil Aviation Authority registered training facility or International Civil Aviation Organisation (ICAO) equivalent.

The age, weight, and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the facility providing the instruction.

Any Scout members who are observers in passenger seats must not pay anything.

9b.2.9.2 Powered flying not involving payment

Powered Flying where no payment is involved:

The requirement for pilot experience level is at least 200 hours total of which 100 hours are as pilot in command of an aircraft including both of these conditions:

a) at least 20 hours as pilot in command of an aircraft of the same type as that being used to carry Scout members of which at least 3 hours must have been within the preceding 90 days

AND

b) at least three take offs and three landings as the sole manipulator of the controls of an aeroplane of the same type as that being used to carry Scout members within the preceding 30 days.

9b.2.9.3 Motor / Self launching glider flights

Motor / Self launching glider flights must be under the supervision of a flying instructor holding a British Gliding Association Motor Gliding Instructor Rating or a Flight Instructor (SLMG) Rating at a British Gliding Association registered club.

Age, weight, and maturity of the Scout member under training must be considered by the Chief Flying Instructor (or their delegated representative) of the club.

9b.2.9.4 Microlighting

Microlighting must be under the supervision of a holder of the National Private Pilot's Licence (Microlight and Powered Parachute) or a UK PPL or JAR–FCL PPL with microlight class rating and following the guidance set out by the British Microlight Aircraft Association.

9b.2.10 Air activities : Uncrewed aerial vehicles (UAVs) and drones

These are defined as aircraft without pilots on board and fall within two categories based on the way they are controlled:

UAVs are flown using a remote control and are limited by the range of the transmitter, this includes all remote-controlled aerial devices such as model aeroplanes and helicopters, including devices commonly referred to as drones but operating under remote control. These devices may be electric, or petrol powered.

Drones are devices which are programmable or automated using an on-board computer system.

9b.2.10.1 Regulatory Compliance and Permissions

All activities involving UAVs and drones must follow the regulations set out by the Civil Aviation Authority.

a) Scout-led use of drones is not permitted and is not insured by The Scout Association. Members must only take part in activities using drones if this activity is operated by an external provider with appropriate aviation insurance cover

b) Members may use UAVs which are operated using a remote control.

   When operating UAVs, members must:

   - ensure that the site chosen for this activity is appropriate
   - consider proximity to airfields and other similar environments as well as overhead power lines, nature reserves and private property
   - obtain permission from the owner of the land or property that will be under the planned flightpath of the UAV, especially where images are being captured.

9b.2.10.2 Insurance

If uncertain about the insurance requirements when operating using UAVs or drones, contact must be made with Unity (Scout Insurance Services).

9b.3 Target Sports

9b.3.1 Target Sports : Archery

Archery delivered as a Scout-led activity falls within the Adventurous Activity Permit Scheme, see POR 9a.7.

9b.3.1.1 Running archery events

Archery must be run as specified in POR 9a.7, or the externally led archery page of scouts.org.uk

9b.3.1.2 Prohibited targets

Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, or on property owned or leased by, or used in the name of, Scouts.

This includes Archery Tag and other combat style archery activities as per POR 9a.1.2.4.

9b.3.1.3 Crossbows

The use of crossbows as an activity in Scouts is included in POR 9b.3.5 Shooting.

9b.3.2 Target Sports : Fencing

9b.3.2.1 Standards and controls

All fencing activities must be conducted using the standards and controls laid down by British Fencing.

9b.3.3 Target Sports : Laser games

9b.3.3.1 Parental permission

Parental permission must be obtained before the activity for participants aged under 18 taking part in:

a) laser games
b) laser clay pigeon shooting

9b.3.4 Target Sports : Paintball games

9b.3.4.1 Approved providers and permissions

When taking part in paintballing members must:

a) use external operators who are members of the UK Paintball Association (UKPBA), the UK Paintball Sports Federation (UKPSF), or an equivalent body
b) have obtained parental permission before the activity for all participants aged under 18.

9b.3.5 Target Sports : Shooting

9b.3.5.1 Definition

The term 'shooting' applies to shooting activities using firearms as defined in law (including air guns with energy greater than 1 Joule), and also to the use of crossbows with a draw weight of 1.4kg or greater and of re-enactment guns.

The term 'shooting' does not apply to paintballing, the use of laser guns and the use of toy guns.

9b.3.5.2 Prohibited targets

Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, or on property owned or leased by, or used in the name of, Scouts.

9b.3.5.3 Local considerations

Before planning shooting as an activity, Leaders should take account of local feelings on shooting.

9b.3.5.4 Information for parents

Parents should be supplied with detailed information on the nature of the activity when permission is sought.

An example form is available on the shooting pages of scouts.org.uk. Where other forms are used, they must include this information.

9b.3.5.5 Parental permission

Parental permission must be received for all members aged under 18 who are taking part in shooting activities.

9b.3.5.6 Ownership and use of firearms

Firearms must not be bought, owned, or used by any Scout unit or campsite unless the relevant Lead Volunteer has arranged to ensure that possession and use complies with all statutory requirements and any applicable bylaws.

The relevant Trustee Board must also be informed of the arrangements.

9b.3.5.7 Bringing firearms onto Scout premises

Firearms must only be taken on to Scout premises if permission in writing has been obtained before the activity from the owner or their representative and the person responsible for the activity (that is, the relevant Lead Volunteer or their nominated delegate).

9b.3.5.8 Legal compliance – England and Wales

Members operating firearms as defined in the law must do so in line with the Firearms Act 1968 (as amended) and other relevant legislation.

9b.3.5.9 Legal compliance – Northern Ireland

Members operating air guns and firearms in Northern Ireland must adhere to the Firearms (Northern Ireland) Order 2004.

9b.3.5.10 Legal compliance – Scotland

Members operating in Scotland must adhere to Section 23 of the Air Weapon and Licencing Scotland Act 2015: Requirements for recreational shooting facilities.

9b.3.5.11 Legal compliance – visitors to Scotland

Members travelling to Scotland from elsewhere in the UK and transporting their airguns in order to provide shooting activities must hold a Visitor Permit issued by Police Scotland. This must be acquired before the visit for either an individual or a group. Members must ensure that all shooting activities are conducted in line with the Air Weapon and Licencing (Scotland) Act 2015.

9b.3.5.12 Range access

Wherever practical, shooting ranges should be out of bounds, except during the specified times for shooting, where the range and surrounding areas must be managed appropriately.

9b.3.5.13 Range supervision

In every case, shooting must be supervised by a competent and appropriately qualified Range Conducting Officer who must have a knowledge of the correct use of the firearms being used. The Range Conducting Officer must ensure compliance by all persons in the range with the relevant range safety and other rules.

9b.3.5.14 Historical re-enactment

Members may use firearms for historical re-enactment purposes as a member or guest of a club affiliated to the National Association of Re-enactment Societies and operating in accordance with their standards and codes of practice.

Members using firearms under this rule must follow POR 9a.1.2.4 (which forbids shooting at targets representing human beings or animals).

9b.3.5.15 Crossbow supervision

The person in charge of crossbow activities where the crossbow has a draw weight more than 1.4kg must hold a minimum of YPS Tutor Sport Crossbow qualification from the National Small-Bore Rifle Association (NSRA). Where members taking part in the activity are under the age of 18, the Range Officer or another person supervising participants in the activity must be aged 21 or older.

9b.3.5.16 Firearm practice

Members may practice shooting with firearms, whether requiring a Firearms Certificate or not:

a) as a member or guest of a club approved for this purpose by the relevant Government Department
b) on Service premises under the supervision of an authorised member of the armed forces
c) if the firearms are shotguns, clay pigeon shooting under the standards and controls of the Clay Pigeon Shooting Association (CPSA).

9b.3.5.17 Air gun practice

Members may practice shooting with air guns which do not require a Firearms Certificate [except that in Northern Ireland a Firearms Certificate is always required] as follows:

a) the ranges must have been properly constructed to comply with guidelines issued by the NSRA or the National Rifle Association (NRA) and with any bye laws relevant to the location of the range
b) the guns used must not be of an automatic nature

c) the pellets used must be 'diabolo shaped' and of soft deformable metal such as lead

d) the Range Conducting Officer must hold one of the qualifications listed in the current issue of Shooting (FS120004). If any of those shooting is under the age of 14, the Range Conducting Officer or another person supervising participants in the activity must be age 21 or older

e) for a temporary range, the Range Officer must prescribe appropriate range safety and other rules, taking account of the particular circumstances of the range

f) where the air guns being used are of greater than .177inch (4.5mm) calibre, shooting must take place outdoors on a range with a minimum distance to target of 12m.

9b.3.5.18 Guidance

Further guidance is available to support all of the above on the shooting pages of scouts.org.uk.

9b.3.6 Target Sports : Tomahawk throwing

9b.3.6.1 Follow the guidance

The throwing of tomahawks and small hawks must follow Tomahawk Throwing (FS120011).

9b.3.6.2 Prohibited targets

Throwing at targets representing human beings or animals is not permitted as a part of any Scout activity, or on property owned or leased by, or used in the name of, Scouts.

9b.3.6.3 Prohibited equipment

Throwing knives is not permitted within The Scout Association (see POR 9a.1.2.4 Banned Activities).

9b.4 Land based activities

9b.4.1 Land based activities : Aerial runways

9b.4.1.1 Supervision

Aerial runways must only be constructed under the personal supervision of an experienced and responsible adult.

The use and operation must be supervised by an experienced and responsible adult.

9b.4.1.2 Construction standards

Aerial runways must be constructed and maintained in accordance with the Aerial Runway Code (FS120006).

9b.4.1.3 Safety checks

The responsible adult must ensure that:

a) all equipment is checked before use

b) the entire structure is checked regularly during the activity for safety.

9b.4.1.4 Permitted users

The only persons who may use an aerial runway constructed by members of the Scout movement are members of the Scout and Guide movements.

9b.4.2 Land based activities : Caving and mine exploration

Caving and mine exploration delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see POR 9a.7.

9b.4.2.1 Scope

These rules apply to:

a) all caving systems (excluding show caves)

b) all mine exploration (excluding working show mines)

9b.4.2.2 Pre-activity preparation

The leader holding the permit must ensure that, before the party sets out, it:

a) has received adequate instruction in equipment and safety procedures

b) is carrying the appropriate equipment.

9b.4.2.3 Local considerations

The leader holding the permit must have:

a) taken advice on local knowledge, weather conditions and party size

b) considered the use of local or professional guides.

9b.4.2.4 Group size

An underground activity must not be undertaken by a party of fewer than four and a maximum of eight, including the permit holder.

9b.4.2.5 Plan left on the surface

A detailed plan must always be left on the surface with a responsible person in the host area. Route plans produced locally must contain at least the same information as the UK Headquarters template (FS120451).

9b.4.2.6 Action when the activity is complete

The plan should be cancelled or collected when the activity is completed.

9b.4.2.7 Mine inspection reports

All mines used for mine exploration must have a current inspection report covering the sections used that must be accessible to, and has been read by, the permit holder.

9b.4.3 Land based activities : Climbing and abseiling

Climbing and abseiling delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see POR 9a.7.

9b.4.3.1 Use of helmets when climbing or abseiling on natural features

When climbing or abseiling on natural features, a climbing helmet must always be worn, unless:

a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
b) a medical or additional need causes challenges with wearing a conventional climbing helmet, see Activity Helmets (FS120430) for guidance

9b.4.3.2 Use of helmets when climbing or abseiling on artificial walls

When climbing or abseiling on an artificial wall, including mobile climbing towers, the activity risk assessment must determine the use of helmets.

9b.4.3.3 Equipment standards

All climbing equipment should be used following the manufacturer's guidelines. Where it is not possible to follow manufacturer's guidelines a backup or redundancy must be built into this element of the setup.

9b.4.3.4 Equipment storage and maintenance

The storing, maintenance and replacement of all climbing equipment should follow the manufacturer's guidelines.

9b.4.3.5 Automatic belay systems

Automatic belay systems (systems that lower a climber down to the ground when they let go of the climbing wall without any human intervention) must be led by either:

a) A climbing permit holder (within the remit of their permit)

OR

b) Following a written operating manual which must be agreed by a member agreed by the County ([NI] Country) Programme Team who holds an appropriate Climbing accreditation

9b.4.3.6 Guidance

Further information about the automatic belay systems and mobile climbing walls may be found in Climbing – auto belays and mobile walls (FS120427).

9b.4.3.7 Activities for non-members

Abseiling and climbing activities may be run for non-members, when conducted they must follow these rules.

9b.4.4 Land based activities: Cycling

Off-road cycling in environments one and two (as defined in POR 9b.5.4.7 and POR 9b.5.4.8) delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see POR 9a.7.

9b.4.4.1 Helmets

A cycle safety helmet must be worn by anyone taking part in an organised Scout cycling activity, unless:

a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
b) a medical or additional need causes challenges with wearing a conventional cycle safety helmet, see Activity Helmets (FS120430) for guidance

9b.4.4.2 Responsible person

There must be a responsible person who is not taking part in the activity. They must:

a) know the details of the journey
b) be informed when the activity is completed
c) be informed if the participants have returned safely

9b.4.4.3 Emergency cards

The party must carry emergency cards. Any emergency cards produced locally must contain:

a) what to do in an emergency
b) party name
c) base location and contact point if available
d) party leader name
e) InTouch system details

9b.4.4.4 Cycling in cycle environment zero

Cycling activities in cycle environment zero must follow Cycling (FS120422).

9b.4.4.5 Cycling in cycle environments one or two

Cycling activities in any cycle environment one or two must be under the direct control of, or supervised by, a person holding the appropriate permit (see POR 9a.7).

9b.4.4.6 Land based activities - Definition of cycle environment zero

a) cycle environment zero must not meet any of the criteria for cycle environment one or two

b) cycle environment zero must be no more than 2.5km, or 30 minutes walking distance, from access for an emergency vehicle, and one of:
   - a flat space constructed of a solid surface such as concrete or flat grassed areas
   - a private or public road
   - a marked cycle path or cycle route
   - a bridleway
   - a family designated cycle route

c) all cycling manoeuvres within cycle environment zero must be possible to perform:
   - at a low speed, such as walking speed
   - while remaining seated
   - with both wheels of the bicycle on the ground

9b.4.4.7 Land based activities - Definition of cycle environment one

a) cycle environment one must not meet any of the criteria for cycle environment two.

b) cycle environment one must be no more than 2.5km or 30 minutes walking distance from access for an emergency vehicle, and one of:
   - a blue cycle run at trail centres
   - a route defined as rollable, with drop offs no higher than hub height
   - a route with an obvious line choice

9b.4.4.8 Land based activities - Definition of cycle environment two

a) cycle environment two meets any of the following criteria:
   - red and black cycle runs at trail centres
   - drop offs greater than hub height
   - there is not always an obvious line choice
   - is over 2.5km or 30 minutes walking distance from access for an emergency vehicle

9b.4.4.9 Further guidance

See Cycling (FS120422) for help to define the environment.

9b.4.5 Land based activities : High ropes activities

9b.4.5.1 Definitions

a) A high ropes activity is any off-ground activity, not covered by the adventurous activity permit scheme, which should use a belay or similar safety system such as cow's tails or a trolley system. Examples of which activities are included within this are in High ropes (FS120423).

b) A temporary high rope structure is a high ropes construction erected for a single activity or no longer than a week, whichever is longer.

c) A permanent high rope structure is a high ropes construction not classed as temporary.

9b.4.5.2 Temporary high ropes activities

a) Construction of temporary high ropes activities must follow High ropes (FS120423).

b) A temporary high ropes activity must be constructed and operated by one of:

   a. the holder of a climbing permit, which includes selecting anchors and setting up belay systems, operating within the limits of their permit for group size, supervision levels and so on

   b. the holder of a caving or mine exploration permit, which includes vertical pitches, operating within the limits of their permit for group size, supervision levels and so on

   c. using a setup, with a written operating manual and constructed by a competent person, which is all agreed by a member of the County ([NI] Country) Programme Team who holds an appropriate Climbing accreditation or a European Ropes Course Association (ERCA) instructor qualified to rescue (or equivalent or higher)

Further details of what should be included within the operating manual and how to find and check an ERCA instructor are in High ropes (FS120423).

9b.4.5.3 Permanent high ropes activities

a) construction and maintenance of a permanent high ropes structure must follow the guidelines in AAIAC (Adventure Activities Industry Advisory Committee) – The UK Ropes Course Guide. This may be found in High ropes (FS120423).

b) a permanent high ropes structure must have a written operating manual which must be approved by a Technical Adviser. The minimum qualification of a Technical Adviser is Mountaineering and Climbing Instructor Award, or a European Ropes Course Association (ERCA) qualified high ropes instructor qualified to rescue (or equivalent or higher).

   Further details of what should be included within the operating manual and how to find a Technical Adviser may be found in High ropes (FS120423).

9b.4.6 Land based activities : Hill walking party size

For activities in Terrain One and Two as defined in POR 9b.4.7:

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

9b.4.6.1 Party size

Parties must consist of no more than eight, but no less than four people, except as provided for in POR 9b.4.6.4 below. Where a permit holder is directly with a group they are included within these party sizes.

9b.4.6.2 Leadership

Each party must have a leader holding a permit or a designated party leader.

9b.4.6.3 Multiple party management

If more than one group is formed the parties must use different routes or, if using the same route, leave a clear time and distance interval between them – so that they do not become mixed.

9b.4.6.4 Exception for Multi-Pitch Climbing

When walking directly to, and off the hills after, a multi pitch climb the party size may be less than four.

9b.4.6.5 Supervision limits

A leader with a permit to supervise the activity must do so with no more than three parties and must be in a position to respond to any of these groups.

9b.4.6.6 Safety checks by permit holders

When permit holders are checking on the safety of Scout parties or their routes, the party size may be less than four. All the members of such a reduced party must each have the skills and experience required to travel safely in the hills in such circumstances, must follow rules regarding route plans and should plan to spend the minimum of time on their own.

9b.4.7 Land based activities : Hill walking terrains

9b.4.7.1 Terrain Definitions

Terrain	Requirements
Terrain Zero describes terrain which meets **one** of criteria (a) **or** criteria (b)	a) is below 500 metres above sea level, AND is within 30 minutes travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of summoning help (such as a telephone box) AND has no steep slopes or rocky terrain, where a slip may result in a fall. (Routes or areas where the average person would need to regularly

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Terrain	Requirements
	use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)
	b) terrain which is a road, or path adjacent to a road, on which you would expect to see traffic.
	Activities undertaken in Terrain Zero must follow the guidance in Terrain Zero Activities (FS120426).
Terrain One describes terrain which meets **all** of criteria (a) **and** (b) **and** (c) **and** (d)	a) is below 800 metres but more than 500 metres above sea level OR is more than 30 minutes but less than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied (such as a farm) or another means of calling help (such as a telephone box).
	b) has no steep slopes or rocky terrain, where a slip may result in a fall (routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This does not stop people from using their hands as an aid to confidence.)
	c) is not a road, or path adjacent to a road, on which you would expect to see traffic.
	d) is not Terrain Two.
Terrain Two describes terrain which meets **both** of criteria (a) **and** criteria (b):	a) is over 800 metres above sea level, OR lies more than three hours travelling time from a road which can take an ordinary road-going ambulance or a building which is occupied, such as a farm, or another means of calling help, such as a telephone box, OR has steep slopes or rocky terrain, where a slip may result in a fall including routes or areas where the average person would need to regularly use their hands at least for balance if not for actual progress. This excludes the planned use of ropes, but ropes may be used to give confidence, or in an emergency situation. This also excludes climbing activities.

Terrain	Requirements
	b) is not a road, or path adjacent to a road, on which you would expect to see traffic.
Specialist Terrain	When in terrain or using skills that have not been assessed for a Terrain Two hillwalking or a climbing permit, such as glaciers, scrambling and via ferrata, then specific approval is required for the activity from the relevant Lead Volunteer based on advice from someone with knowledge and experience of the activity. Specific approval must only be granted to a holder of a Terrain Two hillwalking or climbing permit.

9b.4.8 Land based activities : Hill walking permits

9b.4.8.1 Permits required for Terrain One or Terrain Two

All activities in Terrain One or Terrain Two must be under the direct control of, or supervised by, a person holding the appropriate permit (see POR 9a.7).

9b.4.8.2 Approvals for Terrain Zero

All activities in Terrain Zero must be approved by the relevant Lead Volunteer (see POR 9a.1.3).

9b.4.9 Land based activities : Hill walking safety

For activities in Terrain One and Terrain Two as defined in POR 9b.4.7.1:

9b.4.9.1 Route plan

A detailed route plan must always be left with a responsible person not taking part in the activity.

9b.4.9.2 Route plan content

Any route planning forms produced locally must contain at least the same information as required in the example route plan form.

9b.4.9.3 Post-activity procedure

The route plan should be cancelled or collected when the activity is completed.

9b.4.9.4 Emergency cards

The party must carry emergency cards.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

9b.4.9.5 Emergency card content

Any emergency cards produced locally must contain the same information as required in the example route plan form.

9b.4.10 Land based activities : Horse riding and pony trekking

9b.4.10.1 Approved providers

Activities involving horse riding or pony trekking must be conducted using a British Equestrian Federation member body approved centre or club.

9b.4.10.2 Helmets

A horse-riding safety helmet must be worn by anyone taking part in an organised Scout riding activity, unless:

a) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot.
b) a medical or additional need causes challenges with wearing a conventional horse riding safety helmet, see Activity Helmets (FS120430) for guidance.

9b.4.11 Land based activities : Martial arts

9b.4.11.1 Standards and controls

All martial arts must be conducted using the standards and controls laid down by the appropriate Sports Council recognised National Governing Body.

9b.4.12 Land based activities : Motor sports

9b.4.12.1 Safety equipment

Motorised activities away from public roads may be undertaken provided that each participant wears appropriate safety equipment for the activity being undertaken, including helmets for all off road and racing activities.

9b.4.12.2 Safety briefings

Safety briefings must be given to all participants and marshals.

9b.4.12.3 Activity location

The activity must take place in an area with clear separation and boundary between participants and spectators/ the public.

9b.4.12.4 Maximum speed

The maximum speed must be considered based on:

a) the age and ability of the participant
b) the vehicle

c) the supervision
d) the terrain
e) any additional factors including legal restrictions on age such as quad biking.

9b.4.13 Land based activities : Snowsports

Snowsports (except artificial slopes and nursery slopes) delivered as Scout-led activity falls within the Adventurous Activity Permit Scheme, see POR 9a.7.

9b.4.13.1 Snowsports environment definitions

a) Off Piste – Outside of marked and patrolled snowsports areas
b) On Piste – Within the marked and patrolled snowsports areas, including snowparks, except for those defined as nursery slopes
c) Nursery slopes – on piste runs designated for beginners by the body responsible for the snowsports area
d) Artificial slopes – either an indoor slope or an outdoor dry ski slope; except snowparks.

9b.4.13.2 Permit exemptions

Short term personal permit exemptions may be granted by appropriately qualified people, as described in snowsports (FS120457)

9b.4.13.3 Off piste requirements

For off piste snowsports, the relevant Terrain 1 or Terrain 2 Hillwalking Winter permit is also required.

9b.4.13.4 Helmets

A safety helmet must be worn by anyone taking part in Scout snowsports activities, unless:

a) cross country skiing or ski touring when in walking mode.
b) a Sikh wearing a Turban chooses not to wear a helmet. This does not apply to a Sikh wearing a Top Knot
c) a medical or additional need causes challenges with wearing a conventional snowsports helmet, see Activity Helmets (FS120430) for guidance.

9b.4.13.5 Further guidance

For more information regarding these rules see Winter Sports (FS120424).

9b.5 Water based activities

The National Directory of Waters is available online.

9b.5.1 Water based activities : All water activities

9b.5.1.1 Water activities requiring permits

All Scout-led water activities on class B1, B2, B3 or A waters and all motorised water activities and SCUBA activities on class C waters, fall within the Adventurous Activity Permit Scheme, see POR 9a.7.

Swimming is not part of the Adventurous Activity Permit Scheme.

9b.5.1.2 Swimming competency

Members taking part in any water activity, such as those which take place on or in the water, must be able to demonstrate to a suitable person their ability to:

a) swim 50 metres in clothing and equipment appropriate to the activity (where a buoyancy aid or life jacket is worn for the activity this may be used for the demonstration)
b) keep afloat for five minutes.

Anyone unable to meet these requirements is classified as a non-swimmer and must follow POR 9b.5.1.3.

9b.5.1.3 Participation of non-swimmers

A non-swimmer may take part in water activities, at the discretion of the person in charge, only if certain precautions are taken:

a) any non-swimmer must wear a lifejacket or buoyancy aid of approved design and be in the charge of an adult. This does not apply for swimming, paddling, or activities near water
b) there must be no more than one non-swimmer in any craft, unless a one-to-one ratio is maintained for example one competent adult to one non-swimmer
c) in the case of single-handed craft this should only be on C or B1 Waters (POR 9b.5.3.1) with supervision on a one-to-one basis for example one competent adult to one non-swimmer.
d) where non-swimmers are taking part in swimming activities (as defined in POR 9b.5.9), they must be under the direct supervision, in the water, by an over 16-year-old who is deemed to be a swimmer and has strong water confidence. This must not exceed two non-swimmers to one over 16-year-old. .

9b.5.1.4 Exceptions

The above conditions do not apply when below decks, protected in larger vessels or when using recognised forms of public transport.

9b.5.2 Water based activities : Life jackets and buoyancy aids

9b.5.2.1

All members taking part in water activities, excluding scuba diving, snorkelling, surfing, swimming, and paddling (as defined in POR 9b.5.8) must wear an EC approved buoyancy aid or lifejacket appropriate to:

a) the activity
b) the weather conditions
c) the size of the participant.

This does not apply when below decks.

Further guidance may be found in FS120603 Water Safety (buoyancy aids and lifejackets).

Where a water activity permit holder is supervising swimming, personal flotation devices are required as per the permit activity.

9b.5.2.2 Equipment suitability

The person in charge of any water activity must ensure that the lifejackets and buoyancy aids being used are fit for purpose and suitable for the activity on each occasion that they are used.

9b.5.3 Water based activities : Classification of waters

9b.5.3.1

All waters used for Scout activities must be classified as follows:

Class	Description
C	Safe inland waters which are less than 100m wide where flow causes little effect (including swimming pools).
B1	Sheltered inland waters and other sheltered waters where currents and tides create no real danger.
B2	• The sea up to one mile from the shore but excluding more dangerous waters close inshore • More sheltered parts of estuaries • Large inland lakes and lochs • Inland waters British Canoeing Grade 2
B3	• The sea up to three miles from the shore but excluding more dangerous waters close inshore • Busy commercial ports • Exposed parts of estuaries

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Class	Description
	• Inland waters British Canoeing Grade 3
A	• Open sea more than three miles from the shore, and other dangerous waters close inshore • Inland waters British Canoeing Grade 4 and above.

The National Directory of Waters is available at scouts.org.uk/waterways.

9b.5.4 Water based activities : Activities on class C waters

9b.5.4.1 Approval and Standards

All water activities on class C waters (excluding swimming – see POR 9b.5.8, 9b.5.9, 9b.5.10, SCUBA and motorised activities) must be:

a) approved by the relevant Lead Volunteer
b) delivered to the standards contained in Class C Waters (FS120623)

9b.5.5 Water based activities : Boats

9b.5.5.1 Identifiers

All boats owned by or on long term loan to the movement must have a unique identifier clearly marked on the craft.

9b.5.5.2 Canal and River Trust waters

When members take part in Scout activities on waters controlled by the Canal and River Trust the members or group must be identifiable as part of The Scout Association to gain access to the waters within the UK Headquarters' bulk license agreement.

9b.5.5.3 Insurance

All boats must have adequate marine insurance cover. Third party Public Liability cover is a minimum requirement.

Craft which are foot or hand propelled, sailing craft or other craft not exceeding 5m in length are automatically covered for Public Liability under The Scout Association's main policy.

Any other craft over 5m in length or motorised vessels for example, or those wishing to insure against damage to the Scout boat may require additional marine cover. Further guidance is available from Unity.

9b.5.5.4 Equipment checks

The person in charge of any water activity must ensure that the craft and associated equipment are:

- fit for purpose
- suitable for the activity

on each occasion that it is used.

Further detail is in FS120627 Boat Checking.

9b.5.6 Water based activities : Charter vessels

9b.5.6.1 Activity rules apply

When vessels are hired or chartered, the activity rules of The Scout Association apply.

9b.5.6.2 Indemnity clauses

Before entering into a hire agreement which includes an indemnity clause such as where it is assumed that the hirer will be responsible for damage, injury or loss, the agreement must be referred to Unity (hello@unityins.co.uk).

9b.5.6.3 Command by professional staff

Where the vessel is chartered to be under the command of professional staff, the rules relating to permits do not apply.

9b.5.6.4 Passenger safety

When taking members as passengers on hired sailing or powered craft, the leader responsible must:

a) have reasonable grounds to believe the person in charge of the craft, who must be either the owner or authorised by the owner, has the necessary knowledge, skill, and experience

b) ensure that the party understands the discipline necessary for safety including any local regulations or bye laws which may apply.

9b.5.7 Water based activities : Activities near the water

9b.5.7.1 Guidance

When activities take place near the water the guidance contained within the CCPR Group Safety at Water Margins document should be followed.

9b.5.8 Water based activities : Paddling

9b.5.8.1 Safety measures

When in water that is, for the individual taking part, below waist height (or knee height in moving water) when standing, leaders must:

a) conduct a risk assessment of the activity
b) provide appropriate individual(s) as safety cover and equipment as identified by the risk assessment
c) ensure any safety cover is in an appropriate position to provide effective cover
d) ensure the participants are clearly visible above the water level at all times

9b.5.9 Water based activities : Swimming

9b.5.9.1 All swimming

When in water that is, for the individual taking part, above waist height (or knee height in moving water) when standing, leaders must follow the rules on swimming except where:

a) taking part in scuba diving or snorkelling
b) it is a river crossing during hillwalking under the leadership of someone holding a hillwalking permit
c) it is underground during caving or mine exploration under the leadership of someone holding a caving or mine exploration permit

9b.5.9.2 Swimming in Class C waters

When members of the movement take part in swimming in Class C waters, including swimming pools:

a) There must be one responsible person in overall control and that responsible person must conduct a risk assessment for the location and activity
b) If written operating procedures are in place, the responsible person must comply with those procedures
c) where no written operating procedures are in place, the responsible person must ensure that there are enough people to provide the safety cover identified in the risk assessment and that this safety cover meets the requirements in Swimming (FS120620).

9b.5.9.3 Swimming in open waters of Class B1 or higher

When members take part in swimming in open waters of Class B1 or higher, there must be one responsible person in overall control who must:

a) meet the requirements of any written operating procedure
b) conduct a risk assessment for the location and activity
c) follow the direction of the lifeguard on duty

d) ensure appropriate safety cover is present where no attendant lifeguard is provided.

The safety cover provided when there is no attendant lifeguard must conform to one of these two conditions:

a) Hold the relevant elements of the RLSS National Water Safety Management Programme (NWSMP) see Swimming (FS120620), (or an equivalent or higher qualification), and work within the remit of their award:
    a. Sea (including beaches): NWSMP Coastal Waterways Module.
    b. Flat inland water (for example lakes or lochs) : NWSMP Inland Waterways Module
    c. Moving inland water (for example rivers): Moving Inland Water (for example rivers): NWSMP Inland waterways Module
b) Hold a water activity permit (leadership or supervisory), operate within the remit of their permit (such as class of waters and group size) and meet the requirements for providing safety cover for swimming activities within Swimming (FS120620).

9b.5.10 Water based activities : Scout owned swimming facilities

9b.5.10.1 Pool operation

The Trustee Boards of Scout properties with a swimming pool must ensure the swimming pool is operated in accordance with the HSE guidance contained within Managing Health and Safety in Swimming Pools (HSG179).

Chapter 10

Uniform, badges and emblems

Chapter Contents

10.1 Purpose of Scout uniform
10.2 Protection of uniforms
10.3 Informal Scout-branded clothing
10.4 Safety considerations
10.5 Accessibility and inclusion considerations
10.6 Cultural requirements and religious needs
10.7 Young Person uniforms
10.8 Uniform for Scout Network and for adult members
10.9 Special Groups uniform
10.10 Marching bands uniform
10.11 The kilt and tartan skirts
10.12 Uniform worn at major international events
10.13 Awards and decorations - how to wear
10.14 Badges and emblems - how to wear
10.15 Badges and awards - supply
10.16 Other badges and scarves
10.17 The Union Flag badge
10.18 Northern Ireland, Scotland and Wales badges
10.19 Mourning
10.20 Adult learning awards
10.21 Badges of other organisations
10.22 Position of badges on uniform

This chapter covers matters concerning uniform, badges and emblems.

Some individual National events may have specific additional requirements which they will share with their participants.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

10.1 Purpose of Scout uniform

10.1.1.1 Policy statement

Scouts is a uniformed youth organisation. The purpose of uniform is to help members to:

a) feel they belong in Scouts - locally, nationally, and internationally
b) be seen, recognised and trusted in their communities
c) feel comfortable, welcome and proud while taking part in activities and events.

Therefore, uniform needs to be inclusive, flexible, practical and affordable. Every reasonable effort should be made so that uniform is not a barrier to participation.

10.1.1.2 Entitlement to wear uniform

All members are entitled to wear the official uniform described in this chapter. See also POR 3.1.1.7.

10.2 Protection of uniforms

10.2.1.1

The movement's uniforms are protected under the Chartered Associations (Protection of Names and Uniforms) Act 1926.

It is unlawful for persons not entitled as members of the movement to wear them, except for the purposes of entertainment and then only provided that they are not brought into disrepute.

10.3 Informal Scout-branded clothing

10.3.1.1 Use of informal Scout-branded clothing

a) While formal uniform has a key purpose outlined in POR 10.1, there are times when informal Scout-branded clothing may be worn, including:
   - Branded section, Group, or event polo shirts, sweatshirts, or hoodies
   - Neckerchiefs, either standalone or with the informal Scout-branded clothing described above

b) There are occasions when informal Scout-branded clothing may be more appropriate, depending on factors such as:
   - Safety
   - Activities
   - Weather
   - Formality of occasion
   - Age range

- Inclusion for cultural, religious or accessibility reasons
- Affordability, to avoid what we wear being a barrier to taking part in Scout activities

c) The decision on when formal uniform and when informal Scout-branded clothing can be worn should be made by the volunteer or staff member in charge of the meeting, activity or event.

10.4 Safety considerations

10.4.1.1

a) In the organisation of all Scouts activities, priority must be given to considerations of safety in what clothing is worn.

b) Weather conditions, especially heat, cold and rain, must be taken into account. The practical comfort and well-being of members must take precedence over formality. A coat or other overgarment (preferably navy blue) should be worn when weather conditions require it to make sure members feel comfortable, including on formal occasions.

10.5 Accessibility and inclusion considerations

10.5.1.1 Reasonable adjustments

Where a member does not feel comfortable wearing an item of Scout clothing (either official uniform or Scout-branded clothing) due to a specific need, their specific need should be given priority over uniform rules in POR. They may for example wear a different style of clothing or material that allows them to take part comfortably in Scout activities.

10.6 Cultural requirements and religious needs

10.6.1.1 Cultural or religious needs

To meet cultural or religious needs, members of recognised faith communities may wear appropriate clothing in accordance with their beliefs during all Scouts activities.

10.6.1.2 Knives

Knives must not be worn with uniform except for religious reasons.

10.7 Young Person uniforms

10.7.1.1 Squirrel uniform

Official uniform	Optional informal Scout-branded clothing
• Squirrels red crew neck sweatshirt • Group scarf and woggle	• t-shirt in Squirrels red with correct local section or Group personalised branding • polo shirt in Squirrels red with correct local section or Group personalised branding • hoodie in Squirrels red with correct local section or Group personalised branding

10.7.1.2 Beaver uniform

Official uniform	Optional informal Scout-branded clothing
• Beavers blue crew neck sweatshirt • Group scarf • woggle that identifies the lodge or team	• t-shirt in Beavers blue with correct local section or Group personalised branding • polo shirt in Beavers blue with correct local section or Group personalised branding • hoodie in Beavers blue with correct local section or Group personalised branding

10.7.1.3 Cub uniform

Official uniform	Optional informal Scout-branded clothing
• Cubs green crew neck sweatshirt • Group scarf • woggle that identifies the Six	• t-shirt in Cubs green with correct local section or Group personalised branding • polo shirt in Cubs green with correct local section or Group personalised branding • hoodie in Cubs green with correct local section or Group personalised branding

10.7.1.4 Scout uniform

Official uniform	Optional informal Scout-branded clothing
• Scout teal long sleeved shirt or blouse • any suitable navy blue trousers or skirt • Group scarf • woggle or friendship knot	• t-shirt in Scouts teal with correct local section or Group personalised branding • polo shirt in Scouts teal with correct local section or Group personalised branding • hoodie in Scouts teal with correct local section or Group personalised branding

Optionally, a Group may decide to have the Scout belt and buckle as part of its official uniform	

10.7.1.5 Sea Scout uniform

Official uniform	Optional uniform items
• dark blue jersey • light blue long sleeve shirt or blouse • any suitable smart navy blue trousers or skirt • Group scarf • woggle • Scout belt and buckle • Seaman's Class 2 round cap with 'Sea Scout' tallyband.	Optionally, a Sea Scout Group may decide to have a lanyard (worn only with Bosun's call) as part of its official uniform.

10.7.1.6 Air Scout uniform

Official uniform	Optional uniform items
• light blue long sleeve shirt or blouse • any suitable navy blue trousers or skirt • Group scarf • Woggle • Air Scout beret with cloth badge	Optionally, an Air Scout Group may decide to have the Scout belt and buckle as part of its official uniform.

10.7.1.7 Explorer uniform

Official uniform	Optional informal Scout-branded clothing
• beige long sleeve or short sleeve shirt or blouse • any suitable navy blue trousers or skirt • Explorer Unit scarf (a Group scarf may be worn if specified in the Partnership Agreement) • woggle or friendship knot • Explorers may wear the Explorer Belt and buckle once achieved. • Explorers may wear the Young Leader buckle once achieved	• t-shirt in navy blue with correct local Explorer Unit personalised branding • polo shirt in navy blue with correct local Explorer Unit personalised branding • hoodie in navy blue with correct local Explorer Unit personalised branding

Official uniform	Optional informal Scout-branded clothing
Optionally, an Explorer Unit may decide to have the Scout belt and buckle as part of its official uniform	

10.7.1.8 Explorer Sea Scout uniform

Official uniform	Optional uniform items
• light blue long sleeve shirt or blouse • any suitable smart navy blue trousers or skirt • Explorer Unit scarf (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie • Woggle (for wear with scarf) • Seaman's Class 2 round cap with 'Explorer Sea Scout' tallyband or peaked Officer's hat with white top and Sea Scout cap badge. Each Explorer Unit member to wear the same headwear option. • Explorers may wear the Explorer Belt and buckle once achieved. • Explorers may wear the Young Leader buckle once achieved	• Optionally, an Explorer Sea Scout Unit may decide to have as part of its official uniform: • Lanyard (worn only with Bosun's call) • Scout belt and buckle

10.7.1.9 Explorer Air Scout uniform

Official uniform	Optional uniform items
• light blue long sleeve shirt or blouse • any suitable smart navy blue trousers or skirt • Explorer Unit scarf (a Group scarf may be worn if specified in the Partnership Agreement) or blue tie • Woggle (for wear with scarf) • Air Scout beret with cloth badge. • Explorers may wear the Explorer Belt and buckle once achieved.	Optionally, an Air Scout Unit may decide to have the Scout belt and buckle as part of its official uniform.

• Explorers may wear the Young Leader buckle once achieved	

10.8 Uniform for Scout Network and for adult members

10.8.1.1 Scout Network and adult members

Official uniform	Optional uniform items
• stone long sleeve or short sleeve shirt or blouse • any suitable smart navy blue trousers or skirt • Group scarf (or scarf for Explorer Unit, Scout Network or Gilwell, as entitled) • Woggle or friendship knot • the Explorer Belt and buckle once achieved. Optionally, an Explorer Unit may decide to have the Scout belt and buckle as part of its official uniform	Optional items a Scout Network or adult member may decide to have as part of their official uniform: • on formal occasions, a blue tie • Scout belt and buckle

10.8.1.2 Sea Scout Network and adult members

Official uniform	Optional uniform items
• light blue long sleeve shirt or blouse • any suitable smart navy blue trousers or skirt • Group scarf (or scarf for Explorer Unit, Scout Network or Gilwell, as entitled) and woggle • on formal occasions, a blue tie • peaked Officer hat with white top and Sea Scout cap badge • Naval pattern tricorn hat option for females holding uniformed appointments. • the Explorer Belt and buckle once achieved	Optional items a Sea Scout Network or adult member may decide to have as part of their official uniform: • Scout belt and buckle

10.8.1.3 Air Scout Network and adult members

Official uniform	Optional uniform items
• light blue long sleeve shirt or blouse • any suitable smart navy blue trousers or skirt • Group scarf (or scarf for Explorer Unit, Scout Network or Gilwell, as entitled) and woggle • on formal occasions, a blue tie • Air Scout beret with cloth badge • the Explorer Belt and buckle once achieved.	Optional items a Sea Scout Network or adult member may decide to have as part of their official uniform: • Scout belt and buckle

10.9 Special Groups uniform

Official uniform	Optional uniform items
Special Groups can decide to wear some or all of the items of official uniform as appropriate to their specific	Optionally, a Special Group can decide to wear some or all of the optional items of official uniform as appropriate to their specific needs

10.10 Marching bands uniform

Uniform	Badges	Additional options
Members of Scout Marching Bands have two options from which the Band as a whole must choose one option: • youth members wear the official uniform shirt for their section or the approved sweatshirt (for Cubs and Beavers only). Adults wear the adult official uniform shirt • all members, including adults, wear the official Scout, Explorer, or adult official uniform shirt. Members wear a blue tie or the Group or other approved scarf and woggle	a) the Membership Badge and the appropriate County, District and Group name tape must be worn on the shirt selected by the band. b) individual badges earned, emblems and awards may also be worn on the uniform selected by the band.	a) protective clothing for drummers b) sashes, music pouches, white gloves, belts and socks as appropriate c) berets with the arrowhead badge only, for competitions where the competition rules necessitate the wearing of headgear d) lanyards are not permitted except as part of Sea Scout uniform e) In Scotland, a dark blue Balmoral bonnet with the metal Arrowhead Badge may be worn. The

Uniform	Badges	Additional options
Members wear any suitable smart trousers or skirt or kilt.		Balmoral should have short tails and a navy blue "toorie", but not a diced border.

10.11 The kilt and tartan skirts

10.11.1.1

Kilts and pleated tartan skirts may be worn as part of the appropriate uniform, subject to the following colour requirements:

a) members who are entitled to wear uniform may wear a tartan kilt or tartan skirt of any tartan

b) in Northern Ireland, members who are entitled to wear uniform may wear the saffron kilt

c) outside Northern Ireland, where members are entitled to wear saffron, holders of appointments may wear a saffron kilt

10.11.1.2

Correct wear with the tartan kilt	Correct wear with the saffron kilt
a) sporran b) plain lovat green knee length socks and green garter tabs c) black or brown shoes d) outer jacket tailored for wear with the kilt (optional).	a) sporran b) plain knee length socks of a traditional colour (for example green, fawn, white or black) c) black or brown shoes d) outer jacket tailored for wear with the kilt (optional). Where a section is wearing saffron, the sock and shoe colours must be the same for the whole section. This decision is to be taken by the Section Team Leader after consensus has been sought.

10.12 Uniform worn at major international events

10.12.1.1

Members aged 10-18 and adult volunteers are permitted to wear the UK Contingent uniform including in the training before the event after selection.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

For UK Contingents participating in major international events, a special UK Contingent uniform may be defined by the UK Event Management Team (with approval from the Chief Volunteer for International) considering climate and other factors.

When the contingent's age range crosses normal section age ranges, all members can wear the older age range uniform, including in the training after selection and before the event.

10.13 Awards and decorations - how to wear

10.13.1.1 Medals

All Scout award medals, including the Award for Merit and its Bar, Silver Acorn and its Bar and the Silver Wolf, are worn around the neck. Medals that are pinned to the uniform are worn above the Membership Badge on the left breast.

10.13.1.2 Cloth badges

Scout award cloth badges are worn on the uniform shirt in the following order from the wearer's shirt buttons to the wearer's right shirt sleeve, left to right:

a) gallantry awards
b) meritorious conduct awards
c) good service awards
d) the Chief Scout's Personal Award
e) Commendation Award
f) Chief Scout's length of service awards.

If there is insufficient space on the shirt, awards may be arranged on multiple lines, maintaining this order.

10.13.1.3 Bronze Wolf

The Bronze Wolf (awarded by the World Scout Committee) may be worn on Scout uniform. The medal is worn around the neck and the cloth badge is placed above the line of other emblems.

10.13.1.4 Cornwell Scout Badge

The Cornwell Scout Badge and its emblem are worn above the line of other emblems.

10.13.1.5 Wear highest Award

Only the highest award received for good service and its emblem, and the highest award for long service, may be worn.

10.13.1.6 National and other Awards

King's and Queen's medals (i.e. National Honour), war medals, decorations and orders, and decorations conferred by foreign governments may be worn on Scout uniform on appropriate occasions. They are worn above the Membership Badge on the left breast.

10.13.1.7 Decorations awarded by National Scout Associations

Ribbons or decorations awarded by National Scout Associations in other nations are worn below the emblems of The Scout Association decorations.

10.13.1.8 Lifesaving medals

The life-saving medals of the Order of St. John and the Royal Humane Society, together with their ribbons, may be worn with uniform.

10.13.1.9 Brooches

When not wearing uniform, the insignia of a Scout award is represented by a brooch with the same design as the cloth emblem and may be worn by award holders.

10.14 Badges and emblems - how to wear

10.14.1.1 Squirrels joining Beavers

When a Squirrel joins the Beaver Colony, they may continue to wear the Chief Scout's Acorn Award. This award must be removed when the Beaver gains the Chief Scout's Bronze Award. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).

10.14.1.2 Beavers joining Cubs

When a Beaver joins the Cub Pack, they may continue to wear the Chief Scout's Bronze Award. The award must be removed when the Cub gains their Chief Scout's Silver Award. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).

10.14.1.3 Cubs joining Scouts

When a Cub joins the Scout Troop, they may continue to wear their Chief Scout's Silver Award. The award must be removed when the Scout gains their Chief Scout's Gold Award. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).

10.14.1.4 Scouts joining Explorers

When a Scout joins an Explorer Unit, they may continue to wear the Chief Scout's Gold Award. The award must be removed when the Explorer gains the Chief Scout's Platinum Award. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).

10.14.1.5 Explorers joining Scout Network

When an Explorer joins the Scout Network, they may continue to wear the Chief Scout's Platinum or Diamond Award or Queen's Scout Award or King's Scout Award badges. The Award must be removed when the next Award is gained. It is to be worn on the right breast (as illustrated in Positions of Badges on Uniform).

10.14.1.6 Joining In, Participation and Moving On Awards

Squirrels, Beavers, Cubs, Scouts and Explorers may also wear the current Joining In, Participation and Moving On Awards.

10.14.1.7 Youth badges worn by adults

The Explorer Belt and the badges for the King's Scout Award, Queen's Scout Award, Queen's Guide Award Badge and Scouts of the World Award may be worn on uniform by adults so entitled.

10.15 Badges and awards - supply

10.15.1.1 Suppliers

Badges and awards must be obtained through Scout Store or local authorised suppliers or a designated local team (for example the District Support Team). Scottish-specific badges may be purchased direct from Scouts Scotland Headquarters or Glasgow Scout Shop ,

10.15.1.2 Exceptions for supply

Exceptions to POR 10.15.1.1 are:

a) the King's Scout Award
b) the Explorer Belt
c) the Scouts of the World Award
d) Good Service awards
e) Length of Service awards
f) Meritorious Conduct and Gallantry awards
g) Wood Badge beads

which are only available from UK Headquarters.

Replacements are available from Scout Store.

10.16 Other badges and scarves

10.16.1.1 The World Membership badge

The World Membership Badge is the symbol of membership of world Scouting and of The Scout Association as a part of World Scouting.

The World Membership Badge is the property of the World Scout Bureau and it may only be used or worn as permitted in these rules.

A metal form of the World Membership Badge is available for members of the movement to wear with ordinary clothes.

10.16.1.2 The Scout Association Arrowhead badge

The Arrowhead Badge is the symbol of The Scout Association and is part of The Scout Association's Armorial Bearings.

The Arrowhead Badge may be worn on activity or special garments.

10.16.1.3 Identifying name tapes

The name of the Group, Explorer Unit, or Scout Network may appear in red, green, blue, white or yellow lettering on a single tape no more than 12mm deep on a green background.

The name of Sea and Air Scout Groups may appear in the same colours, but on a dark blue background.

10.16.1.4 Group, Unit or Network identifying badges

Group, Unit or Network badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted.

10.16.1.5 District and County identifying badges

District and County badges bearing distinctive identifying emblems and/or lettering and of any size up to 50mm deep by 38mm wide may be worn after approval by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted.

A visual of all District and County badges should be submitted subsequently to UK Headquarters. Send to the Head of Brand and Ambassadors, Communications and Marketing Team at UK Headquarters.

10.16.1.6 Scotland identifying badge

A Scottish emblem consisting of a St Andrew's Cross with the word "Scotland" below is authorised for wear on uniform by members in Scotland. It is worn at the top of the right shoulder, immediately below any Group name tape and above any District/Region(Scotland) badge.

10.16.1.7 Combined District and County identifying badges

A combined District and County badge bearing distinctive identifying emblems and/or lettering and of any size, rectangular in shape up to 50mm deep by 76mm wide may be worn after approval by the County Lead Volunteer to whom a drawing or specimen of the

design must be submitted. The District section must be on the left side of the badge, and the District and County sections must be equal in width.

A manufactured example of all such District and County badges should be submitted subsequently to UK Headquarters. Send to the Head of Brand and Ambassadors, Communications and Marketing Team at UK Headquarters.

10.16.1.8 Sponsored Groups

Sponsored Groups may wear, as a Group badge, an appropriate badge produced by organisations approved as Sponsoring Organisations by UK Headquarters. The decision whether to wear such a Group badge is the responsibility of the Group Lead Volunteer in consultation with the Group Leadership Team and the Sponsoring Authority. Approval as in POR 10.16.1.4 applies.

10.16.1.9 Identifying Group scarves

Scarves worn by members of a Group as part of the appropriate uniform must all be of the same colour(s).

For Groups, the colour(s) are chosen by the Group Leadership Team, subject to the approval of the District Lead Volunteer.

10.16.1.10 Identifying Explorer Unit scarves

Explorer Unit scarf colours are chosen by the Explorer Unit members subject to the approval of the District 14-24 Team and the approval of the District Lead Volunteer.

10.16.1.11 Identifying Scout Network scarves

Scout Network scarf colours are chosen by the Scout Network members in the District with the approval of the District 14-24 Team and the approval of the District Lead Volunteer.

10.16.1.12 Vary identifying scarves within a District

Groups, Units and Scout Networks in the same District should wear scarves of different colours if possible.

10.16.1.13 Air Scout identification badges

An Air Scout identification badge may be worn by any member of an Air Scout Group.

Explorers, Scout Network members or adult members associated with an Air Scout Group may also wear the badge.

10.16.1.14 Royal Navy and Royal Air Force recognition scheme badges

Scouts, Explorers, Scout Network members and adult members in, or associated with, a Group, Explorer Unit or Scout Network which is recognised by the Royal Navy or Royal Air Force may wear the appropriate R.N. or R.A.F. Recognition Badge.

10.16.1.15 The Duke of Edinburgh's Award badges

Cloth badges of The Duke of Edinburgh's Award are worn on uniform by youth members who are entitled to wear them.

Only the badge of the highest Award gained may be worn.

In the case of the Gold Award only, the badge may be worn on uniform by adults so entitled.

10.16.1.16 Occasional badges worn with uniform

Occasional badges in respect of national programmes, activities or events may be worn as directed and for such periods as decided by UK Headquarters.

Occasional badges for wear by members of a Group, a District, or a County in connection with a special gathering, camp, activity, or anniversary must be approved by the County Lead Volunteer to whom a drawing or specimen of the design must be submitted.

Such badges must not be worn after a period of three months from the date of the conclusion of the occasion unless exceptionally authorised by the County Lead Volunteer in respect of special circumstances for a further period not exceeding nine months.

10.17 The Union Flag badge

10.17.1.1

The Union Flag badge may be worn on uniform when taking part in a Scouts visit abroad or a Scouts-based International activity.

Once worn, the badge may then be worn indefinitely.

10.18 Northern Ireland, Scotland and Wales badges

10.18.1.1

Northern Ireland, Scotland and Wales badges may be worn on uniform by those entitled to wear these. No other Country or County badges may be worn in place of these.

10.19 Mourning

10.19.1.1

To denote mourning, there are two options:

a) a black crepe band 50mm wide may be worn on the left arm above the elbow
b) a black neckerchief may be worn in place of the Group or other approved neckerchief

10.20 Adult learning awards

10.20.1.1 Growing Roots - members

On completion of the Growing Roots learning, uniformed adults may wear the Gilwell woggle purchased from Scout Store.

For occasions when uniform is not worn, uniformed adults may wear a metal pin badge depicting the Gilwell log and axe purchased from Scout Store.

10.20.1.2 Growing Roots – non-members

On completion of the Growing Roots learning, non-uniformed adults may wear a metal pin badge depicting the Gilwell log and axe.

10.20.1.3 Wood Badge

Uniformed adults holding the Wood Badge may wear the Gilwell Scarf and Gilwell Woggle purchased from Scout Store. Wood Badge beads may also be worn around the neck.

10.21 Badges of other organisations

10.21.1.1

Unless specifically mentioned elsewhere in the rules of The Scout Association, badges of other organisations are not worn with uniform.

10.21.1.2 Queen's Guide Award

Explorers, Scout Network members and adult members who have gained the Queen's Guide Award may wear the badge on their uniform and is positioned above the Queen's or King's Scout Award.

10.21.1.3 Proficiency badges involved with first aid and the saving of life

Scouts, Explorers, Scout Network members and adult members may wear with their uniform the approved proficiency badges of a number of organisations involved with first aid and the saving of life.

10.21.1.4 First Aid or Life Saving qualifications with no cloth badge

Scouts, Explorers, Scout Network members and adult members who hold approved First Aid or Life Saving qualifications for which there is no cloth badge may wear The Scout Association badge(s) as appropriate.

10.22 Position of badges on uniform

10.22.1.1 Badge positioning diagram

See the illustrations at Badge positioning on uniforms.

Chapter 11

Awards and recognition of service

Contents

11.1 Award nominations
11.2 Awards
11.2.1 The Cornwell Scout Badge
11.2.2 Gallantry awards
11.2.3 Meritorious conduct awards
11.2.4 The good service awards
11.2.5 The Chief Scout's Personal Award
11.2.6 The Commendation Award
11.2.7 Length of service awards
11.3 The Thanks Badge
11.4 Method of wear

11.1 Award nominations

11.1.1.1 Introduction

a) Nominations for Scout Good Service, Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scout's Personal Awards can be initiated by any adult.

b) Nominations must be supported or approved by the relevant Lead Volunteer or an adult who has been assigned the Award Nominations Supporter accreditation, before being submitted to UK Headquarters.

11.1.1.2 Award process

a) Except in Northern Ireland and Scotland:

Award	Process
Chief Scout's Commendation for Good Service Award for Merit	Nominations for these awards must be submitted through the membership system. Once submitted, they will be forwarded to the relevant Lead Volunteer or Awards Nominations Supporter for support or approval.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Award	Process
Bar to the Award for Merit Silver Acorn Bar to the Silver Acorn Silver Wolf	The UK Headquarters Scout Awards Team will then be notified about the nomination by the membership system. Before submitting a nomination, nominators should consult the relevant guidance notes under 'Browse nominations' in My Membership and on the website. Once submitted, they will be forwarded to the relevant Lead Volunteer or Awards Nominations Supporter for support or approval. The UK Headquarters Scout Awards Team will then be notified about the nomination by the membership system. Before submitting a nomination, nominators should consult the relevant guidance notes under 'Browse nominations' in My Membership and on the website.
Meritorious Conduct Gallantry Cornwell Scout Badge Chief Scout's Personal Award	Nominations for these awards require a completed nomination form which has support from the relevant Lead Volunteer or Awards Nominations Supporter. Completed nomination forms must be supported locally before submission to awards@scouts.org.uk for review and potential approval by the National Awards Advisory Group. Before submitting a nomination, nominators should consult the relevant guidance notes on the website..

b) In Northern Ireland and Scotland:

Award	Process
Chief Scout's Commendation for Good Service Award for Merit Bar to the Award for Merit	Nominations for these awards must be submitted through the membership system. Once submitted, they will be forwarded to the relevant Lead Volunteer or Awards Nominations Supporter for support or approval. The UK Headquarters Scout Awards Team will then be notified about the nomination by the membership system. Before submitting a nomination, nominators should consult the relevant guidance notes under 'Browse nominations' in My Membership and on the website.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Award	Process
Silver Acorn Bar to the Silver Acorn Silver Wolf	Nominations for these awards must be submitted through the membership system. As with (a) above, before submitting a nomination, nominators should consult the relevant guidance notes under 'Browse nominations' in My Membership and on the website. Once submitted, nominations will be forwarded to the relevant Lead Volunteer or Awards Nominations Supporter for support or approval. The final level of local support must come from the relevant Chief Volunteer of Northern Ireland or Scotland, or by an individual who holds the Awards Nomination Supporter accreditation for Northern Ireland or Scotland as appropriate. Support from the relevant Northern Ireland or Scotland Awards Advisory Group may be sought before doing this. The UK Headquarters Scout Awards Team will then be notified about the nomination by the membership system.
Meritorious Conduct Gallantry Cornwell Scout Badge Chief Scout's Personal Award	Nominations for these awards must be supported by the relevant Chief Volunteer of Northern Ireland or Scotland or by an individual who holds the Awards Nomination Supporter accreditation for Northern Ireland or Scotland as appropriate. Support from the relevant Northern Ireland or Scotland Awards Advisory Group may be sought before doing this. The nomination will then be forwarded by the Northern Ireland team or by Scouts Scotland as appropriate to awards@scouts.org.uk for review and potential approval by the National Awards Advisory Group.

11.2 Awards

11.2.1 The Cornwell Scout Badge

11.2.1.1 Introduction

a) The Cornwell Scout Badge is awarded in respect of great heroism or pre-eminently high character and devotion to duty, together with great courage and endurance.

b) The Cornwell Scout Badge is restricted to members under the age of 25.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

c) Award holders may wear both the bronze badge and the cloth emblem of the same design on their uniforms.

11.2.1.2 Supporting a Cornwall Scout Badge nomination

Except in Northern Ireland and Scotland	In Northern Ireland and Scotland
County Lead Volunteers (and above) must have supported the nomination for the Cornwell Scout Badge before it can be passed to the National Awards Advisory Group for a decision. The decision to support the Cornwell Scout Badge sits with the Lead Volunteer or adults who have been assigned the Award Nominations Supporter accreditation for their location.	The Country Headquarters must have supported the nomination for the Cornwell Scout Badge before it can be passed to the National Awards Advisory Group for a decision. The decision to support the Cornwell Scout Badge sits with the Lead Volunteer or adults who have been assigned the Award Nominations Supporter accreditation for their location.

11.2.1.3 Supply

a) These items are dispatched by the Scout Awards Team to the County ([NI] Country) (or above) Awards Parcel Recipient for presentation locally.

b) Replacement Award items are available to purchase from Scout Store.

11.2.2 Gallantry awards

11.2.2.1 Introduction

a) Awards for gallantry are for acts which would normally include an element of personal risk.

b) Eligible members are Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network members, and adult members (as determined by the POR Chapter 16 Teams Table). Helpers are also eligible for gallantry awards.

c) Awards for gallantry are made by the Chief Scout, who delegates approval to the National Awards Advisory Group.

11.2.2.2 The gallantry awards

Award	Criteria
The Gilt Cross	Awarded for acts of bravery in the face of danger where life has been at moderate risk.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Award	Criteria
	The award comprises a blue and red vertically patterned ribbon and emblems or brooches corresponding to them.
The Silver Cross	Awarded for acts of bravery in the face of danger where life has been at considerable risk. The award comprises a blue ribbon and emblems or brooches corresponding to them.
The Bronze Cross	The highest award of the Scouts for gallantry. Awarded for acts of bravery in the face of danger where life has been at extraordinary risk. The award comprises a red ribbon and emblems or brooches corresponding to them
A Bar may be awarded to the holder of any gallantry award	Awarded for further acts of gallantry in circumstances of similar risk.

11.2.2.3 Supporting a gallantry award nomination

Except in Northern Ireland and Scotland	In Northern Ireland and Scotland
County Lead Volunteers (and above) must have supported the nomination for a gallantry award before it can be passed to the National Awards Advisory Group for a decision. The decision to support a gallantry award sits with the Lead Volunteer or adults who have been assigned the Award Nominations Supporter accreditation for their location	The Country Headquarters must have supported the nomination for a gallantry award before it can be passed to the National Awards Advisory Group for a decision. The decision to support a gallantry award sits with the Lead Volunteer or adults who have been assigned the Award Nominations Supporter accreditation for their location.

11.2.2.4 Supply of gallantry awards

a) These items are dispatched by the Scout Awards Team to the County ([NI] Country) (or above) Awards Parcel Recipient for presentation locally.

b) Replacement award items are available to purchase from Scout Store.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

11.2.3 Meritorious conduct awards

11.2.3.1 Introduction

a) Awards for meritorious conduct recognise conduct involving a high degree of courage, endurance, initiative, or dedication to Scouts, often through difficulties, without necessarily involving any element of risk.

d) Eligible members are Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network members, and adult members (as determined by the POR Chapter 16 Teams Table). Helpers are also eligible for gallantry awards.

b) Awards for meritorious conduct are made by the Chief Scout, who delegates approval to the National Awards Advisory Group.

11.2.3.2 The meritorious conduct awards

Award	Criteria
Chief Scout's Commendation for Meritorious Conduct	Awarded for meritorious conduct of a high standard. The award comprises a green ribbon with a blue vertical stripe and emblems or brooches corresponding to them.
Medal for Meritorious Conduct	Awarded for meritorious conduct of an exceptionally high standard. The award comprises a green ribbon with a red vertical stripe and emblems or brooches corresponding to them.
A Bar may be awarded to the holder of any meritorious conduct award	Awarded for further acts of comparable outstanding conduct.

11.2.3.3 Supporting a meritorious conduct award nomination

Except in Northern Ireland and Scotland	In Northern Ireland and Scotland
County Lead Volunteers (and above) must have supported the nomination for a meritorious conduct award before it can be passed to the National Awards Advisory Group for a decision. The decision to support meritorious conduct awards sits with the Lead Volunteer or adults who have been assigned the Award Nominations Supporter accreditation for their location.	The Country Headquarters must have supported the nomination for a meritorious conduct award before it can be passed to the National Awards Advisory Group for a decision. The decision to support meritorious conduct awards sits with the Lead Volunteer or adults who have been assigned the Award Nominations Supporter accreditation for their location.

11.2.3.4 Supply

a) These items are dispatched by the Scout Awards Team to the County (NI Country) (or above) Awards Parcel Recipient for presentation locally.

b) Replacement award items can be purchased from Scout Store.

11.2.4 The good service awards

11.2.4.1 Introduction

a) Adults as determined by the POR Chapter 16 Teams Table and, exceptionally, others who have given valuable service to Scouts over a considerable period are eligible for good service awards.

b) Awards for good service are made by the Chief Scout, who delegates approval to the National Awards Advisory Group.

11.2.4.2 The good service awards

a) There is a hierarchy of the good service awards:
   1. Chief Scout's Commendation for Good Service
   2. Award for Merit
   3. Bar to the Award for Merit
   4. Silver Acorn
   5. Bar to the Silver Acorn
   6. Silver Wolf

b) Once one good service award has been awarded, it is not possible to be awarded one which sits in the hierarchy prior to the one already received in this hierarchy. For

example, if an Award for Merit has been awarded, it is not possible to retrospectively be awarded a Chief Scout's Commendation for Good Service.

c) Good service awards can be skipped if the member meets the other criteria for the award. For example, the member's first good service award could be a Chief Scout's Commendation for Good Service, an Award for Merit, a Silver Acorn, or even a Silver Wolf.

d) A good service award may only be awarded after completion of at least five years' service after receiving another good service award.

11.2.4.3 The good service awards

Award	Criteria
Chief Scout's Commendation for Good Service	Awarded for good service while holding adult roles for a period of not less than five years. The award comprises a white and yellow knot cloth emblem and a brooch of similar design.
Award for Merit	Awarded for outstanding (keen, conscientious, imaginative and dedicated) service over a sustained period of at least 10 years while holding adult roles. The award comprises a green neck ribbon and emblems or brooches with a green knot.
Bar to the Award for Merit	May be awarded after at least five years of further outstanding service after receiving the Award for Merit. The award comprises a green neck ribbon with a vertical yellow stripe and emblems or brooches with a green knot and yellow fleur-de-lys.
Silver Acorn	Awarded after at least 20 years' service which should be specially distinguished and appreciably better than outstanding, while holding adult roles. The award comprises an orange neck ribbon and emblems or brooches with an orange knot.
Bar to the Silver Acorn	May be awarded after at least five years of similarly distinguished service after receiving the Silver Acorn. The award comprises an orange neck ribbon with a vertical green stripe and emblems or brooches with an orange knot and green fleur-de-lys.

Award	Criteria
Silver Wolf	The unrestricted gift of the Chief Scout, awarded for adult service of the most exceptional nature while holding adult roles. The award comprises a dark green neck ribbon with a vertical yellow stripe and emblems or brooches with a yellow and green knot.

11.2.4.4 Approvers and Supporters

In this rule the term Lead Volunteer should be interpreted as the relevant Lead Volunteer or adults who have been assigned the Award Nominations Supporter accreditation for their location.

Good service award	Approvers
The Chief Scout's Commendation for Good Service	District (or above) Lead Volunteers
The Award for Merit	District (or above) Lead Volunteers
The Bar to the Award for Merit	County ([NI] Country) (or above) Lead Volunteers. In Northern Ireland or Scotland, the final level of local support must come from the relevant Chief Volunteer of Northern Ireland or Scotland, or by an individual who holds the Awards Nomination Supporter accreditation for Northern Ireland or Scotland as appropriate. Support from the relevant Northern Ireland or Scotland Awards Advisory Group may be sought before doing this.
The Silver Acorn	County ([NI] Country) (or above) Lead Volunteers. In Northern Ireland or Scotland, the final level of local support must come from the relevant Chief Volunteer of Northern Ireland or Scotland, or by an individual who holds the Awards Nomination Supporter accreditation for Northern Ireland or Scotland as appropriate. Support from the relevant Northern Ireland or Scotland Awards Advisory Group may be sought before doing this.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Good service award	Approvers
The Bar to the Silver Acorn	County Lead Volunteers (or above) must support (via the membership system) the Bar to the Silver Acorn before it can be passed to the National Awards Advisory Group for a decision. In Northern Ireland or Scotland, the final level of local support must come from the relevant Chief Volunteer of Northern Ireland or Scotland, or by an individual who holds the Awards Nomination Supporter accreditation for Northern Ireland or Scotland as appropriate. Support from the relevant Northern Ireland or Scotland Awards Advisory Group may be sought before doing this.
The Silver Wolf	County Lead Volunteers (or above) must support (via the membership system) the Silver Wolf before it can be passed to the National Awards Advisory Group for a decision. In Northern Ireland or Scotland the final level of local support must come from the relevant Chief Volunteer of Northern Ireland or Scotland, or by an individual who holds the Awards Nomination Supporter accreditation for Northern Ireland or Scotland as appropriate. Support from the relevant Northern Ireland or Scotland Awards Advisory Group may be sought before doing this.

11.2.4.5 Supply

a) Good service awards are dispatched by the Scout Awards Team to the County ([NI] Country) (or above) Awards Parcel Recipient for presentation locally.

b) Replacement award items are available to purchase from Scout Store.

11.2.5 The Chief Scout's Personal Award

11.2.5.1 Introduction

a) The Chief Scout's Personal Award is awarded by the Chief Scout, who delegates approval to the National Awards Advisory Group to recognise achievement not covered

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

by the criteria for any other awards. It may be accompanied, where appropriate, with a suitable commemorative item.

b) The Chief Scout's Personal Award comprises a green arrowhead badge superimposed on a gold circular background on a dark green cloth emblem or brooch.

11.2.5.2 Supply

a) These items are dispatched by the Scout Awards Team to the County ([NI] Country) (or above) Awards Parcel Recipient for presentation locally.

b) Replacement award items are available to purchase from Scout Store.

11.2.6 The Commendation Award

11.2.6.1 Introduction

a) There are no set criteria for the Commendation Award.

b) The Commendation Award comprises a cloth emblem or brooch with a purple knot.

c) The Commendation Award may be issued to youth members, to adult members or to non-members.

The Commendation Award must only be issued by the UK Chief Volunteer, other Chief Volunteers, Regional Lead Volunteers (England and Wales), County Lead Volunteers, District Lead Volunteers and Youth Leads at their discretion.

d) The Commendation Award may be issued locally at any time and does not affect any nominations for good service or other National awards.

11.2.6.2 Supply

The Commendation Award is restricted.

Certificates and badges must be purchased from Scout Store. They are only available for purchase by the UK Chief Volunteer, Country Chief Volunteers, Regional Lead Volunteers (England and Wales), County Lead Volunteers, District Lead Volunteers, Youth Leads or Badge Secretaries.

11.2.6.3 Recording on membership system

The Commendation Award may be recorded on the recipient's adult record on the membership system by submitting the details of the award to UK Headquarters using the Commendation Award - Membership system upload form.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

11.2.7 Length of service awards

11.2.7.1 Introduction

a) Service in the Scouts is recognised by the Chief Scout's Length of Service Award at 5, 10, 15, 20, 25, 30, 40, 50, 60 and 70 year intervals.

b) Any service given while holding an adult appointment whilst a member of the Scouts (including British Scouting Overseas or the Overseas Territories) counts towards service.

   This does not cover service whilst in a youth role such as Scout Network. However, if a qualifying adult appointment were held concurrently, that service would count.

c) Qualifying service for the length of service awards need not be continuous.

d) A certificate and either a cloth emblem or brooch with a white knot and corresponding green number is available to all members of the Scouts (as determined by the POR Chapter 16 Teams Table) who reach these milestones.

e) Service with another Scout Association does not count towards service.

11.2.7.2 Supply

a) These items are dispatched by the Scout Awards Team to the District (or above) Awards Parcel Recipient for presentation locally.

b) Replacement award items are available to purchase from Scout Store.

11.3 The Thanks Badge

11.3.1.1 Introduction

a) The Thanks Badge is the means of expressing the appreciation of Scouts to persons who are not members but who have been of service to Scouts.

b) There are no restrictions on who may award the Thanks Badge, and who it may be awarded to, other than it only being an award for non-members.

c) The award is a metal badge which is for wear with ordinary clothes.

d) Award of the Thanks Badge does not confer membership of the Scouts on the recipient.

11.3.1.2 Supply

The badge is available to purchase from Scout Store.

11.4 Method of wear

11.4.1.1

The method of wear of the awards described in this chapter is shown in POR Chapter 10.

Chapter 12

Flags and ceremonial

Chapter Contents

12.1 Flags

12.2 Ceremonial

12.1 Flags

12.1.1 Permitted flags

12.1.1.1 Standard flags

The following flags may be used:

a) The Union Flag on land

b) The Red Ensign at sea

c) The World Scout Flag

d) Group, District and County flags

12.1.1.2 Royal Navy Recognised Groups

Royal Navy Recognised Groups and Units may use a Red Ensign defaced with the fleur de lis (arrowhead) Badge surmounted by an Admiralty Crown in the fly.

12.1.1.3 Royal Air Force Recognised Groups

Royal Air Force Recognised Groups may use a light blue pennant bearing the fleur de lis (arrowhead) badge, and the Royal Air Force roundel in the fly.

12.1.1.4 International travel

When travelling internationally, groups may use the Union Flag and the flag of the host nation displayed equally.

12.1.1.5 UK constituent nations

Groups may use the flags of the constituent nations of the United Kingdom, together with their own corresponding flag, when in another United Kingdom country.

12.1.1.6 Supplementary use

The use of these flags is in addition to the Union Flag rather than in place of it.

12.1.2 Pennants

12.1.2.1 General use

Green camp pennants, Explorer, and Scout Network pennants and blue Scout pennants may be used as appropriate to suitable occasions.

12.1.2.2 Burgee

The blue pennant is the burgee to be flown with the Royal Navy Recognised Group Ensign.

12.1.3 Scout flags

12.1.3.1 Design requirements for Group, Explorer Unit and Scout Network flags

Except Squirrel Dray, Beaver Colony and Cub Pack flags, the flags used by Groups, Explorer Units, and Scout Networks must:

a) be of uniform size

b) be mounted on poles bearing the Scouts' fleur de lis (arrowhead) as a mount

c) bear the Scouts' fleur de lis (arrowhead), consisting of a white fleur de lis

In addition, they must only bear the words 'Cubs', 'Scouts', 'Explorers', 'Network' and the appropriate Group, District or County title.

12.1.3.2 Design requirements for Squirrel Drey flags

Squirrel Drey flags consist of a white Squirrels logo beneath a white fleur de lis on a Squirrels Red background.

The flag measures 90cm x 60cm.

The name of the Squirrel Drey may be added above or beneath the Squirrels logo and Scouts fleur de lis (arrowhead).

12.1.3.3 Design requirements for Beaver Colony flags

Beaver Colony flags consist of a white Beavers logo beneath a white fleur de lis (arrowhead) on a Beavers Blue background.

The flag measures 90cm x 60cm.

The name of the Beaver Colony may be added above or beneath the Beavers logo and Scouts fleur de lis (arrowhead).

12.1.3.4 Design requirements for Cub Pack flags

Cub Pack flags consist of a green Cubs logo beneath a green fleur de lis (arrowhead) on a yellow background.

The flag measures 90cm x 60cm.

The name of the Cub Pack may be added above or beneath the Cubs logo and Scouts fleur de lis (arrowhead).

12.1.3.5 District and County flags

Flags used by Districts and Counties are of a similar design and may bear the name and emblem of the District or County in addition to the Scouts' fleur de lis (arrowhead).

12.1.3.6 Colour specifications (except Scotland)

Except in Scotland, the following colours must be used on flags:

Section	Lettering colour	Background colour
Squirrel Drey	white	Squirrels Red
Beaver Colony	white	Beavers Blue
Cub Pack	green	yellow
Scout Troop	white	green
Explorer Unit	white	olive green
Scout Network	white	cool grey
Air Scout Troop, Explorer Air Scout Unit and Air Scout Network	yellow	light blue
Sea Scout Troop, Explorer Sea Scout Unit and Sea Scout Network	white	navy blue

12.1.3.7 Scottish flag colour specifications

In Scotland, Scout flags are matriculated by the Lord Lyon King of Arms and consist of the St. Andrew's Cross at the hoist with green fly and the Scouts' fleur de lis (arrowhead) in yellow.

Scottish Region flags may have the name of the Region in a bar above the badge in the colour of the Region.

The colours on flags in Scotland must be:

Section	Lettering colour	Background colour
Squirrel Drey	white	Squirrels Red
Beaver Colony	white	Beavers Blue
Cub Pack	the badge in green and with yellow lettering on green bars	yellow

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Section	Lettering colour	Background colour
Scout Troop	badge in yellow and with the name of the Troop in black lettering on yellow bars	green
Explorer Unit	white	olive green
Scout Network	white	cool grey

12.2 Ceremonial

12.2.1 Limitation

12.2.1.1
In the conduct of normal Scouts activities, only those ceremonies described on www.scouts.org.uk should be used.

12.2.2 The Scout Sign

12.2.2.1
The Scout Sign is made during the making or reaffirming of the Squirrel, Beaver, Cub and Scout Promise and at no other time.

12.2.3 The Scout Salute

12.2.3.1
The Scout Salute is made only by members of the movement in uniform on formal Scout occasions, as a mark of respect at the hoisting of National flags, at the playing of National Anthems, to uncased Colours, Scout flags and to funerals.

12.2.4 Parades

12.2.4.1
On all parades of a public nature, other than in a place of worship, the Leader calls the party to the alert and the Leader alone salutes.

Chapter 13

This chapter is intentionally blank

Chapter 14

This chapter is intentionally blank

Chapter 14 from the Autumn 2025 edition of POR has moved to Chapter 6 in the Spring 2026 edition of POR

This ‘empty’ Chapter 14 has been retained in order to avoid renumbering Chapter 16.

Chapter 15

This chapter is intentionally blank

Chapter 16

Adult roles

Section 4.2.2 (Accreditations) from Autumn 2025 POR has been merged into 16.4

Section 4.7 (Learning for volunteers) from Autumn 2025 POR has been merged into 16.5

Chapter Contents

16.1 Welcome – the volunteer joining journey
16.2 Volunteers joining a new team, or changing role within a team
16.3 The handling of concerns relating to roles or the volunteer joining journey
16.4 Accreditations
16.5 Learning for Volunteers
16.6 Review a role
16.7 Apply suspension or other restrictions
16.8 End a role
16.9 Vacancies
16.10 Other roles
16.11 Tables

16.1 Welcome – the volunteer joining journey

16.1.1 Introduction

16.1.1.1 Overview

a) POR 16.1 describes the process for welcoming a new volunteer applicant to Scouts. A new volunteer is anybody joining Scouts as an adult volunteer for the first time or who has not had a role in Scouts within the last 180 days.

b) POR 16.1 does not apply to Scout Network members, employees, or Scout Council roles – refer to POR 16.10 in those cases.

However, as specified in POR 16.1.4, POR 16.1 does apply for helpers and other non-members if they require a criminal record check.

16.1.2 Check the applicant is eligible.

16.1.2.1 Eligibility

The appointing team leader or their nominee(s) must ensure that the applicant:

a) is at least 18 years old when their role starts.

   This will normally be the date when the applicant's initial details are added to the membership system.

   However, applicants for adult roles may be added to the membership system up to 180 days before their 18th birthday solely for the purposes of conducting a criminal record check. To prevent initiating the other volunteer joining journey requirements, they should be added as a Non Member - Needs Disclosure – this must then be changed to their new adult role on the membership system when they reach their 18th birthday.

b) confirms that they have the time and capacity to fulfil the responsibilities of the role.

c) can identify and manage any real or perceived conflicts of interest between current roles where rules do not explicitly prohibit holding the proposed combination of roles.

Additionally, for a Youth Lead role the applicant must not have reached their 25th birthday at the time of appointment.

16.1.2.2 Provisional membership

Initially the applicant will have a provisional membership status.

During this provisional period the applicant must always be supervised when with young people and must not engage in any form of unsupervised regulated activity. The supervising individuals must hold a full appointment with a current completed and satisfactory personal enquiry.

However, for roles based In Scotland, the applicant must not engage in a Regulated Role until their criminal record check (Scouts PVG disclosure) has been returned and both the satisfactory criminal record check and the satisfactory internal check are recorded on the membership system. The applicant may then have supervised contact whilst fulfilling the rest of the provisional membership requirements.

16.1.2.3 Membership system

Upon satisfactory completion of POR 16.1.2.1, the volunteer's team leader must ensure that the applicant is added to the membership system with their agreed role.

a) The applicant must then add their personal details to the membership system.

b) If the applicant is unable to access the membership system, the relevant Lead Volunteer, after consulting with the applicant, may nominate another member to manage some of their personal details on the membership system using 'proxy' access functionality.

16.1.3 Joining journey for new volunteers

16.1.3.1 Steps in the volunteer joining journey

There are seven steps in the volunteer joining journey. The seven steps may be completed in any order. The seven steps are listed below.

The broad aim is that the volunteer joining journey is normally completed within 180 days, however the timing requirements for each step are specified in the description of each step in this rule.

Step	Requirements
a) Criminal record check	Satisfactory completion of a criminal record check if indicated as required in the Teams Table (POR 16.11.1). The application process for the criminal record check must be completed within 30 days of the applicant's role start date recorded on the membership system (within 60 days in Northern Ireland, Scotland, BSO and Overseas Territories). Additionally, for roles based in Scotland, the applicant must not start their Regulated Role until a criminal record check (Scouts PVG disclosure) has been satisfactorily completed and recorded on the membership system. If the vetting process is not satisfactorily completed, the UK Headquarters Safeguarding Team may end the volunteer's membership due to the transferable risk of harm to young people.
b) Internal check	Satisfactory completion of an internal check (formerly called a confidential enquiry) if indicated as required in the Teams Table (POR 16.11.1).

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Step	Requirements
	This internal check of records held at UK Headquarters must be completed if indicated in the Teams Table (POR 16.11.1). The internal check is initiated by the membership system and must happen within 30 days of the applicant's role start date recorded on the membership system.
c) References	Satisfactory completion of References. At least two satisfactory references are required, as indicated in the Teams Table (POR 16.11.1). The applicant's references must be satisfactorily completed within 180 days of the applicant's role start date recorded on the membership system. At least one referee should have known the volunteer for at least five years and one referee must be external to Scouts. Referees must not be relatives of the applicant. Referees: • should be familiar with the applicant's work or interactions with young people • should be able to speak to the applicant's character and relationships with others • must be aged 18 or over
d) Declarations	Satisfactory completion of Declarations. The applicant must accept the declarations relevant to their role as indicated in the Teams Table (POR 16.11.1). These declarations are automatically requested by the membership system and must be accepted for every new role added. The Declarations must be accepted by the applicant within 30 days of the applicant's role start date recorded on the membership system.

Step	Requirements
e) Trustee eligibility	Satisfactory confirmation of Trustee eligibility. The Trustee Board must ensure verification of the applicant's eligibility for a Trustee role where indicated as a role requirement in the Teams Table (POR 16.11.1). The relevant team responsible for Trustee Board administration may do this check on behalf of the Trustee Board. The Trustee eligibility check should be completed within 30 days of the applicant's role start date recorded on the membership system and must be completed within 180 days. There is support available for Trustee eligibility checks for each Country.
f) Growing Roots Learning	Growing Roots is the required learning for new volunteers. It consists of two parts: learning that all applicants must undertake, and role-specific learning. The applicant must complete the Growing Roots learning appropriate to their role as specified in the Teams Table (POR 16.11.1). Safeguarding and Safety learning must be completed within 30 days of the applicant's role start date recorded on the membership system. The other elements of Growing Roots learning are encouraged to be completed within 180 days of the applicant's role start date recorded on the membership system, though there is currently no mandated completion timeframe.
g) Welcome Conversation	Successful completion of a Welcome Conversation is required where indicated as a requirement in the Teams Table (POR 16.11.1). The purpose of the Welcome Conversation is to: • welcome the volunteer and help them feel part of the team • identify the support they need for their tasks and responsibilities • confirm that volunteering with Scouts is the right fit for them. • help the volunteer prepare for their volunteering journey by addressing questions and outlining future learning and development opportunities

Step	Requirements
	• ensure the volunteer understands and commits our expectations, values, the Scout Promise, Our Volunteering Culture, and our safeguarding practices (including the Safeguarding Code of Conduct for Adults - Yellow Card, and Safe Scouting Emergency Procedures - Purple Card) The Welcome Conversation should be completed within 30 days of the applicant's role start date recorded on the membership system and must be completed within 180 days. The Welcome Conversation does not cover the outcomes of criminal records checks, internal checks, declarations, Trustee eligibility checks, learning, or references. For a Section Team role, the Welcome Conversation must be attended by: • the volunteer applicant • the volunteer's Group Lead Volunteer (or their designate) or [for Explorer section roles] District 14-24 Team Leader (or their designate). • an independent Welcome Conversation volunteer (defined below) In other Group, District or County teams, the Welcome Conversation must be attended by: • the volunteer applicant • the volunteer's team leader (or their designate) • an independent Welcome Conversation volunteer (defined below) The independent Welcome Conversation volunteer must: • hold a full, current role which requires participation in a Welcome Conversation as part of the volunteer joining journey • have completed the learning for a Welcome Conversation volunteer with this recorded on the membership system. • not hold a current role in the Group or Explorer Unit that the new volunteer is applying to join (an Explorer Unit with a partnership agreement with a Group would be considered part of the Group for the purposes of this rule).

Step	Requirements
	• hold an active role in Scouts and have, or have had within the previous five years: o a similar role in a Section Team at Group level or in an Explorer Unit if the volunteer applicant is taking on a Section Team role. A similar role in a Section Team is one in the same section as the volunteer applicant is joining, or the section that immediately precedes or follows it (for example a Beaver Section Team Member in a Welcome Conversation for a Cub Section Team Member). o a similar role in a District or County role within a different team from the new volunteer's team.

16.1.3.2 Full appointment

a) Once all seven steps of the volunteer joining journey are satisfactorily completed and the member has completed their personal data on the membership system, the membership system will update the role status to Full.

b) When the role has been updated to "Full" on the membership system and includes a criminal record check, the volunteer is no longer required to be supervised when working with young people. They are also authorised to take part in regulated activity in accordance with our rules and Safeguarding Code of Conduct for Adults (Yellow Card).

16.1.3.3 If the volunteer joining journey is not completed within 180 days

a) If all other parts of the volunteer joining journey have been completed except the parts of Growing Roots without a mandatory timescale (POR 16.1.3.1(f)) and the criminal record check (POR 16.1.3.1(a)) then, provided the satisfactory criminal record check is not completed within 180 days but the application for a criminal record check was made within 30 days of the start of the Provisional role (POR 16.1.2.3) [60 days in Northern Ireland, Scotland, BSO and the Overseas Territories], the applicant may continue to operate under supervision.

Additionally, for roles based in Scotland, the applicant must not start their Regulated Role until a criminal record check (Scouts PVG disclosure) has been satisfactorily completed and recorded on the membership system.

b) In cases where the seven steps of the volunteer joining journey, as outlined in the Teams Table (POR 16.11.1), are not completed within the timescales specified within

each part of POR 16.1.3.1 (excluding the personal enquiry and Growing Roots), the Lead Volunteer must take one of the following two actions:

- apply appropriate restrictions (POR 16.7)
- end the role (POR 16.8)

16.1.4 Helpers

16.1.4.1 Introduction

a) Non-members are normally referred to as helpers.

b) A helper is a person aged 18 or over who provides Section Teams with informal support to help them to deliver the programme. They may be, for example, parents or local subject matter experts. They are not members of Scouts, or of any team.

c) Helpers and other non-member roles do not have any membership benefits, nor any personal accident or medical expenses unless provided locally. (POR Chapter 5g.)

d) Where a helper is no longer providing informal support either because they have become a member or because they have stopped being a helper, any records on the membership system must be updated accordingly under arrangements made by the Lead Volunteer.

16.1.4.2 Helpers who are NOT undertaking regulated activity or regulated roles

Helpers (or other non-members) who do not meet any of the criteria for regulated activity or regulated roles must not have a criminal record check or an internal check and must not be recorded on the membership system.

16.1.4.3 Helpers who ARE undertaking regulated activity or regulated roles

a) Helpers (or other non-members) whose informal support involves regulated activity or (in Scotland) a regulated role must have a completed and satisfactory personal enquiry before they participate in the regulated activity or regulated role. The requirements of POR 16.1.3.1(a) and POR 16.1.3.1(b) also apply.

b) This requires them to be recorded on the membership system. This recording on the membership system does not form part of any joining process and it is only used as part of a process to enable the necessary internal check and criminal record check to be conducted.

c) Even if recorded on the membership system, helpers are not members of Scouts.

16.1.4.4 Steps for helpers to undertake regulated activity or regulated roles

For those helpers (or other non-members) who are undertaking regulated activity or regulated roles, there are three steps which must be completed:

a) A new record is created on the membership system with the permission of the Lead Volunteer or their nominee and a "non-member-needs disclosure" role is added.

   The recording on the membership system is for the sole purpose of enabling criminal record check and internal check processes to be undertaken. It does not confer any membership or other benefits or responsibilities (POR 16.1.4.5).

   Once the new record is created, the new non-member can then log into the system and enter their personal data.

b) In countries other than Scotland, before undertaking any regulated activity, a criminal record check must be applied for. Note (d) below regarding supervision.

   In Scotland, before starting their Regulated Role, a criminal record check (Scouts PVG disclosure) must be satisfactorily completed and recorded on the membership system.

c) A completed and satisfactory internal check must be satisfactorily completed and recorded on the membership system.

d) Until these three steps are all complete, the applicant must always be supervised when with young people and must not stay overnight or undertake any other form of regulated activity (POR 16.1.4.2 and POR 16.1.4.3). The person(s) supervising must be member(s) with a full appointment and with a current personal enquiry.

16.1.4.5 What a helper role is NOT

A "non-member-needs-disclosure" role recorded on the membership system must not be used to enable volunteers to avoid any or all of the seven steps in the volunteer joining journey.

16.1.5 Volunteers returning to Scouts

16.1.5.1 Return within 180 days of leaving

a) Where it is fewer than 30 days since the volunteer applicant had a recorded member role on the membership system, a new member role can be added without following the volunteer joining journey process outlined in POR 16.1.3 but must follow the process outlined in POR 16.2 for volunteers joining a new team or changing role within a team (though see POR 16.1.5.1(b)).

   Member roles are defined in the Teams Table (POR 16.11.1.1).

b) Where it is between 30 and 180 days since the volunteer applicant had a recorded role on the membership system, the returning volunteer must complete POR 16.1.3.1(a), (b), (c) and (g) of the volunteer joining journey (criminal record check, internal check,

references and welcome conversation), but does not need to complete any of the other elements of the volunteer joining journey.

Importantly, for roles based in Scotland, a new criminal record check (Scouts PVG disclosure) [POR 16.1.3.1(a)] must be fully and satisfactorily completed and recorded as such on the membership system before the returning volunteer can commence in any regulated role.

16.1.5.2 Re-instatement within 180 days of being suspended

a) The returning volunteer who has been re-instated within 180 days following the start of a period of a suspension must have a conversation with their team leader(s) about returning to their role(s).

b) These members may be required to complete safety and safeguarding at the discretion of the UK Headquarters Safeguarding team following their period of suspension.

16.1.5.3 Returning more than 180 days after leaving

Where it is more than 180 days since the volunteer applicant had a recorded member role on the membership system (or more than 180 days since the start of a period of suspension), they must follow all parts of the volunteer joining journey process outlined in POR 16.1.3. with the exception that where the returning volunteer has been re-instated following a suspension, they should have a conversation with their team leader about returning to their role(s) but do not need to complete POR 16.1.2.1(g).

16.1.6 Length of time for holding volunteer roles

16.1.6.1

a) The time limits described here, also apply in POR 16.2.

b) Length of time limits, where specified in the Teams Table (POR 16.11.1), state the maximum length of time for which a role may be held. Unless otherwise specified in the Teams Table (POR 16.11.1), a role may be renewed for further periods following a formal review following agreement between the relevant team leader and the volunteer.

c) Roles with specific length of time limits specified in the Teams Table (POR 16.11.1) must be held in terms of five years or less (three years or less for appointed or co-opted Trustees).

d) A Youth Lead role must not extend past the role holder's 28th birthday (25th birthday in Scotland).

16.2 Volunteers joining a new team, or changing role within a team

16.2.1 Introduction

16.2.1.1 When the Volunteer Joining Journey applies

a) A volunteer only completes the volunteer joining journey on joining (or re-joining) Scouts.

b) Volunteers who add or change roles do not complete the volunteer joining journey process described in POR 16.1 but follow the requirements of this volunteer role change process. The role change may be within their current team or moving to a new team in a different Group, District or County.

16.2.1.2 Distinction from initial Volunteer Joining Journey

The full volunteer joining journey (POR 16.1) only applies to people joining Scouts for the first time, or where there has been a break in service for 180 days or more. Where the break in service is less than 180 days, see POR 16.1.5.1 and POR 16.1.5.2.

16.2.1.3 New Team Leader actions

The volunteer's new role must be added to the membership system after their new team leader has ensured that the volunteer:

a) confirms they have the time and capacity to carry out the role

b) can recognise and manage any real or perceived conflicts of interest between current roles where rules do not already expressly prohibit holding the proposed combination.

Their new Team Leader must also ensure that the applicant's current Lead Volunteer(s) is aware of the proposed new or additional role.

16.2.1.4 Time in role

The length of time limits in POR 16.1.5 also apply to new roles managed under this POR 16.2.

16.2.2 The volunteer role change process

16.2.2.1 Required steps

The volunteer must complete within 180 days any of the seven steps for the role that have not been previously completed but are required by the Teams Table (POR 16.11.1) for the new role:

Step	Requirements
a) Criminal record check	A completed and satisfactory criminal record check must be in place at the time the additional role / change of team membership is added to the membership system. These are normally renewed every five years. The criminal record check must cover the location in which the new role is based. Importantly, if the volunteer has a regulated role in Scotland, a current and satisfactory criminal record check (Scouts PVG disclosure) must be recorded on the membership system before the volunteer commences in any regulated role, even if a valid criminal record check is held in another nation.
b) Internal check	Satisfactory internal check. The Scout Association carries out a check of internal records for all volunteers whenever a volunteer adds or changes a team membership on the membership system, including changing role within a team.
c) References	If the new team membership (as specified in the Teams Table (POR 16.11.1)) specifies the need for references, then this must be completed if the volunteer's record does not show previous completion of references. See more detail about referees and references at POR 16.1.3.1(c).
d) Declarations	Every time a volunteer adds or changes a role the volunteer must re-confirm their acceptance of the declarations current at the time of the new role. If the additional / change of role includes Trustee responsibilities, then the declaration will include the Trustee declaration.
e) Trustee eligibility	Satisfactory completion of a Trustee eligibility check is required if indicated as a role requirement in the Teams Table (POR 16.11.1). See detail at POR 16.1.3.1(e).
f) Growing Roots learning	Complete any outstanding Growing Roots learning within the timeframes set by their current role and undertake any Growing Roots learning relevant to the new role that has not previously been completed.
g) Welcome conversation	If the new team membership (as specified in the team table) specifies the need for a Welcome Conversation, then this must be completed if the member's record does not show previous completion of a

Step	Requirements
	Welcome Conversation. Welcome Conversations are described at POR 16.1.3.1(g).
h) Role conversation	Before a volunteer agrees to join a new team or take on a new role within their existing team, the relevant team leader should discuss the new role or team with the volunteer.

16.2.2.2 Move from provisional to full status

The membership system will update the role to status Full once steps (a) to (g) in POR.16.2.2.1 above are satisfactorily completed. Step POR 16.2.2.1(h) is not recorded on the membership system but is a vital element of the role change process.

16.2.2.3 Restriction lifted when role moves to full status

When the role shows as Full on the membership system and includes a completed and satisfactory criminal record check, the volunteer no longer needs to be supervised when with young people and may undertake regulated activity according to our rules and the Safeguarding Code of Conduct for Adults (Yellow Card).

However, for roles based in Scotland, when the person's record on the membership system shows that the criminal record check (Scouts PVG disclosure), they are then clear to start their volunteering and can then attend under supervision until their role shows as status Full.

16.3 The handling of concerns relating to roles or the volunteer joining journey

16.3.1.1 Managing unsatisfactory criminal record checks

The process for managing potential unsatisfactory criminal record checks, or internal checks, rests with the UK Headquarters Safeguarding Team.

The UK Headquarters Safeguarding Team may need to request local support as part of reaching their determination.

16.3.1.2 Additional checks

For British Scouts Overseas and each of the Overseas Territories, there may need to be some local checks carried out. Notionally these are carried under the authority of the UK Headquarters Safeguarding Team, but the checks may often need to be conducted locally.

16.3.1.3 Concerns arising from Welcome Conversation

a) If the two people undertaking the Welcome Conversation have concerns and are unable to agree, then the District Lead Volunteer for Group or District roles, or County Lead Volunteer for County roles, must consult with the two people undertaking the Welcome Conversation and make a final decision.

b) If that Lead Volunteer was part of the Welcome Conversation, the Lead Volunteer's own Lead Volunteer must take on this responsibility (for example the County Lead Volunteer in the place of a District Lead Volunteer).

16.3.1.4 Safeguarding concerns

Where there are Safeguarding concerns raised from any of the steps in POR 16.1 or POR 16.2, these must be reported to the UK Headquarters Safeguarding Team for advice.

16.3.1.5 Other concerns

a) Where there are any other concerns raised from any of the steps in 16.1 or 16.2, these must be reviewed by the relevant Lead Volunteer and their Volunteer Safeguarding Lead. The Lead Volunteer must make a final decision.

b) If a Volunteer Safeguarding Lead has not been appointed, the Lead Volunteer must work together with another Lead Volunteer or Volunteer Safeguarding Lead at the same level or higher.

16.3.1.6 Recording decision to not appoint

If the decision is not to appoint, the Lead Volunteer must ensure that the membership system is updated by ending the role as unsatisfactory. The volunteer may only appeal via the route in POR 16.8.6. The Lead Volunteer must ensure that the applicant is advised of the non-appointment, and that any appeal must follow POR 16.8.6.

16.3.1.7 Exceptional exclusion

UK Headquarters may exceptionally exclude volunteers deemed unsuitable to participate in Scouts.

16.4 Accreditations

16.4.1 About accreditations

16.4.1.1 Purpose of accreditations

a) Accreditations are a way of sharing tasks and responsibilities, where a volunteer needs to be given certain permissions to take these on.

b) An accreditation is an additional responsibility granted to an adult member of the organisation. This is regardless of the team membership that the member holds.

c) Accreditations are normally specific tasks that operate wider than an individual team and often may be carried out by one or more individual volunteers.

16.4.1.2 Types of accreditation

There are two types of accreditations:

a) An accreditation that may be granted to any number of individuals and used anywhere across the hierarchy. For example, members who are accredited to support Welcome Conversations as part of the joining process.

b) A responsibility delegated to a member within a specific location in the hierarchy. For example, the place or person in a District that Awards and certificates must be posted to.

16.4.1.3 Further information

Further information about accreditations is available.

16.4.2 Grant an accreditation

16.4.2.1 Meeting requirements

Before an accreditation is granted, the volunteer must meet the pre-requisites for the accreditation specified in the Accreditations Table (POR 16.11.2).

16.4.2.2 Visiting Scotland accreditation

There is one exception to POR 16.4.2.1. The Visiting Scotland accreditation has a pre-requisite that the person is planning or intending to interact, in Scotland, with Scottish young people. Granting the accreditation enables the criminal record check (Scouts PVG disclosure) application to be made.

Before any interaction, in Scotland, with Scottish young people the criminal record check (Scouts PVG disclosure) must be completed and recorded on the person's membership system record.

The Visiting Scotland accreditation must be granted only for roles based in any country other than Scotland, and where the role holder is planning or intending to interact, in Scotland, with young people who normally live in Scotland.

If the criminal record check (Scouts PVG disclosure) has not been applied for within 60 days, the accreditation must be ended.

See the Accreditations Table (POR 16.11.2).

16.4.2.3 Limitations

While tasks may be delegated by Lead Volunteers and Team Leaders, no local accreditations may be created. All available accreditations are listed in the Accreditations Table (POR 16.11.2).

16.4.2.4 Recording accreditations on the membership system

Accreditations granted are recorded on the member's record on the membership system.

16.4.3 End an accreditation

16.4.3.1 Volunteer no longer meets the requirements for an accreditation

If a volunteer no longer meets the requirements for an accreditation listed in the Accreditations Table (POR 16.11.2), their accreditation must be ended by a volunteer who holds a role shown in the *'who may give or remove an accreditation'* column in the Accreditations Table (POR 16.11.2)

16.4.3.2 Volunteer ending their own accreditation

A volunteer may end their own accreditation by informing a role holder shown in the *'who may give or remove an accreditation'* column in the Accreditations Table (POR 16.11.2).

16.4.3.3 Authority to end an accreditation

A role listed in the *'who can give or remove an accreditation'* column in the Accreditations Table (POR 16.11.2) has the authority to end an accreditation at any time.

16.4.3.4 No right of appeal

The removal or ending of an accreditation cannot be appealed.

16.4.3.5 Obligations on ending an accreditation

The obligations on the volunteer in POR 16.8.4 also apply when an accreditation is ended.

16.5 Learning for Volunteers

16.5.1 The Adult Learning Tree

16.5.1.1 Purpose and structure

The Adult Learning Tree provides a framework for adult members with a series of learning experiences to support them in their role within the Scouts. The Adult Learning Tree is split into the two distinct stages of Growing Roots and Branching Out.

16.5.1.2 Growing Roots

Growing Roots is the foundation of every adult member's learning experience and provides a source of information and guidance all adult volunteers require, including:

a) Five courses applicable to all volunteers:
   - Safeguarding
   - Safety
   - Who we are and What we do
   - Creating Inclusion
   - Data Protection in Scouts

b) Role-specific learning:
   - Delivering a great programme (for Section Team Leaders and Members)
   - Leading Scout Volunteers (for Lead Volunteers and Team Leaders)
   - Being a Trustee in Scouts (for roles with Trustees responsibilities)

16.5.1.3 Branching Out

Branching Out provides a range of additional learning that adult volunteers may find helpful in developing the skills they need for their role.

16.5.2 The Wood Badge

16.5.2.1 Recognition

The Wood Badge is an optional award gained through completion of the Growing Roots learning together with elements of Branching Out chosen by the adult member.

An adult member may only obtain one Wood Badge. However, all adult volunteers are encouraged to complete additional learning relevant to their roles and to their own interests.

16.5.2.2 Requirements

A volunteer with a full role may choose to complete a Wood Badge. The Wood Badge is awarded only once, though volunteers are encouraged to continue developing their skills.

All Wood Badge learning is in addition to the relevant Growing Roots learning and is included in Branching Out. Some of this additional learning in Branching Out may be required for specific roles, accreditation or permits.

16.5.3 Continue learning

These rules explain the learning required for a role after completion of the Growing Roots learning.

16.5.3.1 First Aid

All volunteers in roles that require a first aid certificate (see the Teams Table (POR 16.11.1)) must complete the certification within one year of the role start date.

All volunteers must revalidate their first aid certificate every three years whilst holding a role for which the Teams Table (POR 16.11.1) shows that a first aid certificate is required.

If a volunteer holds an external first aid qualification which meets the First Response syllabus requirements, it must be reviewed by an accredited First Response Trainer. The trainer will validate the qualification within the membership system.

16.5.3.2 Safety and Safeguarding learning

All volunteers must complete each of the Safeguarding and the Safety learning every three years if the Teams Table (POR 16.11.1) shows that 'the learning everyone needs' is required for their current role.

16.5.3.3 Ad hoc updating

There may be times when UK Headquarters asks some or all volunteers to complete elements of the Safety and Safeguarding learning on a different timeframe from POR 16.5.3.2.

16.5.4 Additional learning requirements

16.5.4.1

For all, or for specific roles, UK Headquarters may require additional learning requirements for a specified period.

16.5.5 Support for Adult Learning

16.5.5.1 Learning management system

a) The membership system includes learning management support. This records all the completed learning for adult volunteers. If there is any mandatory learning for the roles or accreditations that a volunteer undertakes this will be shown within the system.

b) Volunteers and their team leaders will be automatically reminded when learning is due for completion.

16.5.5.2 Further details

a) The relevant Volunteering Development Team must ensure sufficient learning opportunities are available to meet local needs. These opportunities may be provided in a single District or County or may be a shared responsibility.

b) The relevant Leadership Team must ensure all volunteers complete assigned learning within specified timescales.

c) Where learning assessment is required, a Learning Assessor will undertake this task.

16.6 Review a role

16.6.1 Responsibility for role reviews

16.6.1.1 Formal and informal role reviews

a) There are both informal and formal role reviews. All member roles in the Teams Table (POR 16.11.1) must have role reviews.

b) Except for Trustee Board roles, the role holder's Lead Volunteer must ensure that both informal and formal role reviews are conducted.

c) The Lead Volunteer may delegate the conducting of a review (for example, to an appropriate Team Leader) but retains the responsibility to ensure that the process works well. It is important to avoid conflict of interest (for example following a period of suspension).

d) For Trustee Board roles, see POR 16.6.1.2.

e) Where a role review takes place for safeguarding reasons, it must be a formal review and it must be carried out by a District Lead Volunteer or County Lead Volunteer as appropriate.

16.6.1.2 Trustee role reviews

a) Trustee Board members are subject only to informal reviews.

b) The Trustee Board Chair should initiate these informal reviews, normally annually, with each Trustee Board member.

c) For the Trustee Board Chair, an annual informal review will be conducted by a member of the Trustee Board nominated and agreed upon each year by the Trustee Board members.

16.6.1.3 Membership system

The role holder's team leader must record the outcome of a formal review on the membership system. Informal reviews are not recorded on the membership system.

16.6.2 Informal role review

16.6.2.1 Frequency and purpose

a) Every adult should have a regular (normally annual) informal role review with their team leader. For members of Trustee Boards see POR 16.6.1.2.

b) The informal review provides an opportunity to reflect on achievements, identify opportunities for development and agree future objectives. Informal reviews should also address on-going learning and development requirements.

16.6.3 Formal role review

16.6.3.1 Frequency, outcome and next steps

a) Formal role reviews must be conducted with each volunteer at least once every five years though they may be more frequent depending on the length of the volunteer's initial appointment to a role.

   As well as the normal cycle of role reviews, role reviews may be initiated by UK Headquarters for safety or safeguarding reasons. Such role reviews are always conducted as formal role reviews.

b) A first role review date must be set during the volunteer joining journey and recorded on the membership system. After each formal role review, the date of the next formal role review must be set and recorded on the membership system.

c) There is a role review template held on the membership system. All formal role reviews should follow this template and the membership system enables the volunteer and their team leader to view and complete it online.

d) A formal role review will determine one of the following four outcomes:
   - Renewal of the role for an additional period
   - Change of team for the volunteer
   - Ending of the role (see POR 16.8)
   - The volunteer resigns (see POR 16.8)

e) In most cases the reviewee and the reviewer will agree on the formal role review outcome and next steps. However, the final decision, particularly if the outcome is to end a volunteer's role, rests with the team leader.

   The team leader must update the membership system to reflect the formal role review outcome.

f) Additional formal role reviews may be requested by the volunteer or the team leader at any time. Unless urgent, such requests should be given reasonable notice, typically at least seven days.

16.6.4 Role reviews on the appointment of a County or District Lead Volunteer

16.6.4.1 County Lead Volunteers

When a County ([NI] Country) Lead Volunteer is appointed, all District Lead Volunteers and County ([NI] Country) roles will undergo a formal review. For Counties that have no Districts, this also includes all Group Lead Volunteer roles.

16.6.4.2 Northern Ireland Regional Lead Volunteers

In Northern Ireland, when a Regional Lead Volunteer is appointed, all District Lead Volunteers will undergo a formal review.

16.6.4.3 District Lead Volunteers

When a District Lead Volunteer is appointed, all Group Lead Volunteers and District roles will each be subject to a formal review.

16.6.4.4 Scheduling

These reviews should be completed, or at least scheduled, within six months of the relevant Lead Volunteer's appointment start date.

16.7 Apply suspension or other restrictions

16.7.1 Introduction

16.7.1.1 Scope

POR 16.7 applies to individuals aged 18 or over who work with Scouts in any capacity. This includes, but is not limited to, members 18 or older, helpers and other non members.

POR 16.7 does not apply to individuals who have not yet reached their 18th birthday. Restrictions relating to individuals who have not reached their 18th birthday are addressed in POR 3.6.

16.7.1.2 Purpose

Scouts is a membership organisation and there may be circumstances in which it is necessary to end a person's involvement or their membership. This can also apply to

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

helpers and other non-members. The process for ending involvement or membership is set out in POR 16.8, with specific grounds listed in POR 16.8.2.1.

In some cases, it may not be appropriate or necessary to end a role or membership immediately, even where this could be the ultimate outcome.

POR 16.7 sets out the procedures for restricting a person's involvement in Scouts. Lead Volunteers may use these restrictions to allow time to address and resolve issues. Restrictions may be applied only for the reasons listed in POR 16.7.4.5.

Important:

a) where a situation falls within POR 16.8.3.1 but is not listed in POR 16.7.4.5, no restrictions other than ending role or membership may be used and the procedures in POR 16.8 must be followed.

b) these restrictions may only be applied to individuals with a current 'open' record on the membership system. For other individuals, POR 16.8 must be used.

16.7.1.3 Available restrictions

There are 3 options:

a) **Suspension**

The suspension of a volunteer's involvement in Scouts is a neutral act intended to protect all parties involved. It ensures that any investigation remains as fair as possible by preventing situations where objectivity could be compromised or additional allegations made.

Suspension applies to all roles held by the volunteer in Scouts, meaning that the individual is suspended from membership of Scouts, not just from one or more specific roles.

Before considering suspension, priority should be given to using Mutually Agreed Restrictions (see POR 16.7.2).

Suspension is detailed in POR 16.7.4.

b) **Mutually agreed restrictions**

These offer an alternative to suspension - the use of mutually agreed restrictions helps to ensure that suspensions are only used when absolutely necessary.

For a mutually agreed restriction, a restriction on a volunteer's involvement with Scouts is agreed between the volunteer and the relevant Lead Volunteer.

Mutually agreed restrictions must not be applied in safeguarding cases.

Mutually agreed restrictions are detailed in POR 16.7.2.

c) **Safeguarding stay-away**
A volunteer's stay-away from Scouts is designed to protect all parties involved. It ensures that any investigation remains as fair as possible by preventing situations where objectivity could be compromised, or further allegations could arise.

The stay-away process must only be used by the UK Headquarters Safeguarding Team. Safeguarding stay-aways are detailed in POR 16.7.3.

16.7.1.4 Defined terms

POR 16.7 must only be used by Lead Volunteers (excluding Group Lead Volunteers) or by volunteers holding a Suspensions Lead accreditation.

There are two terms used throughout POR 16.7:

a) 'suspending authority' is used to refer to either the relevant Lead Volunteer or to a volunteer with a Suspension Lead accreditation where that accreditation has been awarded by the relevant Lead Volunteer

b) 'approver' is used to refer to either the relevant Lead Volunteer's Lead Volunteer or to a volunteer with a Suspension Lead accreditation where that accreditation has been awarded by the relevant Lead Volunteer's Lead Volunteer.

As example, if the suspending authority is a District Lead Volunteer (or a Suspension Lead accredited by the District Lead Volunteer), the approver must be the County Lead Volunteer (or a Suspension Lead accredited by the County Lead Volunteer),

For each suspension, the suspending authority and the approver must not be the same person and must not have any conflict of interest (such as being related to each other, but other scenarios should be considered also).

Group Lead Volunteers must not be a suspending authority nor an approver,

16.7.1.5 Alternative suspending authorities

There are two specific situations where alternative suspending authorities apply:

a) regarding the UK Chief Volunteer (POR 16.7.4.5)

b) in exceptional circumstances the UK Headquarters Safeguarding Team may act as the suspending authority when implementing a period of suspension (see POR 16.7.4.5(b)) and ending a period of suspension (see POR 16.7.5.3). In such circumstances the approver is the relevant Lead Volunteer (excluding Group Lead Volunteers).

16.7.1.6 Incidents involving multiple people

There may be instances where multiple individuals are under investigation for the same incident. In such cases, the focus must be on ensuring that the process is fair, constructive,

and consistent for each person involved. While the process must remain fair, constructive, and consistent, individual outcomes may differ based on the conclusions of the enquiry.

16.7.2 Mutually agreed restrictions

16.7.2.1 Purpose

See POR 16.7.1.2 and 16.7.1.3(b).

16.7.2.2 Limitation

Mutually agreed restrictions must not be applied in safeguarding cases.

16.7.2.3 Implementing a mutually agreed restriction

a) The relevant Lead Volunteer must meet with the individual and agree the specific restrictions that will be implemented. These restrictions must not have a duration of more than four weeks.

b) The restrictions must be approved by the relevant Lead Volunteer's own Lead Volunteer (for example, County Lead Volunteer in the case of a District Lead Volunteer) and, to ensure clarity, the individual must receive the restrictions in writing along with a mutually agreed action plan.

16.7.2.4 Ending a period of mutually agreed restriction

Once the restriction period ends, the relevant Lead Volunteer and their Lead Volunteer (for example County Lead Volunteer in the case of a District Lead Volunteer) must agree to one of these three outcomes:

a) remove the restrictions
b) suspend the individual (see POR 16.7.4)
c) conduct a formal role review (see POR 16.6.3)

16.7.3 Safeguarding stay-away

16.7.3.1 Purpose

See POR 16.7.1. 2 and 16.7.1.3(c).

16.7.3.2 When to use stay-away

Stay-away is used when, at the time of referral to the UK Headquarters Safeguarding Team, a decision regarding suspension cannot be made due to insufficient, disputed, or inconsistent information.

Stay-away must only be used in the following situations:

a) when an allegation is made that an individual has acted in a way that could breach the Scouts' Safeguarding Policy or Safeguarding Code of Conduct for Adults (Yellow Card)
b) when a concern is raised about a volunteer that suggests unsuitability for working with youth members or volunteers in Scouts
c) where information is received from a statutory agency relating to concerns about a connected person

16.7.3.3 Stay-away rules

The UK Headquarters Safeguarding Team must ensure that the individual must stay-away from all Scouts activities for two weeks.

Additionally, the UK Headquarters Safeguarding Team must:

a) consult with the relevant Lead Volunteer before making the decision
b) ensure the stay-away is approved by a Safeguarding Manager at UK Headquarters
c) provide written terms of the stay-away to the individual
d) ask the relevant Lead Volunteer to offer the individual an independent liaison person for support

16.7.3.4 Ending a stay-away

Following a stay-away period, the UK Headquarters Safeguarding Team and relevant Lead Volunteer must decide to:

a) extend the stay-away by an additional two weeks, or
b) end the stay-away.

A stay-away must not exceed a total of four weeks.

16.7.4 Initiating a suspension

16.7.4.1 Purpose

See POR 16.7.1. 2 and 16.7.1.3(a).

16.7.4.2 Scope of a suspension

Suspension applies to all roles held by the individual in Scouts, meaning that the individual is suspended from membership of Scouts, not just from one or more specific roles.

16.7.4.3 Initial priority

Before considering suspension, priority should be given to using Mutually Agreed Restrictions (see 16.7.2).

16.7.4.4 Involving HQ Safeguarding team in a decision to suspend

Before considering suspension under reasons POR 16.7.4.5 (a) or (j), the suspending authority must report the concerns and any reportable incidents to the UK Headquarters Safety and Safeguarding Teams in accordance with the Safety and Safeguarding Policies.

16.7.4.5 Reasons for using suspension

Suspension must only be used in the following circumstances:

a) **Serious Criminal Offence**
when an allegation of a serious criminal offence is made against an individual

b) **Statutory agency involved**
when there is involvement of a statutory agency, such as the police, children's services, a government department, agency, or other public body, resulting in an allegation and an investigation against an individual. Suspensions in such cases must remain in effect until all police enquiries or legal proceedings have concluded and subsequently the UK Headquarters Safeguarding Team has concluded internal investigations and considered suitability to return.

In such circumstances the UK Headquarters Safeguarding Team is the suspending authority.

c) **Disputes between adults**
when a dispute between adults remains unresolved 30 days after the relevant Lead Volunteer has been informed. Suspension periods in these cases must be less than 90 days, although multiple consecutive suspension periods can occur.

d) **Action(s) resulted in reputational harm**
where the deliberate action or inaction of an individual has caused or could cause significant reputational harm

e) **Gross misconduct**
where the action of an individual may form gross misconduct

f) **Publicly challenging TSA Policy**
when an individual formally challenges the decisions or policies of a local Scout unit or The Scout Association including through non-Scout bodies or social media, seeking to change or overturn the decision or policy

g) **Disclosure expired**
If an individual has failed to submit a criminal record check application within 30 days [60 days in Northern Ireland, Scotland, BSO and the Overseas Territories] as required by the POR Chapter 16 Teams Table (POR 16.11.1).

h) Safety and Safeguarding learning not complete and in date

i) **No longer accepts principles**
an individual no longer accepts the principles of Scouts

j) **Action(s) which may have resulted in serious harm**
when the actions or inactions of an individual have caused, or could cause, serious harm to a member or a non-member

k) First Aid not approved and in date

l) **Growing Roots learning not complete**
an individual fails to complete mandatory learning, as defined in the POR Chapter 16 Teams Table (16.11.1) within the required timeframes

m) in cases where a Group or an Explorer Unit is suspended, resulting in all adults appointed to that Group or Unit being suspended as though each were individually suspended

Suspension must only be used for reasons in POR 16.7.4.5 (a) to (m) above. In other cases, role or membership ending (POR 16.8) must be used without any preceding period of mutually agreed restriction, safeguarding stay-away, or suspension.

For suspension reasons (g) and (h) above, a period of suspension must not be longer than 60 days. After 60 days, if the learning is not complete, or if the criminal record check application has not been submitted, then the person's membership must be ended (POR 16.8.3). For suspension reason (g), the suspension must continue until the outcome of the criminal record check is known.

16.7.4.6 Mandatory procedure to suspend

A suspension must be initiated by the relevant suspending authority and approved by the relevant approver.

For the UK Chief Volunteer, the Chair of Trustees is the suspending authority and the Board of Trustees serves as the approver.

16.7.4.7 Restrictions on a suspended person

Suspended individuals must not:

a) participate in any activities related to Scouts
b) influence any Scout unit's operations through any form of communication
c) contact youth members of Scouts
d) enter any premises or locations used by Scouts or where Scouts' activities are held, unless given explicit permission by the suspending authority
e) wear any Scouts' uniform, badges, or emblems

16.7.4.8 Trustee responsibilities during suspension

Any Trustee responsibilities held by the suspended individual are automatically terminated from the start of the suspension period. If the role is reinstated as part of POR 16.7.5.2, Trustee responsibilities resume at that point.

16.7.4.9 Failure to observe terms of suspension

If the suspended individual fails to observe the terms of their suspension under POR 16.7.4.7 and POR 16.7.4.11, the relevant Lead Volunteer and their Lead Volunteer should agree to end the individual's role(s) (POR 16.8).

16.7.4.10 Obligations for suspension

a) The suspending authority must ensure the following:
    a. The suspended individual is notified of the suspension in writing
    b. The suspended individual is given the notes for a person under suspension
    c. An independent supporter is offered to the suspended individual as a liaison person. This person must be given the supporting a person under suspension resources.
    d. The detail of POR 16.8.4.1 is followed in a manner that is proportionate and appropriate to the nature of the suspension. For example, the requirements for suspension for a serious safeguarding issue will have different requirements to a suspension whilst completing mandatory learning. The discretion is applied by the Lead Volunteer, with advice from the UK Headquarters Safeguarding team where appropriate.
    e. The suspended individual's access to Scouts-administered online resources is immediately removed. This includes, but is not limited to, email accounts, social media, websites, cloud file shares, or other online line systems such as Online Scout Manager. However, they must retain sufficient access to systems to be able to address the reason for the suspension if applicable (for example, completing their learning obligations).

b) The suspension must be recorded on the membership system, which will notify the following people:
    a. the UK Headquarters Safeguarding Team
    b. the Team Leader(s) of any team(s) to which the suspended individual belongs, except for Section Team Leaders
    c. Lead Volunteer(s) responsible for managing the suspended individual

16.7.4.11 Where a suspended person is a parent of youth members

If the suspended individual is also the parent of a youth member, the suspending authority and the approver may act together to modify the list of prohibited activities in POR 16.7.4.7. These modifications may change during the suspension period.

The suspended individual must receive written communication outlining the updated list of permitted behaviours.

Modifications must:

a) follow the guidance of the UK Headquarters Safeguarding Team for safeguarding cases

b) be minimised, allowing only necessary actions (for example dropping off and picking up the child, or attending award presentations)

c) not compromise the safety of youth members

d) not allow the suspended individual to engage in regulated activity,

16.7.5 End a period of suspension

16.7.5.1 Automatic ending of a suspension

For suspension reasons POR 16.7.4.5 (g) or (h), suspension of the member is automatically lifted by the membership system when the required satisfactory criminal record check or mandatory learning is completed and recorded in the membership system. If a volunteer is also suspended for a different reason this must also be recorded on the membership system and the suspension will remain in place.

16.7.5.2 Non-automatic ending of a suspension

At the end of a suspension period, if the suspension has not been automatically lifted under POR 16.7.5.1, the suspending authority must recommend to the approver one of the following outcomes:

a) Reinstatement of the role(s)

b) End the role(s) (POR 16.8)

The approver's decision is final including in cases where there is disagreement with the suspending authority's recommendation.

The suspending authority must ensure that the suspended person is informed of the outcome in writing, and the outcome is recorded on the membership system.

There is no right of appeal against the approver's decision.

16.7.5.3 UK Headquarters Safeguarding Team role at the end of a suspension

At the end of a period of suspension, UK Headquarters Safeguarding Team may recommend ending the volunteer's role(s). In this case, the UK Headquarters Safeguarding Team is the suspending authority (as defined in POR 16.7.1.5) and the approver is the relevant Lead Volunteer.

Where the outcome is ending of one or more of the volunteer's role(s) from Scouts, POR 16.8.3 and POR 16.8.4 must be followed.

16.7.5.4 UK Headquarters Safeguarding Team may recommend permanent exclusion from membership

At the end of a suspension, UK Headquarters Safeguarding Team may recommend the permanent ending of, and permanent exclusion from, membership of the volunteer from Scouts (POR 16.11.3 Safeguarding and Vetting Decision Guidance). In this case, UK Headquarters Safeguarding Team is the suspending authority (as defined in POR 16.7.1.4) and the approver is a Chief Volunteer.

Where the outcome is permanent ending of, and permanent exclusion from, membership of the volunteer from Scouts, POR 16.8.4 and POR 16.8.5 must be followed.

16.7.5.5 Ending a long-standing suspension

UK Headquarters Safeguarding Team may end membership for an individual who has been suspended for 18 months or more, typically due to them being under investigation by a statutory agency.

Where the outcome is ending of membership, POR 16.8.4 must be followed and there is no right of appeal against the approver's decision if it is due to an ongoing statutory investigation.

In any other circumstances there is a right of appeal as set out in POR 16.7.5.6.

16.7.5.6 Appealing an outcome determined by UK Headquarters Safeguarding Team

If an individual disagrees with the outcome under POR 16.7.5.3, POR 16.7.5.5 or POR 16.8.3.7 they must raise their disagreement with the Head of Governance at UK Headquarters within 14 days.

Such an appeal will be allowed only on either of these two grounds:

a) where there is new information available that was not considered
b) a required process was not followed that could have altered the decision to end membership.

Grounds to appeal the decision must be considered by the UK Headquarters' Head of Governance, the Head of Legal Services and the Chief Volunteering Officer (with a quorum of two).

The Head of Governance at UK Headquarters will determine whether the appeal meets these criteria. If it does, Head of Safeguarding at UK Headquarters will review it together with the UK Chief Volunteer's nominee.

The Head of Governance at UK Headquarters must ensure that the individual receives a written, final outcome. There is no further right to complain or appeal after this appeal process is completed.

16.7.5.7 Appealing a permanent ending of, or permanent exclusion from, membership determined by UK Headquarters Safeguarding Team

If an individual disagrees with the outcome under POR 16.7.5.4, they must raise their disagreement with the Head of Governance at UK Headquarters within 14 days.

Such an appeal against exclusion decisions will be allowed only on either of these two grounds:

a) where there is new information available that was not considered
b) a required process was not followed that could have altered the decision to end membership.

Grounds to appeal the decision must be considered by the UK Headquarters' Head of Governance, the Head of Legal Services and the Chief Volunteering Officer (with a quorum of two).

The Head of Governance at UK Headquarters will determine whether the appeal meets these criteria. If it does, a panel including the Chair of the Safeguarding Committee, the UK Chief Volunteer's nominee, and a member of the UK Headquarters' Executive Leadership Team will review the case.

The Head of Governance at UK Headquarters must ensure that the individual receives a written, final outcome. There is no further right to complain or appeal after this appeal process is completed.

16.7.6 Obligations following the suspension of a person

These obligations apply to any individual whose membership is suspended.

16.7.6.1 Proportionate obligations during suspension

Where membership is suspended under POR 16.7.4, the detail of POR 16.8.5.1 must be followed, though in a manner that is proportionate and appropriate to the nature of the suspension.

For example, the requirements for suspension for a serious safeguarding issue will have different requirements to a suspension whilst completing mandatory learning.

The discretion is applied by the Lead Volunteer, with advice from the UK Headquarters Safeguarding team where appropriate.

16.7.6.2 Access to Scouts-administered systems during suspension

Access to Scouts-administered online resources must also be immediately suspended. This includes, but is not limited to, email accounts, social media, websites, cloud file shares, or other online line systems such as Online Scout Manager.

However, the suspended adult must retain sufficient access to systems to be able to address the reason for the suspension if applicable (for example completing their learning obligations).

16.8 End a role

16.8.1 Scope

POR 16.8 applies to individuals aged 18 or over who work with Scouts in any capacity. This includes, but is not limited to, members, helpers and other non-members.

It does not apply to individuals who have not yet reached their 18th birthday. Ending membership of young persons who have not yet reached their 18th birthday is covered in POR 3.8.

These rules explain how to close roles and membership, including appeals.

16.8.2 Resignation from a role

16.8.2.1 The volunteer resigns

A volunteer may resign from their role at any time by notifying their team leader.

16.8.2.2 Record end date on membership system

The role's end date must be agreed and recorded on the membership system.

16.8.2.3 Recording satisfactory service at role ending

If the role holder's service is deemed satisfactory, the relevant Team Leader or Lead Volunteer must ensure that the role ending is recorded as satisfactory on the membership system by selecting one of the following reasons:

a. Agreed timeframe ended
b. Change of role
c. Child no longer involved

d. Does not feel valued
e. Lack of time
f. Medical reasons
g. Moving home
h. Not happy with the direction/vision of Scouts
i. Personal reasons
j. Resignation
k. Role added in error
l. Scout Unit/Team/Section has closed (satisfactorily)

16.8.2.4 Recording unsatisfactory service at role ending

If the role holder's service is deemed unsatisfactory, the relevant Lead Volunteer must ensure that the role ending is recorded as unsatisfactory on the membership system. The 'unsatisfactory' reasons for role ending are listed in POR 16.8.3.1.

UK Headquarters Safeguarding Team may seek further information if necessary.

16.8.3 End someone else's role

16.8.3.1 Reasons to end an adult's role

For the teams they are responsible for, acting together, the relevant Programme, Support or Volunteering Development Team Leader, Trustee Board Chair or Lead Volunteer, acting together with the Lead Volunteer's Lead Volunteer may end a role for the following unsatisfactory (involuntary) reasons.

If this role ending follows a period of suspension then, as part of this 'ending' process, the relevant team leader and Lead Volunteer must also consult with the original suspending authority and approver to ensure that the reasons for the suspension are appropriately factored into the 'ending' decision.

IMPORTANT: Where there are safeguarding concerns raised from any these stated reasons, these must be reported to the UK Headquarters Safeguarding Team in line with POR 2a.7.

a) **Serious criminal offence**
the adult has committed a serious criminal offence against another person

b) **Dispute between adults**
the adult is in an unresolved dispute with another adult that has lasted for more than 30 days

c) **Deliberate action or inaction risking or resulting in serious reputational harm**
the adult has taken deliberate actions or inactions that have, or could reasonably have caused serious reputational harm

d) **Gross misconduct**
the adult has committed gross misconduct

e) **Formal and public challenge of the decisions or policy of Scouts**
the adult has publicly challenged the decisions or policies of the Scouts locally or The Scout Association to a non-Scouts body, or on social media, seeking to alter or overturn the decision or policy

f) **Volunteer Joining journey: criminal record check application not in place when required**
the adult does not have a criminal record check application in place after 30 days (60 days in Northern Ireland, Scotland, BSO and the Overseas Territories) when a criminal record check is required according to the Teams Table (POR 16.11.1)

g) **Volunteer Joining journey: Required learning not completed**
the adult has not completed required learning, as mandated in the Teams Table (POR 16.11.1), within the specified timescales.

h) **Entire Group or Unit closed**
the adult held a role within a Group or Explorer Unit that was suspended and subsequently closed due to unsatisfactory circumstances. All adult roles within the unit were affected. The individual was involved in the events leading to the suspension and closure.

i) **Not accepting our fundamentals**
the adult is no longer aligned with the fundamentals of the Scouts

j) **Action or inaction risking or resulting in serious harm against another person**
the adult has caused, or could cause, serious harm to a member or non-member through their actions or inactions

k) Failure to observe suspension rules

l) **Failure to perform duties**

m) **Inappropriate behaviour**

n) **Serious breach of rules**

o) **Volunteer Joining journey: criminal record check unsatisfactory**

p) **Volunteer Joining journey: internal check unsatisfactory**

q) **Volunteer Joining journey: references unsatisfactory**
either the reference is unsatisfactory, or the references process has never been completed

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

r) **Volunteer Joining journey: Welcome Conversation unsatisfactory**
either the Welcome Conversation was unsatisfactory, or the adult failed to attend or complete it

s) **Volunteer Joining journey: Trustee eligibility check unsatisfactory**
either the Trustee eligibility check is unsatisfactory, or the Trustee eligibility check process has never been completed

t) **Volunteer Joining journey: declarations not completed**

16.8.3.2 Mandatory ending of a role

A role must be ended in the following situations:

a) a formal review under POR 16.6.3 has resulted in a decision to end the role

b) following a period of suspension, a decision is made to end the role(s) under POR 16.7.5.2

c) the role exists with a section that has closed

d) the relevant Trustee Board passes a resolution to end the role. In these cases, there is no obligation for the Trustee Board to state its reasons.

This option must only be used where there are exceptional reasons and it is impossible to use (a) or (b) above.

The resolution must be presented to the Trustee Board by the relevant Lead Volunteer, and then only after the relevant Lead Volunteer has agreed the resolution with their own Lead Volunteer.

16.8.3.3 Formal role review

Discussions around ending roles should take place during a formal role review.

16.8.3.4 Ending a role also cancels team membership

When a role is ended for any reason, the membership of the team or sub-team which the adult was part of also ends at the same time. As examples:

a) If a Beaver Team Member role is ended then the adult's membership of the Beaver Section Team also ends at the same time.

b) If a Trustee role (or role that includes Trustee responsibilities) is ended then the adult's membership of the Trustee Board also ends at the same time.

16.8.3.5 Recording unsatisfactory service at role ending

If the role holder's service has been unsatisfactory, the relevant Lead Volunteer must ensure that the role is ended as unsatisfactory on the membership system.

The notes on the membership system must make it clear whether the ending of membership is permanent or temporary (measured in months or years) before the adult may be considered again for such a role.

16.8.3.6 Ending role(s) without role review

If an individual fails to engage with the review process where given reasonable notice and reasonable arrangements are made for the review to take place, the relevant team leader and Lead Volunteer can agree to end the roles without a formal review. The role holder must be notified in writing about the reasons for this action.

If this role ending follows a period of suspension then, as part of this 'ending' process, the relevant team leader and Lead Volunteer must also consult with the original suspending authority and approver to ensure that the reasons for the suspension are appropriately factored into the 'ending' decision.

16.8.3.7 UK Headquarters Safeguarding Team ending a role

In exceptional cases, the UK Headquarters Safeguarding Team may initiate the ending of a role in agreement with the relevant Lead Volunteer.

If this role ending follows a period of suspension, then as part of this 'ending' process the UK Headquarters Safeguarding Team must also consult with the original suspending authority and approver to ensure that the reasons for the suspension are appropriately factored into the 'ending' decision.

The UK Headquarters Executive Director of Operations must ensure that processes and oversight are defined and implemented to ensure consistency, including resolving any disagreements.

For this ending of one or more of the volunteer's role(s) from Scouts, POR 16.8.3 and POR 16.8.5 must be followed.

16.8.3.8 Incidents involving multiple people

If multiple volunteers are being investigated for the same incident, consistency of process must be ensured by the volunteer leading the investigation. While the process must be fair and consistent, the individual outcomes may vary depending on the conclusions of the enquiry.

16.8.4 End someone's membership

16.8.4.1 When membership ends

Membership of Scouts ends when an individual no longer holds any active roles.

A Scout Network member who holds no other adult roles forfeits their membership if they leave the Scout Network and do not immediately join another Scout Network or take on an adult role. The maximum Scout Network age is as stated in POR 3.4.2.4.

16.8.4.2 Recording unsatisfactory service

If the member's service has been unsatisfactory, the relevant Lead Volunteer must ensure that the membership is ended as unsatisfactory on the membership system.

If the member's membership has been ended at local level (within Group, District or County) then the unsatisfactory notes on the membership system must indicate whether a period of time should pass (measured in months or years) before the adult may be reconsidered for membership by any part of The Scout Association. The unsatisfactory notes may also indicate whether any other restrictions should be placed, for example the type of role. These notes will be reviewed as part of the national vetting process should the individual apply for membership in the future. As part of the national vetting process, it should be noted that it would be very unusual for any suggested period to be reduced.

If ending of the member's membership is initiated by the UK Headquarters Safeguarding team, the ending of membership may mirror the above, but may also result in a permanent ending, In all cases, the principles in the paragraph above still apply.

In either case, if the role ending follows a period of suspension then, as part of this 'ending' process, there must also be consultation with the original suspending authority and approver to ensure that the reasons for the suspension are appropriately factored into the 'ending' decision.

16.8.4.3 UK Board of Trustees may end membership

a) Exceptionally, a member's membership may be ended by resolution of the Board of Trustees of The Scout Association
b) The Board is not required to state its reasons for making such a decision.

16.8.5 Obligations following the ending of a role or a membership

16.8.5.1 Obligations

Where a role is ended under POR 16.8.2 or POR 16.8.3, or membership is ended under POR 16.8.4:

a) the individual concerned must immediately pass all related personal and confidential data related to their role(s), including that related to young people and adults (including photos and videos), to their Lead Volunteer and ensure that no copy is retained by the individual.

b) This applies to both digital and hard copy information.

c) Similarly, all access to systems related to the role(s) for the individual, including logon details and passwords or similar must be disabled (and, where appropriate, access control handed over to their Lead Volunteer, noting that logon details for financial and other systems must not be used by any person other than the person that they were issued to). This applies to all systems used for Scouts purposes, including social media, email accounts, data storage, and membership systems.

d) The individual must also return all physical assets related to their role(s) to their Lead Volunteer. This includes, but is not limited to:

    a. Scouts-related financial information and assets, including cash, cheque books, bank statements, payment cards

    b. equipment, digital, and physical resources owned by a Scout unit

    c. keys and other security equipment or information

16.8.5.2 Role of Lead Volunteer regarding the obligations

The Lead Volunteer must ensure the satisfactory completion of POR 16.8.5.1.

16.8.5.3 Ending Trustee responsibilities

Any Trustee responsibilities held through the role or membership end when the role is officially ended on the membership system.

16.8.6 Process to appeal a non-appointment to, or the ending of, a Group, District or County role

16.8.6.1 POR 16.8.6 is a mandatory process

POR 16.8.6 explains how to appeal the process for the non-appointment or ending of a Group, District or County role.

See POR 2b.2 and POR 2b.3 for limitations on the use of the appointment appeals and complaints processes.

16.8.6.2 Engaging the Volunteering Development Team Leader

If there is no Volunteering Development Team Leader in post, the Trustee Board Chair should request the Volunteering Development Team Leader from a nearby District or County to assume the role, for the purpose of the process appeal only.

16.8.6.3 Engaging the Trustee Board Chair

If there is no Trustee Board Chair in post, the District Lead Volunteer or County Lead Volunteer as appropriate should request the Chair from a nearby District or County to assume the role, for the purpose of the appeal process.

16.8.6.4 Time limit for making an appeal

To appeal the non-approval of a suspension, or the ending of role(s), the individual must contact the relevant Volunteering Development Team Leader within 14 days of being notified of the decision.

For appeals regarding Group and District roles this is the District Volunteering Development Team Leader.

For appeals regarding County roles this is the County Volunteering Development Team Leader.

16.8.6.5 Scope of an appeal

Appeals must only consider the process carried out and not consider or review the decision made. If multiple roles have been ended at once, all ended roles must be considered together in one appeal.

16.8.6.6 Seeking resolution

The individual, the Volunteering Development Team Leader, and an appropriate member of the Volunteering Development Team should meet. To avoid conflicts of interest, if the process appeal is about non-approval of a role, the leader or member of the Volunteering Development Team should not have been involved in the volunteer's original volunteer joining journey. This meeting provides an opportunity for the individual to explain any issues with the process and seek resolution.

16.8.6.7 Process to follow

The Volunteering Development Team Leader, in consultation with the attending Volunteering Development Team Member, will conduct the appropriate enquiries and decide on one of the following:

a) If an issue with the application of the process is identified, the volunteer joining journey or roles review process must be re-run.
b) If the process has been applied correctly, the original decision is upheld.

The Volunteering Development Team Leader must ensure that all attendees and the relevant Lead Volunteer are provided with the outcome of the meeting in writing.

16.8.6.8 Further appeal stage, if required

The individual may make a final process appeal, if not satisfied after the first step, by contacting the relevant Trustee Board Chair within 14 days of receiving the first step's outcome.

16.8.6.9 Hearing the appeal

The Trustee Board Chair may decide an investigation is necessary. If so, up to three Trustees with no previous involvement with the appointment must be asked to conduct the investigation and provide a confidential report to the Trustee Board Chair.

16.8.6.10 Actions following an appeal

Although the report itself is confidential, it is important that any action points from the investigation are promptly actioned. Where necessary this will require that actions (and the context of the actions) are appropriately shared by the Trustee Board Chair to ensure prompt completion of each action point.

16.8.6.11 Putting decisions in writing

The Trustee Board Chair's decision is final and must be provided in writing to the individual and the relevant Lead Volunteer.

16.8.6.12 No further appeals

There is no further right to complain or appeal after this appeal process is completed.

16.8.7 Managing roles at UK Headquarters

16.8.7.1 Authority

Appointments at UK Headquarters are governed by the People & Culture Committee which delegates authority to the UK Lead Volunteer for Volunteering and the Chief Volunteering Officer.

Working together, the UK Lead Volunteer for Volunteering and the Chief Volunteering Officer must ensure that systems and processes are maintained and communicated to ensure effective and fair management of all volunteers appointed to UK Headquarters roles.

16.9 Vacancies

These rules outline the procedures to follow when a vacancy arises in a Lead Volunteer or governance role.

16.9.1 Lead Volunteers

16.9.1.1 Lead Volunteer vacancies – short-term appointment

If a Lead Volunteer role becomes vacant, the role's Lead Volunteer (for example the District Lead Volunteer for a vacant Group Lead Volunteer role) must appoint a Lead Volunteer on

a short-term appointment, to ensure that the role's responsibilities are fulfilled while a full recruitment process is undertaken.

Ideally this short-term appointment should not exceed six months and, if at all possible, should not be undertaken by the appointing Lead Volunteer for the vacant role(s).

It is recognised that there may be a short period of time when the appointing Lead Volunteer may be making arrangements for the appointment of a short-term role holder. It is important that the short-term appointment must be agreed and then recorded on the membership system as soon as is practicable.

16.9.1.2 There is no Acting Lead Volunteer role

There is no Acting Lead Volunteer role.

As indicated in 16.9.1.1, any volunteer appointed to carry out a Lead Volunteer role on a short-term basis assumes the full responsibilities and expectations of the role.

16.9.2 Governance roles

16.9.2.1 Chair and Treasurer roles must always be filled

The Chair and Treasurer roles for each Trustee Board should always be filled.

16.9.2.2 Handling Chair and Treasurer vacancies

If a Chair or Treasurer resigns before the next AGM, the vacancy must be filled as soon as possible. During the vacancy, all actions must be taken via a majority vote of the Trustees. The ex officio member(s) of the Trustee Board must be present at the meeting.

Such appointments are short-term, until the next AGM.

The Trustees must do one of:

a) appoint a current Trustee to the role
b) co-opt a Trustee to take the role, in line with provisions in the charity's constitution for co-opting Trustees

16.9.2.3 Create Trustee Board for a new or merged Group, District or County

When a new Group, District or County is formed, a process must be implemented to take the new charity to its first AGM. This first AGM must appoint Chair, Treasurer, and other Trustees.

Similarly, when two or more Groups, Districts or Counties are merged, a process must be implemented to take the new charity to its first AGM where the Chair, Treasurer and other Trustees will be appointed. In effect a new charity is created from the merger.

Advice may be sought from the Support Centre at UK Headquarters on how this process should be managed.

16.9.2.4 Lead Volunteer undertaking role as Chair

The relevant Lead Volunteer may act as Chair for a brief period but only where no one else offers to undertake the role and not beyond the date of the next AGM.

16.9.2.5 There are no Acting Chair or Treasurer roles

There is no role of acting Chair or acting Treasurer. Any volunteer appointed to these roles on a short-term basis assumes the full responsibilities and expectations of the role.

16.9.2.6 No requirement for an Extraordinary General Meeting

As a result of the previous rules in POR 16.9.2 there is rarely, if ever, a need for an Extraordinary General Meeting (EGM) of the Group, District or County.

16.10 Other roles

16.10.1 Scout Council members

16.10.1.1

The processes set out in this chapter do not apply for Scout Council member roles.

Group, District and County Scout Council members are not recorded on the membership system. (See POR 5c.1.3.4, POR 5c.2.3.4, POR 5c.3.3.4, POR 5c.4.3.4, POR 5d.1.4.4, POR 5d.2.4.4 and POR 5d.3.4.5).

16.10.2 Employees

16.10.2.1 Employing staff

A Scout charity may employ staff, with salaries and other associated costs paid from charity funds.

16.10.2.2 Obligations on Trustee Board

The Trustee Board, acting collectively as the employer, is responsible for ensuring that all legal requirements for employing staff are met. It is strongly advised to seek external professional advice on these obligations. Employment advice is not provided by UK Headquarters.

Trustee Boards must ensure that each staff member has an allocated 'operational line manager'. It is not generally the role of Trustees to act as the operational line manager,

though a Trustee with the right skill set may adopt this function subject to avoidance of potential conflicts of interest.

16.10.2.3 Membership system

Employees must be added to the membership system and maintain a completed and satisfactory personal enquiry. Employed roles requiring a criminal records check must be carried out and paid for outside of the membership system and not added using volunteer roles. Further information is available from the UK Headquarters Safeguarding Team.

16.10.2.4 Employing administrators

A Scout charity may choose to employ one or more administrators to support the work of the Trustee Board or the charity. These administrators do not have any responsibilities as a Trustee.

16.10.2.5 Trustees must not be remunerated

Trustees must not be remunerated or paid a salary by the charity, although reasonable expenses should be reimbursed.

16.10.2.6 Restrictions on UK Headquarters staff undertaking volunteer roles

Some volunteer roles are not eligible to be held by people in the employment of UK Headquarters (for a full list see POR 6.9.1.2).

16.10.3 Scout Network members

16.10.3.1 Introduction

Scout Network Member is not a volunteer role so the processes set out in POR Chapter 16 do not apply. See POR Chapter 3.

16.10.3.2 Membership system and Internal Check

Scout Network members must be registered on the membership system. This will automatically initiate a personal enquiry without requiring a criminal record check.

16.11 Tables

16.11.1 The Teams Table

16.11.1.1

The Teams Table is the authoritative definition of all adult volunteer roles and teams within the Scouts, including those involved in delivering, managing, supporting, and governing the movement and the Scouts' programme.

Volunteers must only be appointed to roles or teams that are listed in the Teams Table.

The Teams Table is available:

a) to download as an Excel spreadsheet

b) within the downloadable PDF format of POR.

16.11.2 The Accreditations Table

16.11.2.1
The Accreditations Table is the authoritative definition of all volunteer accreditations that can be granted to volunteers to support delivery of the Scouts' programme.

Volunteers must only be granted accreditations that are listed in the Accreditations Table.

The Accreditations Table is available:

c) to download as an Excel spreadsheet

d) within the downloadable PDF format of POR.

16.11.3 The Safeguarding and Vetting decision guidance table

16.11.3.1
Refer to the Safeguarding and Vetting decision guidance contained in this chapter for further details.

Chapter 16 - Teams Table - Spring 2026 (as at 30April2026)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]										Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	Growing Roots learning: The learning everyone needs #	Growing Roots learning: Leading Scout volunteers ##	Growing Roots learning: Delivering a great programme	Growing Roots learning: Being a Trustee in Scouts	Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	
# The **Learning everyone needs** includes Safety and Safeguarding learning, both of which must be completed within the first 30 days [POR 16.1.3.1(h)].																
## The Welcome Conversation learning must be completed by all Sub-Team Leaders, including Sub-Team Chairs.																
### The application for a criminal record check must be completed within the first 30 days (60 days in Scotland and Northern Ireland)																
#### The Declarations and the Internal Check must be repeated at any new appointment or change of appointment.																
Sections (Squirrels / Beavers / Cubs / Scouts)																
Section Team	Section Team Leader	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes
Section Team	Section Team Member	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes
Section Team	Young Leader* [1]	Group Lead Volunteer	No [2]	No	Yes [3]	No	Yes	No	Yes	No [4]	No	No	No	No	No	No
Section Team	Young Helper* [1]	Group Lead Volunteer	No [2]	No	Yes [3]	No	Yes	No	Yes	No [4]	No	No	No	No	No	No
*These roles are only for Youth Members in Scotland requiring a PVG check for regulated activity, or those outside of Scotland who are visiting Scotland and need to complete a criminal record check (Scouts' PVG disclosure) as they will be taking part in a regulated role in Scotland																
[1] these roles **must** only be given to those aged 16-17 who are taking part in a regulated role **and** require a criminal record check (Scouts' PVG disclosure). The role is for the purposes of requesting a PVG check																
[2] the role must be closed before the young person's 18th birthday																
[3] Will allow for a criminal record check (Scouts' PVG disclosure) **only** to be completed																
[4] Young Person must still complete the relevant Young Leader learning as required																
Sections (Explorers / Young Leaders / Scout Network)																
Section Team	Section Team Leader	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes
Section Team	Section Team Member	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	Yes
Youth Member Team	Young Leader* [1]	District 14-24 Team Leader	No [2]	No	Yes [3]	No	Yes	No	Yes	No [4]	No	No	No	No	No	No
Youth Member Team	Explorer Scout* [1]	District 14-24 Team Leader	No [2]	No	Yes [3]	No	Yes	No	Yes	No	No	No	No	No	No	No
Youth Member Team	Young Helper* [1]	District 14-24 Team Leader	No [2]	No	Yes [3]	No	Yes	No	Yes	No [4]	No	No	No	No	No	No
*These roles are only for Youth Members in Scotland requiring a criminal record check (Scouts' PVG disclosure) for regulated roles, or those outside of Scotland who are visiting Scotland and need to complete a criminal record check (Scouts' PVG disclosure) as they will be taking part in regulated role in Scotland																
[1] these roles **must** only be given to those aged 16-17 who are taking part in a regulated role **and** require a criminal record check (Scouts' PVG disclosure)																
[2] the role must be closed before the youth member's 18th birthday																
[3] Will allow for a criminal record check (Scouts' PVG disclosure) **only** to be completed																
[4] Young Person must still complete the relevant Young Leader learning as required																
Groups																
Group Leadership Team	Lead Volunteer	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Group Leadership Team	Leadership Team Member	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Group Leadership Team	Sub-Team Leader	Group Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Group Leadership Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Group Trustee Board	Chair [1] [2]	Group Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Group Trustee Board	Treasurer [1] [2]	Group Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Group Trustee Board	Trustee [1] [3]	Group Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Group Trustee Board	Sub-Team Leader	Group Trustee Board	3 years	Yes	No [8]	No	Yes (T)	No	Yes	Yes	No	No	No [9]	Yes	No	Yes
Group Trustee Board	Sub-Team Member	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No [9]	No	No	Yes
N/A	Designated Carer	Group Lead Volunteer		No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
N/A	President	Group Scout Council	One year term. Subsequent reappointments are permitted.	Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Vice President	Group Scout Council	One year term. Subsequent reappointments are permitted.	Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Scout Council Member [5]	Group Scout Council	Community members of Scout Council have a one year term. Subsequent reappointments are permitted.	No	No	No	No	No	No	No	No	No	No	No	No	No
N/A	Non Member - Needs Disclosure [6]	Group Lead Volunteer	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
	Locally Employed Staff [7]			Yes	No [7]	No	Yes	No [7]	Yes	Yes	No	No	No	No	No	Yes
[1] Limit of 9 years (or three 3-year terms) on a Trustee Board in any role other than an ex officio Trustee role																
[2] If this role becomes vacant before the next AGM, an interim appointment will be made by the Trustee Board. See POR 16.9.2																
[3] Co-opted Trustees are appointed by the Trustee Board																
[4] In Scotland, a criminal record check may only be initiated for a Trustee of a Group, District or (Scottish) Region that is a registered charity.																
[5] Must not be registered on the membership system																
[6] Not a member nor a team role. Only for use for 'helpers' who undertake regulated activity as part of their support of programme delivery in the Group and therefore need to undertake a criminal record check																

Chapter 16 - Teams Table - Spring 2026 (as at 30April2026)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]											Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	Growing Roots learning				Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts			
# The **Learning everyone needs** includes Safety and Safeguarding learning, both of which must be completed within the first 30 days [POR 16.1.3.1(h)].																
## The Welcome Conversation learning must be completed by all Sub-Team Leaders, including Sub-Team Chairs.																
### The application for a criminal record check must be completed within the first 30 days (60 days in Scotland and Northern Ireland)																
#### The Declarations and the Internal Check must be repeated at any new appointment or change of appointment.																
[7] Can be added to Leadership Team or their respective sub-teams. Criminal record check and references, where necessary, are completed and recorded by local employer.																
[8] Trustee Board sub-team Chair has no Trustee responsibilities and so a criminal record check is not required for this role. [However, most sub-team Chairs will also be Trustees (5c.1.6.4(f) and 5d.1.5.3(l)) and so will already have completed a criminal record check.]																
[9] It is good practice for at least one member of a Trustee Board sub-team to have completed *Being a Trustee in Scouts* learning. Most sub-team Chairs will also be Trustees (5c.1.6.4(f) and 5d.1.5.3(l)) and so this good practice recommendation may be met with no further action.																
Districts																
District Leadership Team	Lead Volunteer [1]	County/Area/Region(Scotland) Lead Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
District Leadership Team	Youth Lead [2]	District Lead Volunteer	Maximum of 6 years; must finish by 28th birthday [2]	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
District Leadership Team	Leadership Team Member	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Leadership Team	Sub-Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Leadership Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District 14-24 Team	14-24 Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
District 14-24 Team	14-24 Team Member	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District 14-24 Team	Sub-Team Leader	District 14-24 Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District 14-24 Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Programme Team	Programme Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
District Programme Team	Programme Team Member	District Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Programme Team	Sub-Team Leader	District Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Programme Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Programme Team	International Visitor [14]	Sub-Team Leader	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
District Volunteering Development Team	Volunteering Development Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
District Volunteering Development Team	Volunteering Development Team Member	District Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Volunteering Development Team	Sub-Team Leader	District Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Volunteering Development Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Support Team	Support Team Leader	District Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
District Support Team	Support Team Member	District Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Support Team	Sub-Team Leader	District Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Support Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
District Trustee Board	Chair [3] [4]	District Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
District Trustee Board	Treasurer [3] [4]	District Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
District Trustee Board	Trustee [3] [5]	District Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
District Trustee Board	Sub-Team Leader	District Trustee Board	3 years	Yes	No [12]	No	Yes (T)	No	Yes	Yes	No	No	No [13]	Yes	No	Yes
District Trustee Board	Sub-Team Member	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No [13]	No	No	Yes
N/A	Designated Carer	District 14-24 Team Leader		No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
N/A	President	District Scout Council	One year term. Subsequent reappointments are permitted.	Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Vice President	District Scout Council	One year term. Subsequent reappointments are permitted.	Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Scout Council Member [7]	District Scout Council	Community members of Scout Council have a one year term. Subsequent reappointments are permitted.	No	No	No	No	No	No	No	No	No	No	No	No	No
N/A	Retired Member [8]	District Lead Volunteer		No	No	No	No	No	Yes	No	No	No	No	No	No	No
N/A	Scout Network Member [9]	Scout Network Section Team Leader	Must finish in Network no later than 25th birthday	No												
N/A	Non Member - Needs Disclosure [10]	District 14-24 Team Leader	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
	Locally Employed Staff [11]			Yes	No [11]	No	Yes	No [11]	Yes	Yes	No	No	No	No	No	Yes
[1] Limit of 10 years																

Chapter 16 - Teams Table - Spring 2026 (as at 30April2026)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]											Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	Growing Roots learning				Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts			
# The **Learning everyone needs** includes Safety and Safeguarding learning, both of which must be completed within the first 30 days [POR 16.1.3.1(h)].																
## The Welcome Conversation learning must be completed by all Sub-Team Leaders, including Sub-Team Chairs.																
### The application for a criminal record check must be completed within the first 30 days (60 days in Scotland and Northern Ireland)																
#### The Declarations and the Internal Check must be repeated at any new appointment or change of appointment.																
[2] In Scotland, must finish by 25th birthday[]																
[3] Limit of 9 years (or three 3-year terms) on a Trustee Board in any role other than an ex officio Trustee role																
[4] If this role becomes vacant before the next Annual General Meeting, an interim appointment will be made by the Trustee Board. See POR 16.9.2																
[5] Co-opted Trustees are appointed by the Trustee Board																
[6] In Scotland, a criminal record check may only be initiated for a Trustee of a Group, District or (Scottish) Region that is a registered charity.																
[7] Must not be registered on scouts.org.uk																
[8] Must have previously been a member																
[9] Appointment requirements are not applicable - if a Scout Network member supports programme delivery they must join the relevant section team																
[10] Not a member nor a team role. Only for use for 'helpers' who undertake regulated activity as part of their support of programme delivery in an Explorer Unit and therefore need to undertake a criminal record check																
[11] Can be added to Leadership Team, Support Team, Volunteering Development Team or their respective sub-teams. Criminal record check and references, where necessary, completed and recorded by local employer.																
[12] Trustee Board sub-team Chair has no Trustee responsibilities and so a criminal record check is not required for this role. [However, most sub-team Chairs will also be Trustees (5c.2.6.4(f) and 5d.2.5.3(l)).]																
[13] It is good practice for at least one member of a Trustee Board sub-team to have completed *Being a Trustee in Scouts* learning. Most sub-team Chairs will also be Trustees (5c.2.6.4(f) and 5d.2.5.3(l)) and so this good practice recommendation may be met with no further action.																
[14] This role is specifically for persons from outside the United Kingdom (but including the Channel Islands and Isle of Man) who do not have any role recorded on the membership system.																
[14 contd] The role enables those international visitors to Scotland to obtain a criminal record check (Scouts PVG disclosure) in order to be able to carry out a regulated role in Scotland.																
Counties/Areas/Regions(Scotland)/Overseas Territories																
County Leadership Team	Lead Volunteer [1] [2]	Region Lead Volunteer (in England and Wales), or Chief Volunteer (in Northern Ireland, Scotland and International)	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
County Leadership Team	Youth Lead [3]	County Lead Volunteer	Maximum of 6 years; must finish by 28th birthday [3]	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
County Leadership Team	Transformation Lead	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Leadership Team	Leadership Team Member [4]	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Leadership Team	Sub-Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Leadership Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Programme Team	Programme Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
County Programme Team	Programme Team Member	County Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Programme Team	Sub-Team Leader	County Programme Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Programme Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Programme Team	International Visitor [15]	Sub-Team Leader	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
County Volunteering Development Team	Volunteering Development Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
County Volunteering Development Team	Volunteering Development Team Member	County Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Volunteering Development Team	Sub-Team Leader	County Volunteering Development Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Volunteering Development Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Support Team	Support Team Leader	County Lead Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
County Support Team	Support Team Member	County Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Support Team	Sub-Team Leader	County Support Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Support Team	Sub-Team Member	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
County Trustee Board	Chair [5] [6]	County Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
County Trustee Board	Treasurer [5] [6]	County Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
County Trustee Board	Trustee [5] [7]	County Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
County Trustee Board	Sub-Team Leader	County Trustee Board	3 years	Yes	No [13]	No	Yes (T)	No	Yes	Yes	No	No	No [14]	Yes	No	Yes
County Trustee Board	Sub-Team Member	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No [14]	No	No	Yes
N/A	President	County Scout Council	One year term. Subsequent reappointments are permitted.	Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Vice President	County Scout Council	One year term. Subsequent reappointments are permitted.	Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes

Chapter 16 - Teams Table - Spring 2026 (as at 30April2026)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]											Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	Growing Roots learning: The learning everyone needs #	Growing Roots learning: Leading Scout volunteers ##	Growing Roots learning: Delivering a great programme	Growing Roots learning: Being a Trustee in Scouts	Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	
# The **Learning everyone needs** includes Safety and Safeguarding learning, both of which must be completed within the first 30 days [POR 16.1.3.1(h)].																
## The Welcome Conversation learning must be completed by all Sub-Team Leaders, including Sub-Team Chairs.																
### The application for a criminal record check must be completed within the first 30 days (60 days in Scotland and Northern Ireland)																
#### The Declarations and the Internal Check must be repeated at any new appointment or change of appointment.																
N/A	Scout Council Member [9]	County Scout Council	Community members of Scout Council have a one year term. Subsequent reappointments are permitted	No	No	No	No	No	No	No	No	No	No	No	No	No
N/A	Retired Member [10]	County Lead Volunteer		No	No	No	No	No	Yes	No	No	No	No	No	No	No
N/A	Non Member - Needs Disclosure [11]	County Programme Team Leader	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
	Locally Employed Staff [12]			Yes	No [12]	No	Yes	No [12]	Yes	Yes	No	No	No	No	No	Yes
[1] Maximum of 10 years																
[2] Appointment follows the normal joining process, but within the specifics described in the UK HQ recruitment process																
[3] In Scotland, must finish by 25th birthday																
[4] District Lead Volunteers are ex officio members																
[5] Maximum of 9 years (or three 3-year terms) on a Trustee Board in any role																
[6] If this role becomes vacant before the next Annual General Meeting, an interim appointment will be made by the Trustee Board. See POR 16.9.2																
[7] Co-opted Trustees are appointed by the Trustee Board																
[8] In Scotland, a criminal record check (Scouts' PVG disclosure) may only be initiated for a Trustee of a Group, District or (Scottish) Region that is a registered charity.																
[9] Must not be registered on the membership system																
[10] Must have previously been a member																
11] Not a member nor a team role. Only for use for 'helpers' who undertake regulated activity as part of their support of programme delivery in an Explorer Unit and therefore need to undertake a criminal record check																
[12] Can be added to Leadership Team, Support Team, Volunteering Development Team or their respective sub-teams. Criminal record check and references, where necessary, completed and recorded by local employer.																
[13] Trustee Board sub-team Chair has no Trustee responsibilities and so a criminal record check is not required for this role. [However, most sub-team Chairs will also be Trustees (5c.3.6.4(e), 5c.4.6.4(f) and 5d.3.5.2(l)) and so will have completed a criminal record check.]																
[14] It is good practice for at least one member of a Trustee Board sub-team to have completed *Being a Trustee in Scouts* learning. Most sub-team Chairs will also be Trustees (5c.3.6.4(e), 5c.4.6.4(f) and 5d.3.5.2(l)) and so this good practice recommendation may be met with no further action.																
[15] This role is specifically for persons from outside the United Kingdom (but including the Channel Islands and Isle of Man) who do not have any role recorded on the membership system.																
[15 contd] The role enables those international visitors to Scotland to obtain a criminal record check (Scouts PVG disclosure) in order to be able to carry out a regulated role in Scotland.																
Scotland																
Leadership Team	Chief Volunteer of Scotland *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Leadership Team	Deputy Chief Volunteer of Scotland *	Chief Volunteer of Scotland	5 years (max. 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Leadership Team	Team Member *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Transformation Lead *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Leader *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	International Visitor [4]	Sub-Team Leader	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
Youth Team	Scotland Youth Lead *	Chief Volunteer of Scotland	Maximum of 7 years; must finish by 25th birthday	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Youth Team	Team Member *	Scotland Youth Lead	Maximum of 7 years; must finish by 25th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	Sub-Team Leader *	Scotland Youth Lead	Maximum of 7 years; must finish by 25th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	Sub-Team Member *	Sub-Team Leader	Maximum of 7 years; must finish by 25th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Scotland Lead Volunteer for Programme *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Programme Team	Team Member *	Scotland Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Sub-Team Leader *	Scotland Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Scotland Lead Volunteer for Inclusion *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Inclusion Team	Team Member *	Scotland Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Sub-Team Leader *	Scotland Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	Scotland Lead Volunteer for International *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes

Chapter 16 - Teams Table - Spring 2026 (as at 30April2026)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]											Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	Growing Roots learning				Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts			
# The **Learning everyone needs** includes Safety and Safeguarding learning, both of which must be completed within the first 30 days [POR 16.1.3.1(h)].																
## The Welcome Conversation learning must be completed by all Sub-Team Leaders, including Sub-Team Chairs.																
### The application for a criminal record check must be completed within the first 30 days (60 days in Scotland and Northern Ireland)																
#### The Declarations and the Internal Check must be repeated at any new appointment or change of appointment.																
International Team	Team Member*	Scotland Lead Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	Sub-Team Leader *	Scotland Lead Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
International Team	International Visitor [4]	Sub-Team Leader	5 years	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
Scotland Regional Leadership Team	Scotland Lead Volunteer for Regional Leadership *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Scotland Regional Leadership Team	Team Member *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Scotland Regional Leadership Team	Sub-Team Leader *	Scotland Lead Volunteer for Regional Leadership	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Scotland Regional Leadership Team	Sub-Team Member*	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Scotland Lead Volunteer for Support *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Support Team	Team Member *	Scotland Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Sub-Team Leader *	Scotland Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Volunteering Development Team	Scotland Lead Volunteer for Volunteering Development *	Chief Volunteer of Scotland	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Volunteering Development Team	Team Member *	Scotland Lead Volunteer for Volunteering Development	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Volunteering Development Team	Sub-Team Leader *	Scotland Lead Volunteer for Volunteering Development	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Volunteering Development Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Board of Trustees	Chair	Scotland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Treasurer	Scotland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Trustee	Scotland Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Sub-Team Leader	Board of Trustees	3 years	Yes	No [2]	No	Yes (T)	No	Yes	Yes	No	No	No [3]	Yes	No	Yes
Board of Trustees	Sub-Team Member *	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No [3]	No	No	Yes
N/A	President	Scotland Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Vice President	Scotland Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Scout Council Member	Scotland Scout Council		No	No	No	No	No	No	No	No	No	No	No	No	No
	National Staff Team Leader [1]			Yes	No [1]	No	Yes	No [1]	Yes	Yes	No	No	No	No	No	Yes
	National Staff Team Member [1]			Yes	No [1]	No	Yes	No [1]	Yes	Yes	No	No	No	No	No	Yes
* Appointment follows the normal joining process, but within the specifics described in the UK HQ recruitment process																
[1] Can be added to any team or sub-team at Country level. Criminal record check and references, where necessary, completed and recorded by local employer.																
[2] Trustee Board sub-team Chair has no Trustee responsibilities and so a criminal record check is not required for this role.																
[3] It is good practice for at least one member of a Trustee Board sub-team to have completed *Being a Trustee in Scouts* learning.																
[4] This role is specifically for persons from outside the United Kingdom (but including the Channel Islands and Isle of Man) who do not have any role recorded on the membership system.																
[4 contd] The role enables those international visitors to Scotland to obtain a criminal record check (Scouts PVG disclosure) in order to be able to carry out a regulated role in Scotland.																
Wales																
Leadership Team	Chief Volunteer of Wales *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Leadership Team	Team Member *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Transformation Lead *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Leader *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	Wales Youth Lead *	Chief Volunteer of Wales	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
Youth Team	Team Member*	Wales Youth Lead	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	Sub-Team Leader *	Wales Youth Lead	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Youth Team	Sub-Team Member *	Sub-Team Leader	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Wales Lead Volunteer for Programme *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes

Chapter 16 - Teams Table - Spring 2026 (as at 30April2026)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]											Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	Growing Roots learning: The learning everyone needs #	Growing Roots learning: Leading Scout volunteers ##	Growing Roots learning: Delivering a great programme	Growing Roots learning: Being a Trustee in Scouts	Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	
# The **Learning everyone needs** includes Safety and Safeguarding learning, both of which must be completed within the first 30 days [POR 16.1.3.1(h)].																
## The Welcome Conversation learning must be completed by all Sub-Team Leaders, including Sub-Team Chairs.																
### The application for a criminal record check must be completed within the first 30 days (60 days in Scotland and Northern Ireland)																
#### The Declarations and the Internal Check must be repeated at any new appointment or change of appointment.																
Programme Team	Team Member *	Wales Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Sub-Team Leader *	Wales Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Programme Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
People Team	Wales Lead Volunteer for People *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
People Team	Team Member *	Wales Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
People Team	Sub-Team Leader*	Wales Lead Volunteer for People	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
People Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Wales Lead Volunteer for Inclusion *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Inclusion Team	Team Member *	Wales Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Sub-Team Leader *	Wales Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Inclusion Team	Sub-Team Member *	Wales Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Perception Team	Wales Lead Volunteer for Perception *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Perception Team	Team Member *	Wales Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Perception Team	Sub-Team Leader *	Wales Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Perception Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Wales Lead Volunteer for Support *	Chief Volunteer of Wales	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
Support Team	Team Member *	Wales Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Sub-Team Leader *	Wales Lead Volunteer for Support	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Support Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
Board of Trustees	Chair	Wales Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Treasurer	Wales Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Trustee	Wales Scout Council	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Sub-Team Leader	Board of Trustees	3 years	Yes	No [2]	No	Yes (T)	No	Yes	Yes	No	No	Yes	No [3]	No	Yes
Board of Trustees	Sub-Team Member *	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No	No [3]	No	Yes
N/A	President	Wales Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Vice President	Wales Scout Council		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Scout Council Member	Wales Scout Council		No	No	No	No	No	No	No	No	No	No	No	No	No
	National Staff Team Leader [1]			Yes	No [1]	No	Yes	No [1]	Yes	Yes	No	No	No	No	No	Yes
	National Staff Team Member [1]			Yes	No [1]	No	Yes	No [1]	Yes	Yes	No	No	No	No	No	Yes
* Appointment follows the normal joining process, but within the specifics described in the UK HQ recruitment process																
[1] Can be added to any team or sub-team at Country level. Criminal record check and references, where necessary, completed and recorded by local employer.																
[2] Trustee Board sub-team Chair has no Trustee responsibilities and so a criminal record check is not required for this role.																
[3] It is good practice for at least one member of a Trustee Board sub-team to have completed *Being a Trustee in Scouts* learning.																
UK Headquarters																
UK Leadership Team	UK Chief Volunteer *	Board of Trustees	5 years (max. 10 years)	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
UK Leadership Team	Deputy UK Chief Volunteer *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
UK Leadership Team	Team Member *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Leadership Team	Sub-Team Leader *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Leadership Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Growth and Race Equity Team	UK Lead Volunteer for Growth & Race Equity *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
UK Growth and Race Equity Team	Team Member *	UK Lead Volunteer for Growth & Race Equity	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Growth and Race Equity Team	Sub-Team Leader *	UK Lead Volunteer for Growth & Race Equity	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Growth and Race Equity Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Inclusion Team	UK Lead Volunteer for Inclusion *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
UK Inclusion Team	Team Member *	UK Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Inclusion Team	Sub-Team Leader *	UK Lead Volunteer for Inclusion	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Inclusion Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK International Team	Chief Volunteer for International *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
UK International Team	Team Member *	Chief Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK International Team	Contingent Team Leader *	Chief Volunteer for International	4 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes
UK International Team	Deputy Contingent Team Leader *	Chief Volunteer for International	4 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes
UK International Team	Sub-Team Leader *	Chief Volunteer for International	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
UK International Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK International Team	Patrol Leader *	Sub-Team Leader	5 years**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes

Chapter 16 - Teams Table - Spring 2026 (as at 30April2026)

Team name	Role title within Team	Appointed by	Term (and maximum term, if any)	Accrues service	[Appointment requirements]											Member?
					Criminal Record Check (for first role or after break of 30 days or more) ###	Welcome Conversation (for first role or break of 180 days or more)	Declarations (T indicates they include the Trustee Declarations) ####	References (for first role or after a break of 180 days or more)	Internal Check ####	Growing Roots learning				Trustee Eligibility Check	First aid needed (First Response unless indicated otherwise)	
										The learning everyone needs #	Leading Scout volunteers ##	Delivering a great programme	Being a Trustee in Scouts			
# The **Learning everyone needs** includes Safety and Safeguarding learning, both of which must be completed within the first 30 days [POR 16.1.3.1(h)].																
## The Welcome Conversation learning must be completed by all Sub-Team Leaders, including Sub-Team Chairs.																
### The application for a criminal record check must be completed within the first 30 days (60 days in Scotland and Northern Ireland)																
#### The Declarations and the Internal Check must be repeated at any new appointment or change of appointment.																
UK Perception Team	UK Lead Volunteer for Perception *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
UK Perception Team	Team Member *	UK Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Perception Team	Sub-Team Leader *	UK Lead Volunteer for Perception	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Perception Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Programme Team	UK Lead Volunteer for Programme *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
UK Programme Team	Team Member *	UK Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Programme Team	Sub-Team Leader *	UK Lead Volunteer for Programme	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Programme Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Safe Scouting Team	UK Lead Volunteer for Safe Scouting *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
UK Safe Scouting Team	Team Member *	UK Lead Volunteer for Safe Scouting	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Safe Scouting Team	Sub-Team Leader *	UK Lead Volunteer for Safe Scouting	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Safe Scouting Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Transformation Team	Deputy UK Chief Volunteer *	UK Chief Volunteer	5 years (max. 10 years)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
UK Transformation Team	Team Member *	Deputy UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Transformation Team	Sub-Team Leader *	Deputy UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Transformation Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Volunteering Team	UK Lead Volunteer for Volunteering *	UK Chief Volunteer	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	Yes
UK Volunteering Team	Team Member *	UK Lead Volunteer for Volunteering	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Volunteering Team	Sub-Team Leader *	UK Lead Volunteer for Volunteering	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Volunteering Team	Sub-Team Member *	Sub-Team Leader	5 years	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Youth Team	UK Youth Lead *	UK Chief Volunteer	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes (T)	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes
UK Youth Team	Team Member *	UK Youth Lead	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Youth Team	Sub-Team Leader *	UK Youth Lead	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes
UK Youth Team	Sub-Team Member*	Sub-Team Leader	Maximum of 6 years; must finish by 28th birthday	Yes	Yes	Yes	Yes	Yes	Yes	Yes***	No	No	No	No	No	Yes
Board of Trustees	Chair	Council of the Association	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Treasurer	Council of the Association	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Trustee	Council of the Association	3 years	Yes	Yes	No	Yes (T)	No	Yes	Yes	No	No	Yes	Yes	No	Yes
Board of Trustees	Sub-Team Member *	Sub-Team Leader	3 years	Yes	No	No	Yes	No	Yes	Yes	No	No	No	No	No	Yes
N/A	Chief Scout	Council of the Association		Yes	No	No	No	No	Yes	No	No	No	No	No	No	Yes
N/A	President	Patron		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Vice President	Council of the Association		Yes	No	No	Yes	No	Yes	No	No	No	No	No	No	Yes
N/A	Scout Council Member	Council of the Association		No	No	No	No	No	No	No	No	No	No	No	No	No
* Appointment follows the normal joining process, but within the specifics described in the UK HQ recruitment process																
** 5 years or up to agreed date following end of event																

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
UKHQ tasks with accreditations | Scouts								
International Service Team - name of event (e.g. International Service Team Member - 25th World Scouts Jamboree)	UKHQ International Team	UK Headquarters staff who support International Team	Full member, except anyone whose only role is Trustee or a role with no criminal record check	None	Holds a valid First Response Certificate	Yes	Up to agreed date following end of event	n/a
State Duties	Programme Team at UK Headquarters	UK Headquarters staff who support UKHQ Programme Team	Full member, except anyone whose only role is Trustee or a role with no criminal record check	None	None	Yes	5 years	n/a
World Organisation of the Scout Movement Volunteer	UKHQ International Team	UK Headquarters staff who support International Team	Full member, except anyone whose only role is Trustee or a role with no criminal record check	None	None	Yes	Up to agreed date following end of event	n/a
Leadership Team tasks with accreditations | Scouts								
Award Nominations Supporter	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	None	None	No	n/a	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Data Lead	Leadership Teams	Lead Volunteers at Group, District, County, Region, Country or UK Headquarters	Full member	Data Lead Learning Read and understand key TSA guidance - GDPR Toolkit and Subject Access Requests	None	Yes	5 years	Lead Volunteers at Group, District, County, Region, Country or UK Headquarters
Nights Away Approver	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Nights Away Approver Learning	None	Yes	n/a	Lead Volunteers at District, County, Region, Country or UK Headquarters
Nominated Person	Group Leadership Teams 14-24 Teams	Group Lead Volunteers* 14-24 Team Leaders* District Lead Volunteers* *with involvement of County Lead Volunteer	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Read and understand the Scouts Safeguarding Policy and Procedures Read and understand the Yellow Card (Safeguarding Code of Conduct for Adults) Read and understand the Intimate and Personal Care Policy and Procedures	They must have professional training or experience outside of Scouts to give intimate and personal care. This needs to be verified by the County Lead Volunteer (or their nominated representative) once the Individual Support Plan is created. See Guidance for Appointments. The Nominated Person should be agreed by everyone involved, particularly by the young person receiving care.	Yes	5 years	n/a
Permit Approver	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Permit Approver Learning	None	Yes	n/a	Lead Volunteers at District, County, Region, Country or UK Headquarters
Recruiter	Volunteering Development Teams or Group Leadership Teams	Volunteering Development Team Leaders and Lead Volunteers at Group, District, County, Region, Country, or UK Headquarters	Full member	Read and follow Our Brand (including our brand guidelines, style guide and how we talk) Read Growing Scouts guidance	None	No	n/a	All Lead Volunteers, all Team Leaders, all Chairs

The accreditation requires an Internal Check even though the volunteer is already a full member.
The accreditation is automatically part of the listed role(s) and does not have to be manually added.
###All accreditations are for adult members only (18+), unless otherwise specified

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Resolutions Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Read and understand the Scouts' Complaints Policy Read and understand Constructive Conversations	None	Yes	5 years	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Safety Adviser	County Leadership Teams	County Lead Volunteers	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Read and understand the Scouts Safety Policy	Experience and knowledge of Safety within Scouts Attend national Safety Adviser induction	Yes	5 years	n/a
Safety Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Leading on Safety Read and understand The Safety Policy	None	Yes	5 years	Lead Volunteers at District, County, Region, Country, or UK Headquarters
Safeguarding Adviser	County Leadership Teams	County Lead Volunteers	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Safeguarding Policy and Procedures	Experience and knowledge of Safeguarding within Scouts	Yes	5 years	n/a
Suspension Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Complete Suspension Lead Learning Read and understand the suspensions process Read and understand Constructive Conversations	None	Yes	5 years	Lead Volunteers at District, County, Region, Country or UK Headquarters
Visiting Scotland*	Scotland Only - Leadership Teams (Group, District, Region) 14-24 Teams Programme Teams	Scotland Only - Lead Volunteers at Group, District, County, Region or Country 14-24 Team Leaders Programme Team Leaders	Any full member or non-member Any Youth Member (aged 16 or 17)	None	A person normally based outside of Scotland, who is planning or intending to interact, in Scotland, with Scottish young people. (NOTE: this accreditation enables the necessary criminal record check (Scouts PVG disclosure) application to be made.)	Yes	5 years	n/a
Visits Abroad Approver	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Visits Abroad Approver Learning.	None	Yes	n/a	n/a
Volunteer Safeguarding Lead	Leadership Teams (except Groups)	Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Read and understand the Yellow Card Read and understand the Safeguarding Policy and Procedures Read and understand the tasks a Volunteer Safeguarding Lead is responsible for	Someone with experience and knowledge of safeguarding within Scouts	Yes	5 years	Lead Volunteers at District, County, Region, Country, or UK Headquarters

*This accreditation can be granted to any full member or non-member, and to any Youth Member (aged 16 or 17)

Volunteering Development Team tasks with accreditations | Scouts

Awards Parcel Recipient	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	None	None	No	n/a	Lead Volunteers at District, County, Region, Country, or UK Headquarters

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Disclosure Support Volunteer	Volunteering Development Team	Volunteering Development Team Leader and Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member	None	None	Yes	n/a	All Lead Volunteers, all Team Leaders, all Chairs; and all members of Volunteering Development Teams, Leadership Teams, and 14-24 Teams
First Response Trainer	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	None	Holds a current first aid qualification provided by a regulated body (this should confirm their attendance at a minimum 16 hours first aid course). Have completed any additional learning to meet the Scouts first aid syllabus. Holds a recognised training / teaching qualification (level 3 award or above) or has validated the Scouts Module 29 Presenting.	No	Expiry date of first aid qualification	n/a
Learning Assessor	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	Module 25 Assessing Learning	None	No	5 years	n/a
Trainer	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member	Module 29 Presenting	None	No	5 years	n/a
Welcome Conversation Volunteer	Volunteering Development Teams	Volunteering Development Team Leaders and Lead Volunteers at District, County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Welcome Conversation Learning	None	Yes	5 years	Lead Volunteers and Team Leaders (except Team Leaders of Sections)
Support Team tasks with accreditations | Scouts								
Go Live Supporter	Support Team	Support Team Leaders and Lead Volunteers at District, County, Region, Country or UK Headquarters	Full member	None	None	No	1 year	n/a
Local Media Relations Lead	Support Teams	Support Team Leader at District and County, Lead Volunteers at County and District	Full member, except anyone whose only role is Trustee or a role with no criminal record check	None	None	Yes	n/a	Support Team Leader
Programme Team tasks with accreditations | Scouts								
Adventurous Activity Assessors (See full list of specific Adventurous Activity Assessors below)	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	A relevant National Governing Body qualification and meet the currency requirements (as outlined in the County Assessor Qualifications table), to make sure the person with the accreditation has the correct technical knowledge. Attend minimum two days of continued personal development in the last five years (between appointment reviews). This includes at least one day of technical learning relating to the activity, and at least one day of internal learning on	Yes	5 years	n/a

County Assessors | Scouts / County Assessor Qualifications table

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Archery without Compound Bows	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Archery GB: Instructor Award Current qualification and NGB membership.	Yes	5 years	n/a
Archery with Compound Bows	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Archery GB: Level 2 Coach Current qualification and NGB membership.	Yes	5 years	n/a
Bell Boating	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Bell Boat Helm Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Open Inland B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Open Inland B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Open Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Open Inland B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Open Water Canoe Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Canoeing River B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing River B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: White Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing River B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: White Water Canoe Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Sea B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Sea B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Open Water Canoe Coach Current qualification and NGB membership.	Yes	5 years	n/a
Canoeing Sea B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Open Water Canoe Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Caving - No Vertical Pitches	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Cave Leader Award - (Horizontal) Cave Leader Current qualification and NGB membership	Yes	5 years	n/a
Caving with Ladders	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Cave Leader Award - (Vertical) Cave Leader Current qualification and NGB membership.	Yes	5 years	n/a
Caving with SRT for the leader	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Cave Leader Award – (Vertical) Cave Leader including SRT for Leader Current qualification and NGB membership.	Yes	5 years	n/a
Caving with SRT for the group	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Cave Instructor Certificate Current qualification and NGB membership.	Yes	5 years	n/a
Climbing and Abseiling Artificial Top Rope	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Climbing Wall Instructor with Abseil Module 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Climbing and Abseiling Natural Top Rope	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Rock Climbing Instructor 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Climbing and Abseiling Artificial Lead Climbing	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Climbing Wall Development Instructor 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Climbing and Abseiling Natural Lead Climbing	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Rock Climbing Development Instructor 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Climbing (Multi Pitch)	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Mountaineering and Climbing Instructor 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Dinghy Sailing B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Dinghy Sailing Instructor Royal Yachting Association: Senior Sailing Instructor Current qualification and NGB membership.	Yes	5 years	n/a
Dinghy Sailing B2 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Dinghy Sailing Instructor (Coastal Endorsement where appropriate) Royal Yachting Association: Senior Sailing Instructor (Coastal Endorsement where appropriate) Current qualification and NGB membership.	Yes	5 years	n/a
Dragon Boating	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Dragon Boat Racing Association: Coach Level 2 Current qualification and NGB membership.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Hillwalking Terrain 1 Summer	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Hill and Moorland Leader Award 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Hillwalking Terrain 2 Summer	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Mountain Leader Award 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Hillwalking Terrain 1 & 2 Winter	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Winter Mountain Leader Award 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Hovercrafting	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Hovercraft Club of Great Britain: PLS2 or Racing Licence Current qualification and NGB membership.	Yes	5 years	n/a
Ice Climbing	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Mountain Training: Mountain Instructor Certificate Mountain Training: Winter Mountaineering and Climbing Instructor 20 logged sessions within the last 5 years and membership of relevant body.	Yes	5 years	n/a
Kayaking Open Inland B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Kayak Coach Current qualification and NGB membership	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Kayaking Open Inland B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sea Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking Open Inland B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sea Kayak Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking River B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking River B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: White Water Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking River B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: White Water Kayak Coach (Advanced Waters) Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking Sea B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Kayaking Sea B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sea Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking Sea B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sea Kayak Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking Surf B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Surf Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Kayaking Surf B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Surf Kayak Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a
Keelboating B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Dinghy Sailing Instructor (Keelboat) Current qualification and NGB membership.	Yes	5 years	n/a
Keelboating B2 - B3	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Coastal Skipper (Sail) or Yachtmaster – Coastal (Sail) Current qualification and NGB membership.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Keelboating A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Yacht master Offshore (Sail) Current qualification and NGB membership.	Yes	5 years	n/a
Kite Surfing	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Kitesports: Instructor Current qualification and NGB membership.	Yes	5 years	n/a
Mine Exploration - No Vertical Pitches	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Mine Leader Award – (Horizontal) Mine Leader Current qualification and NGB membership.	Yes	5 years	n/a
Mine Exploration with Ladders	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Mine Leader Award - (Vertical) Mine Leader Current qualification and NGB membership.	Yes	5 years	n/a
Mine Exploration with SRT for the leader	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Local Mine Leader Award - Vertical Mine Leader including SRT for Leader Current qualification and NGB membership.	Yes	5 years	n/a
Mine Exploration with SRT for the group	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Caving Association: Cave Instructor Certificate with Mines module Current qualification and NGB membership.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Motor Cruising C - B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Inland Waterways Helmsman Certificate (Motor Cruising) Current qualification and NGB membership.	Yes	5 years	n/a
Motor Cruising B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Day Skipper (Motor) Current qualification and NGB membership.	Yes	5 years	n/a
Motor Cruising B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Yachtmaster (Coastal) Current qualification and NGB membership.	Yes	5 years	n/a
Narrow Boating	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	National Community Boat Association: Certificate in Community Boat Management or Royal Yachting Association: Inland Waterways Helmsman Certificate Current qualification and NGB membership.	Yes	5 years	n/a
Off road Cycling Environment 1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Cycle UK: Cycling UK Trail Leader MIAS: MIAS Level 1 British Cycling: Trail Leader Award (Level 2) British Cycling: Off-Road Leader Award Current qualification and NGB membership.	Yes	5 years	n/a
Off-road Cycling Environment 2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Cycling UK: Technical Leader MIAS: MIAS Level 2 British Cycling: Trail Leader Award (Level 2) British Cycling: Mountain Bike Leader (level 3) British Cycling: Off-Road Leader Award (level 3) Current qualification and NGB membership.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Personal Watercraft (Jet Ski)	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Personal Watercraft Proficiency Course Current qualification and NGB membership.	Yes	5 years	n/a
Power Boating C - B2	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Powerboat Instructor Current qualification and NGB membership.	Yes	5 years	n/a
Power Boating B3 - A	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Advanced Powerboat Instructor Current qualification and NGB membership	Yes	5 years	n/a
Pulling (fixed seat rowing)	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Rowing Club Coach Level 2 (Fixed Seat) NGB membership and 20 logged sessions in past 5 years.	Yes	5 years	n/a
Rafting (Traditional) B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Sheltered Water Canoe and/or Kayak Coach Current qualification and NGB membership.	Yes	5 years	n/a
Rafting (Traditional) B2 +	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Open Water Canoe Coach (Advanced Water) or Paddle UK: Sea Kayak Coach (Advanced Water) Current qualification and NGB membership.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Rowing and Sculling	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Rowing: UKCC Level 2 NGB membership and 20 logged sessions in past 5 years.	Yes	5 years	n/a
Scuba Diving Sheltered Water	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Sub Aqua Club: Practical Instructor Award or PADI: Open Water Scuba Instructor Award NGB membership and 20 logged sessions in past 5 years.	Yes	5 years	n/a
Scuba Diving Open Water	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	PADI: Open Water Scuba Instructor Award NGB membership and 20 logged sessions in past 5 years.	Yes	5 years	n/a
Snowsports On Piste	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	UK Snowsports: Alpine Ski Course Leader or UK Snowsports: Nordic Instructor Award Level 2 Current qualification and NGB membership.	Yes	5 years	n/a
Snowsports Off Piste	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	UK Snowsports: Alpine ski course leader award Current qualification and NGB membership.	Yes	5 years	n/a
Snorkelling	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Sub Aqua Club: Snorkel Instructor or PADI: Divemaster NGB membership and 20 logged sessions in past 5 years.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Stand Up Paddleboarding B1 (all environments)	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Stand Up Paddleboard Sheltered Water Coach Current qualification and NGB membership.	Yes	5 years	n/a
Stand Up Paddleboarding Open Inland B2 +	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Stand Up Paddleboard Open Water Coach Current qualification and NGB membership.	Yes	5 years	n/a
Stand Up Paddleboarding River B2 +	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Stand Up Paddleboard White Water Coach Current qualification and NGB membership.	Yes	5 years	n/a
Stand Up Paddleboarding Sea B2 +	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Stand Up Paddleboard Open Water Coach **and** Stand Up Paddleboard Coastal Water Leader Current qualification and NGB membership.	Yes	5 years	n/a
Water Skiing	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	British Water Ski and Wakeboard: Community Coach Current qualification and NGB membership.	Yes	5 years	n/a
White Water Rafting	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Paddle UK: Stadium Raft Guide or River Raft Leader *(restricted to the operating criteria of the BC award)* Current qualification and NGB membership.	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Windsurfing B1	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Start Windsurfing Instructor Current qualification and NGB membership.	Yes	5 years	n/a
Windsurfing B2+	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Intermediate Windsurfing Instructor Current qualification and NGB membership.	Yes	5 years	n/a
Yachting B1 inland	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Day Skipper Current qualification and NGB membership.	Yes	5 years	n/a
Yachting B2-B3 waters	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	Royal Yachting Association: Coastal Skipper (Sail) or Royal Yachting Association: Yachtmaster Coastal (Sail) Current qualification and NGB membership.	Yes	5 years	n/a
Yachting A waters	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters Managers of the Activity Permit Scheme	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Adventurous Activities. (This'll be replaced in the future with Adventurous Activity Assessor Accreditation Learning). Ongoing safeguarding and safety learning.	RYA: Yachtmaster Offshore (Sail) Current qualification and NGB membership.	Yes	5 years	n/a
Duke of Edinburgh Lead	Programme Teams	Programme Team Leaders and Lead Volunteers at District and County.	Full member	Duke of Edinburgh Lead induction workshop	None	Yes	n/a	n/a
King's Scout Award Parcel Recipient	County Programme Teams	County Lead Volunteer County Programme Team Leaders	Full member	None	None	No	n/a	County Programme Team Leader
Manager of the Activity Permit Scheme	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country and UK Headquarters	Full member	None	None	No	n/a	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Nights Away Assessor (See full list of specific Nights Away Assessors below)	Programme Teams	Programme Team Leaders and Lead Volunteers at District. County, Region, Country and UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	Holders of a Nights Away Permit - the level of the permit (Indoor, Campsite, Greenfield, Lightweight Expedition) will determine the highest level of assessor accreditation that can be given. To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target. Have experience of running residential and camping experiences. Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist	Yes	5 years	n/a
Nights Away Assessor (Indoor)	Programme Teams	Programme Team Leaders and Lead Volunteers at District. County, Region, Country and UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	Holders of a Nights Away Permit (Indoor). To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target. Have experience of running residential and camping experiences. Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist	Yes	5 years	n/a
Nights Away Assessor (Campsite)	Programme Teams	Programme Team Leaders and Lead Volunteers at District. County, Region, Country and UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	Holders of a Nights Away Permit (Campsite). To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target. Have experience of running residential and camping experiences. Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist	Yes	5 years	n/a

Chapter 16 - Accreditations Table - Spring 2026 (as at 30April2026)

Accreditation title	Teams responsible for this accreditation: *County = County, Area, Region (Scotland)	Who can grant or remove the accreditation *County = County, Area, Region (Scotland)	Who can hold the accreditation? ###				Maximum time the accreditation can be given for	If no accreditation given, the related responsibilities and tasks sit by default with: ##
			The role status you need to hold	The learning which you need to have completed	Other qualifications or requirements which you must have before the accreditation is given and which must remain up to date while the accreditation is held	Internal Check completed as part of giving the accreditation #		
Nights Away Assessor (Greenfield)	Programme Teams	Programme Team Leaders and Lead Volunteers at District. County, Region, Country and UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	Holders of a Nights Away Permit (Greenfield). To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target. Have experience of running residential and camping experiences. Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.	Yes	5 years	n/a
Nights Away Assessor (Lightweight Exhibition)	Programme Teams	Programme Team Leaders and Lead Volunteers at District. County, Region, Country and UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Module 25 Assessing Learning – Nights Away Advisor (this will become Nights Away Assessor learning).	Holders of a Nights Away Permit (Lightweight Exhibition). To have attended at least one day of Nights Away Assessor (previously Advisor) update workshops within the last five years. This is the minimum rather than the target. Have experience of running residential and camping experiences. Able to assess adult volunteers against the required core skills in the Nights Away Assessment Checklist.	Yes	5 years	n/a
Unit Leader - name of event (e.g. Unit Leader - 25th World Scouts Jamboree)	County Programme Teams	County Programme Team Leaders and County Lead Volunteers	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Growing Roots: The learning everyone needs Growing Roots: Delivering a great programme	Holds a valid First Response Certificate	No	Up to agreed date following end of event	n/a
Visits Abroad Recommender	Programme Teams (except Districts)	Programme Team Leaders and Lead Volunteers at County, Region, Country, or UK Headquarters	Full member, except anyone whose only role is Trustee or a role with no criminal record check	Visits Abroad Recommender Learning. To attend at least two days of Visits Abroad Recommender update workshops every five years. This is the minimum rather than the target.	None	Yes	n/a	n/a

Safeguarding and Vetting decision guidance

Updated March 2024

Overview

This guidance relates only to subjects who are adult volunteers. Where we refer here to an adult this refers to members of The Scout Association who are 18 years old or older.

An exclusion will be considered where the total information available about the individual implies that their involvement may adversely affect the:

a) health and welfare of young people
b) welfare of adults, scouting operations or the individual concerned
c) reputation of Scouts

The Head of Safeguarding reserves the right for the UK Headquarters Safeguarding Team to use professional judgement to make risk based decisions.

Offences and behaviours within each section are not exhaustive.

We should recognise that our understanding of safeguarding and safer recruitment changes over time. Past decisions made by Scouts may be considered differently by future standards.

There are three categories of exclusion guidance:

Red: categories for which the only option is exclusion, with no right of appeal [sections 1 to 5 inclusive below]

Amber: categories for which the circumstances may impact on the next steps actions [sections 6 to 10 inclusive below]

For this category, the account from the subject will be requested and the outcomes available are:

a) exclusion with the right of appeal (see appeal process)
b) decline (cancelled membership) up to a maximum period of five years
c) District decision

Green: categories for which action taken will be locally considered [section 11 below] or considered 'clear' [section 12 below]

1. RED - On the Barred or Disqualified List

Individual barred. It is a criminal offence for a person who is on the Children's Barred List to volunteer in any capacity for Scouts.

Safeguarding Vulnerable Groups Act 2006
Northern Ireland Order
Protecting Vulnerable Groups (Scotland) Act 2007
Disqualification under the Childcare Act 2006

Individual is on the Vulnerable Adults Barred List. Scouts does not ask for information about the Vulnerable Adults list but is often informed of it.

Next steps: Exclusion – no appeal

2. RED - Any offence perpetrated as an adult against a child demonstrating a sexual interest in children or behaviour indicative of a sexual interest in children

A range of threshold applied by different statutory agencies, be that an outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order.

A finding of guilt made in a criminal court ('beyond reasonable doubt') or in civil courts ('balance of probability').

This includes offences defined by the:

a) Sexual Offences Act 2003
b) Protection of Children Act 1978
c) Criminal Justice Act 1988
d) Coroners and Justice Act 2009

It includes offences of:

a) rape and other sexual assaults
b) indecent images of children
c) Grooming
d) trafficking (children)
e) voyeurism (children)
f) exposure of genitals with intent to distress or alarm (children)

This also includes sexual offences against children in another jurisdiction, such as outside the UK.

Where the adult is 18 or 19 years old at the time of the offence and the young person was 17 years old, and statutory agencies deemed the offence to be 'age appropriate' and consensual, it would be more appropriate to consider the offence under Section 7.

Next steps: Exclusion – no appeal

3. RED - Other offences or behaviours perpetrated by an adult against a child whereby a child has suffered significant harm (physical or psychological)
A court or police outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order in the criminal or judicial finding in another court defined by the Crown Prosecution Service as non-sexual child abuse. This should include the offence of child neglect where the adult was convicted in the criminal court or made an admission of guilt, accepted a caution or a finding was made in the civil courts. This also includes behaviour which is assessed by statutory agencies as posing an ongoing risk of harm and is unlikely to change over time. Where the adult is 18 or 19 years old at the time of the offence and the young person is 17 years old, it may be more appropriate to consider the offence under Section 7. **Next steps**: Exclusion – no appeal
4. RED - Adverse information from a statutory agency or other professional source
The source should be a statutory agency such as: a) the police b) children services c) a Local Authority Designated Officer (LADO) d) a government department, agency or other public body Adverse Information must be in writing and confirm that the agency advises that this person is not suitable to hold a role in Scouts. **Next steps**: Exclusion – no appeal

5. RED - Conviction for serious offences against the person (adult)

A court or police outcome of admission of guilt, conviction, caution, reprimand or Community Resolution Order.

To include:

a) murder
b) rape
c) manslaughter
d) crimes associated with organising sexual exploitation
e) offences under the Terrorism Act(s)
f) serious crimes of violence including grievous bodily harm (GBH)
g) convictions for abuse or exploitation of a vulnerable adult
h) criminal offences where the conduct is associated to domestic abuse (Domestic Violence, Crime and Victims Act 2004)
i) drug, arms or people trafficking
j) sexual exploitation

Next steps: Exclusion – no appeal

6. AMBER - Individual under 18 at time of an offence or behaviour that if committed after aged 18 would attract national attention and or fall into above 'red' criteria

The decision makers must have a clear understanding that some childhood behaviours can become more embedded rather than dissipating with age such as some child-on-child sexual offending. Each case must be considered individually, informed by the best research.

Next steps: Further consideration by UK Headquarters.

7. AMBER - Offence or behaviour which causes serious doubt about suitability

For example:

a) offences against the person (including threats of violence)
b) supplying any controlled substance
c) possession of controlled substances
    - isolated incident of possession of Class A controlled substances within the past five years
    - isolated incident of possession of Class B or C controlled substances within the past two years
d) causing death by dangerous driving
e) physical chastisement
f) offences under the Public Order Act 1986
g) offences under the Firearms Acts 1968

Some sexual offences committed against an adult victim, Public Order offences. This includes where someone has received a civil order "Sexual Risk Order" under the Sexual Offences Act 2003, as they are considered to pose a risk of harm.

An allegation of a sexual offence (adult victim) not progressed to trial.

Information held on confidential systems or an allegation of inappropriate behaviour.

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

a) health or welfare of young people
b) welfare or other adults, Scouts operations or the individual concerned
c) reputation of scouting

Next steps: Further consideration by UK Headquarters.

8. AMBER - Offence or behaviour which causes doubt about the individual's compatibility with Scouting values

Not an exhaustive list:

a) harassment
b) blackmail
c) hate crime - any criminal offence which is perceived by the victim, or anybody else, to be motivated by hostility or prejudice towards someone's protected characteristics

Information held on the UK Headquarters safeguarding confidential systems or an allegation(s) of a Yellow Card or Safeguarding Policy breach, breaches of POR.

Offences or behaviour which are in conflict with Scouting values, for example failure to cooperate with a safeguarding local enquiry, lack of respect to:

a) young people
b) volunteers
c) parents
d) carers

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

a) health or welfare of young people
b) welfare of other adults, scouting operations or the individual concerned
e) reputation of Scouts

Next steps: Further consideration by UK Headquarters.

9. AMBER - Non-conviction information provided by other sources or held on UK Headquarters confidential records

Adverse information held on confidential systems at UK Headquarters whereby membership has been cancelled or an individual as resigned, and concerns have been alleged about an individual's behaviour or conduct.

The sources include but are not limited to:

a) statutory agencies
b) government departments
c) education establishments
d) other charities where the information is deemed to be reputable

Where required passed to medical advisor or appropriate health care professional for guidance.

Presumption of exclusion where the total information available about the individual implies that their involvement may adversely affect the:

a) health or welfare of young people
b) welfare or other adults, Scouts operations or the individual concerned
c) reputation of Scouts

Next steps: Further consideration by UK Headquarters.

10. AMBER - Barred from Trusteeship

Only applies to individuals for roles providing trustee status where the individual is disqualified by law from acting as a charity trustee, such as an unspent conviction for an offence involving dishonesty or deception.

Where a trustee is subject of an allegation or misconduct or a safeguarding concern, they would fall into the sections 1 to 9.

Next steps: Further consideration by UK Headquarters.

11. GREEN - Other conviction, caution or admission of guilt

Disclosure information will be passed to relevant Lead Volunteer and District team member(s) with technical advice for consideration following POR 16.1 (Appoint an individual to a role) and in line with the codes of practice of the relevant disclosure authority ensuring confidentiality.

12. GREEN - Minor and unrelated (to Scouts) offences
For example: minor motoring offences, minor thefts, and criminal damage. 0, 1 or 2 minor offences, which do not fall into another category, committed more than 5 years ago. **Disclosure considered to be 'clear' for Scouts purposes.**

Definitions of terms used in POR

These definitions explain terms that are used in POR and which have specific meaning. For ease of reference, the terms in this chapter are denoted by dashed underline when used in POR.

Where the plural of a word is used in POR, the definition also applies and so the plural word will be highlighted as having a defined meaning. Only the singular word is included in this chapter. Similarly for the use of apostrophes.
As examples:

- role, roles and roles'
- Trustee, Trustees and Trustee's
- volunteer, volunteers and volunteers'

A. Words used in defining 'rules'

Must and should

POR uses these key words to indicate obligations for rules:

> **'Must'** means that adherence to the rule is mandatory and must be followed without exception. There is also an occasional use of the phrase '**must not'**.
>
> **'Should'** means that the rule is strongly recommended, with an expectation of adherence. However, circumstances might justify an alternative approach. This minimum good practice guidance should be followed unless there is a good reason not to. It is good practice for such 'good reasons' to be agreed and recorded by the local governance team (Group, District or County Trustee Board or Country Board as appropriate).

In some cases the word 'may' is used in a rule. Use of the word 'may' indicates that the rule has no obligations and indicates less formal advice and recommendations which could be helpful in the operation, management or governance of your section, Group, District, County, or country. Use of the word 'may' is not highlighted in the text of POR.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

B. Definitions concerning people aged 18 and over

The 'people' definitions are included in (C) below. The actual distinction between the words is quite nuanced, so it is important to see the words together – each word here has its own specific meaning, detailed in the definitions in (C) below.

Adult	Applicant	Connected person
Helper	Parent	Trustee
	Volunteer	

C. Definitions

Definitions are listed in alphabetical order.

Accreditation

Accreditations are a way of sharing tasks and responsibilities, where a volunteer needs to be given certain permissions to take these on.

They are normally specific tasks that operate wider than an individual team and often may be carried out by one or more individual volunteers.

An accreditation may have some pre-requisites which must be met before an accreditation is granted.

There are two types of accreditations:

a) An accreditation that may be granted to any number of adult members and used anywhere across the hierarchy. For example, members who are accredited to support Welcome Conversations as part of the joining process.
b) A responsibility delegated to a member within a specific location in the hierarchy. For example, the place or person in a District that Awards and certificates must be posted to.

Activity

In POR, the term **activity** should be interpreted as a meeting, an activity, or an event.

It may involve young people (see examples below) or be an adult-only event (for example a County conference for Group Lead Volunteers or a nights away learning event).

For young people, Scouts' programme is delivered to young people through activities. This includes:

a) section meetings (often held in, or close by, the section's normal meeting place)
b) activities away from the normal meeting place (such as a wide game in the woods or a hike or a visit)

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

c) adventurous activities
d) nights away events (including section camps and sleepovers, a County Explorer Belt expedition, or a District Cub Camp, or a Group Family Camp).
e) all other events where young people are present.

Adult
A volunteer or staff member aged 18 or over. This is a person with an adult member appointment (see the POR Chapter 16 Teams Table)

This does not include a Scout Network member unless they also have a role as a volunteer or a staff member.

Adventurous activity
An activity that requires an adult or young person to hold an appropriate and in date Adventurous Activity Permit gained through the Adventurous Activity Permit Scheme (POR 9a.7)

AGM
Abbreviation for an Annual General Meeting.

Applicant
The person applying for a particular role.

Area
Certain 'Counties' are titled Area rather than County. This applies in Wales. British Scouting Overseas is also an Area.

Unless otherwise stated in POR, all references to 'County' or 'Counties' in POR relate to 'Area' in Wales and in British Scouting Overseas.

An Area is led by an Area Lead Volunteer.

Board of Trustees
The Board of Trustees is the Trustee Board for The Scout Association, the lead charity in the Federation.
Broadly it has two functions:

a) It has a governance oversight of the Scouts' Federation
b) It has specific responsibility as the Trustee Board for UK Headquarters, including the England Team and the UK Service Teams that are not separate charities.

There is more detail in POR Chapter 6.

British Scouting Overseas (BSO)

British Groups that operate abroad within the Area known as British Scouting Overseas (often referred to as BSO). They are part of The Scout Association. At March 2026, BSO operates 59 Groups, 17 Explorer Units and 4 Scout Networks across 28 countries around the world. Two of the 59 countries in BSO are a British Overseas Territory (the Falkland Islands; and St Helena, Ascension and Tristan da Cunha).

The BSO Area is a charity in England registered with the Charity Commission for England and Wales.

The Districts and Groups that comprise BSO are all based outside of the United Kingdom. Their locations can be seen on their website.

The Area, Districts and Groups that comprise BSO are all part of the Federation.

The five Overseas Territories are not part of BSO.

Bullying

Bullying is characterised as offensive, intimidating, malicious or insulting behaviour, abuse, or misuse of power through means that a recipient is:

- undermined
- humiliated
- denigrated
- injured

It is not classed as bullying if a Lead Volunteer or team leader is solely making sure that a person follows the rules in POR. Bullying is more than a strong, firm, or authoritarian interaction. It is:

- destructive rather than constructive
- a criticism of the person rather than their mistakes
- public humiliation rather than private correction
- where the recipient feels threatened or compromised

See also Anti-Bullying and Harassment Policy

CCEW

Charity Commission for England and Wales.
https://www.gov.uk/government/organisations/charity-commission/

The charity regulator in England and Wales.

CCNI

Charity Commission for Northern Ireland.
https://www.charitycommissionni.org.uk/

The charity regulator in Northern Ireland.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Charity

Scouts is a Federation of charities (often referred to as the Federation).

The majority, but not all, of the organisations that form the Federation are charities in law. There are two routes to being a charity in law:

a. Federation members who are registered with the relevant regulator (see POR 5a.1.1.2)
b. All excepted charities in England and Wales (see POR 5a.1.2.2).

Charities that are not charities in law most commonly occur in Bailiwick of Guernsey, BSO, Isle of Man, Jersey, each of the Overseas Territories, Scotland. All 'Scout' charities in law are members of the Federation, but not all members of the Federation are charities in law.

Charity governance

The Scouts is a Federation of charities, as described in POR Chapter 5. Each charity must operate as charity whether or not they are a charity in law. They must meet the requirements of POR, the relevant charity regulator and charity law applicable to their location.

Key regulators are the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator – OSCR (for Scotland), and the Charity Commission for Northern Ireland.

Other territories also have their own charity regulator, including Bailiwick of Guernsey, Isle of Man, Jersey and the five Overseas Territories.

A charity's Trustee Board has governance responsibilities which are described in POR Chapters 5a, 5b, 5c, 5d, 5e and 5g.

Charity in law

Scouts is a Federation of charities (often referred to as the Federation).

The majority, but not all, of the organisations that form the Federation are charities in law. There are two routes to being a charity in law:

a. Federation members who are registered with the relevant regulator (see POR 5a.1.1.2)
b. All excepted charities in England and Wales (see POR 5a.1.2.2).

All 'Scout' charities in law are members of the Federation, but not all members of the Federation are charities in law.

Conflict of interest

A conflict of interest is when someone's judgement or actions are, or could be, affected by personal involvement or other interest relating to the matter at hand. This includes any

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

circumstances that affect, or could be seen to affect, someone's independence or impartiality.

For **Trustees**:

All trustees have a legal duty to act only in the best interests of their charity. If there is a decision to be made where a trustee has a personal or other interest, this is a conflict of interest.

Conflict of interest may lead to decisions that are not in the best interests of the charity and which are invalid or open to challenge.

Conflict of interest may also damage a charity's reputation or public trust and confidence in charities generally.

These harmful effects may be prevented where individual trustees must identify conflicts of interest, and the trustee body must act to prevent them from affecting their decision making.

See also:

- Conflicts of interest: a guide for charity trustees (England and Wales)
- Conflict of interest (Scotland)
- Running your charity guidance (Northern Ireland) – see Guide 5 on that page

Connected person

An individual aged 18 or over who has a recognised association with Scouts either through formal membership or a non-member affiliation. This includes individuals who engage with, contribute to, or benefit from the organisation's activities without being formal members.

Constitution

Every member of the Federation must have a governing document, whether or not they are a charity in law. In the Scouts we call this a constitution.

Country Headquarters [sometimes referred to as Nations Headquarters]

For England (including Guernsey, Isle of Man, Jersey), British Scouting Overseas, and the five Overseas Territories this is UK Headquarters

For Northern Ireland: this is the headquarters of the Northern Ireland Scout Council

For Scotland: this is the headquarters of The Scottish Council of The Scout Association

For Wales: this is the headquarters of ScoutsCymru

County (including variants)

A County is a Scout unit that supports delivery of the programme within a defined geographic area. A County has various responsibilities as defined in POR, including providing support to the Groups and Districts within the County.

For ease of reading, POR refers to 'County' in all cases, but the word County must be read as:

a) Area (in Wales and British Scouting Overseas)
b) Bailiwick (of Guernsey)
c) Overseas Territory (each of the five Overseas Territories)
d) County (in England; noting that the Isle of Wight is an English County)
e) Island (Jersey, the Isle of Man)
f) Region (in Scotland) [and see the definition of Region for more detail]

([NI] There are no Counties in Northern Ireland.)

A County will normally comprise two or more Districts. In cases where there are no Districts, then the District responsibilities are undertaken by the County teams.

Counties are led by County Lead Volunteers. A County comprises a County Leadership Team, a County Programme Team, a County Volunteering Development Team, a County Support Team and a Trustee Board. In Counties with no Districts there will also be a County 14-24 Team, and some 14-24 sections.

Criminal record check

A criminal record check will show any spent and unspent convictions, cautions, reprimands and final warnings together with any information held by local police that is considered relevant to the role.

For England and Wales, the criminal record check process is conducted by the Disclosure and Barring Service (DBS). A criminal record check undertaken by the DBS generates a DBS certificate as an official record.

For Scotland, the Protecting Vulnerable Groups (PVG) scheme is managed and delivered by Disclosure Scotland. A criminal record check undertaken by Disclosure Scotland generates a disclosure certificate as an official record.

For Northern Ireland, the checks are conducted by AccessNI, which is a branch in the Department of Justice. A criminal record check undertaken by AccessNI generates a digital disclosure certificate as an official record.

Outside the United Kingdom (in the Channel Islands, Isle of Man, British Scouting Overseas and the Overseas Territories), the DBS is also used. In certain countries outside the UK other checks are also undertaken which are notionally carried out under the authority of the Safeguarding Team, but the checks may often need to be conducted locally. Further detail

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

about criminal records checks in British Scouting Overseas and the Overseas Territories can be found on this webpage.

It is important that the correct criminal records check is used, based on the location of the role that is being applied for. As examples:

a) if a volunteer operating in England will also be undertaking a role within a Scottish team, then a criminal record check (Scouts' PVG disclosure) must be undertaken prior to starting the Scottish role
b) if a member with a role in Northern Ireland joins a UK Headquarters team, then a DBS Criminal Record Check must be undertaken prior to starting the UK Headquarters role
c) if a new volunteer applicant who is based in the Borders of Scotland starts to work with a Scout Group or District in the north of England, then they must undertake a DBS Criminal Record Check rather than a PVG Criminal Record Check.

For members and non-members visiting Scotland, a Scouts' PVG disclosure may also be required, as described in POR 9a.5.

Custodian Trustee

A custodian trustee holds the title to all the property for a charity but is not involved in its day to day management. Custodian trustees must act on the lawful instructions of the charity's managing trustees. Unlike holding trustees, the powers and duties of a custodian trustee are set out in section 4 of the Public Trustee Act 1906.

Except for Scotland, the SATC may be involved. See SATC Custodian Trusteeship information.

Data Controller

A Data Controller is a person or organisation that decides why and how personal data is processed. In Scouts, this includes local Scout Units (Group, District, or County), with accountability resting with the Trustee Board. For the membership system, UK Headquarters and Scout Units are independent Data Controllers, each responsible for ensuring their own data processing complies with UK GDPR and POR.

Data Lead

A Data Lead in a member of the Federation oversees local data protection matters, ensuring compliance with UK data laws and Scouts policies. They manage incidents, support volunteers in handling data breaches, data protection complaints and subject rights requests, maintain key documentation like data protection and retention policies, and promote best practices. They act as the main point of contact for data issues, they also guide secure data handling and access controls within their local area.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Data Processor

A Data Processor is any person or organisation that processes personal data on behalf of a Data Controller. This includes third-party services such as online membership systems. While the Processor handles the data, the Controller decides the purpose and means of the processing.

District

A District is a Scout unit that supports delivery of the programme to young people within a defined geographic area. A District has various responsibilities as defined in POR, including providing support to Groups.

As well as providing support to Groups and their Section Teams, a District has responsibility for the 14-24 age range and will also have Explorer Units, a Young Leader Unit and a Scout Network. A District must have at least one Explorer section and must have young people in each section. An Explorer Unit can be partnered with a Group via a Partnership Agreement. A District must also have a Young Leader Unit and a Scout Network.

Districts are led by District Lead Volunteers. In addition to its 14-24 sections, a District comprises a District Leadership Team, a District 14-24 Team, a District Programme Team, a District Volunteering Development Team, a District Support Team and a Trustee Board.

Excepted charities

Excepted charities are regulated by the Charity Commission for England and Wales, They have the same responsibilities as registered charities, even though they are not required to register with, or make annual returns to, the Charity Commission for England and Wales. However, the requirement for Trustees of excepted charities to present their Trustees' Annual Report and Accounts to the Scout Council at their AGM still applies, and they must still operate as described in POR.

More information about excepted charities is available from the Charity Commission for England and Wales.

Ex officio

Ex officio means 'by virtue of the office' and refers to a responsibility or role that comes as part of someone's 'main role.' For example, a Group Lead Volunteer is also an ex officio member of the Group Trustee Board.

Explorers

Explorers is the Scouts' section for 14-17 year olds.

Young people of Explorer age can be involved in different ways, as Explorers, Young Leaders or both.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

There are three main types of involvement:

1. Explorer only – actively participating in the programme of an Explorer Unit but not helping as a Young Leader.
2. Young Leader only – helping as part of the section team in a Drey, Colony, Pack or Troop, but not taking part in the programme of an Explorer Unit. Young Leaders are members of the District Young Leader Unit.
3. Explorer AND Young Leader – actively participating in the programme of an Explorer Unit AND helping in a section as a Young Leader.

Note that other 14-17 Helpers (typically helping as part of DofE, Girlguiding or similar) are not a member of Scouts.

Federation of charities

Scouts is a Federation of charities (often referred to as the **Federation**).

A federation of charities is defined as one central and many local organisations under a single entity. For the Scouts, this single entity is The Scout Association which is governed by our Royal Charter.

All Groups, Districts, Counties, Country Headquarters and UK Headquarters are members of the Federation. Additionally, there are other organisations which are also members of the Federation.

However, not all Groups, Districts, Counties are charities in law.

Girlguiding

The Guide Association - operating name Girlguiding (in a similar way to The Scout Association - operating name Scouts).

Gross misconduct

Gross misconduct has no strict legal definition. In the Scouts it is interpreted as observed practices that are a clear breach of our values such as:

- theft
- physical violence
- gross negligence
- serious insubordination
- behaviour that destroys relationships with other volunteers or staff such as bullying and harassment

Gross misconduct may cause physical and emotional damage to individuals and reputational damage to the Scouts and any connected person.

This guidance is a general overview of the subject of gross misconduct and the examples above are to help understanding – they do not cover every eventuality.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Group

A Group is a Scout unit that supports delivery of the programme to young people within a local community.

A Group comprises one or more Squirrel, Beaver, Cub or Scout sections. A Group must have at least one section but, where reasonably practical, will have at least one of each section type (Squirrel Drey, Beaver Colony, Cub Pack and Scout Troop).

A Group will have effective links to one or more Explorer Units to ensure that Scouts in the Group have a natural progression into Explorers.

Groups are led by Group Lead Volunteers. In addition to its sections, a Group will comprise a Group Leadership Team and a Trustee Board.

Harassment

Harassment is 'unwanted conduct that has the purpose or effect of violating people's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment' (Equality Act 2010).

Harassment may be conduct based on characteristics including:

- age
- class or socio-economic status
- ethnic or national origin, nationality (or statelessness), or race
- gender (including gender reassignment)
- marital or civil partnership status
- sexual orientation
- disability
- political belief
- pregnancy and maternity
- religion, belief, or faith (including the absence of religion, belief, or faith)
- sex
- colour
- language
- social background
- non-relevant criminal background

The list above is neither exhaustive nor exclusive.

Harassment may take many forms – for example verbal or written abuse, ignoring or subjugating colleagues to unwanted attention, ridiculing and humiliating colleagues in front of others, mocking, mimicking, or belittling a person.

A person may be harassed even if they were not the intended 'target.' For example, a person may be harassed by racist jokes about a different ethnic Group if the jokes create an offensive environment.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

See also the Anti-Bullying and Harassment Policy.

Head of Governance

This role is the lead staff member of the Governance staff team at UK Headquarters. Any contact with the Head of Governance should initially be via support@scouts.org.uk.

Helper

A helper is a person aged 18 or over who is not a member of Scouts but provides informal support, normally to help to deliver the programme. They may be, for example, parents or local subject matter experts.

If a helper undertakes regulated activity or a regulated role , they must have a fully completed personal enquiry and must be recorded in the membership system to enable those checks to take place. This recording on the membership system will use the Non-Member Needs Disclosure role.

Helpers who are not engaged with regulated activity or regulated roles must not be recorded on the membership system.

Whether recorded on the membership system or not, helpers have no membership of Scouts, and no member benefits (POR 16.1.4.1).

Holding Trustee

These are trustees are trustees of land, whose role and purpose is set out in a trust deed and is also governed by various Trusts law.

Their function is restricted to holding a charity's property - usually land and capital assets. Like custodian trustees, they have no power to make management decisions and must act on the lawful instructions of the charity trustees. Unlike custodian trustees, whose functions are set out in legislation, the role and powers of holding trustees will be defined by a charity's governing document - in the case of Scout property this means the deeds and trusts that govern land and property.

Internal check

The process used by the UK Headquarters Safeguarding Team to check members, staff and helpers who support regulated activities or regulated roles against records held at UK Headquarters.

Until November 2024 this known as a Confidential Enquiry or CE check.

Roles that require an Internal Check are indicated in the POR Chapter 16 Teams Table.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Large scale activities

A large scale activity is typically an adventurous activity which involves 100 or more individuals (adults and/or young people). Some smaller events are so complex that their approvals must be treated as if they are 'large scale'.

Leader in charge

A Leader in charge is an adult with a full appointment who has been given overall responsibility for managing an activity safely and ensuring it adheres to the requirements of POR.

Mandatory procedures or mandatory processes

In addition to rules, POR also contains mandatory procedures or processes. These are not classified as rules but they do describe processes or procedures that must be followed to ensure fairness and consistency – for example, the process for suspending a person from membership.

Member – young person

A young person in any section (Squirrels, Beavers, Cubs, Scouts, Explorers, Scout Network) who has made the Promise appropriate to the first section they join. They are a member of The Scout Association and are a member of their local Group, District, County, Region, and country, where applicable.

Scout Network members must also be recorded on the membership system.

Member – persons 18 or older

An adult (aged 18 or over) whose adult role requires them to be a member and complete the joining process. They are a member of The Scout Association and are also a member of their local Group, District, County, Region, and country, where applicable.

Their membership formally starts when they are added to the membership system and have signed their declaration(s).

Initially new volunteer's membership will have status 'provisional'.

Their membership will move to status 'full' when all steps of their Volunteer Joining Journey are complete.

Scout Network members who do not also have an adult role are not adult members.

Members of the Scout and Guide movements

Members of an organisation recognised by the World Organization of the Scout Movement (WOSM) or the World Association of Girl Guides and Girl Scouts (WAGGGS).

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

By following the rules contained within POR, members of The Scout Association ensure their adherence to WOSM's policies and guidelines.

Membership

Members of Scouts have membership of the organisation.

Membership system

Records of adult membership and digital tools to support adult members in their volunteering are a key function of www.scouts.org.uk.

Through scouts.org.uk, digital support provides processes for welcoming new volunteers, managing the volunteer joining journey, managing learning, and supporting local ways of working.

Although these digital systems are an important part of the scouts.org.uk website, for convenience in POR they are collectively referred to as the 'membership system'.

OSCR

Office of the Scottish Charity Regulator. https://www.oscr.org.uk/

The charity regulator in Scotland.

Overseas Territories

Refers to the parts of The Scout Association that are established in Anguilla, Bermuda, British Virgin Islands, the Cayman Islands and Gibraltar. Each of the five are a British Overseas Territory.

Further details can be seen at this webpage.

The five Overseas Territories are not part of British Scouting Overseas.

Parent

The word parent must be interpreted as parent, guardian, or carer as appropriate for the young person concerned.

Partnership Agreement

Where an Explorer Unit is partnered with a Group, there must be a Partnership Agreement in place. A formal Partnership Agreement ensures that links are understood and maintained and obvious to both parties.

The purpose of a Partnership Agreement is therefore to document the operational relationship between a District, a Group and an Explorer Unit. It must be reviewed annually.

Further support is available at this webpage.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Permanent ending of membership

Where a person's membership has been ended and the person must not be re-admitted to membership under any circumstances and at any point in the future.

In some publications this may also be referred to as **exclusion**.

Personal data

Personal data is any information relating to a living individual who:

- can be identified directly from that information

OR

- can be identified indirectly when the information is combined with other data.

The UK GDPR applies to personal data that is:

- processed entirely or partly by automated means

OR

- processed manually, where the data is part of, or intended to be part of, a structured filing system.

For more details, visit the Information Commissioner's Office website.

Personal enquiry

Vetting checks for adults aged 18 or over where they will be involved with regulated activity or regulated roles or are (or may be) Trustees.

There are two parts to the personal enquiry:

- satisfactory Criminal Record Check , which must be held at all times
- satisfactory Internal Check which is required on starting each new role.

Policy

A policy is a formal set of rules, principles, or guidelines adopted by an organisation to guide decisions and achieve consistent outcomes. In our case, 'organisation' means 'Scouts'.

Further, it can only be a policy if it contains - and needs - a Policy Statement.

All the official policies of The Scout Association, which apply to every Scout unit, must be recorded in POR. This ensures consistency, clarity, and accessibility in all parts of the organisation.

Scout units, including UK and Country Headquarters, may develop local policies where appropriate. However, these must not conflict with POR, which contains the only official policies of The Scout Association. Local policies must also be accessible to all members of the Scout unit.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Policy statement

A policy statement is a concise declaration of the organisation's position or intent regarding a specific issue or topic.

A policy statement typically forms the introduction to, or is the summary of, a policy. It sets the tone and clearly communicates the Policy's purpose. It will typically take the form "It is the policy of The Scout Association that …".

Example:
"It is the policy of XYZ Corporation to protect the confidentiality and integrity of personal data collected from customers and employees."

This is the policy statement within a larger Data Privacy Policy for XYZ Corporation.

Process and Procedure

A **process** is a structured sequence of activities to transform inputs into outputs to achieve a specific goal. The focus of a process is *what* needs to be done and *why*.

> As example, the purpose of a **recruitment process** may be to attract, assess, select, and hire a candidate.

A **procedure** is a detailed set of instructions describing *how* to perform a specific task or step within a process. The focus of a procedure is *how* the task needs to be done.

> As example, an **interview procedure** (within the recruitment process) is a step-by-step guide for conducting candidate interviews (e.g., greeting, asking questions, scoring, closing the interview).

Within Scouts, some processes or procedures may be deemed **mandatory**, while others are for guidance to encourage consistency of approach. Mandatory processes or procedures must be recorded in POR.

> As examples:
>
> a) The Volunteer Joining Journey to be followed when a new adult joins Scouts is a mandatory process that MUST be followed. It comprises seven different procedures (criminal record check, internal check, references, declarations, Trustee eligibility check, Growing Roots learning, Welcome Conversation).
> b) The suspension of a member MUST follow a defined set of steps to ensure fairness and consistency, and so is a mandatory procedure.
> c) The complaints process is a mandatory process.

POR

The abbreviation of *Policy, Organisation and Rules*.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

The programme

This describes the selection of activities and experiences provided in the sections for youth members. It is based around three main themes:

- outdoor and adventure
- world
- skills

The programme is designed to be progressive through the sections to offer young people an appropriate level of challenge. It should be delivered in a balanced way that incorporates elements from each theme.

A range of badges and awards exists in each section, covering the three main themes as well as leadership, teamwork and personal development.

Quorum

Used for meetings of a charity or charity's bodies (Scout Councils, Trustee Boards and sub-teams of a Trustee Board) to specify the minimum number of people necessary to make decisions.

The requirements for setting this number are usually set out in the charity's governing document or constitution.

Reference

References are used during the volunteer joining journey so that the Scouts gain information about the suitability of an applicant to work with children and young people.

Region

In England or Wales, a Region is a Scout unit that supports delivery of the programme within a geographic area.

A Region in England has various responsibilities delegated by the Chief Volunteer for England, including providing support to Groups, Districts and Counties.

A Region in Wales has various responsibilities delegated by the Chief Volunteer for Wales, including providing support to Groups, Districts and Areas. Unless otherwise stated in POR, all references to 'County' or 'Counties' in POR relate to 'Area' in Wales.

In Scotland, Scouts is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. Unless otherwise stated in POR, all references to 'County' or 'Counties' in POR relate to 'Region' or 'Regions' in Scotland.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

In Northern Ireland, the primary organisation unit is a District. A group of Districts is led by a Regional Lead Volunteer, though most supporting services are delivered by the wider Northern Ireland Country team.

Regional Lead Volunteer

This term applies in England, Northern Ireland and Wales.

In England and Wales, a Group of Counties is managed as a Region. The term Regional Lead Volunteer refers to a volunteer who leads a Region in England or Wales.

In Northern Ireland, there are four Groupings of Districts – these are known as Regions and each has a Regional Lead Volunteer.

Regions as a Grouping of Counties do not exist in Scotland, so references to it in Scotland should be read as Chief Volunteer for Scotland. For Regional (Scotland) Lead Volunteers, use the definitions of Counties and County Lead Volunteers.

Regulated activity – young people - except in Scotland

The term Regulated Activity applies in in all parts of Scouts except Scotland (England, Northern Ireland, Wales, Channel Islands, British Scouting Overseas and Overseas Territories).

In those countries, regulated activity is:

a. Teaching, training, or instruction; care for, or supervision of children on more than 3 days in a 30-day period, or once overnight with the opportunity for face-to-face contact with children.
b. Moderating a web service wholly or mainly for children (excepting those without access to content or child users) on more than 3 days in a 30-day period.
c. Driving a vehicle for children on more than 3 days in a 30-day period.
d. Personal care on at least one occasion
e. Day-to-day management of someone in regulated activity with children

Regulated activity with children in England and Wales - GOV.UK

Regulated roles - young people – in Scotland

The term Regulated Roles applies only in Scotland.

Regulated Roles in Scotland apply to volunteers aged 16 and over.

A Regulated Role with children is where the volunteer is working in a way which has **all three** of these characteristics:

a) Involves the carrying out of one or more named activities (see below)
b) The activities are carried out as normal duties (reasonably expected to be part of the role), and in Scotland

c) Carrying out of these activities gives the individual the opportunity to have contact with children

In (a) above, Named Activities are any of:

a. Having responsibility for the safety and welfare of a child
b. Teaching, instructing, or delivering training to children
c. Holding power or influence over a child for the purpose of an activity in which the child is taking part or seeking to take part in.
d. Being in charge of or caring for children
e. Providing cultural, leisure, social or recreational activities for children
f. Driving or escorting children in connection with transport services provided exclusively or mainly for children
g. Being the day-to day supervisor or line manager of someone doing the activities above
h. Holding a position of responsibility in an organisation which has as one of its main purposes the provision of benefits for or to children

NOTE: For Regulated Roles there are no time limitations as in Regulated Activity for the other nations, other than it is part of normal duties. For Regulated Roles, an occurrence of once is enough.

PVG scheme - Regulated roles guidance

Regulated activity and regulated roles with vulnerable and protected adults in Scouts

As Scouts is a youth organisation, the majority of our service users are children aged 4-17 and the adults in Scouts have roles and responsibilities to care for the children so most criminal records checks are for the Child Workforce.

There are some occasions in Scouts where a vulnerable or protected adult may be a service user and some specific guidance on whether Regulated Activity / Regulated Roles apply. More guidance is below.
If you think that these may apply to your volunteering, please discuss this with disclosures@scouts.org.uk.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Regulated activity with vulnerable adults - in England, Northern Ireland, Wales, Channel Islands, Isle of Man, British Scouting Overseas and Overseas Territories (i.e. except in Scotland) is

a. Providing an adult with physical assistance with eating or drinking (for example spoon feeding), going to the toilet, washing, or bathing, dressing, oral care or care of the skin, hair or nails because of the adult's age, illness, or disability
b. Prompting and then supervising an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair, or nails without that prompting and supervision.
c. Training, instructing, or providing advice or guidance which relates to eating or drinking, going to the toilet, washing, or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness, or disability
d. Day to day management of those providing the above regulated activity to adults

An adult is considered vulnerable at a particular time, not because of the setting in which the activity is received, and not because of the personal characteristics or circumstances of the adult receiving the activities.

Regulated Activity (Adults) in England and Wales - GOV.UK

Regulated roles with protected adults - in Scotland

A Regulated Role with protected adults is where the volunteer is working in a way which has **all three** of these characteristics:

1. Involves the carrying out of one or more named activities (see below)
2. The activities are carried out as normal duties (reasonably expected to be part of the role), and in Scotland
3. Carrying out of these activities gives the individual the opportunity to have contact with protected adults (including physical or visual contact, written or verbal communication with protected adults, exercising power or influence over protected adults). This contact should be more than incidental.

A Protected Adult in Scotland is anyone aged 18+ who

- is homeless
- is receiving health or community service
- needs assistance with activities of daily living
- has experienced, is experiencing or is at risk of experiencing domestic abuse
- has an impaired ability to protect themselves from physical or psychological harm because of a physical or mental disability, illness, infirmity, or ageing

AND is receiving a service for this.

Protected Adult status is only in effect whilst the person is receiving a service addressing one of the listed needs.

Examples of named activities with Protected Adults in Scouting:

- Teaching, instructing, training, or supervising protected adults
- Giving advice or guidance to a protected adult in relation to education, training, or employability
- Being in charge of protected adults
- Having responsibility for the safety and welfare of a protected adult
- Having the ability to directly influence decisions about the safety and welfare of a protected adult
- Providing cultural, leisure, social or recreational activities for protected adults
- Driving or escorting protected adults in connection with transport services provided exclusively or mainly for use by protected adults
- Holding a position of responsibility in an organisation which has as one of its main purposes the provision of benefits for or to protected adults (regardless of Whether the organisation has an additional purpose of providing benefits for or to another group)

PVG scheme - Regulated roles guidance

Relevant Lead Volunteer

The Lead Volunteer for the Scout unit [see definition of Scout unit below – this is not an Explorer Unit] in which the role is located. For example:

a) the relevant Lead Volunteer for a County Programme Team Member would be the County Lead Volunteer.
b) the relevant Lead Volunteer for a Section Team Member or Team Leader in a section within a Group would be the Group Lead Volunteer.
c) the relevant Lead Volunteer for a Section Team Member or Team Leader in an Explorer Unit would be the District Lead Volunteer.

Right of attendance

Typically used for Trustee Board meetings but may apply in any situation. Right of attendance means that a specific person is entitled to attend each meeting and therefore must be informed of the times/venues of each meeting as with the other members of the Board. A person with right of attendance may contribute to discussion at a meeting but is not a formal member of the Group and so has no voting rights.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Role

A volunteer role within the Scouts. The full list of the available roles is contained in the POR Chapter 16 Teams Table. Most, but not all, roles confer membership of Scouts – this is indicated, for each role, in the Teams Table.

Role holder

The person who holds a given role, which has been successfully appointed under POR 16.1 or POR 16.2.

Rule

A rule is a specific guideline, instruction, or principle that tells members what they must or should do in a given situation.

All official Scout Association rules that apply across the movement must be recorded in POR. This ensures consistency in how Scouting is delivered and managed in all parts of the organisation.

Local rules are not permitted. However, local procedures may be used to support operation of Scouts, provided they do not conflict with the rules set out in POR, which is the sole location of official rules for Scouts.

In addition to rules, there are also mandatory procedures.

SATC

The Scout Association Trust Corporation (SATC) is a company that offers a property holding service to all Scout Groups, Districts and Counties ('Scout Units'). In this role, the SATC enters legal agreements to hold property and sign documents on behalf of Scout Units. This usually includes freehold arrangements (property ownership) or leasehold arrangements (as tenant or landlord).

The SATC does not operate for Scotland.

Scouts

See The Scout Association.

Scout Network Member

A Scout Network member is referred to as a youth member unless they also hold a volunteer role in which case they are an adult. But legally they are adults once they reach 18.

This means that, for example, they must have supervised access to young people and that consideration is given around Nights Away activities, such as separate accommodation, and guidance on Pre-Existing Relationships.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Scout unit

The term Scout unit applies much more widely than to an Explorer Unit or a Young Leader Unit.

It is a member of the Federation, or a section – so it is a section, Group, District, County, Region, country, or nations' equivalents.

Section

This describes a single unit of Scouts delivering the programme to young people. These are a Squirrel Drey, a Beaver Colony, a Cub Pack, a Scout Troop, an Explorer Unit (including a Young Leader Unit), and a Scout Network.

If multiple Dreys, Colonies, Packs, Troops, or Explorer Units exist within the same Group or District, each one is a separate section. For example, if a Group comprises one Drey, two Colonies, two Packs and two Troops then that Group is hosting seven sections. And a District with three Explorer Units plus a Young Leader Unit plus a Scout Network is hosting five sections.

If multiple instances of a section type exist within a Group or District, they may choose to operate collaboratively (for example in a Group with two Packs the Section Teams may jointly plan Pack programmes) but each section operates as a separate entity.

POR contains guidance on the size of sections (Chapter 4b) and how to open and close sections (Chapter 4d).

SORP

SORP is an abbreviation for the Charities Statement of Recommended Practice, specifically the Charities SORP (FRS 102). It is currently at its second edition, though work has started to create the third edition, which will be published during 2026.

The SORP applies throughout the United Kingdom (England, Northern Ireland, Scotland and Wales). Scout units in the Channel Islands or the Isle of Man are not mandated to use the SORP but its use is strongly encouraged.

The SORP applies to the form and content of accruals accounts and also has useful guidance for all trustee reports.

See Charities SORP.

Staff member

A person employed, in any capacity, by a Group, District, County, Country Headquarters, or UK Headquarters.

To employ someone means to have someone work or do a job for you on a regular basis and pay them for it. This work may take an hour per month or 40 hours per week or any other amount of time. It does not include buying services from a third party organisation.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Structure

Most commonly, it means either the organisational structure or the volunteer line management hierarchy. This is an important part of the federated structure of the Scouts.

The organisational structure is the structuring of Scout units: section, Group, District, County, Region, country, UK. Each level of the structure is responsible for supporting the programme in a smaller area, with Districts responsible for Groups, Counties responsible for Districts, and so on.

There are some exceptions to the general structure:

- in Scotland, the structure is Group , District , Scottish Region , Country, UK.
- in Northern Ireland, there are no Counties. There are Districts (Grouped as Regions), and the Country team
- in England and in Wales, and also Gibraltar, there are a number of Counties with Groups but those Counties have no Districts.

The volunteer line management hierarchy refers to the volunteer manager of each of these Scout units: Group Lead Volunteer, District Lead Volunteer, County Lead Volunteer, Regional Lead Volunteer, Country Chief Volunteer, UK Chief Volunteer. Each of these volunteer managers is supported by a team who work to support the delivery of the programme in their areas.

Sub-committee

This term is no longer used. It previously referred to sub-committees of a Trustee Board. Trustee Boards may, if needed, set up sub-teams.

Supervised access to young people

Access to young people must always be in accordance with our rules and Safeguarding Code of Conduct for Adults (Yellow Card).

When a volunteer (or a Scout Network member) does not have a valid personal enquiry, their access to young people must be **supervised** which means that they must always be within sight and hearing of at least one adult who has a full Team Member or Team Leader appointment and holds a satisfactory personal enquiry.

Teams and **sub-teams**

Our volunteers work together in teams to deliver a great programme for young people, or to be part of a team that supports the teams who are delivering programme.

Each team and each sub-team will have a Team Leader(s) and a sub-Team Leader(s). And apart from the Team Leader(s) and the sub-Team Leader(s), each Team will comprise some Team Members and sub-Team Members.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

The Team Leader is responsible for ensuring that the team achieves its purpose and tasks, as described in the team's team description.

The Team Members and the Team Leader must agree amongst themselves how their purpose and tasks will be achieved. Team Leaders normally have a Team Leader role title – for example, the Team Leader of a Section Team is a Section Team Leader and the Team Leader of a District Support Team is the District Support Team Leader. For Group, District and County Leadership Teams, however, the team leader is the Group, District or County Lead Volunteer.

The team leader is responsible for ensuring that the team achieves its purpose and tasks, as described in the team's team description which defines the team's purpose that the team must achieve, and a set of tasks that must be undertaken by the team.

The Team Members and the Team Leader must agree amongst themselves how their purpose and tasks will be achieved.

Team leaders normally have a Team Leader role title – for example, the team leader of a Section team is a Section Team Leader and the team leader of a District Support Team is the District Support Team Leader.

For Group, District and County Leadership Teams, however, the Team Leader is the Group, District or County Lead Volunteer. And for Group, District and County Trustee Boards, the Team Leader is the Group, District or County Chair.

Sub-teams are teams of volunteers that sit within another team. For example, a Hillwalking Team within the Programme Team or a Campsite Maintenance Team within a Support Team. Each sub-team has a specific area of focus within the overall scope of that larger team. The Sub-Team Leader is an ex officio member of the 'parent' team. For example, the if the District Support Team has a sub-team managing fundraising, then the fundraising Sub-Team Leader is an ex officio member of the District Support Team.

The various Teams are described in POR 4c.1 (Groups), POR 4c.2 (Districts) and POR 4c.3 (Counties). Trustee Boards are described in POR 4a.1.4 and in POR Chapter 5 (particularly chapters 5b, 5c, 5d).

Team description

For each team there is a team description which describes the purpose of the team and the tasks and activities that the Team Members are responsible for achieving. The team must agree how to collaborate in order to jointly ensure that the team operates and delivers well. Team descriptions can be viewed from the Local Teams page

The Scout Association
The parent organisation of Scouting in the UK and elsewhere, delivered under the framework of the Royal Charter. The organisation is often known as Scouts. Further details at www.scouts.org.uk.

Trustee
An adult who is a charity Trustee within a member of the Federation, as defined in a Group, District, County, country, or UK Headquarters constitution.

UK GDPR
UK General Data Protection Regulation.

UK Headquarters
This refers to the Headquarters of The Scout Association in the United Kingdom.

UK Headquarters' Executive Leadership Team (ELT)
The UK Headquarters staff team is led by the Scouts' Chief Executive (CEO) and comprises the CEO and their direct reports. The Executive Leadership team is responsible for the day-to-day oversight of the UK Headquarters, which includes managing our finances, operations, commercial services, communications and marketing.

Unsatisfactory service
Service in a role that would be grounds for ending the role under POR 16.8.

Validation [sometimes referred to as Learning Assessment]
The process where a Learning Assessor checks what skills an adult has learned, and that they can apply to their role the skills that they have acquired. Validation is essential for every learning module. In some cases, the validation is conducted as part of an online learning, with a validation certificate issued at the end of the learning.

Volunteer
An adult who holds at least one non-paid role with the Scouts. They may be members or helpers.

Volunteer Joining Journey
The steps to be taken to make a safe, but welcoming, recruitment of new volunteers into the Scouts. The steps of the Volunteer Joining Journey are detailed in POR Chapter 16.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.
The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

www.scouts.org.uk - The Scouts' Website

www.scouts.org.uk is the official website of The Scout Association and provides regular news updates, general information on the Scouts, material for young people and access to a range of online resources for members. See also the definition of 'membership system'.

WAGGGS

The World Association of Girl Guides and Girl Scouts.

Further details at WAGGGS' website.

Welcome Conversation

As part of the joining process for a volunteer new to Scouts, a Welcome Conversation will be conducted if so identified in the POR Chapter 16 Teams Table. In a Welcome Conversation the new volunteer meets with their volunteer team leader or Lead Volunteer and one other independent person.

WOSM

The World Organization of the Scout Movement, often known as World Scouting.

Further details at WOSM's website.

[in] writing

Where *in writing* is specified, this must use an easily reviewed method. If circumstances require prompt reply, then social media may be used but must be followed up by email or similar as soon as practicable.

Young Helper

The Young Helper role applies only in Scotland.

It is used for young people who are not Explorers (Young Leaders). They are young people who are helping as part of DofE or Guide service and who require a criminal record check (Scouts PVG disclosure).

Young Leader

An Explorer aged between 13½ and their 18th birthday who is working with a Squirrel, Beaver, Cub, or Scout Section Team.

Young Leaders automatically belong to a District Young Leader Unit even if they are also members of another Explorer Unit. The purpose of the District Young Leader Unit is to ensure that all Young Leaders receive the training in the Young Leaders' Scheme, and to ensure that each Young Leader who is not also a member of another Explorer Unit has access to a programme pathway that leads them to the top awards within the Explorer section.

Words or phrases highlighted with dotted underline are terms defined in the POR Definitions Chapter.

The notation [NI] concerns Northern Ireland and is described in the footnotes in the POR Introduction Chapter.

Young person (plural: young people)

A member or prospective member aged between their 4th and 18th birthdays.

A Scout Network member is also a young person unless they also hold a volunteer role in which case they are an adult. But legally they are adults once they reach 18.

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
				Opening Balance			£ 3,622.00	
01/04/2025	FPO	'30-99-50	66681160	FRONT ROW PROPERTI 600000001535080601 CON RENT - INV 390 542133 10 01APR25 21:56	£ 120.00		£ 3,502.00	Container Rental
10/04/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-FZXQM 61123218571124000R 162224 10 10APR25 12:32		£ 169.48	£ 3,671.48	Go Cardless
11/04/2025	FPI	30-99-50	66681160	GC C1 1STLLANHARAN-XV6HV 46121908211199000R 162224 10 11APR25 12:19		£ 155.08	£ 3,826.56	Go Cardless
29/04/2025	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£ 120.00		£ 3,706.56	Container Rental
				Totals	£ 240.00	£ 324.56		

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
06/05/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-6PMCG 52131635593789000R 162224 10 06MAY25 13:16		£77.54	£3,784.10	Go Cardless
06/05/2025	FPO	'30-99-50	66681160	SCOUTS CYMRU 500000001553908912 2442 309118 10 04MAY25 01:21	£210.00		£3,574.10	All Wales Cub Fun Day Balance
09/05/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-3P6P7 55124311088016000R 162224 10 09MAY25 12:43		£232.62	£3,806.72	Go Cardless
15/05/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-WQ3JG 36122541976560000R 162224 10 15MAY25 12:25		£58.11	£3,864.83	Go Cardless
16/05/2025	FPO	'30-99-50	66681160	MICHAEL HAINGE 500000001560871833 SCOUT SHOP 4145149 309043 10 16MAY25 20:30	£137.80		£3,727.03	Items for camping
16/05/2025	FPI	'30-99-50	66681160	JONES CA SCOUT STORE RP4659987897734000 201827 10 16MAY25 20:24		£102.00	£3,829.03	Personal Items from Scout Store refund
16/05/2025	FPO	'30-99-50	66681160	PAWPRINT TRADING L 100000001551719099 75791 608371 10 16MAY25 20:19	£37.00		£3,792.03	Camp Badges
19/05/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-8Z4VB 40122821603117000R 162224 10 19MAY25 12:28		£58.11	£3,850.14	Go Cardless
21/05/2025	FPO	'30-99-50	66681160	MICHAEL HAINGE 300000001566736035 CAMPING CHAIRS X 2 309043 10 21MAY25 19:10	£40.00		£3,810.14	Camping Chairs
21/05/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-TBQG9 33123406521309000R 162224 10 21MAY25 12:34		£90.58	£3,900.72	Go Cardless
22/05/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-PJ2QR 44122533165147000R 162224 10 22MAY25 12:25		£90.58	£3,991.30	Go Cardless
23/05/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-EBX6C 28122022310647000R 162224 10 23MAY25 12:20		£168.22	£4,159.52	Go Cardless
27/05/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-P9KX4 46122520128302000R 162224 10 27MAY25 12:25		£245.56	£4,405.08	Go Cardless
29/05/2025	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£120.00		£4,285.08	Container Rental
30/05/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-AY8RM 19122056427122000R 162224 10 30MAY25 12:20		£77.54	£4,362.62	Go Cardless
				Totals	£544.80	£1,200.86		

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
04/06/2025	FPO	'30-99-50	66681160	1ST PONTYCLUN SCOU 400000001576667587 1ST LLANHARAN 309997 10 04JUN25 18:57	£48.00		£4,314.62	
04/06/2025	FPO	'30-99-50	66681160	RHONDDA CYNON TAF 500000001571822639 RCTINV0006 309009 10 04JUN25 18:56	£150.00		£4,164.62	All Wales Cub Fun Day Bus Hire
04/06/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-NFYD6 48124803119309000R 162224 10 04JUN25 12:48		£27.34	£4,191.96	Go Cardless
05/06/2025	FPI	'30-99-50	66681160	SQUARE T3JRC7PRN9A7RN1 38214621936040408 040345 40 05JUN25 15:47		£4.91	£4,196.87	Parent Donation for Necker replacement
11/06/2025	FPI	'30-99-50	66681160	UK MORTGAGE LENDIN PEPPER FUNDING 59153645105259000N 600001 10 11JUN25 15:36		£500.00	£4,696.87	Grant received
11/06/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-B5P7H 13123812829343000R 162224 10 11JUN25 12:38		£100.80	£4,797.67	Go Cardless
12/06/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-J3KDR 22122909297533000R 162224 10 12JUN25 12:29		£192.50	£4,990.17	Go Cardless
13/06/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-Y9A9D 11122126339783000R 162224 10 13JUN25 12:21		£283.60	£5,273.77	Go Cardless
16/06/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-N8S6D 64123935827372000R 162224 10 16JUN25 12:39		£14.40	£5,288.17	Go Cardless
18/06/2025	FPO	'30-99-50	66681160	E J HUGHES 300000001582874169 CAMP FUEL 201815 10 18JUN25 20:20	£21.00		£5,267.17	Leader Fuel refund for Camp
19/06/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-N53GJ 01124059083084000R 162224 10 19JUN25 12:40		£14.40	£5,281.57	Go Cardless
23/06/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-PDGSY 60123122883809000R 162224 10 23JUN25 12:31		£14.40	£5,295.97	Go Cardless
23/06/2025	TFR	'30-99-50	66681160	1ST LLANHARAN SCOU 309950 11076262 21JUN25	£1,772.16		£3,523.81	Sent to Capitation Savings account
25/06/2025	FPO	'30-99-50	66681160	WEST GLAM COUNTY S 100000001574090573 1ST LLANHARAN V010 309546 10 25JUN25 19:05	£729.80		£2,794.01	Silver Cross Camp Balance
25/06/2025	FPO	'30-99-50	66681160	CLAIRE JONES 100000001574090170 FAIR FX TOP UP 201827 10 25JUN25 19:04	£300.00		£2,494.01	
30/06/2025	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£120.00		£2,374.01	Container Rental
				Totals	£3,140.96	£1,152.35		

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
02/07/2025	FPO	'30-99-50	66681160	DAVID JONES 600000001587822835 BRAND CTR 1361580 205656 10 02JUL25 23:01	£218.82		£2,155.19	Items for Stall at local fayres
18/07/2025	FPI	'30-99-50	66681160	LLAN COM COUNCIL LCC GRANT JULY25 RP4659986204269200 201827 10 18JUL25 13:42		£2,000.00	£4,155.19	Grant Received From Llanharan Community Council
28/07/2025	BP	'30-99-50	66681160	LLANHARAN AND BRYN	£746.25		£3,408.94	Hall Fees
29/07/2025	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£120.00		£3,288.94	Container Rental
				Totals	£1,085.07	£2,000.00		

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
29/08/2025	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£ 120.00		£ 3,168.94	Container Rental

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
10/09/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-8DFEX 31124814160015000R 162224 10 10SEP25 12:48		£14.40	£3,183.34	Go Cardless
23/09/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-A8DF2 33132459682364000R 162224 10 23SEP25 13:25		£71.69	£3,255.03	Go Cardless
24/09/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-29B64 30125710214384000R 162224 10 24SEP25 12:57		£57.60	£3,312.63	Go Cardless
25/09/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-RERKA 44124525390082000R 162224 10 25SEP25 12:45		£71.69	£3,384.32	Go Cardless
26/09/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-D89RC 64124905391349000R 162224 10 26SEP25 12:49		£72.00	£3,456.32	Go Cardless
29/09/2025	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£120.00		£3,336.32	Container Rental
				Total	£120.00	£287.38		

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
06/10/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-QSEMF 16145231215912000R 162224 10 06OCT25 14:52		£14.40	£3,350.72	Go Cardless
15/10/2025	FPO	'30-99-50	66681160	MERCHASYLUM LTD 300000001650641790 1ST LLANHARAN SCOU 404448 10 15OCT25	£303.33		£3,047.39	Llanharan Scouts branded Hoodies for Leaders
15/10/2025	FPO	'30-99-50	66681160	CLAIRE JONES 500000001647230106 FAIR FX TOP UP 201827 10 15OCT25 19:26	£1,000.00		£2,047.39	
15/10/2025	FPO	'30-99-50	66681160	GORWELION 400000001652041774 1ST LLANHARAN 089299 10 15OCT25 19:01	£50.00		£1,997.39	Deposit for Scout Camp
16/10/2025	SO	'30-99-50	66681160	LLANHARAN AND BRYN	£131.25		£1,866.14	Hall Fees
29/10/2025	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£120.00		£1,746.14	Container Rental
30/10/2025	FPI	'30-99-50	66681160	INTERL RCT TAFF ELY WINDFARM 185343608251420101 404331 40 30OCT25 07:14		£500.00	£2,246.14	Grant received
				Totals	£1,604.58	£514.40		

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
07/11/2025	FPI	'30-99-50	66681160	INTERL RCT SMALL GRANT 290259632141401101 404331 40 07NOV25 07:16		£360.00	£2,606.14	Grant Received
12/11/2025	FPO	'30-99-50	66681160	GORWELION 600000001663123670 1ST LLANHARAN BAL 089299 10 12NOV25 19:17	£104.00		£2,502.14	Balance for Scout Camp
12/11/2025	FPO	'30-99-50	66681160	GLAM WEST AREA SCO 300000001666761807 CAMP152851 309586 10 12NOV25 19:17	£40.80		£2,461.34	Deposit for Cub Camp
12/11/2025	FPO	'30-99-50	66681160	MICHAEL HAINGE 200000001659331814 OSM FEES 309043 10 12NOV25 19:04	£129.00		£2,332.34	OSM annual Fees
12/11/2025	FPO	'30-99-50	66681160	CLAIRE JONES 600000001663115673 FAIR FX TOP UP 201827 10 12NOV25 19:02	£1,000.00		£1,332.34	
13/11/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-AMHW4 59123105771833000R 162224 10 13NOV25 12:31		£43.20	£1,375.54	Go Cardless
14/11/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-WKMY9 12120901830541000R 162224 10 14NOV25 12:09		£158.40	£1,533.94	Go Cardless
17/11/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-5F6XN 5612422305655400OR 162224 10 17NOV25 12:42		£57.90	£1,591.84	Go Cardless
17/11/2025	SO	'30-99-50	66681160	LLANHARAN AND BRYN	£131.25		£1,460.59	Hall Fees
18/11/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-SWZNX 04122851399993000R 162224 10 18NOV25 12:28		£28.95	£1,489.54	Go Cardless
19/11/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-F5CYZ 59125040498537000R 162224 10 19NOV25 12:50		£86.40	£1,575.94	Go Cardless
20/11/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-37SEN 12125503614092000R 162224 10 20NOV25 12:55		£43.20	£1,619.14	Go Cardless
21/11/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-RH9A9 04122046992454000R 162224 10 21NOV25 12:20		£14.40	£1,633.54	Go Cardless
24/11/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-E2SEB 521235444783570OOR 162224 10 24NOV25 12:35		£57.75	£1,691.29	Go Cardless
25/11/2025	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-NC7TV 39122237850176000R 162224 10 25NOV25 12:22		£57.60	£1,748.89	Go Cardless
26/11/2025	FPO	'30-99-50	66681160	MRS P J ALLEN 100000001661973042 SHELTERS 522106 10 26NOV25 19:03	£472.50		£1,276.39	2 Camping Shelters from Argos
				Total	£1,877.55	£907.80		

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
01/12/2025	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£120.00		£1,156.39	Container Rental
16/12/2025	SO	'30-99-50	66681160	LLANHARAN AND BRYN	£131.25		£1,025.14	Hall Fees
29/12/2025	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£120.00		£905.14	Container Rental
				Totals	£371.25			

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
14/01/2026	FPO	'30-99-50	66681160	GLAM WEST AREA SCO 400000001703692146 CAMP148078 309586 10 14JAN26 19:05	£195.00		£710.14	Cub Camp Balance
15/01/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-748ZT 32122254335394000R 162224 10 15JAN26 12:22		£57.60	£767.74	Go Cardless
16/01/2026	SO	'30-99-50	66681160	LLANHARAN AND BRYN	£131.25		£636.49	Hall Fees
21/01/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-N97S8 16122339097307000R 162224 10 21JAN26 12:23		£144.00	£780.49	Go Cardless
22/01/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-JR8XY 25122217723741000R 162224 10 22JAN26 12:22		£28.80	£809.29	Go Cardless
23/01/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-QW67G 61122152554275000R 162224 10 23JAN26 12:21		£144.00	£953.29	Go Cardless
26/01/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-T6ABH 16130005642162000R 162224 10 26JAN26 13:00		£14.40	£967.69	Go Cardless
29/01/2026	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£120.00		£847.69	Container Rental
				Totals	£446.25	£388.80		

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
03/02/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-CAJGF 6414154293376000OR 162224 10 03FEB26 14:15		£14.40	£862.09	Go Cardless
09/02/2026	FPI	'30-99-50	66681160	BETHAN DAVIES YOGA YOGA FUNDRAISER PKTLN7Q00YXMAJYTLM 040003 10 08FEB26 22:17		£50.00	£912.09	Community Donation
11/02/2026	FPO	'30-99-50	66681160	SCOUTS CYMRU 200000001710487221 AWSC 2026 / 3129 309118 10 11FEB26 19:09	£36.00		£876.09	All Wales Scout Camp 2026 Deposit
12/02/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-HEB3J 02120719972552000R 162224 10 12FEB26 12:07		£106.52	£982.61	Go Cardless
13/02/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-KJGJQ 43131421058187000R 162224 10 13FEB26 13:14		£53.26	£1,035.87	Go Cardless
16/02/2026	SO	'30-99-50	66681160	LLANHARAN AND BRYN	£131.25		£904.62	Hall Fees
20/02/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-A3H5J 21120429766520000R 162224 10 20FEB26 12:04		£77.18	£981.80	Go Cardless
25/02/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-S8XZS 45115614592641000R 162224 10 25FEB26 11:56		£53.26	£1,035.06	Go Cardless
				Totals	£167.25	£354.62		

Transaction Date	Transaction Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Reason
02/03/2026	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£120.00		£915.06	Container Rental
04/03/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-GPNKF 39125959482623000R 162224 10 04MAR26 12:59		£144.00	£1,059.06	Go Cardless
05/03/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-RAZGT 42124458406927000R 162224 10 05MAR26 12:44		£28.80	£1,087.86	Go Cardless
06/03/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-SS59R 30120903001716000R 162224 10 06MAR26 12:09		£302.40	£1,390.26	Go Cardless
09/03/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-Y29YH 31124900363787000R 162224 10 09MAR26 12:49		£14.40	£1,404.66	Go Cardless
11/03/2026	TFR	'30-99-50	66681160	1ST LLANHARAN SCOU 309950 11076262		£1,906.50	£3,311.16	Transfer for Capitation
13/03/2026	FPO	'30-99-50	66681160	RHONDDA CYNON TAF 300000001734914144 BADGES 309009 10 13MAR26 20:43	£87.50		£3,223.66	Investigure Badges
16/03/2026	SO	'30-99-50	66681160	LLANHARAN AND BRYN	£131.25		£3,092.41	Hall Fees
16/03/2026	BGC	'30-99-50	66681160	CO-OPERATIVE GROUP 610020000063202026		£500.00	£3,592.41	Co-Op Grant
18/03/2026	FPO	'30-99-50	66681160	DAVID JONES 300000001737350953 MONEY SKILLS BADGE 205656 10 18MAR26 19:12	£25.54		£3,566.87	Cubs Money Skills Badge items
18/03/2026	FPO	'30-99-50	66681160	RHONDDA CYNON TAF 500000001733991212 INV0006 309009 10 18MAR26 19:11	£1,906.50		£1,660.37	Capitation 2026
19/03/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-6KXK7 62121354776269000R 162224 10 19MAR26 12:13		£53.26	£1,713.63	Go Cardless
24/03/2026	FPI	'30-99-50	66681160	GC C1 1STLLANHARAN-V56RV 16121627100624000R 162224 10 24MAR26 12:16		£48.38	£1,762.01	Go Cardless
30/03/2026	SO	'30-99-50	66681160	FRONT ROW PROPERTI	£120.00		£1,642.01	Container Rental
				Totals	£2,390.79	£2,997.74		

Opening Balance	£ 3,622.00
Expenditure	£ 12,108.50
Income	£ 10,128.51
Closing Balance	£ 1,642.01

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Opening Balance	£ 3,622.00	£ 3,706.56	£ 4,362.62	£ 2,374.01	£ 3,288.94	£ 3,168.94	£ 3,336.32	£ 2,246.14	£ 1,276.39	£ 905.14	£ 847.69	£ 1,035.06	
Expenditure	£ 240.00	£ 544.80	£ 3,140.96	£ 1,085.07	£ 120.00	£ 120.00	£ 1,604.58	£ 1,877.55	£ 371.25	£446.25	£ 167.25	£ 2,390.79	£ 12,108.50
Incoming	£ 324.56	£ 1,200.86	£ 1,152.35	£ 2,000.00	£ -	£ 287.38	£ 514.40	£ 907.80	£ -	£388.80	£ 354.62	£ 2,997.74	£ 10,128.51
Closing Balance	£ 3,706.56	£ 4,362.62	£ 2,374.01	£ 3,288.94	£ 3,168.94	£ 3,336.32	£ 2,246.14	£ 1,276.39	£ 905.14	£847.69	£ 1,035.06	£ 1,642.01	

Expenditure													
Activities/Camps		£ 387.80	£ 1,200.80	£ 218.82			£ 1,050.00	£ 1,617.30		£195.00	£ 36.00	£ 25.54	£ 4,731.26
Badges		£ 37.00										£ 87.50	£ 124.50
Membership			£ 1,772.16					£ 129.00				£ 1,906.50	£ 3,807.66
Hall				£ 746.25			£ 131.25	£ 131.25	£ 131.25	£131.25	£ 131.25	£ 131.25	£ 1,533.75
Container Storage	£ 240.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00	£ 120.00		£ 240.00	£120.00		£ 240.00	£ 1,560.00
Miscellaneous			£ 48.00				£ 303.33						£ 351.33
	£ 240.00	£ 544.80	£ 3,140.96	£ 1,085.07	£ 120.00	£ 120.00	£ 1,604.58	£ 1,877.55	£ 371.25	£ 446.25	£ 167.25	£ 2,390.79	£ 12,108.50

Scrutineer's report to the trustees

Scrutineer's Report to the Trustees of 1st Llanharan Scout Group

report on the accounts of the Group/District for the year ended ..... APRIL 2026 .....

Respective responsibilities of Trustees and Scrutineer

As the Group's trustees you are responsible for the preparation of the accounts; you consider that neither the audit nor independent examination requirements of the Charities Act 2011 apply. It is my responsibility without carrying out an audit or independent examination to scrutinise the accounts and to report to you.

Basis of Scrutineer's Statement

In accordance with the directions given in the Group's constitution, I have scrutinised the records and the accounts set out on pages ..... to .....

Scrutineer's Statement

In my opinion the accounts are in accordance with the records produced to me and comply with the constitution.

Name: ELAINE WILLIAMS [redacted]

Address: .....

.....

.....

.....

Date: 23/06/26

LLOYDS BANK

29 June 2026

1st Llanharan Scout Group
[redacted]

Your Account

Sort Code [redacted]99-50
Account Number [redacted]81160

TREASURERS ACCOUNT

01 March 2026 to 31 March 2026

Money In	£ 2,997.74	**Balance on 01 March 2026**	£ 1,035.06
Money Out	£ 2,390.79	**Balance on 31 March 2026**	£ 1,642.01

YOUR TRANSACTIONS

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 March 2026	FRONT ROW PROPERTI	SO		120.00	915.06
04 March 2026	GC C1 1STLLANHARAN-GPNKF 39125959482623000R 162224	FPI	144.00		1059.06
05 March 2026	GC C1 1STLLANHARAN-RAZGT 42124458406927000R 162224	FPI	28.80		1087.86
06 March 2026	GC C1 1STLLANHARAN-SS59R 30120903001716000R 162224	FPI	302.40		1390.26
09 March 2026	GC C1 1STLLANHARAN-Y29YH 31124900363787000R 162224	FPI	14.40		1404.66
11 March 2026	1ST LLANHARAN SCOU 309950 11076262	TFR	1906.50		3311.16
13 March 2026	RHONDDA CYNON TAF 300000001734914144 BADGES	FPO		87.50	3223.66
16 March 2026	LLANHARAN AND BRYN	SO		131.25	3092.41
16 March 2026	CO-OPERATIVE GROUP 610020000063202026	BGC	500.00		3592.41
18 March 2026	DAVID JONES 300000001737350953 MONEY	FPO		25.54	3566.87
18 March 2026	RHONDDA CYNON TAF 500000001733991212 INV0006	FPO		1906.50	1660.37
19 March 2026	GC C1 1STLLANHARAN-6KXK7 62121354776269000R 162224	FPI	53.26		1713.63
24 March 2026	GC C1 1STLLANHARAN-V56RV 16121627100624000R 162224	FPI	48.38		1762.01
30 March 2026	FRONT ROW PROPERTI	SO		120.00	1642.01

Transcation Types

BGC	Bank Giro Credit	**BP**	Bill Payments	**CHG**	Charge	**CHQ**	Cheque
COR	Correction	**CPT**	Cashpoint	**DD**	Direct Debit	**DEB**	Debit Card
DEP	Deposit	**FEE**	Fixed Service	**FPI**	Faster Payment In	**FPO**	Faster Payment Out
MPI	Mobile Payment In	**MPO**	Mobile Payment Out	**PAY**	Payment	**SO**	Standing Order
TFR	Transfer						

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

LLOYDS BANK

29 June 2026

1st Llanharan Scout Group
[redacted]

Your Account

Sort Code [redacted]9-50
Account Number [redacted]1160

TREASURERS ACCOUNT

01 April 2026 to 30 April 2026

Money In	£	324.20	**Balance on 01 April 2026**	£	1,642.01
Money Out	£	489.25	**Balance on 30 April 2026**	£	1,476.96

YOUR TRANSACTIONS

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
08 April 2026	GC C1 1STLLANHARAN-29X7D 021214261708470000R 162224	FPI	53.26		1695.27
10 April 2026	GC C1 1STLLANHARAN-XX7MR 271219287487500000R000R	FPI	53.26		1748.53
16 April 2026	LLANHARAN AND BRYN	SO		131.25	1617.28
20 April 2026	GC C1 1STLLANHARAN-K22Y4 211255217236230000R 162224	FPI	14.40		1631.68
21 April 2026	GC C1 1STLLANHARAN-ZCYSV 141212041726510000R 162224	FPI	53.26		1684.94
22 April 2026	GC C1 1STLLANHARAN-DWMK4 361159268916060000R 162224	FPI	53.26		1738.20
27 April 2026	GC C1 1STLLANHARAN-7Y7HB 151226302854040000R 162224	FPI	96.76		1834.96
29 April 2026	FRONT ROW PROPERTI	SO		120.00	1714.96
29 April 2026	CLAIRE JONES 200000001753101841 CAMP	FPO		238.00	1476.96

Transcation Types

BGC	Bank Giro Credit	**BP**	Bill Payments	**CHG**	Charge	**CHQ**	Cheque
COR	Correction	**CPT**	Cashpoint	**DD**	Direct Debit	**DEB**	Debit Card
DEP	Deposit	**FEE**	Fixed Service	**FPI**	Faster Payment In	**FPO**	Faster Payment Out
MPI	Mobile Payment In	**MPO**	Mobile Payment Out	**PAY**	Payment	**SO**	Standing Order
TFR	Transfer						

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

LLOYDS BANK

29 June 2026

1st Llanharan Scout Group
[redacted]
Pontyclun
[redacted]

Your Account

Sort Code [redacted]-50
Account Number [redacted]160

TREASURERS ACCOUNT

01 May 2026 to 31 May 2026

Money In	£	382.64	**Balance on 01 May 2026**	£	1,476.96
Money Out	£	831.45	**Balance on 31 May 2026**	£	1,028.15

YOUR TRANSACTIONS

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
08 May 2026	GC C1 1STLLANHARAN-FRYGX 45124158838749000R 162224	FPI	130.80		1607.76
12 May 2026	GC C1 1STLLANHARAN-SWEWF 63120351641563000R 162224	FPI	155.08		1762.84
13 May 2026	GC C1 1STLLANHARAN-R8G6V 42125612716116000R 162224	FPI	96.76		1859.60
13 May 2026	SCOUTS CYMRU 300000001769524096 AWSC	FPO		107.00	1752.60
13 May 2026	MICHAEL HAINGE 600000001765884162 CAMP	FPO		21.00	1731.60
13 May 2026	GLAM WEST AREA SCO 100000001755922886	FPO		215.00	1516.60
13 May 2026	DAVID JONES 200000001761066776 CAMP	FPO		21.00	1495.60
13 May 2026	DAVID JONES 600000001765883175 INTERNTL	FPO		15.20	1480.40
13 May 2026	CLAIRE JONES 300000001769522455 CAMP	FPO		21.00	1459.40
18 May 2026	LLANHARAN AND BRYN	SO		131.25	1328.15
29 May 2026	FRONT ROW PROPERTI	SO		120.00	1208.15
29 May 2026	CLAIRE JONES 600000001774583413 FAIRFX	FPO		180.00	1028.15

Transcation Types

BGC	Bank Giro Credit	**BP**	Bill Payments	**CHG**	Charge	**CHQ**	Cheque
COR	Correction	**CPT**	Cashpoint	**DD**	Direct Debit	**DEB**	Debit Card
DEP	Deposit	**FEE**	Fixed Service	**FPI**	Faster Payment In	**FPO**	Faster Payment Out
MPI	Mobile Payment In	**MPO**	Mobile Payment Out	**PAY**	Payment	**SO**	Standing Order
TFR	Transfer						

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.

From: [A&E Leisure] Order-Confirmation <support@aeleisure.co.uk>
Sent: 15 October 2025 19:52
To: Michael Hainge <Michael.Hainge@rctscouts.org.uk>
Subject: Your A&E Leisure order confirmation

Please be aware this is a preorder. The products will be shipped to you once they become available. These estimates may change at a later date due to unexpected delays.

Michael Hainge,

Thank you for your order from A&E Leisure. Please be aware our preferred shipping partner is Fedex, please keep an eye out for dispatch and tracking updates via email.

If you have any questions about your order, or have a support enquiry, please Contact Us Here or call us at 01606 973 005. Our hours are Mon - Friday | 8am - 5pm.

Your Order #OD-200020657

Placed on Oct 15, 2025, 7:52:16 PM

Billing Info

[redacted]

T: 07977945244
michael.hainge@rctscouts.org.uk

Shipping Info

[redacted]

T: 07977945244

Payment Method

Paid with Super Payments

Shipping Method

Fedex - Free Shipping over £150 - 1-3 Working Days

Items	Qty	Price
Coleman Darwin 4 Plus 4 Man Dome Tent / Availability: To Ship 7-14 days - We will keep you posted if there are any changes to this date and contact you when the product is available and ready for your chosen Shipping/Collection service. SKU: 2209451	4	£599.96

Subtotal	£599.96
Shipping & Handling	£0.00
Estimated Total	£599.96

Clerk's note: Whilst App One is not completed, the information required for it is presnt here and exceeds the total which last year's £2,000 grant.

About Us
Customer Service

01606 973 005

Hours of Operation:
Mon - Friday | 8am - 5pm.

A&E Leisure
Cosgrove Business Park
Northwich, CW96EY
United Kingdom

GO OUTDOORS

CARDIFF (GO)
TEL:03443876817
VAT NO:787440102

DATE : SAT NOV 22 17:50:54 2025

Customer Name: Mr [redacted]
Customer Number: 5156081

RECEIPT:01328-2-53099

0857101518640 GO OUTDOORS RENE			(160)
1 @	0.01	20%	0.01
5063191815644 HG ZENOBIA 8 ECL			(090)
1 @	349.00 (Disc 52.35)	20%	296.65

TOTAL £296.66

PAID BY :-
MCRD 545969**********8546 296.66

Using your Discount Card
today has saved you
** £253.35 **

off the Retail Prices in store.
Your Discount Card expires:
22-11-2026

ISS:29/29 TILL:01328/2 TRANS:53099 V:5.03

From: Folding Tables UK <store+78246248722@t.shopifyemail.com>
Sent: 15 October 2025 20:14
To: [redacted]
Subject: Order #5278 confirmed

Folding Tables UK

ORDER #5278

Thank you for your purchase!

We're getting your order ready to be shipped. We will notify you when it has been sent.

View your order

or Visit our store

Order summary



6ft Heavy Duty Table and Benches Set × 3
6ft Table with 2 X Benches — **£248.97**

Subtotal	**£248.97**
Shipping	**£0.00**
Taxes	**£0.00**
Total	**£248.97 GBP**

rgos
lge Road
albot Gr
Pontyc
Rhondda Cyn
CF72 8EH
0345 165 7308

SALES CARD VOUCHER

CUSTOMER COPY

DISCOUNT - STAFF DISCOUNT

: 9999911

Camping shelte
3 @ 175.00
Reservation Number - 1

Discount
Sain y s 6341760020
(10)

Total
edit Card
rd No ********2383

collec 525 Nectar p
nts in your
30 days.
PT***

472.50
36249
MERCHN

MID: ***3483
TID: ****4160

== CARD PAYMENT ==
Talbot Green
ATC: A0000000041010
MASTERCARD
XXXXXXXXXXXX2383
26/11/2025 16:13:07
026124 i0231301

SALE
CONTACTLESS
APPROVED

Paid
Pam
26/11/25

Order available in approximately
3 minutes
ORDER NUMBER * 025 *
COLLECTION POINT * A *

THANK YOU FOR SHOPPING AT ARGOS
XMAS RETURNS POLICY
IF YOU'VE CHANGED YOUR MIND YOU CAN RETURN
ITEMS RIGHT UP TO 31ST JANUARY 2026
(EXEMPTIONS APPLY)

PLEASE KEEP THIS RECEIPT AS YOUR
PROOF OF PURCHASE AND GUARANTEE

HOW WAS YOUR SHOPPING EXPERIENCE TODAY?
FOR A CHANCE TO WIN 500 POUNDS OF
NECTAR POINTS VISIT
argos.co.uk/storefeedback

18:51 ••• 70

Tax invoice

Invoice number GBI-385863503

Date of invoice 29 May 2026

Date of supply 29 May 2026

Order purchase date 29 May 2026

Order no. 21-14683-89877

Post from country United Kingdom

From: eBay (UK) Limited
1 More London Riverside
London, London SE1 2AF
United Kingdom
VAT ID: GB 365 6085 76
Company reg. number: 37260281

Buyer's address: [redacted]

Invoice details

Item no.	Description	Quantity	Net unit price	Net amount	Postage	Discounts	Subtotal	VAT rate	VAT amount	Gros amou
316682129165	VTOMAN Jump1500X Portable Power Station LiFePO4 1548Wh Battery 200W Solar Panel.	1	£443.33	£443.33	£0.00	£0.00	£443.33	20.0%	£88.66	£531.

Net amount	£443.33
VAT	£88.66
Coupon	-£75.00
Total amount	**£456.99**

VAT breakdown

Rate	Taxable amount	VAT amount
20.0%	£443.33	£88.66
Total	**£443.33**	**£88.66**

VAT collected by eBay in line with UK legislation

To whom it may concern,

Llanharan Community Council has reserved funds within its annual budget to award grants to community groups and organisations which can demonstrate a clear need for financial support to benefit local residents.

A copy of the application form along with the council's grant policy and guidance notes is attached.

If you would like to apply for a general grant, the application form must ordinarily be completed and returned by 30th June for consideration in July and by 16th December for consideration in January. Emergency applications may be submitted under certain circumstances if appropriate provided an urgent need can be demonstrated. See 3.2

If your organisation/project previously received a Grant of any kind from the Council, it is imperative that you also complete and return the General Grant Feedback forms in Appendix One.

If you would like support completing the application form, visit our office in Chapel Road, or email/phone using the contact details below.

Incomplete applications or applications received after the deadline will not ordinarily be submitted for consideration.

Clerk to the Council
Llanharan Community Council

clerk@llanharan-cc.gov.wales
01443 231430
2 Chapel Road
Llanharan
CF72 9QA

LLANHARAN COMMUNITY COUNCIL

General Grant Policy and Application Guidance Notes

Please read the policy and guidance notes before completing the form:

1. Llanharan Community Council awards grants, at its discretion, to community groups and organisations which can demonstrate a clear need for financial support to benefit residents of the Llanharan Community Council Wards by;

- providing a service
- enhancing a quality of life
- improving the environment
- promoting Llanharan Community Council area in a positive way.

We suggest any applicants speak with the Clerk to the Council prior to requesting a grant application form; you may also seek assistance/guidance from your local Councillor.

2. Eligibility

Grants can be made;

2.1. To groups delivering activities or services to residents of the local community who are established for charitable, benevolent, social, cultural, recreational or philanthropic purposes and are non-profit making [1]and in addition do not make profit to pay or otherwise benefit directors, members or shareholders;

In addition such groups must;

[1] Groups where all earned income is recycled for the benefit of the community are not considered profit making.

2.2. Have and be able to provide a constitution, or set of rules, which define its aims, objectives and operational procedures;

2.3. have a bank account (or accounts) held in the name of the group.

Grants will not be made;

2.4. to individuals

2.5. to groups situated or operating solely outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided

2.6. to organisations whose beneficiaries or members reside outside the area administered by Llanharan Community Council, unless a clear benefit to the inhabitants of the Community can be established. In such cases, supporting information demonstrating the level of benefit must be provided.

2.7. to organisations that are socially exclusive, e.g., where there are unreasonable restrictions on membership inconsistent with equal opportunities

2.8. to organisations established for party political purposes or promoting religious purposes

2.9. to any commercial venture or private business

2.10. for any private gain

2.11. for purposes for which there is a statutory duty upon other local or central government departments to fund or provide

2.12. to organisations who have received a general grant in the same financial year

2.13. to fund the purchase of alcohol, tobacco, loans or interest payments or VAT that an applicant can recover.

3. Grants will be considered under the following criteria:

3.1. Applications must be received by 30th June for consideration in July and by 16th December for consideration in January.

3.2. Emergency applications outside of these windows may be considered under certain circumstances provided the application is requested to be added to an agenda by submission of a written motion from Councillors. Such applications must explain why the need is urgent.

3.3. Such emergency applications as described in 3.2 may be heard by Full council subject to the consent of the Chair of the Audit Committee. The same conditions as outlined in 3.2 would apply.

3.4. All applications will be considered on their merits and subject to providing the supporting documentation as requested on the application form. Incomplete applications will be returned and will not be submitted for consideration by the Council.

3.5. The applicant is responsible for ensuring the application complies with the council's general grant policy, that the application is completed in full and correctly include all required supporting documentation.

3.6. Any applications not complying with the council's policy will be submitted for consideration provided the applicant provides a narrative as to why an exception to the policy should be considered. If granted the council will minute the reasons for deviating from its policy.

3.7. Any applications not completely and correctly completed by the appropriate deadline will not be submitted for consideration.

3.8. All eligible applications will be considered at an appropriate meeting following the closing date for correctly completed applications.

3.9. Decisions will be made by Llanharan Community Council with its decision being final.

3.10. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the council will take into account the amount and frequency of any previous awards and the extent to which the applicant has sought or secured funds from other sources or their own fund-raising activities.

3.11. The council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

4. Further policy notes

4.1. Grant applications and supporting documents can only be accepted from the applicant. An application cannot be made by or presented by a third party on a group's behalf.

4.2. The maximum grant available is £2,000 per application.

4.3. Any payments would be made via BACS to the applicant's bank account listed in the application.

4.4. All grants must be drawn down within 12 months of the grant being awarded. Should grants be made on a conditional basis and the conditions not be met then the grant award will lapse after 12 months.

4.5. All grants are awarded on a one-off basis – if required for subsequent years a new application must be submitted each year.

4.6. A grant may not be given or transferred to any other group.

4.7. A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated within 1 year of the grant being made, then all unused monies must be returned to the council.

4.8. Retrospective applications will only be considered where the applicant can demonstrate that there was an urgent need for immediate spend for a purpose which would have otherwise complied with the Council's general grant policy.

4.9. for large grants, (over £500) groups may be subject to a visit by the Clerk and/or Councillors to see how the grant has been administered or further evidence requested to demonstrate how

the money has been spent.

4.10. for all grants the council may opt to award a grant as a lump sum or to pay on the receipt of invoices

4.11. Where a grant is to part fund a project or activity, the council will only release funds once the remaining required funds have been secured or evidence is presented to demonstrate that alternative funders have committed in writing to providing the required funds. Any funds must be drawn down and used within 12 months as per 4.4 and 4.7

4.12. A project or activity may not be phased to obfuscate the total cost of a project.

4.13. The council will require details of how the money has been spent within 1 year of the award being made (Appendix One). No subsequent grant will be made until Appendix One has been correctly completed and evidence provided in relation to any previous grant. (Grant recipients must provide receipts/invoices to evidence grant spend).

4.14. In any case the applicant must provide details of how the money has been spent within 1 year of the award being made by completing and returning Appendix One along with receipts/invoices to evidence grant spend.

4.15. Recognition of the grant from Llanharan Community Council must be made in any publicity relating to the activity or purpose for which the grant was made and in the Group's accounts.

4.16. The Council may use the name of your Group and its project or activity in our own publicity material where appropriate.

5. Provisions for the return of granted funds to the council (Clawback)

5.1.1. Notwithstanding other clauses in this grant policy, any grants provided must be returned to the council should your group or project:

5.1.1.1. Cease to operate within 1 year of receiving the grant

5.1.1.2. Change ownership within 1 year of receiving the grant

5.1.1.3. Relocate outside of the Llanharan Community Council boundary within 5 year of receiving the grant

5.1.1.4. Significantly change from the details provided in your application within 1 year of receiving the grant

5.1.1.5. Sell, gift or otherwise dispose of items purchased with grant money without the written permission of the council at any time within 5 years of receiving the grant.

5.1.2. Notwithstanding other clauses in this grant policy, grants must be repaid in full on demand if:

5.1.2.1. You are found to have made any misrepresentations in your application.

5.1.2.2. You have breached the terms of the grant. (You will receive full details of any terms if your application is successful).

5.1.2.3. You fail to follow the council's grant policy following payment of a grant. Including clauses: 4.7, 4.14, and 4.15.

Groups may be asked to make a brief presentation to Council Members.

If required, it is the applicant's responsibility to ensure that public liability insurance is in place.

Grants – DATA PROTECTION

Your Personal Data – The information in this application will be held by Llanharan Community Council for considering your grant application. The information that you have provided in the application form above will be presented to a Council meeting and become a permanent public record in the Council minutes. The contact information for the application will be retained for up to 7 years as an audit trail for our expenditure and may be shared with relevant authorities when requested by them. This data will be controlled by Llanharan Community Council – for further information, please contact the Clerk on 01443 231430. More information can be found in our Privacy Notice which can be seen on the Council's website at llanharancc.webs.com or from the Council Offices.

LLANHARAN COMMUNITY COUNCIL

Grant Aid Application Form

The maximum grant available is up to £2,000

SECTION A: ABOUT YOU	
Name of Organisation: (Please note that if you are successful, payment will be made to a bank account registered in this name)	Llanharan & Bryncae Brass
Registered Charity Number *(if applicable)*	N/A
Name of Main Contact and role: (All correspondence will be addressed to this person)	H[redacted]
Full Postal Address of Applicant:	[redacted] Llanharan [redacted]
Contact Telephone Number:	Daytime: Mobile: [redacted]
Main Contact Email Address:	H[redacted]

Has the organisation received Grant Aid from Llanharan Community Council in the past 3 years? (State whether General Grant or CIL) Yes

If the answer is yes, please complete the box below:

Date	Amount
19th September 2025	£2000
	£
	£

Has an Appendix One, 'Grant spend confirmation form' been satisfactorily completed for the most recent general grant with invoices/receipts provided Appendix One MUST be fully completed	*Yes*

and receipts/invoices provided for the application to be considered.	
Have you read and understood the council's General Grant Policy and understand that applications must comply with all aspects of the policy to be submitted for consideration unless you have provided a narrative as to why an exception to the policy should be considered ?	*Yes*

Please provide a brief description of the main aims and activities of the organisation applying for a Grant.

Aims

To ensure Llanharan & Bryncae Brass Band is an inclusive community brass band open to all

To encourage and support those who can already play brass instruments and those who may never had had the opportunity before

Membership and instrument loan is free to all

Activities

To rehearse weekly in the Llanharan Rugby Club, with 2 learner bands rehearsals and community band practice.

To provide music and instruments on a loan basis

To perform in concerts and public events

To offer volunteering opportunities for those who may wish to support the band

How many people are involved in the organisation and approximately what percentage of them live in the Llanharan Community Council area?

We have 44 members on our books with expressions of interest on a weekly basis. Around 70% live in the Llanharan Community Council area

Are you an eligible group? (See Policy 2)

Yes

How long has the organisation been established?

Our constitution is dated July 2025

SECTION B: WHY ARE YOU APPLYING FOR GRANT AID?
Please provide a brief description of specifically what you intend to use the Grant Aid for? Funds to cover the hall hire cost and storage at Llanharan Rugby Club Funds to cover the hire of a professional Musical Director to rehearse the band in preparation for a Community Band competition and Christmas concert To purchase music

How will the Grand Aid benefit the Community?

The grant would allow us to sustain local heritage. Llanharan had a brass band in 1897.

It would enhance quality of life reducing isolation through inclusive participation

Instil pride in the community through our creative outlet

Llanharan Council would be promoted in a positive way through our performing at local events

The band will provide volunteer opportunities for people in the community who perhaps don't want to play, but still want to be a part of the band. Examples being, librarian, a committee member, logistics manager or even a valued supporter.

What are the consequences if you are not awarded the grant?
(Be specific and avoid exaggeration)

We will not be able to continue rehearsing

Please provide the dates you intend to start and finish the project/activity

Start Date: September 2026

Completion Date: Continuous

SECTION C: How much Grant Aid is being applied for?

What is the total cost of the project/activity for which Grant Aid is required? (Provide a breakdown on a separate sheet if necessary)
Indicate whether the amount includes or excludes VAT

The total cost is £1987 including VAT

Cost of hall hire Llanharan rugby club. 2 hours per week at £14 per hour = £28 per week. We intend to rehearsal for 39 weeks of the year = £1092 for the year

To cover the rehearsal costs of professional Musical Director Alex Scaife-McGee to prepare the band for a Community Band Competition

in October 2026 and a Christmas concert in September. Alex also arranges music specifically for the band providing suitable parts for the standard of each member www.alexscaifemcgeemusic.com - 7 rehearsals at £60 = £420

19 pieces of music for learner bands and community band at £25 from www.superbrass.co.uk = £475

What is the amount of General Grant Aid the organisation would like to apply for from Llanharan Community Council?
Indicate whether the amount includes or excludes VAT and whether you are able to reclaim VAT.

£1987 including VAT

What other sources of funding is currently available for the project/activity? (Provide a breakdown on a separate sheet if necessary)

We are due to receive £500 from Renishaw Charities Committee

We hope to raise funds through our Christmas concert

What other funders have been approached and what is the status of those applications? (Provide a breakdown on a separate sheet if necessary)

Note: If other sources of funding have been secured but not yet received, provide written evidence (for example a formal letter of commitment from the funder(s)).

We have applied to…

Ford Foundation

Easy Fundraising

Persimmon

We intend to apply for others

You <u>MUST</u> supply the following information (See policy notes for detail) dependent on grant applied for.

Failure to provide <u>all</u> of the information requested in full by the deadline given may result in your application not being presented for consideration.

A. Up to £499

- Formal constitution or rules document.
- Income and expenditure account/balance sheet for the previous financial year
- Most recent bank statements for **ALL** bank or investment accounts or other financial instruments. *Statement dates must be within 1 month of the deadline for applications and must show at least 3 month of transactions (redacted to protect personal information in line with GDPR if necessary).*
- VAT registration number (if registered)
- Provide quotations for items the grant will be used for.

B. £500 - £2,000

- As requested in A
- Latest audited/ratified accounts and balance sheet <u>verified and signed by a qualified person independent of the group/organisation.</u> (The persons name and contact details should be also printed).

- Our constitution is attached
- Income and expenditure account/balance sheet for previous financial year attached
- Most recent bank statement attached
- Latest audited/ratified accounts and balance sheet verified and signed attached
- Quotations showing what the grant will be used for are provided above

Section D: Sustainability
Will the project/activity continue after this funding has ended? Yes
If yes, provide details. We plan to continue indefinitely, creating a legacy for Llanharan & Bryncae. Brass instruments are durable and can be passed onto new members. We intend to carry on rehearsing once a week, recruiting new members and performing throughout the community

Section E: Payment Details

If your application is successful, payment will be made using the details below.

Account Name (*Must match the name of the organisation applying as in Section A)*

Llanharan & Bryncae Brass

Account Number ***(Must match that of one of the bank statements provided)***

[redacted]748

Sort Code ***(Must match that of one of the bank statements provided)***

[redacted]80

SECTION F: Completing the application

Primary Signature – This must be the signature of the main contact named in Section A

Declaration:

i. I certify that the information contained in this application is correct and there are no omissions, including all required supporting documentation required in section C.

ii. I understand that it is the applicant's responsibility to ensure that any application is completed correctly and fully, including all required supporting documentation required in section C. Should the application be found to be incomplete then it may not be presented for consideration.

iii. If the information in the application changes in any way I will inform Llanharan Community Council immediately.

iv. I understand that should any incorrect submissions or any omissions from the application come to light then all monies will be repayable to Llanharan Community Council

Name (Print) :

Position held in organisation:

Signed: Date:

Please note that this form requires two signatures:

Second Signature

Name (Print):

Position held in organisation:

Signed: Date:

Completed application forms should be returned to:
Clerk to Llanharan
Community Council
2 Chapel Rd
Llanharan
CF72 9QA

clerk@llanharan-cc.gov.wales

01443 231430

Checklist:-

- ✓ You have read and understood the Council's grants policy and your application meets the criteria listed.
- ✓ All of the supporting information required in section C has been provided and the form fully and correctly completed including Appendix one and /or a narrative as to why an exception to the

council's grants policy should be considered (where applicable). (Your application may not be submitted for consideration otherwise).

- ✓ Two signatories and all details correctly and fully noted on the form.
- ✓ Submission of the application form and all supporting documentation is completed before the deadline date.
- ✓ If you previously received a grant from Llanharan Community Council, complete and include the feedback from in Appendix One and provide invoices or other evidence regarding how the previous grant was spent.

Please note any applications received or received but incomplete after the deadline dates may not be considered.

For any further information or assistance in completing the form please contact Llanharan Community Council on 01443 231430

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

If you do NOT wish to have your photographs published tick this box ☐

Return the completed forms by the appropriate deadline to:

Clerk to Llanharan Community Council

2 Chapel Road
Llanharan
CF72 9QA
clerk@llanharan-cc.gov.wales
01443 231430

Appendix One

Llanharan Community Council General Grant Spend Confirmation Form

Name:	H[redacted]
Organisation:	Llanharan & Bryncae Brass
Address:	[redacted] Llanharan [redacted]
Telephone:	[redacted]
Email address:	H[redacted]
Date & Amount of general grant awarded:	£2000 received on the 19th September 2025
Specific reason for general grant: What was the grant for:	For the purposes of covering the hall hire cost and storage at Llanharan Rugby Club for 2 hours per week for 39 weeks and to purchase 3x cornets, 1x tenor horn and 3x (pack of 5) music stands

Was the entire amount granted spent on what was in the application? If not provide a narrative on what it was spent on and/or how much of the grant remains unspent or details of monies returned to the council.	We haven't spent all of the money yet, as our 12 months aren't up until September. We have purchased 3x cornets, 1x tenor horn and 1x pack of music stands. We didn't need to buy the other 2 packs as we were donated music stands by a member and therefore didn't need them. We haven't been able to use all of the money we had allocated for the hire of the rugby club. When our year is up in September we will still have £576.05 left from the Llanharan Community Council grant. This is due to not being able to start rehearsing until November 2025 and the rugby club already being booked up on various dates and therefore we weren't able to use. We have made a request to spend the remaining money on 3 trombones costing £495

Provide details of invoices/receipts and other evidence provided with this application to evidence how the previous grant was spend (Note: Invoices/receipts must be provided)	All receipts attached. We can supply all bank statements showing payment to the rugby club if necessary.
Did the donation achieve its aims in relation to making a difference to the Community and if so in what way did the community benefit?	The funding has supported the development of three active bands, we have provided free tuition and instrument loans, run workshops at Dolau Primary School. We have been asked to be part of a summer project with the local library, helping engage children and families in music during the school holidays. We have 44 members on our books, with new people enquiring all the time. Thanks to the donation we are now able to preparing for a community band competition, potential Eisteddfod entries, and the band's first Christmas concert. Social events such as the

	community band night out and learner band bowling party are building confidence, friendships and wellbeing. Overall, the donation has strengthened community connection, expanded access to music, and laid strong foundations for future concerts and public events.

Llanharan Community Council welcomes feedback and photographs on all good causes that we have supported.

Should you provide photographs, these may be used for marketing purposes.

Return the completed form to:

Clerk to Llanharan Community Council

2 Chapel Road
Llanharan
CF72 9QA
clerk@llanharan-cc.gov.wales
01443 231430

iii. If the information in the application changes in any way I will inform Llanharan Community Council immediately.

iv. I understand that should any incorrect submissions or any omissions from the application come to light then all monies will be repayable to Llanharan Community Council

Name (Print) : H[redacted]

Position held in organisation: Secretary

Signed [redacted] Date: 29.6.26

Please note that this form requires two signatures:

Second Signature [redacted]

Name (Print): J[redacted]

Position held in organisation: Treasurer

Signed: [redacted] Date: 29.6.26

Completed application forms should be returned to:
Clerk to Llanharan
Community Council
2 Chapel Rd
Llanharan
CF72 9QA

clerk@llanharan-cc.gov.wales

01443 231430

Checklist:-

- ✓ You have read and understood the Council's grants policy and your application meets the criteria listed.
- ✓ All of the supporting information required in section C has been provided and the form fully and correctly completed including Appendix one and /or a narrative as to why an exception to the



🎺 Llanharan & Bryncae Brass

Constitution and Code of Conduct

Adopted on 27th July 2025

Article 1 – Name

The name of the Band shall be Llanharan & Bryncae Brass.

Article 2 – Charitable Status

Llanharan & Bryncae Brass may register as a charity if deemed beneficial. In that case, committee members will act as trustees in line with legal obligations.

Article 3 – Aims and Objectives

To promote and develop public appreciation and education in brass music by:

- Forming and maintaining a community brass band
- Performing in concerts, competitions, and public events
- Encouraging musical growth across all age groups
- Pursuing any other lawful activities that support these aims

---

Article 4 – Powers

To meet its objectives, Llanharan & Bryncae Brass may:

- Raise funds and apply for grants
- Open and manage bank accounts
- Enter contracts and hire specialists
- Organise events, courses, and rehearsals
- Lease, acquire, or manage property and equipment

🎶 Membership

Article 5 – Types of Membership

- **Players**: Active musicians accepted by the committee
- **Friends**: Supporters involved in non-playing capacities
- **Honorary Members**: Elected at AGMs by member consent

Article 6 – Equality and Inclusion

Membership is open to all, regardless of race, gender, disability, religion, or orientation. Llanharan & Bryncae Brass supports an inclusive and respectful environment.

Article 7 – Rights and Responsibilities

- One vote per member at General Meetings
- Members uphold professionalism and inclusivity
- Chair holds casting vote in tie situations, maintaining status q

---

Article 8 – Termination of Membership

Membership ends if a member:

- Resigns voluntarily
- Fails to pay subscription within 3 months
- Is removed by General Meeting following committee recommendation
- All actions follow principles of **natural justice**, including fair representation and impartial voting

---

🤦 Governance

Article 9 – Committee Structure

The governing committee consists of:

- Chairperson
- Secretary
- Treasurer
- Safeguarding Officer
- Three Additional Members for designated roles (e.g., events, publicity, logistics)

Article 10 – Reappointment and Elections

- Reappointed annually by member consent at the AGM
- Roles may continue if no objections or vote requests arise
- Vacancies filled by appointment until the next AGM

Article 11 – Trustee Duties (If Registered)

Committee members act as trustees and shall act prudently and responsibly. Acknowledgment forms may be retained by the Secretary.

Article 12 – Co-Option

- Committee may co-opt members for special tasks

🗓️ Meetings

Article 13 – Annual General Meeting (AGM)

Held annually.

Business includes:

- Approval of financial statements
- Reappointment/election of committee members
- Fixing annual subscriptions
- Appointing Independent Examiner, if required

Article 14 – General Meetings

- Called by the committee or six members
- 14 days' written notice required
- Quorum: 10 members
- Chaired by the Chairperson or Vice Chair
- Simple majority vote for decisions

Article 15 – Committee Meetings

- Held as needed

- Procedures regulated by the committee

💰 Finance

Article 16 – Financial Procedures

- All funds used solely to meet the band's objectives
- Accounts in the name of Llanharan &Bryncae Brass
- Purchases authorised by two committee members
- Payment only after goods/services received
- Dual authorisation required for payments

Article 17 – Legal Compliance

The band complies with:

- Charities Act 2011 (as applicable)
- Data Protection Act 2018

📘 Code of Conduct

1. Respect and Inclusion

- Treat others with kindness and fairness
- No tolerance for discrimination, bullying, or harassment
- Celebrate diversity in background and skill

2. Rehearsals and Performances

- Arrive prepared and on time
- Keep phones silent
- Offer constructive feedback respectfully

3. Commitment and Communication

- Notify Chair or Secretary if unable to attend
- Engage in open, honest dialogue

4. Safeguarding

- Follow all safeguarding policies
- Report concerns to the Safeguarding Officer
- Follow supervision protocols when needed

5. Confidentiality and Privacy

- Respect sensitive information
- Comply with data protection policies

6. Representation of the Band

- Uphold band values publicly and online
- Ensure professionalism in all public communications

7. Conflict Resolution

- Resolve disputes calmly and fairly
- Committee may mediate if needed

8. Enforcement

- Breaches may be reviewed by the committee
- Actions may include warnings, suspension, or removal
- All proceedings handled fairly and discreetly

✍️ Amendments and Review

Article 18 – Amendments to the Constitution

- Requires two-thirds majority vote at a General Meeting

Article 19 – Constitution Review

- Review every five years or when relevant laws change

🧻 Dissolution

Article 20 – Winding Up

- Requires two-thirds vote at a General Meeting
- Assets returned to funders, if this is not possible assets donated to a similar charitable music group

---

Llanharan & Brycae Brass.

Income & Expenditure From 1.9.25 To 31.5.26.

	£.p	£.p
1.Income :		
The Blakemore Foundation	100.00	
Llanharan Com Council	2000.00	
Community Fund In Wales	2000.00	
		4100.00
2.Expenditure :		
Instruments	1840.48	
Insurance	183.25	
Bank account fees	15.00	
Hall Hire [Llanharan RFC]	308.00	
Card fees	0.28	
Musical director fees	180.00	
Tenpin Ltd [social]	60.00	
		2587.01
3.Surplus income carried forward :		£1,512.99

Prepared from information supplied and explanations given.

Mr A Bartley. 18th June 2026.
Director & Accountant.
M & A Accountancy Ltd.
Trading As : Castle Accountancy.
Company No : 03269935.

Expenditure :								Musical		
		Instruments	Insurance	A\c Fee	Hall Hire	Card Fees	Dir Fee	Tenpin Ltd	
24.3.26	Llanharan RFC				28.00				
27.3.26	Account fee			3.00					
15.3.26	Instruments	222.81							
17.4.26	Musical Director Fee						60.00		
19.4.26	Llanharan RFC				28.00				
18.4.26	Instruments	74.69							
28.4.26	Account fee			3.00					
8.5.26	Musical Director Fee						60.00		
10.5.26	Llanharan RFC				28.00				
18.5.26	Musical Director Fee						60.00		
17.5.26	Llanharan RFC				28.00				
22.5.26	Tenpin Ltd							60.00	
28.5.26	Account fee			3					
	Totals :	1840.48	183.25	15.00	308.00	0.28	180.00	60.00	2587.01
		Instruments	Insurance	A\c Fee	Hall Hire	Card Fees	Musical Dir Fee	Tenpin Ltd	
	Received :								4100.00
	Balance Carried Forward :								1512.99

Leigh Smith. The Clerk. Llanharan Community Council

From: charities committee <charities.committee@Renishaw.com>
Sent: 17 June 2026 15:00
To: [redacted]
Subject: FW: Request for funding from Renishaw - Llanharan & Bryncae Brass

Dear [redacted]

Good news! I'm delighted to let you know the Renishaw Charities Committee have agreed to donate £500 to Llanharan & Bryncae Brass. Payment will be made via BACs to the bank details given in the application.

Finance have been advised, but please note due to their exceptionally high workload, there will be a delay in payment. Please allow several weeks for the transfer to be made. Be patient, it will make it to you eventually!

Please note applications are only considered once every 12-months.

With kind regards,
Lucy **(Secretary, Renishaw Charities Committee)**

Application form: **Renishaw Charities Committee**

charities.committee@Renishaw.com

Lucy Woolams
Senior Administrator
EMEA Services & Distribution
lucy.woolams@renishaw.com
RENISHAW
apply innovation™

From: email@renishaw.net <email@renishaw.net>
Sent: 06 August 2025 22:13
To: charities committee <charities.committee@Renishaw.com>
Subject: Request for funding from Renishaw

The following person has requested funding via Renishaw.com.

Contact name: [redacted]s
Charity or event: Llanharan & Bryncae Brass
Is the beneficiary organisation within 30 miles of New Mills: yes
Have you received a donation from the RCC in the previous 12 months? no
Please tell us why you are requesting funding: We are setting up a Community Brass Band, for everyone whether a complete beginner or a regular performer. We require funds to purchase instruments for members to learn on, music and music stands.
Address line 1: [redacted]

[redacted]
Account name:Llanharan & Bryncae Brass
Account number:[redacted]
[redacted]

The parent company of the Renishaw Group is Renishaw plc, registered in England no. 1106260. Registered Office: New Mills, Wotton-under-Edge, Gloucestershire, UK

Contact us | Legal notice
Copyright © 2021 Renishaw plc. All rights reserved

This email and any attachments are confidential and are for the use of the addressee only. If you are not the addressee, you must not use or disclose the contents to any other person. Please immediately notify the sender and delete the email. Statements and opinions expressed here may not represent those of the company. Email correspondence is monitored by the company. This information may be subject to export control regulation. You are obliged to comply with such regulations.
Our data privacy notice sets out how any personal data that we collect about you will be handled.

Renishaw plc (company number 1106260), Renishaw UK Sales Limited (company number 1418812), and Wotton Travel Limited (company number 01973158) are companies registered in England and Wales with a registered office at New Mills, Wotton-under-Edge, Gloucestershire, GL12 8JR, United Kingdom.
Renishaw Neuro Solutions Limited (company number 10375761) is a company registered in England and Wales with a registered office at Charfield Road, Wotton-under-Edge, Gloucestershire, GL12 8SP, United Kingdom.
Telephone +44 1453 524524

Summary of charges for the period
01 MAR 2026 to 31 MAR 2026
Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB04MYMB23058056570748

One Southampton Row
London WC1B 5HA
T: 0345 08 08 500
metrobankonline.co.uk

LLANHARAN & BRYNCAE BRASS
[redacted]

Metro Bank Community Account number	[redacted]748
Sort code	[redacted]-80
Statement date	31 MAR 2026
Overdraft limit	£0.00

The total of fees and charges for the account during this period is £3.00.

This amount will be deducted from your account on 28 APR 2026 (or the next working day if it's a weekend or bank holiday).

Your fees and charges for this period are as follows:

Monthly Maintenance fee	£3.00
Online Banking fee (if applicable)	£0.00
FX Platform monthly fee	£0.00
Setup fee	£0.00
Service charges	£0.00
Cash charges	£0.00
Transaction charges	£0.00
Post Office change giving charges	£0.00
Instant overdraft charges	£0.00
Interest charges	£0.00
Total Fees and Charges:	£3.00

Details of Transaction and Cash Charges

Transaction charges	Volume	Price (£)	Charge (£)
Card Purchase	2	0.30	0.60
Sub Total	2		0.60
Less Free Transaction			0.60
Total transactions Charge			0.00

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	8
Metro Bank Community Account number	[redacted]748
Sort code	[redacted]-80

Cash charges	Amount (£)	% Charge	Charge (£)
Sub Total			0.00
Less Free Allowance			0.00
Total Cash transaction Charge			0.00

This document sets out the charges and interest that have accrued on your account within the above period. There are 5 types of charge:
1. 'Monthly maintenance fee' – please see the Community Account Important Information Summary for information on the monthly fee.
2. 'Transaction charges' – these are incurred when you make certain types of transaction – please see Community Account Important Information Summary for further details.
3. 'Cash charges' – incurred when you bank or withdraw cash – please see Community Account Important Information Summary for further details.
4. 'Instant Overdraft Charges' – these are incurred as follows:
   - When a transaction creates or increases an instant overdraft – debit interest at 25% EAR* is charged and we may make a 'paid item charge'; and
   - When we refuse to allow a transaction because it would have created or increased an instant overdraft – 'unpaid item charges' may be charged.
5. 'Agreed Overdraft Charges' – these are incurred when you use your agreed overdraft facility – debit interest (as set out in your agreed overdraft facility letter) is charged. Please see Community Bank Account Important Information Summary for any additional charges applicable to your account. Should you require information about the calculation of debit interest (if any) deducted from your account and detailed in this statement please contact us.

Should you have any queries regarding your statement or any transaction on your statement, we would love to hear from you. Please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit one of our stores.
Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.
*EAR stands for Effective Annual Rate and illustrates what the interest rate on the overdraft would be if interest was charged and added to the amount owed once each year. It does not take into account fees and charges.

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB04MYMB23058056570748

One Southampton Row
London WC1B 5HA
T: 0345 08 08 500
metrobankonline.co.uk

LLANHARAN & BRYNCAE BRASS
[redacted]

ACCOUNT NAME: LLANHARAN & BRYNCAE BRASS

Your account summary

From: 01 MAR 2026	To: 31 MAR 2026
Opening balance	£2,199.49
Total money in	£0.00
Total money out	£59.00
End balance	£2,140.49

Account number	[redacted]0748
Sort code	[redacted]-80
Statement number	8
Overdraft limit	£0.00

Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
	Balance brought forward			2,199.49
03 MAR 2026	Card Purchase 01 MAR 2026 LLANHARAN RUGBY FOOTBA	28.00		2,171.49
	LLANHARAN CF7 WLS GBR			
24 MAR 2026	Card Purchase 22 MAR 2026 LLANHARAN RUGBY FOOTBA	28.00		2,143.49
	LLANHARAN CF7 WLS GBR			
27 MAR 2026	Account Maintenance Fee	3.00		2,140.49
	Closing Balance			2,140.49

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	8
Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]-80

Your deposit is classed as eligible for the Financial Services Compensation Scheme (FSCS) unless your account falls within the excluded deposits list in the FSCS Exclusions Sheet, which can be downloaded from our website: https://www.metrobankonline.co.uk/about-us/legal-information/

Important Information about compensation arrangements.

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. We will provide you with an information sheet and exclusions list every year.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

We love to hear from you - if you have any queries regarding your statement or any transaction on your statement, please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit your local store.

Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.

Listening to you

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Summary of charges for the period
01 APR 2026 to 30 APR 2026
Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB04MYMB23058056570748

One Southampton Row
London WC1B 5HA
T: 0345 08 08 500
metrobankonline.co.uk

LLANHARAN & BRYNCAE BRASS
[redacted]

Metro Bank Community Account number	[redacted]748
Sort code	[redacted]-80
Statement date	30 APR 2026
Overdraft limit	£0.00

The total of fees and charges for the account during this period is £3.00.

This amount will be deducted from your account on 28 MAY 2026 (or the next working day if it's a weekend or bank holiday).

Your fees and charges for this period are as follows:

Monthly Maintenance fee	£3.00
Online Banking fee (if applicable)	£0.00
FX Platform monthly fee	£0.00
Setup fee	£0.00
Service charges	£0.00
Cash charges	£0.00
Transaction charges	£0.00
Post Office change giving charges	£0.00
Instant overdraft charges	£0.00
Interest charges	£0.00
Total Fees and Charges:	£3.00

Details of Transaction and Cash Charges

Transaction charges	Volume	Price (£)	Charge (£)
Card Purchase	3	0.30	0.90
Outward Faster Payment SAMEDAY	1	0.30	0.30
Sub Total	4		1.20
Less Free Transaction			1.20
Total transactions Charge			0.00

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	9
Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]-80

Cash charges	Amount (£)	% Charge	Charge (£)
Sub Total			0.00
Less Free Allowance			0.00
Total Cash transaction Charge			0.00

This document sets out the charges and interest that have accrued on your account within the above period. There are 5 types of charge:
1. 'Monthly maintenance fee' – please see the Community Account Important Information Summary for information on the monthly fee.
2. 'Transaction charges' – these are incurred when you make certain types of transaction – please see Community Account Important Information Summary for further details.
3. 'Cash charges' – incurred when you bank or withdraw cash – please see Community Account Important Information Summary for further details.
4. 'Instant Overdraft Charges' – these are incurred as follows:
   - When a transaction creates or increases an instant overdraft – debit interest at 25% EAR* is charged and we may make a 'paid item charge'; and
   - When we refuse to allow a transaction because it would have created or increased an instant overdraft – 'unpaid item charges' may be charged.
5. 'Agreed Overdraft Charges' – these are incurred when you use your agreed overdraft facility – debit interest (as set out in your agreed overdraft facility letter) is charged. Please see Community Bank Account Important Information Summary for any additional charges applicable to your account. Should you require information about the calculation of debit interest (if any) deducted from your account and detailed in this statement please contact us.

Should you have any queries regarding your statement or any transaction on your statement, we would love to hear from you. Please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit one of our stores.
Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.
*EAR stands for Effective Annual Rate and illustrates what the interest rate on the overdraft would be if interest was charged and added to the amount owed once each year. It does not take into account fees and charges.

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB04MYMB23058056570748

One Southampton Row
London WC1B 5HA
T: 0345 08 08 500
metrobankonline.co.uk

LLANHARAN & BRYNCAE BRASS
[redacted]

ACCOUNT NAME: LLANHARAN & BRYNCAE BRASS

Your account summary

From: 01 APR 2026	To: 30 APR 2026
Opening balance	£2,140.49
Total money in	£0.00
Total money out	£388.50
End balance	£1,751.99

Account number	[redacted]0748
Sort code	[redacted]-80
Statement number	9
Overdraft limit	£0.00

Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
	Balance brought forward			2,140.49
15 APR 2026	Card Purchase 13 APR 2026 AMZNMktplace NW8P764B4 LONDON GBR GBR	222.81		1,917.68
17 APR 2026	Outward Faster Payment ALEXANDER JON SCAIFE MCGEE HSBC UK BANK PLC LBBrass Invoice1	60.00		1,857.68
21 APR 2026	Card Purchase 19 APR 2026 LLANHARAN RUGBY FOOTBA LLANHARAN CF7 WLS GBR	28.00		1,829.68
21 APR 2026	Card Purchase 18 APR 2026 AMZNMktplace NW4W25I84 LONDON GBR GBR	74.69		1,754.99

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	9
Metro Bank Community Account number	[redacted]748
Sort code	[redacted]-80

Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
28 APR 2026	Account Maintenance Fee	3.00		1,751.99
	Closing Balance			1,751.99

Your deposit is classed as eligible for the Financial Services Compensation Scheme (FSCS) unless your account falls within the excluded deposits list in the FSCS Exclusions Sheet, which can be downloaded from our website: https://www.metrobankonline.co.uk/about-us/legal-information/

Important Information about compensation arrangements.

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. We will provide you with an information sheet and exclusions list every year.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

We love to hear from you - if you have any queries regarding your statement or any transaction on your statement, please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit your local store.

Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.

Listening to you
If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Financial Services Compensation Scheme

Information Sheet

The Financial Services Compensation Scheme ('FSCS') protects deposits made by most individuals and businesses. Your account statement will confirm whether your deposits with Metro Bank PLC are eligible for FSCS protection. Details of certain exclusions from the FSCS's protection are set out in the exclusions list after this information sheet.

Limit of protection

£120,000 per depositor per bank, building society or credit union.

If Metro Bank PLC goes out of business the eligible deposits with Metro Bank and RateSetter will be added up and the £120,000 will be applied to the total balance. For example, if you hold a savings account with £80,000 and a current account with £50,000, FSCS will pay you £120,000 and you may lose £10,000. To ensure the FSCS can pay you promptly please ensure that Metro Bank PLC has your up-to-date contact details including your email address.

Joint and group accounts

Each eligible account holder is entitled to £120,000 protection in total. For example, if there are two account holders, you will each be entitled to £120,000 protection, giving a total of £240,000.

Eligible deposits in business accounts are treated as if made by a single depositor. This means these types of account will only be protected up to £120,000.

Temporary high balances

If you have a 'temporary high balance' you may be entitled to more than £120,000 protection for six months from when the amount was first deposited or legally transferred. Temporary high balances are deposits connected with certain events, including:

(a) Transactions relating to the purchase and sale of your main home.
(b) Major life events such as death, your marriage or civil partnership, divorce, retirement, redundancy, disability or incapacity.
(c) Compensation for personal injuries or wrongful conviction.

How the FSCS will pay you

FSCS will typically return deposits within seven business days by cheque or electronic payment into an alternative account. Payments may take longer in exceptional circumstances, for example if there is a temporary high balance, or the deposit is held on behalf of underlying beneficiaries.

Contact details for further questions about your account

Metro Bank PLC
One Southampton Row
London
WC1B 5HA
Telephone: 0345 0808 500

Contact details for more information on FSCS protection

You can find more information on FSCS protection on its website at **www.fscs.org.uk** or by contacting the FSCS using the details below:

Telephone: 0800 678 1100
Email: **enquiries@FSCS.org.uk**

Acknowledgement of receipt by the depositor:

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' and 'RateSetter' are registered trademarks of Metro Bank PLC. PR001239 (12/25)

MBS4F_14476057@00017338 1020
MBS4F_14476057@00017338 1020

Financial Services Compensation Scheme (continued)

Exclusion List

As set out in the Depositor Protection Information Sheet, deposits held by individuals and businesses will be generally eligible for FSCS protection up to the compensation limit. However, some exclusions do apply. Details of the most common exclusions are set out below. For full details of the exclusions please see the Depositor Protection Part of the PRA Rulebook.

A deposit is excluded from protection if it meets any of the following criteria:

(1) The account holder is:

- a credit institution
- a financial institution
- an investment firm
- an insurance undertaking
- a reinsurance undertaking
- a collective investment undertaking
- a pension or retirement fund
- a public authority, other than a small local authority.

Note that:

a) Deposits held on behalf of underlying beneficiaries who are eligible for FSCS protection, are not excluded.
b) Personal pension schemes, stakeholder pension schemes or occupational pension schemes for micro, small and medium sized companies are not excluded.

(2) It is not held at a UK establishment of a bank, building society or credit union. Or, in the case of a bank, building society or credit union incorporated in the UK, it is not held at an establishment in Gibraltar.

(3) The deposit is involved in any transactions where there is a link to a criminal conviction for money laundering. For example, it is transferred from an account held by someone who has been convicted of money laundering.

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' and 'RateSetter' are registered trademarks of Metro Bank PLC. PR001239 (12/25)

Summary of charges for the period
01 MAY 2026 to 31 MAY 2026
Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB04MYMB23058056570748

One Southampton Row
London WC1B 5HA
T: 0345 08 08 500
metrobankonline.co.uk

LLANHARAN & BRYNCAE BRASS
[redacted]

Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]-80
Statement date	31 MAY 2026
Overdraft limit	£0.00

The total of fees and charges for the account during this period is £3.00.

This amount will be deducted from your account on 28 JUN 2026 (or the next working day if it's a weekend or bank holiday).

Your fees and charges for this period are as follows:

Monthly Maintenance fee	£3.00
Online Banking fee (if applicable)	£0.00
FX Platform monthly fee	£0.00
Setup fee	£0.00
Service charges	£0.00
Cash charges	£0.00
Transaction charges	£0.00
Post Office change giving charges	£0.00
Instant overdraft charges	£0.00
Interest charges	£0.00
Total Fees and Charges:	£3.00

Details of Transaction and Cash Charges

Transaction charges	Volume	Price (£)	Charge (£)
Outward Faster Payment SAMEDAY	2	0.30	0.60
Card Purchase	3	0.30	0.90
Sub Total	5		1.50
Less Free Transaction			1.50
Total transactions Charge			0.00

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	10
Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]-80

Cash charges	Amount (£)	% Charge	Charge (£)
Sub Total			0.00
Less Free Allowance			0.00
Total Cash transaction Charge			0.00

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	10
Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]-80

LLANHARAN & BRYNCAE BRASS
[redacted]

ACCOUNT NAME: LLANHARAN & BRYNCAE BRASS

Your account summary

From: 01 MAY 2026	To: 31 MAY 2026
Opening balance	£1,751.99
Total money in	£0.00
Total money out	£239.00
End balance	£1,512.99

Account number	[redacted]0748
Sort code	[redacted]5-80
Statement number	10
Overdraft limit	£0.00

Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
	Balance brought forward			1,751.99
08 MAY 2026	Outward Faster Payment ALEXANDER JON SCAIFE MCGEE HSBC UK BANK PLC LBBrass Invoice2	60.00		1,691.99
12 MAY 2026	Card Purchase 10 MAY 2026 LLANHARAN RUGBY FOOTBA LLANHARAN CF7 WLS GBR	28.00		1,663.99
18 MAY 2026	Outward Faster Payment ALEXANDER JON SCAIFE MCGEE HSBC UK BANK PLC LBBrass Invoice3	60.00		1,603.99
19 MAY 2026	Card Purchase 17 MAY 2026 LLANHARAN RUGBY FOOTBA LLANHARAN CF7 WLS GBR	28.00		1,575.99

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	10
Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]-80

Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
22 MAY 2026	Card Purchase 20 MAY 2026 TENPIN LIMITED BEDFORD GBR	60.00		1,515.99
28 MAY 2026	Account Maintenance Fee	3.00		1,512.99
	Closing Balance			1,512.99

Your deposit is classed as eligible for the Financial Services Compensation Scheme (FSCS) unless your account falls within the excluded deposits list in the FSCS Exclusions Sheet, which can be downloaded from our website: https://www.metrobankonline.co.uk/about-us/legal-information/

Important Information about compensation arrangements.

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. We will provide you with an information sheet and exclusions list every year.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

We love to hear from you - if you have any queries regarding your statement or any transaction on your statement, please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit your local store.

Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.

Listening to you
If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	10
Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]-80

This document sets out the charges and interest that have accrued on your account within the above period. Charges applied during this period are shown.

If you believe that something on your statement is incorrect, you require information about the calculation of debit interest (if any) deducted from your account, you have a question about any transaction(s) on your statement, or would like to make a complaint please call us on 0345 08 08 508* (or +44 20 3402 8316* if you are outside the UK) or visit one of our stores.

The Community Current Account IIS (Important Information Summary) sets out all applicable charges and fees for this product. Please refer to this for information on any charges, transactions, and fee free or charge free promotion details. You can find the current IIS at metrobankonline.co.uk/community-current-account.

Some of the fees and charges are:

1. 'Monthly maintenance fee' – applied for the whole calendar month.

2. 'Transaction charges' – these are incurred when you make certain types of transactions.

3. 'Cash charges' – incurred when you bank, withdraw or exchange cash.

4. 'Overdraft charges' – these are charges incurred when you have and use an arranged overdraft or enter into an unarranged overdraft. Where interest is payable rates are expressed as an EAR** (Equivalent Annual Rate).

When a transaction creates or increases an unarranged overdraft - debit interest at 25% EAR** is charged. Interest rates are variable and can change.

If you are registered for Post Office Services:
The Post Office Services IIS (Important Information Summary) sets out all applicable charges and fees. Please refer to this for information on charges, transactions, and fee free or charge free promotion details. You can find the current IIS at metrobankonline.co.uk/business/post-office.

If we change the fees or charges for our products, we will notify you in line with our terms and conditions.

If you have Commercial Online Banking:
The Commercial Online Banking IIS (Important Information Summary) sets out all applicable charges and fees. Please refer to this for specific information on charges, transactions, and fee free or charge free promotion details. You can find the current IIS at metrobankonline.co.uk/business-and-commercial-internet-banking/.

Some of the fees and charges are:

1. 'Online Banking Fee' – this is applied if you have subscribed to our Commercial Online Banking.

*Metro Bank won't charge you for your calls, however you may be charged by your service provider

**EAR stands for Effective Annual Rate and illustrates what the interest rate on the overdraft would be if interest was charged and added to the amount owed once each year. It does not take into account fees and charges.

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Summary of charges for the period
01 MAY 2026 to 31 MAY 2026
Metro Bank Community Account Statement

BIC: MYMBGB2L IBAN: GB04MYMB23058056570748

One Southampton Row
London WC1B 5HA
T: 0345 08 08 500
metrobankonline.co.uk

LLANHARAN & BRYNCAE BRASS
[redacted]

Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]-80
Statement date	31 MAY 2026
Overdraft limit	£0.00

The total of fees and charges for the account during this period is £3.00.

This amount will be deducted from your account on 28 JUN 2026 (or the next working day if it's a weekend or bank holiday).

Your fees and charges for this period are as follows:

Monthly Maintenance fee	£3.00
Online Banking fee (if applicable)	£0.00
FX Platform monthly fee	£0.00
Setup fee	£0.00
Service charges	£0.00
Cash charges	£0.00
Transaction charges	£0.00
Post Office change giving charges	£0.00
Instant overdraft charges	£0.00
Interest charges	£0.00
Total Fees and Charges:	£3.00

Details of Transaction and Cash Charges

Transaction charges	Volume	Price (£)	Charge (£)
Outward Faster Payment SAMEDAY	2	0.30	0.60
Card Purchase	3	0.30	0.90
Sub Total	5		1.50
Less Free Transaction			1.50
Total transactions Charge			0.00

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	10
Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]5-80

Cash charges	Amount (£)	% Charge	Charge (£)
Sub Total			0.00
Less Free Allowance			0.00
Total Cash transaction Charge			0.00

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	10
Metro Bank Community Account number	[redacted]748
Sort code	[redacted]-80

LLANHARAN & BRYNCAE BRASS
[redacted]

ACCOUNT NAME: LLANHARAN & BRYNCAE BRASS

Your account summary

From: 01 MAY 2026	To: 31 MAY 2026
Opening balance	£1,751.99
Total money in	£0.00
Total money out	£239.00
End balance	£1,512.99

Account number	[redacted]0748
Sort code	[redacted]-80
Statement number	10
Overdraft limit	£0.00

Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
	Balance brought forward			1,751.99
08 MAY 2026	Outward Faster Payment ALEXANDER JON SCAIFE MCGEE HSBC UK BANK PLC LBBrass Invoice2	60.00		1,691.99
12 MAY 2026	Card Purchase 10 MAY 2026 LLANHARAN RUGBY FOOTBA LLANHARAN CF7 WLS GBR	28.00		1,663.99
18 MAY 2026	Outward Faster Payment ALEXANDER JON SCAIFE MCGEE HSBC UK BANK PLC LBBrass Invoice3	60.00		1,603.99
19 MAY 2026	Card Purchase 17 MAY 2026 LLANHARAN RUGBY FOOTBA LLANHARAN CF7 WLS GBR	28.00		1,575.99

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	10
Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]5-80

Your transactions

Date	Transaction	Money out (£)	Money in (£)	Balance (£)
22 MAY 2026	Card Purchase 20 MAY 2026 TENPIN LIMITED BEDFORD GBR	60.00		1,515.99
28 MAY 2026	Account Maintenance Fee	3.00		1,512.99
	Closing Balance			1,512.99

Your deposit is classed as eligible for the Financial Services Compensation Scheme (FSCS) unless your account falls within the excluded deposits list in the FSCS Exclusions Sheet, which can be downloaded from our website: https://www.metrobankonline.co.uk/about-us/legal-information/

Important Information about compensation arrangements.

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. We will provide you with an information sheet and exclusions list every year.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

We love to hear from you - if you have any queries regarding your statement or any transaction on your statement, please call us on 0345 08 08 500 (or +44 20 3402 8312 outside the UK), or visit your local store.

Calls to 0345 numbers will be charged at your local rate. Calls may be recorded for training or quality monitoring purposes.

Listening to you
If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Statement number	10
Metro Bank Community Account number	[redacted]0748
Sort code	[redacted]5-80

This document sets out the charges and interest that have accrued on your account within the above period. Charges applied during this period are shown.

If you believe that something on your statement is incorrect, you require information about the calculation of debit interest (if any) deducted from your account, you have a question about any transaction(s) on your statement, or would like to make a complaint please call us on 0345 08 08 508* (or +44 20 3402 8316* if you are outside the UK) or visit one of our stores.

The Community Current Account IIS (Important Information Summary) sets out all applicable charges and fees for this product. Please refer to this for information on any charges, transactions, and fee free or charge free promotion details. You can find the current IIS at metrobankonline.co.uk/community-current-account.

Some of the fees and charges are:

1. 'Monthly maintenance fee' – applied for the whole calendar month.

2. 'Transaction charges' – these are incurred when you make certain types of transactions.

3. 'Cash charges' – incurred when you bank, withdraw or exchange cash.

4. 'Overdraft charges' – these are charges incurred when you have and use an arranged overdraft or enter into an unarranged overdraft. Where interest is payable rates are expressed as an EAR** (Equivalent Annual Rate).

When a transaction creates or increases an unarranged overdraft - debit interest at 25% EAR** is charged. Interest rates are variable and can change.

If you are registered for Post Office Services:
The Post Office Services IIS (Important Information Summary) sets out all applicable charges and fees. Please refer to this for information on charges, transactions, and fee free or charge free promotion details. You can find the current IIS at metrobankonline.co.uk/business/post-office.

If we change the fees or charges for our products, we will notify you in line with our terms and conditions.

If you have Commercial Online Banking:
The Commercial Online Banking IIS (Important Information Summary) sets out all applicable charges and fees. Please refer to this for specific information on charges, transactions, and fee free or charge free promotion details. You can find the current IIS at metrobankonline.co.uk/business-and-commercial-internet-banking/.

Some of the fees and charges are:

1. 'Online Banking Fee' – this is applied if you have subscribed to our Commercial Online Banking.

*Metro Bank won't charge you for your calls, however you may be charged by your service provider

**EAR stands for Effective Annual Rate and illustrates what the interest rate on the overdraft would be if interest was charged and added to the amount owed once each year. It does not take into account fees and charges.

Metro Bank PLC is registered in England and Wales, company number 6419578. Registered office: One Southampton Row, London WC1B 5HA. We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. 'Metrobank' is the registered trade mark of Metro Bank PLC.

Transactions

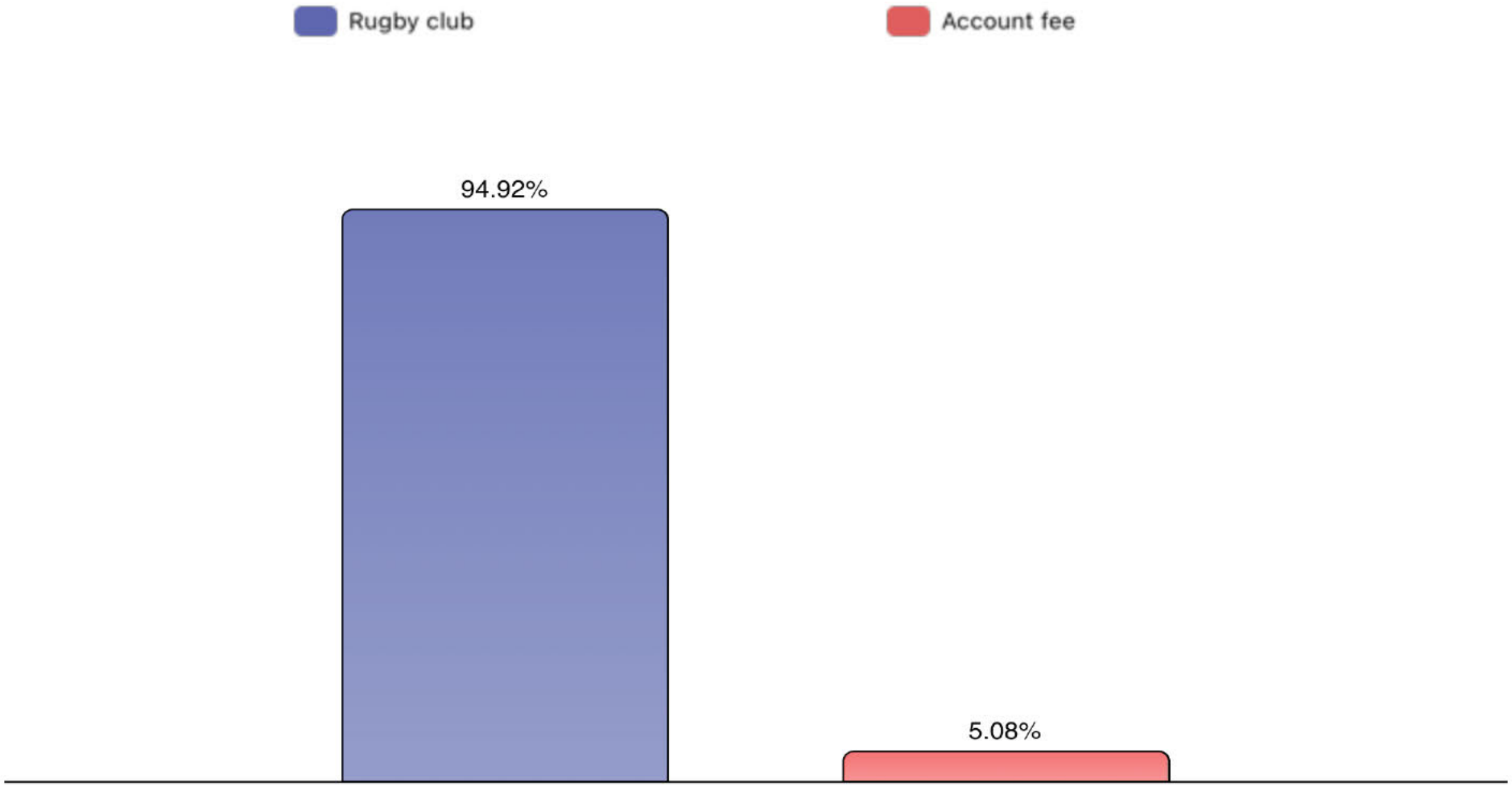
Transactions	Category	Note	Amount
22/03/2026	Rugby club		-£28.00
01/03/2026	Carry Over		£2,199.49
01/03/2026	Rugby club		-£28.00
01/03/2026	Account fee		-£3.00
Total			£2,140.49

Expense Categories	Amount
Account fee	£3.00
Rugby club	£56.00
Total	£59.00

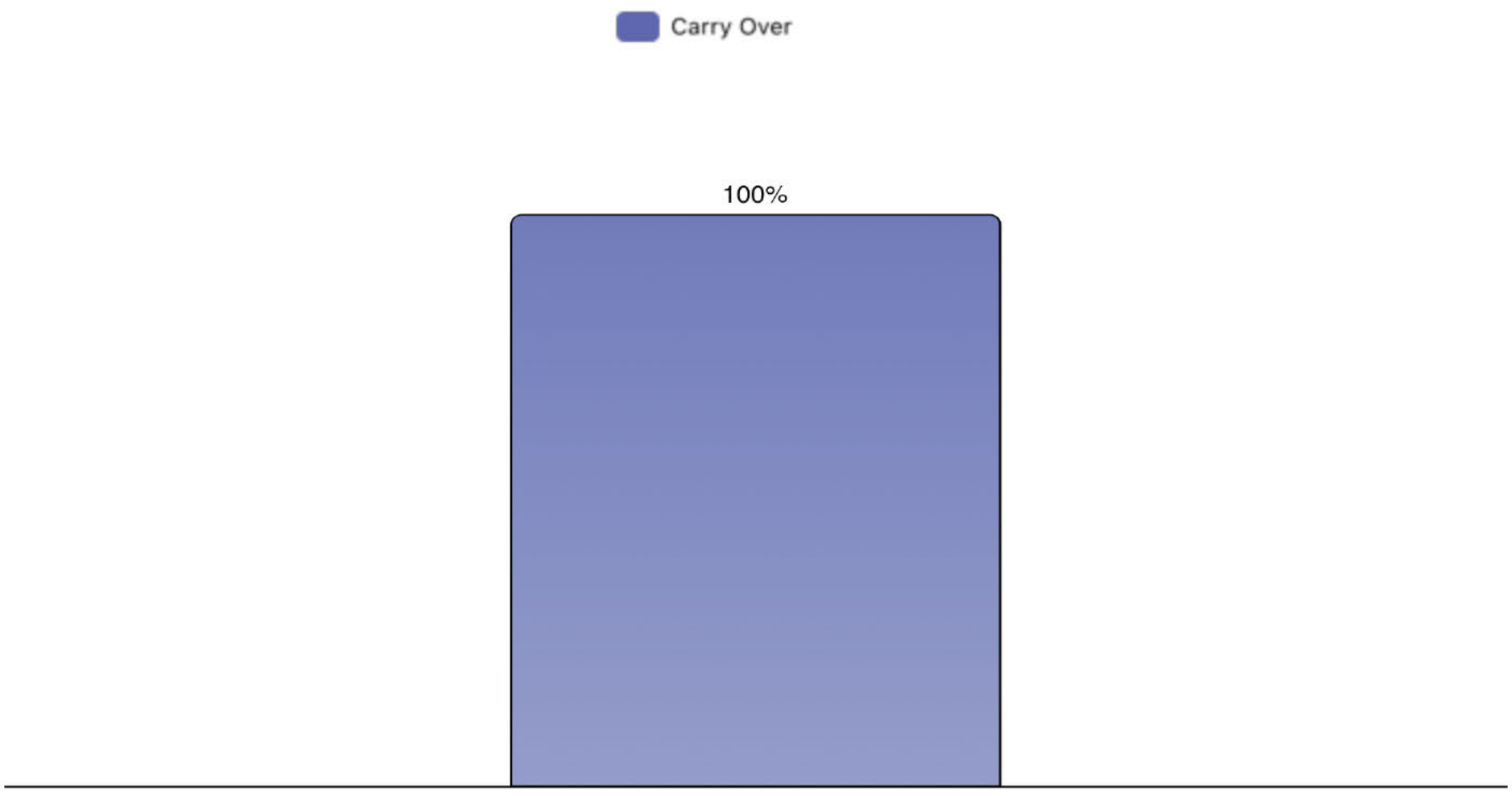
Income Categories	Amount
Carry Over	£2,199.49
Total	£2,199.49

Transactions

Expense Categories



Income Categories



Cash Flow

Cash Flow - Income vs Expense



Transactions

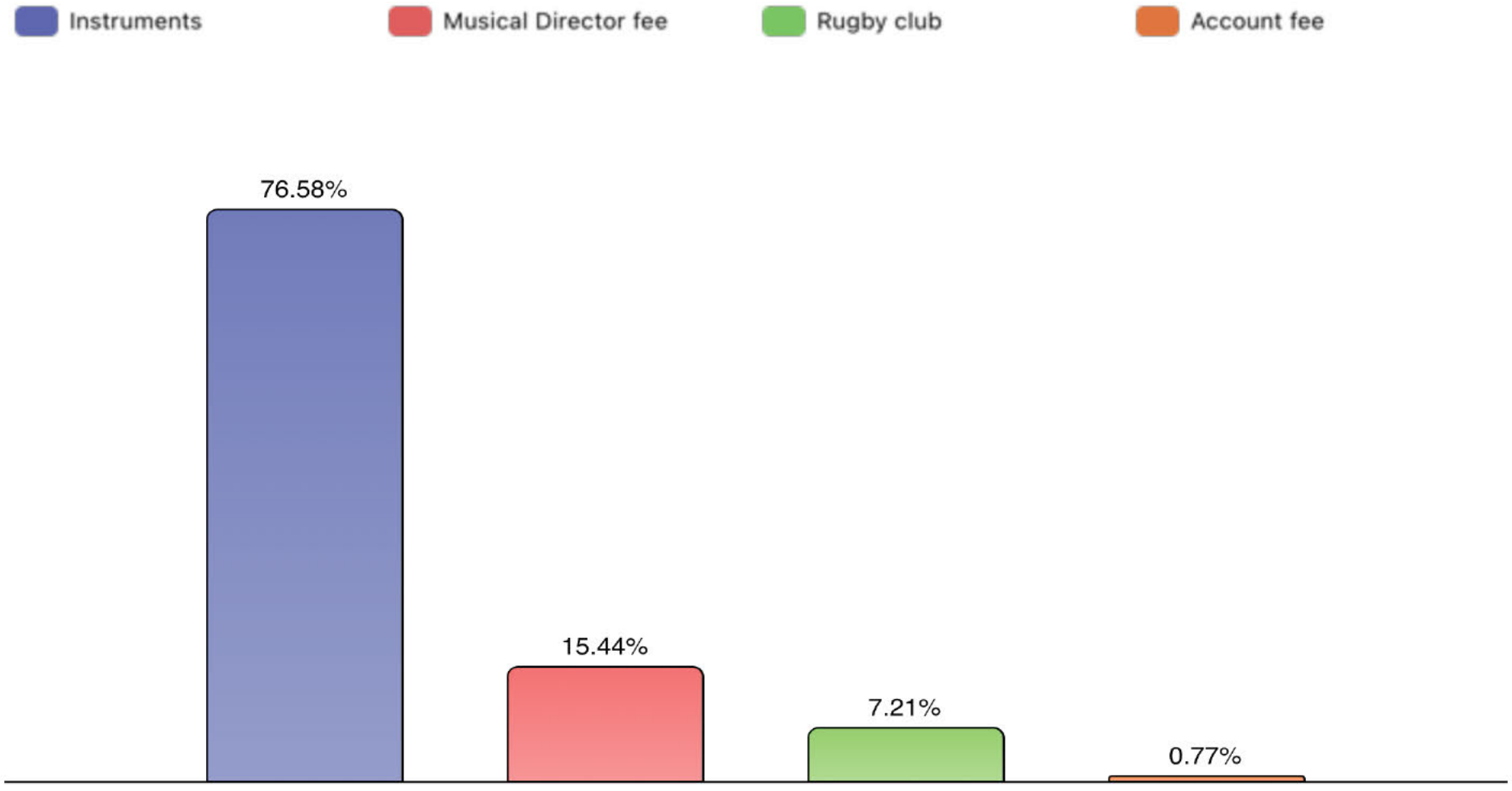
Transactions	Category	Note	Amount
28/04/2026	Account fee		-£3.00
21/04/2026	Rugby club		-£28.00
21/04/2026	Instruments		-£74.69
17/04/2026	Musical Director fee	ASM	-£60.00
15/04/2026	Instruments		-£222.81
01/04/2026	Carry Over		£2,140.49
Total			£1,751.99

Expense Categories	Amount
Account fee	£3.00
Instruments	£297.50
Musical Director fee	£60.00
Rugby club	£28.00
Total	£388.50

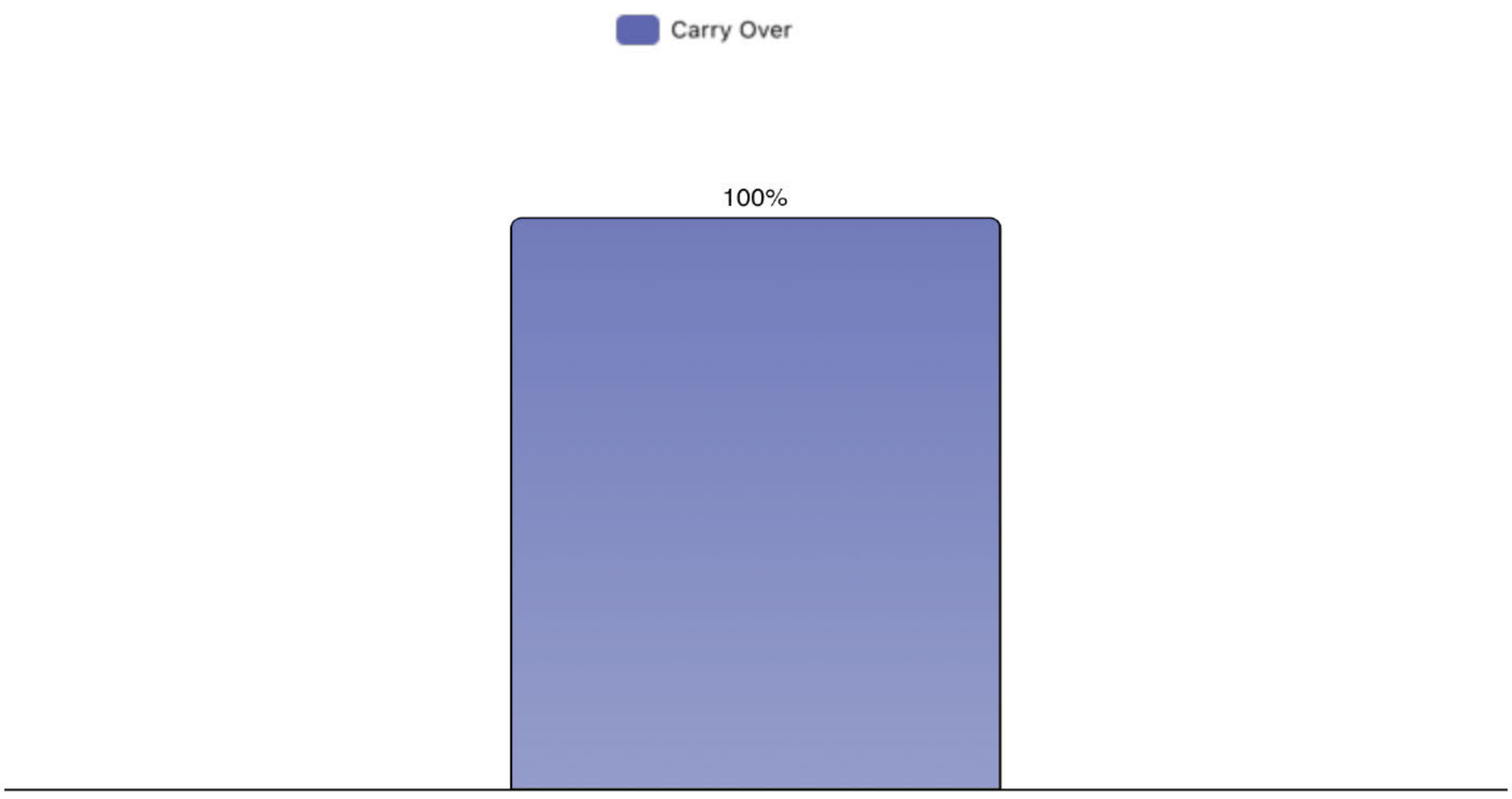
Income Categories	Amount
Carry Over	£2,140.49
Total	£2,140.49

Transactions

Expense Categories



Income Categories



Cash Flow

Cash Flow - Income vs Expense



Transactions

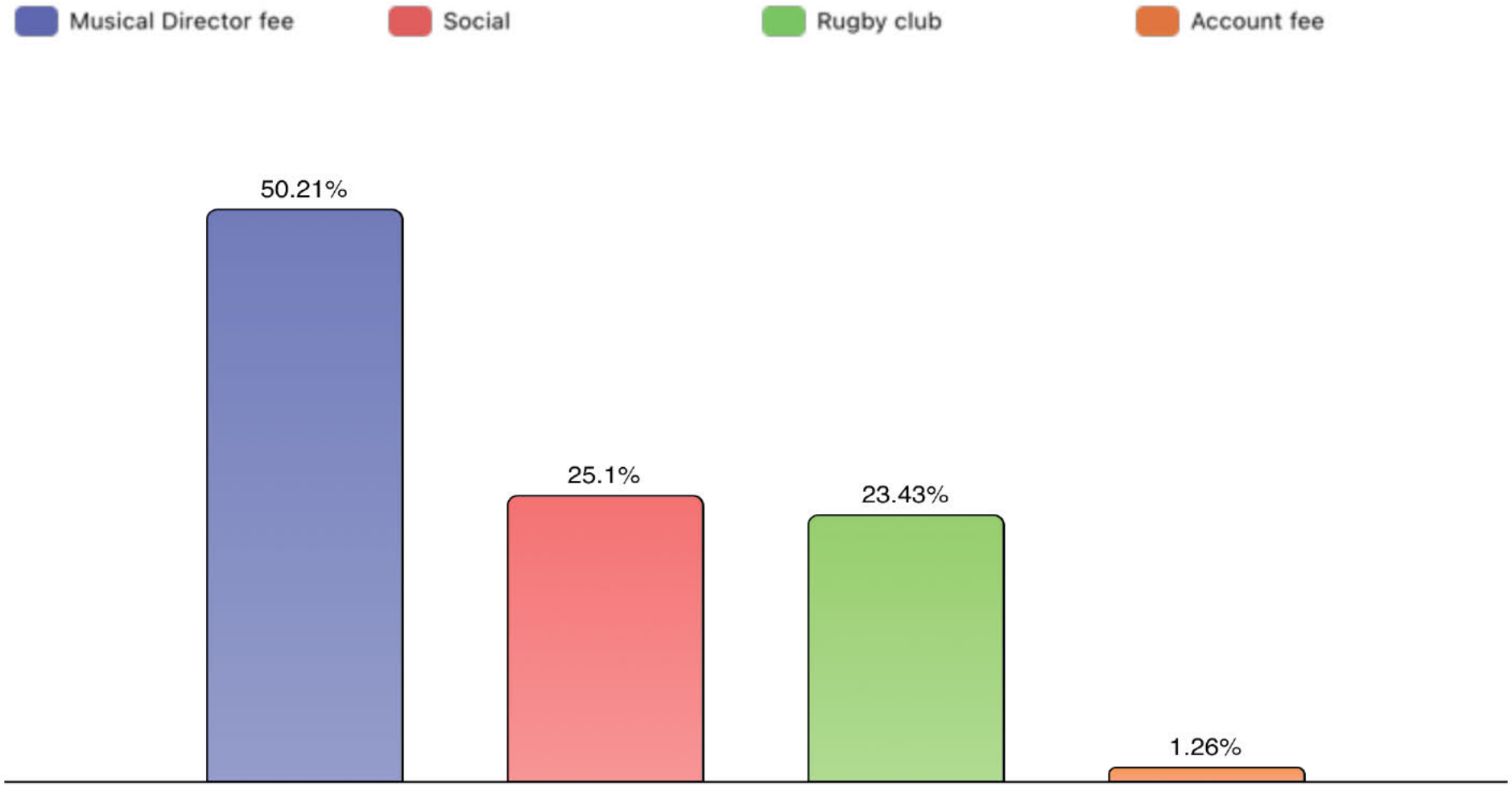
Transactions	Category	Note	Amount
28/05/2026	Account fee		-£3.00
22/05/2026	Social		-£60.00
19/05/2026	Rugby club		-£28.00
18/05/2026	Musical Director fee	ASM	-£60.00
12/05/2026	Rugby club		-£28.00
08/05/2026	Musical Director fee	ASM	-£60.00
01/05/2026	Carry Over		£1,751.99
Total			£1,512.99

Expense Categories	Amount
Account fee	£3.00
Musical Director fee	£120.00
Rugby club	£56.00
Social	£60.00
Total	£239.00

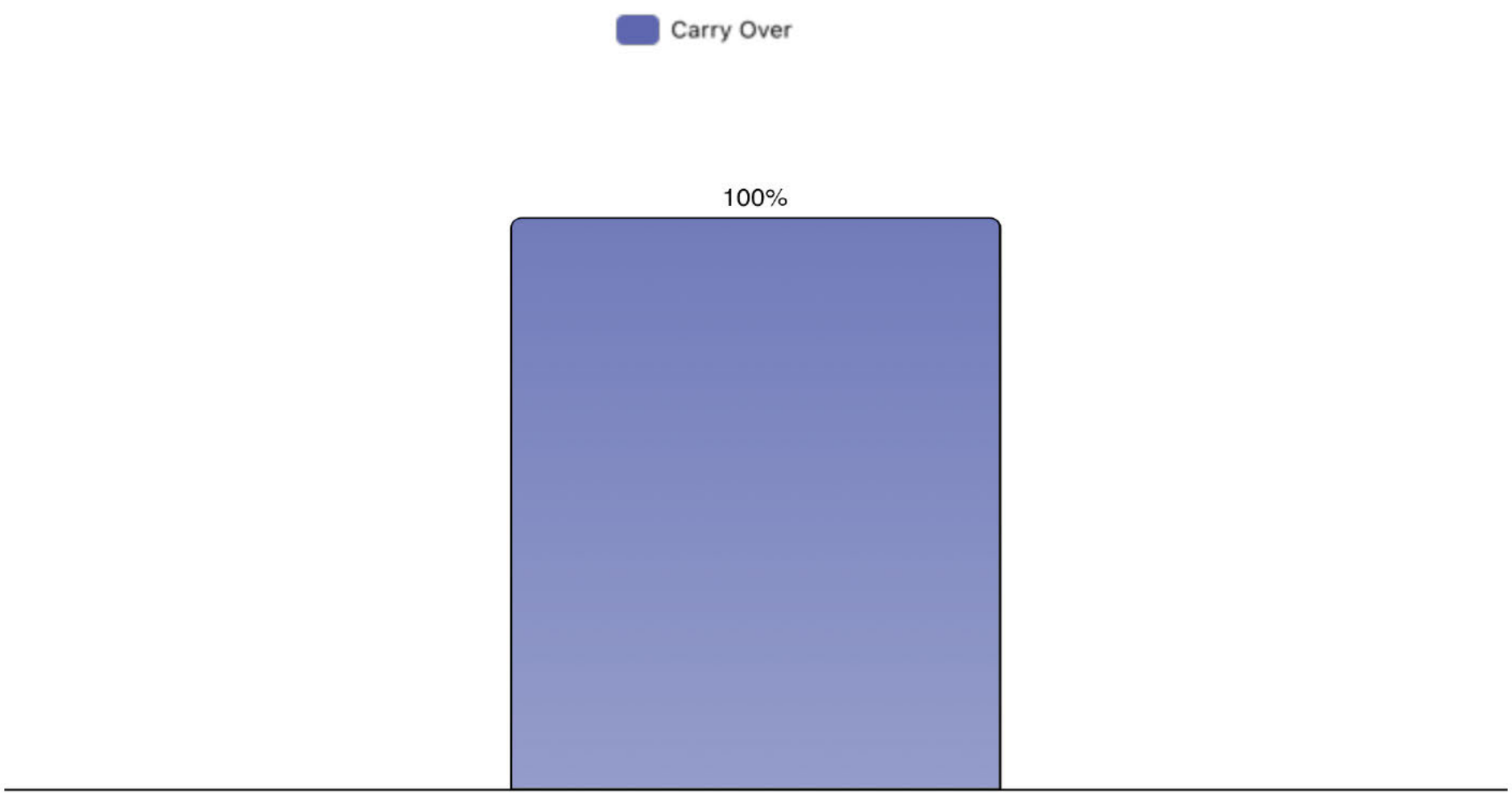
Income Categories	Amount
Carry Over	£1,751.99
Total	£1,751.99

Transactions

Expense Categories



Income Categories



Cash Flow

Cash Flow - Income vs Expense



From: Johanna Bartley
To: [redacted]
[redacted]
Date: Fwd: Order CM-56833 received
16 June 2026 19:48:53

Sent from my iPhone

Begin forwarded message:

From: Chamberlain Music <sales@chamberlainmusic.com>
Date: 23 February 2026 at 20:54:34 GMT
Subject: Order CM-56833 received

Chamberlain Music

ORDER CM-56833

Thank you for your order

Hello Jo, we're getting your order ready to be shipped and will notify you when it has been sent.

View your order

Order summary

	John Packer JP071 student Bb cornet outfit - Lacquer / A1 × 3 JP071L	~~£447.51~~ £422.49
	Majestic Snare drum, glockenspiel & practice pad kit with trolley - A1 × 1 AK1432DP	£190.83
Subtotal		£613.32
Shipping		**Calculated at checkout**
TOTAL		**£735.98**
(which includes VAT)		£122.66

Customer information

Shipping address

[redacted]
L&B Brass
[redacted]

Billing address

[redacted]
L&B Brass
[redacted]

Shipping method Free shipping over £50

www.chamberlainmusic.com
(01428) 658806

sales@chamberlainmusic.com

This is an acknowledgement only. Your order will be processed within 48 hours.
Please see our **Terms & Conditions** page for more info.

You have received this e-mail from Frederick Hyde Ltd, Registered in England and Wales No. 3112115. Registered Office: Corporate House, Kings Road Industrial Estate, Haslemere, Surrey GU27 2QH

From: Johanna Bartley
To: [redacted]
Subject: Fwd: Order CM-55096 received
Date: 16 June 2026 19:48:26

Sent from my iPhone

Begin forwarded message:

From: Chamberlain Music <sales@chamberlainmusic.com>
Date: 16 November 2025 at 09:58:04 GMT
Subject: Order CM-55096 received

Chamberlain Music



ORDER CM-55096

Thank you for your order

Hello Jo, we're getting your order ready to be shipped and will notify you when it has been sent.

View your order

Order summary

	John Packer JP072 student Eb tenor horn outfit - A1 × 1 JP072MKII	£249.17

Subtotal	£249.17
Shipping	**Calculated at checkout**
TOTAL	**£299.00**
(which includes VAT)	£49.83
Mastercard (ending in 4994)	£299.00

Customer information

Shipping address

[redacted]
Llanharan and Bryncae Brass
[redacted]

Billing address

[redacted]

Shipping method Free shipping over £50

www.chamberlainmusic.com
(01428) 658806
sales@chamberlainmusic.com

This is an acknowledgement only. Your order will be processed within 48 hours.
Please see our **Terms & Conditions** page for more info.

You have received this e-mail from Frederick Hyde Ltd, Registered in England and Wales No. 3112115. Registered Office: Corporate House, Kings Road Industrial Estate, Haslemere, Surrey GU27 2QH



From: [redacted]
Subject: Fwd: Your order W13526732 has been placed
Date: 16 June 2026 19:55:51

Sent from my iPhone

Begin forwarded message:

From: "Gear4music.com" <info@gear4music.com>
Date: 16 June 2026 at 19:55:20 BST
To: [redacted]uk
Subject: Your order W13526732 has been placed

View this email in your browser, click here

Thank you for shopping with **Gear4music**

Dear **Jo**,

Your order number is: **W13526732**

If you have any queries regarding your order, please call our Customer Service team on **0330 365 4444** or email **info@gear4music.com**.

Order Details

1 x Music Stand by Gear4music, Pack of 5	**£54.99**

Delivery Date: Tuesday 23rd June 2026 - Thursday 25th June 2026

Delivery Service: SAVER delivery to your door **£2.99**

Delivery Exc. VAT: £2.49

Delivery VAT: £0.50

Grand Total £57.98

Invoice & Delivery Address

Invoice Address:

[redacted]

Delivery Address:

[redacted]

We will email you with further updates about your order. You can check the status of your order any time by logging in to your Gear4music account.

LOG IN

Returns Information

You can return your order for any reason via our easy to use online returns system. Simply click the link below to begin.

Start your return

If you decide your order isn’t suitable for any reason you can return it - just let us know within 30 days of receiving it. Please keep hold of all the original packaging until you’re sure you want to keep the order.

We can collect your return for a small fee, or you can send it back to us yourself. The collection fee can be found in the returns information on each product’s page on Gear4music.

In the unlikely event that any item in this order is faulty, damaged or incorrect on receipt, notify us within 14 days and we'll arrange a free collection.

When returning an order please ensure products are appropriately packaged and

protected, to prevent them from getting damaged.

If you would like to cancel your order, you can do so in the "My Account" section of the website, providing the order has not yet been dispatched.

This does not affect your statutory rights.

For more information, please refer to our Returns and Refunds Information.

Products you might be interested in:



Padded Acoustic Guitar Gig Bag by Gear4music
£14.99



Music Stand by Gear4music, Black
£12.99



Classical Guitar Strings by Gear4music
£3.99



5A Wood Tip Maple Drumsticks, 10 Pack
£22.49



Guitar Picks by Gear4music, Pack of 24 Assorted
£3.99



Pack of 5 Jack Instrument Cables, 3m
£17.99

Kind Regards,
The Gear4music Team



Communication Preferences

This is not a marketing email, and is automatically generated.

You can manage your email preferences **here**, and can get in touch with us directly by replying to this email.

Delivery & Returns

If the estimated delivery date(s) or any other details regarding your order change, we will contact you again. To view more information about our delivery and returns policy, please visit our **information pages.**

Terms & Conditions

Please note this order is subject to our standard terms and conditions of sale. To view our full terms and conditions, please visit our **terms and conditions page.**

Investor Information

Gear4music (Holdings) plc is listed on AIM, part of the London Stock Exchange.

© Gear4music 1999 - 2026. All Rights Reserved.

Manage Communication Preferences

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 1 - Current and Premium Bank A/c

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current A/c	30/04/2026		500.00
Businesss Premium A/c	30/04/2026		323,866.78
			324,366.78

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		324,366.78

Unpresented Receipts (Plus)		
	0.00	
		0.00
		324,366.78
	Balance per Cash Book is :-	**324,366.78**
	Difference is :-	**0.00**

Leigh Smith:

Name ..... Signed ..... Date .....

Lisa Phillips:

Name ..... Signed ..... Date .....

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 3 - Barclaycard

Bank Statement Account Name (s)	Statement Date	Page No	Balances
BarclayCard	20/04/2026		-1,006.53
			-1,006.53

Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			-1,006.53

Unpresented Receipts (Plus)			
28/04/2026	DDR	1,006.53	
			1,006.53
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation up to 30/04/2026 for Cashbook No 3 - Barclaycard

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2026	56491	6.70		6.70		R	Co op
02/04/2026	3395	6.15		6.15		R	Sainsburys
14/04/2026	2604080101	15.99		15.99		R	Llanharan Service Station
14/04/2026	30802303	76.24		76.24		R	Nisbets
16/04/2026	160426	109.19		109.19		R	ALDI
27/04/2026	260326	87.42		87.42		R	ALDI
27/04/2026	010426	80.54		80.54		R	ALDI
27/04/2026	2604010101	15.00		15.00		R	Llanharan Service Station
27/04/2026	2604080101	47.64		47.64		R	Llanharan Service Station
27/04/2026	1595	6.15		6.15		R	Sainsburys
27/04/2026	349565617	12.99		12.99		R	ZOOM
27/04/2026	GB638LHXAB	15.72		15.72		R	Amazon
27/04/2026	62185	130.00		130.00		R	Pontyclun Self Storage
27/04/2026	GB62P4EVAB	19.19		19.19		R	Amazon
27/04/2026	E0200YVS3F	9.24		9.24		R	Microsoft
27/04/2026	E0200YVST4	141.24		141.24		R	Microsoft
27/04/2026	ONE OFF	17.52		17.52		R	Dwr Cymru
27/04/2026	U407984	108.00		108.00		R	Moneysoft
27/04/2026	349991386	15.59		15.59		R	ZOOM
27/04/2026	090426	86.02		86.02		R	ALDI
28/04/2026	DDR		1,006.53		1,006.53		Receipt(s) Banked
		1,006.53	1,006.53				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 2 - Public Sector Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
The Public Sector Deposit Fund	30/04/2026		1,152,739.76
			1,152,739.76
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			1,152,739.76
Unpresented Receipts (Plus)			
		0.00	
			0.00
			1,152,739.76
		Balance per Cash Book is :-	1,152,739.76
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation up to 30/04/2026 for Cashbook No 2 - Public Sector Deposit Fund

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/04/2026	Reinvest		3,658.19	3,658.19		R	Receipt(s) Banked
		0.00	3,658.19				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 1 - Current and Premium Bank A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/c	31/05/2026		450.66
Businesss Premium A/c	31/05/2026		269,352.92
			269,803.58

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		269,803.58

Unpresented Receipts (Plus)		
	0.00	
		0.00
		269,803.58
	Balance per Cash Book is :-	269,803.58
	Difference is :-	0.00

Leigh Smith:

Name .....Signed .....Date .....

Lisa Phillips:

Name .....Signed .....Date .....

Bank Reconciliation up to 31/05/2026 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/05/2026	OVW 2026 M	1,912.00		1,912.00		R	One Voice Wales
01/05/2026	11418	2,771.17		2,771.17		R	Alistair Burroughs
01/05/2026	2627 GRAN	30,036.44		30,036.44		R	LCDP
01/05/2026	11418	-2,771.17		-2,771.17		R	Alistair Burroughs
01/05/2026	11418	2,771.17		2,771.17		R	Alistair Burroughs
01/05/2026			150.00	150.00		R	Receipt(s) Banked
01/05/2026	Hall Hire		-150.00	-150.00		R	Receipt(s) Banked
01/05/2026	inv 313		150.00	150.00		R	Receipt(s) Banked
05/05/2026	CHARGES	8.50		8.50		R	Barclays Bank
05/05/2026	CHARGES	-8.50		-8.50		R	Barclays Bank
05/05/2026	CHARGES	9.94		9.94		R	Barclays Bank
05/05/2026	CIL 26		252,697.37	252,697.37		R	Receipt(s) Banked
05/05/2026	340		7.50	7.50		R	Receipt(s) Banked
08/05/2026	LCC REMIT	2,640.36		2,640.36		R	RCT Pension Payment
08/05/2026	9	49.50		49.50		R	Floral Fresh
08/05/2026	9	-49.50		-49.50		R	Floral Fresh
08/05/2026	LCC REMITT	-2,640.36		-2,640.36		R	RCT
08/05/2026	100072565	927.96		927.96		R	Camstage Ltd
08/05/2026	08052026	11.08		11.08		R	Tesco Mobile phones x 3
11/05/2026	6360	76.00		76.00		R	FareShare Cymru
11/05/2026	431	192.00		192.00		R	Brynna Cleaning
12/05/2026	Hall Hire		60.00	60.00		R	Receipt(s) Banked
13/05/2026	CIL READIN	4,563.85		4,563.85		R	Llanharan Primary School
13/05/2026	431	-192.00		-192.00		R	Brynna Cleaning
14/05/2026	411465037/	322.14		322.14		R	Total Energies
15/05/2026	LL0448	500.58		500.58		R	ARVAL
15/05/2026	3/0	791.00		791.00		R	RCT
15/05/2026	LMT HIRE		56.25	56.25		R	Receipt(s) Banked
15/05/2026	344IMP		150.00	150.00		R	Receipt(s) Banked
18/05/2026	Hall Hire		105.00	105.00		R	Receipt(s) Banked
20/05/2026	687	1,128.00		1,128.00		R	Green Acres Contracting
21/05/2026	E5353-01	3,456.00		3,456.00		R	Soltys Brewster EC
21/05/2026	SCOTT JEFF	204.00		204.00		R	Floral Fresh
21/05/2026	KI-9153883	143.79		143.79		R	EDF
21/05/2026	CIL GRANT	-4,563.85		-4,563.85		R	Llanharan PrimarySchool
21/05/2026	CIL GRANT	4,563.85		4,563.85		R	Llanharan PrimarySchoolPrivate
22/05/2026	Stripe		56.96	56.96		R	Receipt(s) Banked
26/05/2026	3113-5485	1,218.00		1,218.00		R	D3SIGNS
26/05/2026	242951	3.89		3.89		R	Clarity Copiers
26/05/2026	PantryCash		222.00	222.00		R	Receipt(s) Banked
26/05/2026	Hall Hire		116.25	116.25		R	Receipt(s) Banked
27/05/2026	PSDF	250,000.00		250,000.00		R	Public Sector Deposit Fund
27/05/2026	27968180	161.14		161.14		R	EDF
27/05/2026	270526	961.14		961.14		R	Barclaycard
28/05/2026	1451698	49.34		49.34		R	Talk Talk
29/05/2026	11512	2,771.17		2,771.17		R	Alistair Burroughs
29/05/2026	SALARIES	6,165.90		6,165.90		R	STAFF SALARIES
29/05/2026	11512	-2,771.17		-2,771.17		R	Alistair Burroughs

Bank Reconciliation up to 31/05/2026 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
29/05/2026	11512	2,771.17		2,771.17		R	Alistair Burroughs
		308,184.53	253,621.33				

Leigh Smith:

Name .....Signed .....Date .....

Lisa Phillips:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 3 - Barclaycard

Bank Statement Account Name (s)	Statement Date	Page No	Balances
BarclayCard	31/05/2026		-961.14
			-961.14

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		-961.14

Unpresented Receipts (Plus)		
27/05/2026 270526	961.14	
		961.14
		0.00

Balance per Cash Book is :-	0.00
Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation up to 31/05/2026 for Cashbook No 3 - Barclaycard

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/04/2026	2604220102	35.01		35.01		R	Llanharan Service Station
22/04/2026	2604220102	-35.01		-35.01		R	Llanharan Service Station
23/04/2026	230426	64.01		64.01		R	ALDI
23/04/2026	230426	-64.01		-64.01		R	ALDI
24/04/2026	61167	12.83		12.83		R	Tesco
24/04/2026	61167	-12.83		-12.83		R	Tesco
28/04/2026	DDR		1,006.53	1,006.53		R	Receipt(s) Banked
27/05/2026	090426	86.02		86.02		R	ALDI
27/05/2026	2604200101	7.75		7.75		R	Llanharan Service Station
27/05/2026	2604220102	35.01		35.01		R	Llanharan Service Station
27/05/2026	230426	64.01		64.01		R	ALDI
27/05/2026	61167	12.83		12.83		R	Tesco
27/05/2026	YKL3841895	18.66		18.66		R	Toolstation
27/05/2026	300426	61.06		61.06		R	ALDI
27/05/2026	62654	130.00		130.00		R	Pontyclun Self Storage
27/05/2026	E0200Z4L1F	138.60		138.60		R	Microsoft
27/05/2026	E0200Z4PDF	9.24		9.24		R	Microsoft
27/05/2026	4410681392	23.92		23.92		R	Viking Group
27/05/2026	4410707782	112.38		112.38		R	Viking Group
27/05/2026	0705742084	139.42		139.42		R	SP Start Safety UK
27/05/2026	0705749407	15.26		15.26		R	Gulf Llanharan
27/05/2026	1105745791	82.25		82.25		R	ALDI
27/05/2026	3538306731	12.99		12.99		R	ZOOM
27/05/2026	5057400706	55.22		55.22		R	ALDI
27/05/2026	8052401134	15.59		15.59		R	ZOOM
27/05/2026	2005741636	26.95		26.95		R	Screwfix
27/05/2026	090426	-86.02		-86.02		R	ALDI
27/05/2026	270526		961.14		961.14		Receipt(s) Banked
		961.14	1,967.67				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 2 - Public Sector Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
The Public Sector Deposit Fund	31/05/2026		1,406,301.42
			1,406,301.42
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			1,406,301.42
Unpresented Receipts (Plus)			
		0.00	
			0.00
			1,406,301.42
		Balance per Cash Book is :-	1,406,301.42
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation up to 31/05/2026 for Cashbook No 2 - Public Sector Deposit Fund

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/05/2026	Reinvest		3,561.66	3,561.66		R	Receipt(s) Banked
27/05/2026	X 5 PAYS		250,000.00	250,000.00		R	Receipt(s) Banked
		0.00	253,561.66				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 1 - Current and Premium Bank A/c

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current A/c	30/06/2026		500.00
Businesss Premium A/c	30/06/2026		11,402.05
			11,902.05

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		11,902.05

Unpresented Receipts (Plus)		
	0.00	
		0.00
		11,902.05
	Balance per Cash Book is :-	11,902.05
	Difference is :-	0.00

Leigh Smith:

Name ..... Signed ..... Date .....

Lisa Phillips:

Name ..... Signed ..... Date .....

Receipts | Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	18,635.95					18,635.95	
CP1FT	Banked: 31/03/2026	-321,468.44						
CP1FT	Rhondda Cynon Taf	-321,468.44			1300	750	-71,468.44	Cancel entry
					1300	750	-250,000.00	Cancel entry
JS17	Banked: 01/04/2026	48.50						
JS17	FN	48.50			1200	700	48.50	Allotment
BCC Hire	Banked: 01/04/2026	67.50						
BCC Hire	LMT Academy	67.50			1992	640	67.50	BCC Hall Hire
Donation	Banked: 01/04/2026	25.00						
Donation	Cwtch & Crumb	25.00			1990	100	25.00	St Davids Day Stall Donation
INV 300	Banked: 01/04/2026	120.00						
INV 300	LCDP	120.00			1992	640	120.00	BCC Hall Hire
Inv 299	Banked: 01/04/2026	600.00						
Inv 299	LCDP	600.00			1992	640	600.00	BCC Hall Hire
BR16	Banked: 02/04/2026	30.00						
BR16	CF	30.00			1200	700	30.00	Allotment
ROW	Banked: 08/04/2026	1,330.00						
ROW	Rhondda Cynon Taf	1,330.00			4800	600	1,330.00	Rights of Way Annual Payment
VAT	Banked: 15/04/2026	6,071.35						
VAT	HMRC VAT	6,071.35			105		6,071.35	Vat Refund
CC	Banked: 17/04/2026	30.00						
CC	Impetus Dance Company	30.00			1992	640	30.00	BCC Hall Hire
CC	Banked: 20/04/2026	45.00						
CC	Impetus Dance Company	45.00			1992	640	45.00	BCC Hall Hire
AE	Banked: 21/04/2026	75.00						
AE	A Evans	75.00			1992	640	75.00	BCC Hall Hire
S Panes	Banked: 27/04/2026	105.00						
SP	SP	105.00			1992	640	105.00	BCC Community Centre
Stripe Pay	Banked: 28/04/2026	99.52						
Stripe Pay	Llanharan Community Council	99.52			1992	640	99.52	BCC Hall Hire
SL322	Banked: 29/04/2026	15.00						
SL322	Watt	15.00			1200	700	15.00	Allotment
Inv 315	Banked: 30/04/2026	90.00						
Inv 315	LCDP	90.00			1992	640	90.00	BCC Hall Hire
Inv314	Banked: 30/04/2026	150.00						
Inv314	LCDP	150.00			1992	640	150.00	BCC Hall Hire
Inv313	Banked: 30/04/2026	420.00						
Inv313	LCDP	420.00			1992	640	420.00	BCC Hall Hire

Continued on Page 46

Receipts | Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Precept	Banked: 30/04/2026	320,808.44						
Precept	Rhondda Cynon Taf		320,808.44		1076	100	320,808.44	Precept
CP1FT	Banked: 30/04/2026	71,468.44						
CP1FT	Rhondda Cynon Taf		71,468.44		1300	750	71,468.44	CIL
CIL	Banked: 30/04/2026	250,000.00						
CIL	Rhondda Cynon Taf		250,000.00		1300	750	250,000.00	CIL
	Banked: 01/05/2026	150.00						
	LCDP		150.00		1992	640	150.00	Hall Hire
inv 313	Banked: 01/05/2026	150.00						
inv 313	Llan Comm PJ		150.00		1992	640	150.00	BCC Hire
Hall Hire	Banked: 01/05/2026	-150.00						
Hall Hire	Llan Comm PJ		-150.00		1992	640	-150.00	Hall Hire
CIL 26	Banked: 05/05/2026	252,697.37						
CIL 26	Rhondda Cynon Taf		252,697.37		1300	750	252,697.37	Pay5-ph3&4 & Pay1-ph5
					329		252,697.37	Pay5-ph3&4 & Pay1-ph5
					6001	750	-252,697.37	Pay5-ph3&4 & Pay1-ph5
340	Banked: 05/05/2026	7.50						
340	Watts SL		7.50		1992	640	7.50	BCC Hire
Hall Hire	Banked: 12/05/2026	60.00						
Hall Hire	Toni Mason		60.00		1992	640	60.00	Hall Hire
LMT HIRE	Banked: 15/05/2026	56.25						
LMT HIRE	LMT Academy		56.25		1992	640	56.25	BCC Hire
344IMP	Banked: 15/05/2026	150.00						
344IMP	Impetus Dance Hire		150.00		1992	640	150.00	BCC Hire
Hall Hire	Banked: 18/05/2026	105.00						
Hall Hire	Christine Jones		105.00		1992	640	105.00	Hall Hire
Stripe	Banked: 22/05/2026	56.96						
Stripe	Allotment BR28 BGC		56.96		1200	700	56.96	Allotments
PantryCash	Banked: 26/05/2026	222.00						
PantryCash	Llanharan Food Pantry Cash		222.00		270		222.00	Llanharan Food Pantry
Hall Hire	Banked: 26/05/2026	116.25						
Hall Hire	Rhondda Cynon Taf		116.25		1992	640	116.25	Room By Election Hire
Inv 342	Banked: 01/06/2026	60.00						
Inv 342	LLan Comm PJ		60.00		1992	640	60.00	BCC Hire
INV332	Banked: 01/06/2026	75.00						
INV332	Llan Comm PJ		75.00		1992	640	75.00	BCC Hire
INV333	Banked: 01/06/2026	405.00						
INV333	Llan Comm PJ		405.00		1992	640	405.00	BCC Hire

Continued on Page 47

Receipts — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Inv 330	Banked: 01/06/2026	180.00						
Inv 330	S Panes		180.00		1992	640	180.00	BCC Hire
INV 357	Banked: 03/06/2026	75.00						
INV 357	A Edwards		75.00		1992	640	75.00	BCC Hire
INV349	Banked: 08/06/2026	75.00						
INV349	SL Watts		75.00		1992	640	75.00	BCC Hire
Interest	Banked: 08/06/2026	505.16						
Interest	Barclays Bank		505.16		1990	100	505.16	Interest 2Mar-7Jun
49ATM	Banked: 11/06/2026	75.00						
49ATM	Cash Deposit		75.00		270		75.00	Pantry Monies
BR16	Banked: 11/06/2026	41.00						
BR16	J Turnbull		41.00		1200	700	41.00	Allotment Rent
br16bgc	Banked: 11/06/2026	41.00						
PSDF	Jenna Turnbull		41.00		1200	700	41.00	Allotment Income
BCC Hire	Banked: 16/06/2026	157.50						
BCC Hire	LMT Academy		157.50		1992	640	157.50	BCC Hire
BCC Hire	Banked: 17/06/2026	30.00						
BCC Hire	Impetus Dance		30.00		1992	640	30.00	BCC Hire
BCC Hire	Banked: 17/06/2026	30.00						
BCC Hire	Impetus Dance		30.00		1992	640	30.00	BCC Hire
Pantry	Banked: 19/06/2026	61.98						
Pantry	Rebecca Jenkins		61.98		270		61.98	Llanharan Pantry
Rebate	Banked: 22/06/2026	196.12						
Rebate	Barclays Bank		196.12		1990	100	196.12	Premium Account Rebate
Office BCC	Banked: 23/06/2026	7.50						
Office BCC	EL King		7.50		1992	640	7.50	BCC Office Hire
	Total Receipts	585,766.90	0.00	0.00			585,766.90	
	Cashbook Totals	604,402.85	0.00	0.00			604,402.85	

Continued on Page 48

Payments

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/04/2026	Extrascope	19275	414.72		69.12	4070	200	345.60	Microsoft 365
07/04/2026	One Voice Wales	10632	42.00			4305	240	42.00	Leigh Smith Training
08/04/2026	RCT	53276220	787.50			4060	640	787.50	BCC Rates April
08/04/2026	Rialtas	SM33920	396.00		66.00	4130	200	330.00	Rialtas
08/04/2026	Floral Fresh	6	49.50			4100	640	49.50	Floral Fresh
08/04/2026	Tesco	1342865128	10.46			4075	200	10.46	Mobile Phone
08/04/2026	Barclays Bank	DDR	12.62			4135	200	12.62	Bank Charges
09/04/2026	Combined Playground Services	493	110.00			4810	600	110.00	Playground Inspect-MH&SP
12/04/2026	Combined Playground Services	467	110.00			4810	600	110.00	Playground Inspect-MH/SP
12/04/2026	Combined Playground Services	478	110.00			4810	600	110.00	Playground Inspec-MH&SP
12/04/2026	Combined Playground Services	487	110.00			4810	600	110.00	Playground Inspec-MH/SP
12/04/2026	RCT	53164934	2,434.70			4060	200	2,434.70	Business Rates/Office
13/04/2026	Total Energies	4087303272	329.25		54.88	4755	640	274.37	Utilities
14/04/2026	Floral Fresh	7	49.50			4100	640	49.50	Bryncae Cleaning
15/04/2026	ARVAL	RI00132463	500.58		83.43	4400	300	417.15	ARVAL
15/04/2026	FareShare Cymru	6210	78.00			1991	630	78.00	Pantry
15/04/2026	FareShare Cymru	6210	-78.00			1991	630	-78.00	Cancel entry
15/04/2026	FareShare Cymru	6210	76.00			1991	630	76.00	Pantry
19/04/2026	HMRC NI & Tax	948PZ00127	2,152.85			4010	200	2,152.85	PAYE
19/04/2026	HMRC NI & Tax	948PZ00127	2,153.05			4010	200	2,153.05	NI & Tax Mth 12
19/04/2026	SSE Electric	8701540931	58.57		2.79	4575	650	55.78	Jeffs Lane
20/04/2026	BCC Deposit Return	DEPOSIT RE	30.00			566		30.00	BCC Deposit Return
22/04/2026	EDF	KI-9153883	173.28		8.25	4080	200	165.03	EDF
22/04/2026	Floral Fresh	8	49.50			4100	640	49.50	Bryncae Cleaning
23/04/2026	BNP Paribas Printer	FLLB831240	140.13		23.36	4070	200	116.77	Printer
23/04/2026	EDF	27500695	265.22		12.63	4080	640	252.59	EDF
23/04/2026	Fungrenade	1525	288.00		48.00	4070	200	240.00	Website hosting Mar26-Mar27
23/04/2026	Talk Talk	1320526	49.34		8.22	4075	640	41.12	Telephone
27/04/2026	Clarity Copiers	241165	7.31		1.22	4070	200	6.09	Printer Copies
28/04/2026	STAFF SALARIES	APR 26	8,617.01			4000	200	8,617.01	Staff Salaries
28/04/2026	Barclaycard	DDR	1,006.53			260		1,006.53	Barclaycard
28/04/2026	RCT Pension Payment	LCC REMIT	2,640.36			4005	200	2,640.36	Pensions
30/04/2026	Rialtas	33776	1,176.00		196.00	4130	200	980.00	Rialtas Accounts
30/04/2026	Floral Fresh	9	49.50			4100	640	49.50	BCC Cleaning
01/05/2026	One Voice Wales	OVW 2026 M	1,912.00			4130	200	1,912.00	Membership
01/05/2026	Alistair Burroughs	11418	2,771.17		461.86	4966	750	2,309.31	Ewenni Multi User Bridge
01/05/2026	LCDP	2627 GRAN	30,036.44			4701	550	30,036.44	LCDP 2027 Grant
01/05/2026	Alistair Burroughs	11418	-2,771.17		-461.86	4966	750	-2,309.31	Ewenni Multi User Bridge
01/05/2026	Alistair Burroughs	11418	2,771.17		461.86	4966	750	2,309.31	Ewenni Multi User Bridge
						325	0	-2,309.31	Ewenni Multi User Bridge
						6000	750	2,309.31	Ewenni Multi User Bridge
05/05/2026	Barclays Bank	CHARGES	8.50			4135	200	8.50	Bank Charges
05/05/2026	Barclays Bank	CHARGES	-8.50			4135	200	-8.50	Reverse Charge
05/05/2026	Barclays Bank	CHARGES	9.94			4135	200	9.94	13MAR-12APR
08/05/2026	RCT Pension Payment	LCC REMIT	2,640.36			4005	200	2,640.36	Pension April

Continued on Page 49

Payments / Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/05/2026	Floral Fresh	9	49.50			4100	640	49.50	BCC Cleaning
08/05/2026	Floral Fresh	9	-49.50			4100	640	-49.50	Wrong date entered
08/05/2026	RCT	LCC REMITT	-2,640.36			4005	200	-2,640.36	Wrong date entered
08/05/2026	Camstage Ltd	100072565	927.96		154.66	4780	640	773.30	BCC Curtain Tracks
08/05/2026	Tesco Mobile phones x 3	08052026	11.08			4075	200	11.08	Office Mobile Phone
11/05/2026	FareShare Cymru	6360	76.00			120		76.00	Pantry
11/05/2026	Brynna Cleaning	431	192.00			4100	200	192.00	Cleaning Contract Chapel Rd
13/05/2026	Llanharan Primary School	CIL READIN	4,563.85			470	750	4,563.85	CIL Reading Project
13/05/2026	Brynna Cleaning	431	-192.00			4100	200	-192.00	Cleaning Contract - Chapel Rd
14/05/2026	Total Energies	411465037/	322.14		53.69	4755	640	268.45	BCC Gas
15/05/2026	ARVAL	LL0448	500.58		83.43	4400	300	417.15	Van Hire
15/05/2026	RCT	3/0	791.00			4060	200	791.00	Business Rates
20/05/2026	Green Acres Contracting	687	1,128.00		188.00	4810	600	940.00	Fence Line & Clearage
21/05/2026	Soltys Brewster EC	E5353-01	3,456.00		576.00	4966	750	2,880.00	Ewenni Bridge Consultancy
21/05/2026	Floral Fresh	SCOTT JEFF	204.00			4100	640	204.00	4 x invoices
21/05/2026	EDF	KI-9153883	143.79		6.85	4080	200	136.94	Electicity Chapel Rd
21/05/2026	Llanharan PrimarySchool	CIL GRANT	-4,563.85			470	750	-4,563.85	Llanharan PrimarySchool
21/05/2026	Llanharan PrimarySchoolPrivate	CIL GRANT	4,563.85			4958	750	4,563.85	CIL Reading Project Grant
						325	0	-4,563.85	CIL Reading Project Grant
						6000	750	4,563.85	CIL Reading Project Grant
21/05/2026	Soltys Brewster EC	E5353-01	-3,456.00		-576.00	4966	750	-2,880.00	Ewenni Bridge Consultancy
21/05/2026	Soltys Brewster EC	E5353-01	3,456.00		576.00	4966	750	2,880.00	Ewenni Bridge Consultancy
						325	0	-2,880.00	Ewenni Bridge Consultancy
						6000	750	2,880.00	Ewenni Bridge Consultancy
26/05/2026	D3SIGNS	3113-5485	1,218.00		203.00	4500	400	1,015.00	Hanging Basket Holders
26/05/2026	Clarity Copiers	242951	3.89		0.65	4090	200	3.24	Photocopies
27/05/2026	Public Sector Deposit Fund	PSDF	250,000.00			1090	100	250,000.00	5 x Payments
27/05/2026	EDF	27968180	161.14		7.67	4080	640	153.47	Electric BCC
27/05/2026	Barclaycard	270526	961.14			260		961.14	BCARD Commercial
27/05/2026	PSDF	PSDF	-250,000.00			1090	100	-250,000.00	PSDF
27/05/2026	Public Sector Deposit Fund	X 5 PAYS	250,000.00			250		250,000.00	X 5 Payments
28/05/2026	Talk Talk	1451698	49.34		8.22	4780	640	41.12	BCC Telephone/Broadband
29/05/2026	Alistair Burroughs	11512	2,771.17		461.86	4966	750	2,309.31	Ewenni Multi User Bridge
29/05/2026	STAFF SALARIES	SALARIES	6,165.90			4000	200	6,165.90	May Staff Salaries
29/05/2026	Alistair Burroughs	11512	-2,771.17		-461.86	4966	750	-2,309.31	Ewenni Multi User Bridge
29/05/2026	Alistair Burroughs	11512	2,771.17		461.86	4966	750	2,309.31	Ewenni Multi User Bridge
						325	0	-2,309.31	Ewenni Multi User Bridge
						6000	750	2,309.31	Ewenni Multi User Bridge
02/06/2026	Floral Fresh	14	51.00			4100	640	51.00	BCC Cleaning
03/06/2026	Clarity Copiers	244620	4.85		0.81	4130	200	4.04	Photocopier
03/06/2026	Catherine Kennedy	LOCUM	511.98			4115	200	511.98	Locum Services
05/06/2026	FareShare Cymru	6510	76.00			4730	630	76.00	Pantry
05/06/2026	Elite Signs	50626	90.00		15.00	4355	260	75.00	Honour Board Entries

Continued on Page 50

Payments / Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/06/2026	Barclays Bank	CHARGES	8.50			4135	200	8.50	Bank Charges
05/06/2026	Morgan Environmental	4887	126.00		21.00	4855	620	105.00	Shower Block Legionella
05/06/2026	Public Sector Deposit Fund	PSDF	50,000.00			250		50,000.00	PSDF
08/06/2026	Tesco Mobile phone	MOBILE	11.08			4075	200	11.08	Tesco Mobile phones
08/06/2026	Public Sector Deposit Fund	PSDF	50,000.00			250		50,000.00	PSDF
09/06/2026	Martha Rogers	CLOCK	60.00			4355	260	60.00	Clock Apr24-Apr27
09/06/2026	Floral Fresh	15	51.00			4100	640	51.00	BCC Cleaning Contract
09/06/2026	Public Sector Deposit Fund	PSDF	50,000.00			250		50,000.00	PSDF
10/06/2026	Public Sector Deposit Fund	PSDF	50,000.00			250		50,000.00	PSDF
11/06/2026	Festive Lighting	INV-2026-0	6,730.99		1,121.83	4505	400	5,609.16	Festive Lighting
11/06/2026	RCT Pensions	PENSION	1,817.78			4005	200	1,817.78	RCT
11/06/2026	HMRC NI & Tax	HMRC	2,135.56			4010	200	2,135.56	Mth 1
15/06/2026	Total Energies	414132790/	160.09		7.63	4755	640	152.46	BCC Gas
15/06/2026	ARVAL	RI00151203	500.58		83.43	4400	300	417.15	Van Hire
15/06/2026	RCT	53276220	791.00			4060	640	791.00	Business Rates BCC
16/06/2026	Combined Playground Services	497	110.00			4810	600	110.00	MH and Oakbrook checks
16/06/2026	SSE Electric	APRIL	54.00		2.57	4080	650	51.43	`Jeffs Lane
16/06/2026	SSE Electric	MAY	54.35		2.59	4080	650	51.76	Jeffs Lane
16/06/2026	Boverton Nurseries Ltd	2026094	10,485.60		1,747.60	4500	400	8,738.00	Summer Baskets
16/06/2026	Floral Fresh	16	51.00			4100	640	51.00	BCC Cleaning Contract
16/06/2026	Brynna Cleaning	431	192.00			4100	200	192.00	Chapel Road Cleaning Contract
18/06/2026	SSE Electric	FEB24AUG25	234.26		11.16	4080	650	223.10	Jeffs Lane Feb24-Aug25
19/06/2026	One Voice Wales	10833C	500.00			4057	200	500.00	Job Evaluation x 4
22/06/2026	BGS Mowers & Motors Ltd	20274	2,889.20		481.53	4415	300	2,407.67	Red Tractor Service
22/06/2026	RCT	311054082	595.20			4760	640	595.20	Water Recharge BCC
22/06/2026	RCT	3110549094	43.78			4780	640	43.78	ICT Recharge BCC
23/06/2026	Check4 Asbestos Ltd	303	600.00			4901	700	600.00	Allotment Asbestos Check
23/06/2026	Floral Fresh	17	51.00			4100	640	51.00	Cleaning BCC
23/06/2026	EDF	KI-9153883	128.67		6.13	4080	200	122.54	Chapel Rd - Electric
23/06/2026	British Telecomm	Q107 5Y	377.50		62.92	4075	200	314.58	Chapel Rd
24/06/2026	Morris Property Holdings	2	875.00			4065	200	875.00	Chapel Rd Quarterly Lease
24/06/2026	N&B Construction Ltd	236	3,555.73		592.62	4965	750	2,963.11	Shower Block CIL
						325	0	-2,963.11	Shower Block CIL
						6000	750	2,963.11	Shower Block CIL
24/06/2026	N&B Construction Ltd	237	7,111.45		1,185.24	4965	750	5,926.21	Shower Block Renovation CIL
						325	0	-5,926.21	Shower Block Renovation CIL
						6000	750	5,926.21	Shower Block Renovation CIL
24/06/2026	Extrascope	19399	641.52		106.92	4070	200	534.60	IT
24/06/2026	EDF	28349265	157.85		7.52	4080	640	150.33	BCC Electric
24/06/2026	Talk Talk	3165665	49.34		8.22	4075	640	41.12	BCC Broadband
26/06/2026	HMRC NI & Tax	HMRC	1,406.91			4010	200	1,406.91	Mth 2
26/06/2026	HMRC NI & Tax	HMRC	9.01			4001	200	9.01	Interest - laste payment April
26/06/2026	Janine Turner	MEMBER	400.00			4355	260	400.00	Senior Member Allowance

Continued on Page 51

Payments

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Detail
26/06/2026	Rhys Jenkins	CHAIR	900.00			4350	260	900.00	Chair Allowance
29/06/2026	Barclaycard	June	2,020.89			260		2,020.89	
30/06/2026	STAFF SALARIES	SALARIES	8,403.42			4000	200	8,403.42	June Staff Salaries
30/06/2026	RCT Pension Payment	PENSIONS	2,445.00			4005	200	2,445.00	Staff Pensions
30/06/2026	HMRC NI & Tax	HMRC	2,447.70			4010	200	2,447.70	Mth 3
	Total Payments		592,500.80	0.00	8,244.51			584,256.29	
	Balance Carried Fwd		11,902.05						
	Cashbook Totals		604,402.85	0.00	8,244.51			596,158.34	

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 3 - Barclaycard

Bank Statement Account Name (s)	Statement Date	Page	Balances
BarclayCard	30/06/2026		0.00
			0.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		0.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		0.00

Balance per Cash Book is :-	0.00
Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Barclaycard

List of Payments made between 01/06/2026 and 30/06/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2026	GD Evans Holdings	63128	130.00	LS	Storage Unit
03/06/2026	Llanharan Service Station	2606030101	20.01	PB	Strimmer Petrol
04/06/2026	ALDI	040626	79.96	PB	Pantry
04/06/2026	Llanharan Service Station	2606040101	19.80	PB	Tractor - Diesel
05/06/2026	Microsoft	7333364895	9.24	LS	Microsoft
24/06/2026	Talk Talk	3165665	49.34	DDR	Broadband
24/06/2026	Talk Talk	3165665	-49.34	DDR	BCC Broadband
26/06/2026	ALDI	210526	48.74	PB	Pantry
26/06/2026	Leekes	1004040553	8.96	PB	Hose Clips Hanging Baskets
26/06/2026	ALDI	290526	87.78	PB	Pantry
26/06/2026	All Types Motor Factors	BIN0078046	49.98	PB	LED Beacon incar charger
26/06/2026	ALDI	080626	9.98	PB	Pantry - Toilet Roll
26/06/2026	Tesco	100626	32.33	PB	Diesel
26/06/2026	Halfords	071957	5.49	PB	Funnel for fuel
26/06/2026	ALDI	110626	92.54	PB	Pantry
26/06/2026	ALDI	120626	8.64	PB	Office Consumables
26/06/2026	Llanharan Service Station	2606150101	37.00	PB	Strimmer & Watering Petrol
26/06/2026	Instaloft	DEPOSIT	76.37	LS	Clock Hatch Ladder
26/06/2026	Royal Mail	3-10086013	1.50	RJ	Confirmation slip - Fee to pay
26/06/2026	Land Regisy Search	1000010159	7.00	RJ	ORA2026/039
26/06/2026	Land Registry	1010159832	7.00	RJ	ORA2026/039
26/06/2026	Land Registry	1010459832	-7.00		ORA2026/039
26/06/2026	Land Registry	1000010159	-7.00		ORA/2026/039
26/06/2026	Royal Mail	3-10086013	-1.50	RJ	Confirmation slip - fee to pay
26/06/2026	Viking Group	4410768830	40.47	RJ	Whiteboard
26/06/2026	ebay	14-14724-3	7.89	RJ	Dispenser Key
26/06/2026	ADOBE	IEE2026009	727.92	LP	Annual Subscription
26/06/2026	High Speed Training	12844924	24.00	LS	Food Hygiene LS
26/06/2026	Microsoft	9333370924	125.35	LS	Microsoft
26/06/2026	Planning Portal	PP14990251	333.00	LS	Memorial Garden
26/06/2026	Amazon	GB60014YCF	23.48	LS	HMRC Mobile Phone
26/06/2026	Amazon	GB65FRCLAB	8.97	LS	Cable for Hard Drive
26/06/2026	ZOOM	INV3578385	12.99	LS	Zoom

Total Payments 2,020.89

Bank Reconciliation Statement as at 30/06/2026
for Cashbook 2 - Public Sector Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
The Public Sector Deposit Fund	30/06/2026		1,610,216.08
			1,610,216.08
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			1,610,216.08
Unpresented Receipts (Plus)			
		0.00	
			0.00
			1,610,216.08
		Balance per Cash Book is :-	1,610,216.08
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation up to 30/06/2026 for Cashbook No 2 - Public Sector Deposit Fund

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/06/2026	Reinvest		3,914.66	3,914.66		R	Receipt(s) Banked
05/06/2026	PSDF		50,000.00	50,000.00		R	Receipt(s) Banked
08/06/2026	PSDF		50,000.00	50,000.00		R	Receipt(s) Banked
09/06/2026	PSDF		50,000.00	50,000.00		R	Receipt(s) Banked
10/06/2026	PSDF		50,000.00	50,000.00		R	Receipt(s) Banked
		0.00	203,914.66				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Regular Payment Report – 9th July 2026

Review of Direct Debit and Regular Recurring Payment Arrangements

Purpose

To review the Council's current Direct Debit and regular recurring payment arrangements, as detailed in Appendix A, and to consider recommending the introduction of Direct Debit for the payment of monthly HMRC PAYE and National Insurance liabilities.

Background

The RFO has undertaken a review of the Council's current Direct Debit and regular recurring payment arrangements. The review has confirmed that the existing Direct Debits remain appropriate for the services provided and continue to provide an efficient and secure method of paying recurring contractual commitments.

HMRC PAYE and National Insurance liabilities are currently paid manually each month. HMRC charges interest on late payments from the due date and, during April and May 2026, the Council incurred interest charges totalling £9.01 due to late payment.

Although the financial impact was relatively small, payment by Direct Debit would reduce the risk of future interest charges, improve resilience during periods of annual leave or staff absence and reduce the administrative burden associated with manual processing. The majority of local councils now pay HMRC by Direct Debit.

Financial Implications

There are no additional financial implications arising from this proposal. Payment by Direct Debit would automate an existing payment process and assist in avoiding unnecessary HMRC interest charges.

Recommendation

The Audit Committee is requested to recommend to Full Council that:

1. The Direct Debit and regular recurring payment arrangements set out in Appendix A be approved.
2. Authority be delegated to the Clerk and Responsible Financial Officer to arrange payment of monthly HMRC PAYE and National Insurance liabilities by Direct Debit.

Appendix A

Current Direct Debit & Regular Payment Arrangements

This appendix distinguishes between the Council's existing Direct Debits and regular recurring payments. Amounts may be amended from time to time as contracts, tariffs or charges change.

Direct Debits

Supplier	Service	Frequency	Amount	Notes	Review Status
TalkTalk Business	Broadband	Monthly	£49.34	Bryncae CC (BCC)	Managed under RCT arrangements
Arval	Vehicle Lease	Monthly	£500.58	Council Van	26 Sept 2027
Tesco Mobile	Mobile Telephone	Monthly	£11.08	Chapel Road	Annually
BNP Paribas	Photocopier Lease	Quarterly	£140.13	Fixed	Review requested
BT Group	Telephone & Broadband	Monthly/Quarterly	Variable	Chapel Road	Review requested
TotalEnergies	Gas Supply	Monthly	Variable	BCC - subject to RCT SLA	Managed under RCT arrangements
EDF Energy	Electricity Supply	Monthly	Variable	BCC - subject to RCT SLA	Managed under RCT arrangements
EDF Energy	Electricity Supply	Monthly	Variable	Chapel Road	Review requested
ICO	Data Protection Registration	Annual	£35.00	January	Annually

Regular Recurring Payments (Non-Direct Debit)

Supplier	Service	Frequency	Amount	Notes	Review Status
Fareshare	Pantry	Monthly	£76.00	Bryncae CC	Annually
SSE Electric	Jeffs Lane Electricity	Monthly	Variable	Contract ends 31 October	Review underway
HMRC	PAYE & National Insurance	Monthly	Variable	Proposed Direct Debit	Monthly

Staff Salaries	Payroll	Monthly	Variable	Payroll	Monthly
Brynna Domestic Cleaning	Office Cleaning	Monthly	£96.00	Chapel Road Office	Annually
Floral Fresh/Scott Jeffs	Cleaning Contract	Weekly	£51.00	Bryncae Community Centre	Annually
Clarity Copiers	Cost per Copy	Monthly	Variable	Usage	Review requested
Morris Property Holdings Ltd	Office Rent	Quarterly	£875.00	Chapel Road Office	Annually
Welsh Water	Bridgend Road Allotments	Six Monthly	Variable	Water Charges	Annually
Welsh Water	Pendre Allotments	Six Monthly	Variable	Water Charges	Annually
Welsh Water	Chapel Road Office	Six Monthly	Variable	Water Charges	Annually
RCT CBC	Business Rates	Monthly	£791.00	BCC	Monthly
RCT CBC	Bryncae Community Centre	Annually	Variable	Water Charges Recharge	Annually
RCT CBC	Bryncae Community Centre	Annually	£43.78	ICT Recharge	Annually
RCT CBC	Land Lease - Allotments	Annually	£17.00	Existing lease	Annually
RCT CBC	Land Lease - Grove Terrace	Annually	£5.00	Existing lease	Annually
RCT Pension Fund	Pension Contributions	Monthly	Variable	Payroll	Monthly
Extrascope	IT Services	Annually	£534.60	Microsoft 365 Business Standard Copilot x 3	Annually

Recurring Barclaycard Subscriptions

Supplier	Service	Frequency	Amount	Notes	Review Status
Microsoft	Microsoft 365	Monthly	£125.35	Office software	Annually
Microsoft	Microsoft 365	Monthly	£9.24	Office software	Annually
Adobe	Adobe Subscription	Annually	£727.92	Office software	Annually
Zoom	Zoom Workplace	Monthly	£12.99	Meeting software	Annually
GD Evans Holdings Ltd	Storage	Monthly	£108.33	Container	Annually

Virement Date: 17/04/2025 Virement Ref No: 1

A/c Code	Description	Centre	Description	Virement Description	Amount Decreased	Amount Increased
4615	Multi Cultural Carnival	500	Community Functions	Additional event to VE80		6,250
310	General Reserves	0	Balance Sheet	Additional event to VE80	6,250	
Narrative: Additonal event to VE80				Virement Totals	6,250	6,250

Llanharan Community Council FY25-26

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1076	Precept	300,409	300,409	(0)			100.0%	
1090	PSDF Re-invested dividend	52,727	20,000	(32,727)			263.6%	
1100	Agency Income	0	1,330	1,330			0.0%	
1990	Other Income	777	1,000	223			77.7%	
	Income :- Income	353,913	322,739	(31,174)			109.7%	0
	Net Income	353,913	322,739	(31,174)				
200	Administration							
4000	Staff Salaries & Wages (Net)	92,737	74,182	(18,555)		(18,555)	125.0%	
4005	Employer & Employee Pension	28,404	29,434	1,030		1,030	96.5%	
4010	Employer & Employee NI & Tax	18,629	44,158	25,529		25,529	42.2%	
4055	Mileage & Subsistence	114	200	86		86	57.2%	
4057	HR Expenditure	444	1,000	556		556	44.4%	
4060	Council Tax	2,386	2,500	114		114	95.4%	
4065	Office Rent	2,625	3,500	875		875	75.0%	
4066	Meeting venue hire	360	400	40		40	90.0%	
4070	IT Costs (Office 365)Web Site	7,108	4,400	(2,708)		(2,708)	161.5%	
4075	Telephone & Broadband	1,313	1,450	137		137	90.6%	
4080	Electric	1,839	1,800	(39)		(39)	102.2%	
4085	Water Rates (for Office)	172	200	28		28	85.9%	
4090	Stationery and postage	199	350	152		152	56.7%	
4095	Cleaning Materials	0	50	50		50	0.0%	
4100	Cleaning Contract	1,152	1,200	48		48	96.0%	
4102	Medical Supplies	24	0	(24)		(24)	0.0%	
4105	Office Cap ExpChain of Office	2,712	1,000	(1,712)		(1,712)	271.2%	
4110	Building Maintenance	3,345	3,300	(45)		(45)	101.4%	
4115	Professional and Legal Fees	621	3,500	2,879		2,879	17.7%	
4116	Land Registery Fees	84	240	156		156	35.0%	
4120	Internal Audit Fees	458	1,125	667		667	40.7%	
4125	External Audit Fees	740	800	60		60	92.5%	
4130	Subscriptions and Memberships	2,626	2,750	124		124	95.5%	
4135	Bank Charges	152	300	148		148	50.6%	
4140	Storage Space Rental	333	0	(333)		(333)	0.0%	
	Administration :- Indirect Expenditure	168,576	177,839	9,263	0	9,263	94.8%	0
	Net Expenditure	(168,576)	(177,839)	(9,263)				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220	Insurances							
4200	General Insurance	5,981	6,000	19		19	99.7%	
4205	Vehicle Insurance	3,227	3,500	273		273	92.2%	
4210	Office Insurance	0	250	250		250	0.0%	
	Insurances :- Indirect Expenditure	9,208	9,750	542	0	542	94.4%	0
	Net Expenditure	(9,208)	(9,750)	(542)				
240	Staff & Member Training							
4300	Members Training	880	1,100	221		221	80.0%	
4305	Staff Training	1,641	1,700	60		60	96.5%	
	Staff & Member Training :- Indirect Expenditure	2,520	2,800	280	0	280	90.0%	0
	Net Expenditure	(2,520)	(2,800)	(280)				
260	Member's Allowances							
4350	Chair	1,200	1,500	300		300	80.0%	
4355	Special Responsibility	400	500	100		100	80.0%	
4360	Member Allowances	2,160	2,912	752		752	74.2%	
	Member's Allowances :- Indirect Expenditure	3,760	4,912	1,152	0	1,152	76.5%	0
	Net Expenditure	(3,760)	(4,912)	(1,152)				
300	Plant & Equipment							
4400	Plant Purchase / Lease	8,900	5,500	(3,400)		(3,400)	161.8%	
4415	Red Tractor Maintenance	0	1,200	1,200		1,200	0.0%	
4420	Portable & Hand Tools Purchase	751	250	(501)		(501)	300.5%	
4425	Portable & Hand Tool Maint	111	400	289		289	27.8%	
4430	PPE - New & Replacement	227	300	73		73	75.8%	
4435	Plant & Equipment Fuel	423	750	327		327	56.4%	
	Plant & Equipment :- Indirect Expenditure	10,413	8,400	(2,013)	0	(2,013)	124.0%	0
	Net Expenditure	(10,413)	(8,400)	2,013				
400	Street Furnishings							
4500	Hanging Baskets	12,201	9,500	(2,701)		(2,701)	128.4%	
4505	Christmas Lights and Trees	24,167	35,000	10,833		10,833	69.0%	
4510	Public Clocks - Maintenance	523	500	(23)		(23)	104.6%	
4515	Notice Boards - Maintenance	0	100	100		100	0.0%	
4520	Bus shelter - Maintenance	0	500	500		500	0.0%	
4525	Planters - Maintenance	17	100	83		83	16.6%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4530	Benches & Tables Maintenance	0	100	100		100	0.0%	
	Street Furnishings :- Indirect Expenditure	36,908	45,800	8,892	0	8,892	80.6%	0
	Net Expenditure	(36,908)	(45,800)	(8,892)				
500	Community Functions							
4600	Christmas Dinners	8,724	6,500	(2,224)		(2,224)	134.2%	
4610	Firework Display	9,620	10,000	380		380	96.2%	
4615	Multi Cultural Carnival	8,772	13,500	4,728		4,728	65.0%	
	Community Functions :- Indirect Expenditure	27,116	30,000	2,884	0	2,884	90.4%	0
	Net Expenditure	(27,116)	(30,000)	(2,884)				
550	Grants							
4700	General Grants	11,370	10,000	(1,370)		(1,370)	113.7%	
4710	LCDP - SLA	30,000	25,000	(5,000)		(5,000)	120.0%	
4715	Wild Life Trust - Brynna Woods	10,000	10,000	0	5,000	(5,000)	150.0%	
	Grants :- Indirect Expenditure	51,369	45,000	(6,369)	5,000	(11,369)	125.3%	0
	Net Expenditure	(51,369)	(45,000)	6,369				
600	Outdoor Spaces							
4800	Rights of Way	0	1,330	1,330		1,330	0.0%	
4805	Skateboard Park - Maintenance	110	1,000	890		890	11.0%	
4810	Play & O/Spaces Maintenance	3,117	1,500	(1,617)		(1,617)	207.8%	
4815	General Repair	1	250	249		249	0.4%	
	Outdoor Spaces :- Indirect Expenditure	3,228	4,080	852	0	852	79.1%	0
	Net Expenditure	(3,228)	(4,080)	(852)				
620	War Memorials							
4850	Maintenance Contract	4,100	0	(4,100)		(4,100)	0.0%	
4855	Other Maintenance	37	500	463		463	7.4%	
	War Memorials :- Indirect Expenditure	4,137	500	(3,637)	0	(3,637)	827.4%	0
	Net Expenditure	(4,137)	(500)	3,637				
630	Llanharan Pantry							
1991	Llanharan Pantry	8,921	0	(8,921)			0.0%	8,921
	Llanharan Pantry :- Income	8,921	0	(8,921)				8,921

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4730	Llanharan Pantry Expenses	5,136	0	(5,136)		(5,136)	0.0%	5,390
	Llanharan Pantry :- Indirect Expenditure	5,136	0	(5,136)	0	(5,136)		5,390
	Net Income over Expenditure	3,785	0	(3,785)				
6000	plus Transfer from EMR	5,390	0	(5,390)				
6001	less Transfer to EMR	8,921	0	(8,921)				
	Movement to/(from) Gen Reserve	253	0	(253)				
640	Bryncae Community Centre							
1992	BCC Hire Fees	13,139	13,500	361			97.3%	12,989
	Bryncae Community Centre :- Income	13,139	13,500	361			97.3%	12,989
4060	Council Tax	8,520	8,500	(20)		(20)	100.2%	8,520
4075	Telephone & Broadband	476	600	124		124	79.4%	476
4080	Electric	2,618	4,000	1,382		1,382	65.5%	2,618
4095	Cleaning Materials	435	370	(65)		(65)	117.5%	435
4100	Cleaning Contract	2,575	2,500	(75)		(75)	103.0%	2,575
4110	Building Maintenance	1,459	1,000	(459)		(459)	145.9%	1,459
4135	Bank Charges	10	130	120		120	7.7%	10
4215	BCC Insurance	445	0	(445)		(445)	0.0%	445
4755	Energy - Gas	1,837	5,500	3,663		3,663	33.4%	2,174
4760	BCC Water Rates	694	1,000	306		306	69.4%	694
4765	BCC Statutory Compliance Fees	2,915	1,000	(1,915)		(1,915)	291.5%	2,915
4770	BCC Telephone/Broadband *DNU*	0	0	0		0	0.0%	
4775	Consumables	353	350	(3)		(3)	101.0%	353
4780	BCC Administrative Costs	483	0	(483)		(483)	0.0%	483
	Bryncae Community Centre :- Indirect Expenditure	22,820	24,950	2,130	0	2,130	91.5%	23,157
	Net Income over Expenditure	(9,681)	(11,450)	(1,769)				
6000	plus Transfer from EMR	23,157	0	(23,157)				
6001	less Transfer to EMR	12,989	0	(12,989)				
	Movement to/(from) Gen Reserve	487	(11,450)	(11,937)				
650	Street Lighting Electric							
4575	Street Lighting Electric	346	500	154		154	69.2%	
	Street Lighting Electric :- Indirect Expenditure	346	500	154	0	154	69.2%	0
	Net Expenditure	(346)	(500)	(154)				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700	Allotments							
1200	Allotment Income	3,663	3,150	(513)			116.3%	
	Allotments :- Income	3,663	3,150	(513)			116.3%	0
4900	Allotment Lease Costs	0	22	22		22	0.0%	
4901	Allotment Maintenance	574	600	26		26	95.6%	
4905	Allotment Water	401	400	(1)		(1)	100.3%	
	Allotments :- Indirect Expenditure	975	1,022	47	0	47	95.4%	0
	Net Income over Expenditure	2,688	2,128	(560)				
750	Community Infrastructure Levy							
1300	Community Infrastructure Levy	153,861	0	(153,861)			0.0%	153,861
	Community Infrastructure Levy :- Income	153,861	0	(153,861)				153,861
4953	CIL Bus Shelter/Bike Racks	3,980	0	(3,980)		(3,980)	0.0%	3,980
4955	CIL Project 1 Memorial Garden	59,094	0	(59,094)		(59,094)	0.0%	59,094
4958	CIL Grants	49,551	0	(49,551)		(49,551)	0.0%	49,551
4965	CIL LCC shower block	1,415	0	(1,415)		(1,415)	0.0%	1,415
4966	CIL Project Ewenny Bridge	17,798	0	(17,798)		(17,798)	0.0%	17,798
4969	CIL Bryncae Community Centre	3,849	0	(3,849)		(3,849)	0.0%	3,849
	Community Infrastructure Levy :- Indirect Expenditure	135,687	0	(135,687)	0	(135,687)		135,687
	Net Income over Expenditure	18,173	0	(18,173)				
6000	plus Transfer from EMR	135,687	0	(135,687)				
6001	less Transfer to EMR	153,861	0	(153,861)				
	Movement to/(from) Gen Reserve	0	0	0				
	Grand Totals:- Income	533,497	339,389	(194,108)			157.2%	
	Expenditure	482,199	355,553	(126,646)	5,000	(131,646)	137.0%	
	Net Income over Expenditure	51,298	(16,164)	(67,462)				
	plus Transfer from EMR	164,234	0	(164,234)				
	less Transfer to EMR	175,771	0	(175,771)				
	Movement to/(from) Gen Reserve	39,761	(16,164)	(55,925)				

Receipts | Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	18,635.95					18,635.95	
CP1FT	Banked: 31/03/2026	-321,468.44						
CP1FT	Rhondda Cynon Taf	-321,468.44			1300	750	-71,468.44	Cancel entry
					1300	750	-250,000.00	Cancel entry
JS17	Banked: 01/04/2026	48.50						
JS17	FN	48.50			1200	700	48.50	Allotment
BCC Hire	Banked: 01/04/2026	67.50						
BCC Hire	LMT Academy	67.50			1992	640	67.50	BCC Hall Hire
Donation	Banked: 01/04/2026	25.00						
Donation	Cwtch & Crumb	25.00			1990	100	25.00	St Davids Day Stall Donation
INV 300	Banked: 01/04/2026	120.00						
INV 300	LCDP	120.00			1992	640	120.00	BCC Hall Hire
Inv 299	Banked: 01/04/2026	600.00						
Inv 299	LCDP	600.00			1992	640	600.00	BCC Hall Hire
BR16	Banked: 02/04/2026	30.00						
BR16	CF	30.00			1200	700	30.00	Allotment
ROW	Banked: 08/04/2026	1,330.00						
ROW	Rhondda Cynon Taf	1,330.00			4800	600	1,330.00	Rights of Way Annual Payment
VAT	Banked: 15/04/2026	6,071.35						
VAT	HMRC VAT	6,071.35			105		6,071.35	Vat Refund
CC	Banked: 17/04/2026	30.00						
CC	Impetus Dance Company	30.00			1992	640	30.00	BCC Hall Hire
CC	Banked: 20/04/2026	45.00						
CC	Impetus Dance Company	45.00			1992	640	45.00	BCC Hall Hire
AE	Banked: 21/04/2026	75.00						
AE	A Evans	75.00			1992	640	75.00	BCC Hall Hire
S Panes	Banked: 27/04/2026	105.00						
SP	SP	105.00			1992	640	105.00	BCC Community Centre
Stripe Pay	Banked: 28/04/2026	99.52						
Stripe Pay	Llanharan Community Council	99.52			1992	640	99.52	BCC Hall Hire
SL322	Banked: 29/04/2026	15.00						
SL322	Watt	15.00			1200	700	15.00	Allotment
Inv 315	Banked: 30/04/2026	90.00						
Inv 315	LCDP	90.00			1992	640	90.00	BCC Hall Hire
Inv314	Banked: 30/04/2026	150.00						
Inv314	LCDP	150.00			1992	640	150.00	BCC Hall Hire
Inv313	Banked: 30/04/2026	420.00						
Inv313	LCDP	420.00			1992	640	420.00	BCC Hall Hire

Continued on Page 46

Receipts | Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Precept	Banked: 30/04/2026	320,808.44						
Precept	Rhondda Cynon Taf		320,808.44		1076	100	320,808.44	Precept
CP1FT	Banked: 30/04/2026	71,468.44						
CP1FT	Rhondda Cynon Taf		71,468.44		1300	750	71,468.44	CIL
CIL	Banked: 30/04/2026	250,000.00						
CIL	Rhondda Cynon Taf		250,000.00		1300	750	250,000.00	CIL
	Banked: 01/05/2026	150.00						
	LCDP		150.00		1992	640	150.00	Hall Hire
inv 313	Banked: 01/05/2026	150.00						
inv 313	Llan Comm PJ		150.00		1992	640	150.00	BCC Hire
Hall Hire	Banked: 01/05/2026	-150.00						
Hall Hire	Llan Comm PJ		-150.00		1992	640	-150.00	Hall Hire
CIL 26	Banked: 05/05/2026	252,697.37						
CIL 26	Rhondda Cynon Taf		252,697.37		1300	750	252,697.37	Pay5-ph3&4 & Pay1-ph5
					329		252,697.37	Pay5-ph3&4 & Pay1-ph5
					6001	750	-252,697.37	Pay5-ph3&4 & Pay1-ph5
340	Banked: 05/05/2026	7.50						
340	Watts SL		7.50		1992	640	7.50	BCC Hire
Hall Hire	Banked: 12/05/2026	60.00						
Hall Hire	Toni Mason		60.00		1992	640	60.00	Hall Hire
LMT HIRE	Banked: 15/05/2026	56.25						
LMT HIRE	LMT Academy		56.25		1992	640	56.25	BCC Hire
344IMP	Banked: 15/05/2026	150.00						
344IMP	Impetus Dance Hire		150.00		1992	640	150.00	BCC Hire
Hall Hire	Banked: 18/05/2026	105.00						
Hall Hire	Christine Jones		105.00		1992	640	105.00	Hall Hire
Stripe	Banked: 22/05/2026	56.96						
Stripe	Allotment BR28 BGC		56.96		1200	700	56.96	Allotments
PantryCash	Banked: 26/05/2026	222.00						
PantryCash	Llanharan Food Pantry Cash		222.00		270		222.00	Llanharan Food Pantry
Hall Hire	Banked: 26/05/2026	116.25						
Hall Hire	Rhondda Cynon Taf		116.25		1992	640	116.25	Room By Election Hire
Inv 342	Banked: 01/06/2026	60.00						
Inv 342	LLan Comm PJ		60.00		1992	640	60.00	BCC Hire
INV332	Banked: 01/06/2026	75.00						
INV332	Llan Comm PJ		75.00		1992	640	75.00	BCC Hire
INV333	Banked: 01/06/2026	405.00						
INV333	Llan Comm PJ		405.00		1992	640	405.00	BCC Hire

Continued on Page 47

Receipts | Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Inv 330	Banked: 01/06/2026	180.00						
Inv 330	S Panes		180.00		1992	640	180.00	BCC Hire
INV 357	Banked: 03/06/2026	75.00						
INV 357	A Edwards		75.00		1992	640	75.00	BCC Hire
INV349	Banked: 08/06/2026	75.00						
INV349	SL Watts		75.00		1992	640	75.00	BCC Hire
Interest	Banked: 08/06/2026	505.16						
Interest	Barclays Bank		505.16		1990	100	505.16	Interest 2Mar-7Jun
49ATM	Banked: 11/06/2026	75.00						
49ATM	Cash Deposit		75.00		270		75.00	Pantry Monies
BR16	Banked: 11/06/2026	41.00						
BR16	J Turnbull		41.00		1200	700	41.00	Allotment Rent
br16bgc	Banked: 11/06/2026	41.00						
PSDF	Jenna Turnbull		41.00		1200	700	41.00	Allotment Income
BCC Hire	Banked: 16/06/2026	157.50						
BCC Hire	LMT Academy		157.50		1992	640	157.50	BCC Hire
BCC Hire	Banked: 17/06/2026	30.00						
BCC Hire	Impetus Dance		30.00		1992	640	30.00	BCC Hire
BCC Hire	Banked: 17/06/2026	30.00						
BCC Hire	Impetus Dance		30.00		1992	640	30.00	BCC Hire
Pantry	Banked: 19/06/2026	61.98						
Pantry	Rebecca Jenkins		61.98		270		61.98	Llanharan Pantry
Rebate	Banked: 22/06/2026	196.12						
Rebate	Barclays Bank		196.12		1990	100	196.12	Premium Account Rebate
Office BCC	Banked: 23/06/2026	7.50						
Office BCC	EL King		7.50		1992	640	7.50	BCC Office Hire
	Banked: 01/07/2026	150.00						
inv 347	LCDP		150.00		1992	640	150.00	BCC Hall Hire
inv346	Banked: 01/07/2026	120.00						
inv346	LCDP		120.00		1992	640	120.00	BCC Hall Hire
inv345	Banked: 01/07/2026	660.00						
inv345	LCDP		660.00		1992	640	660.00	BCC Hall Hire
2026/27	Banked: 01/07/2026	-5,000.00						
2026/27	RCT		-5,000.00		1300	750	-5,000.00	CIL Overpayment Correction
					329		-5,000.00	CIL Overpayment Correction
					6001	750	5,000.00	CIL Overpayment Correction
Stripe	Banked: 02/07/2026	181.44						

Continued on Page 48

Receipts | Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Stripe	Stripe Online Payments	181.44			1992	640	181.44	BCC Hall Hire
BCC	Banked: 03/07/2026	150.00						
inv350	S Panes	150.00			1992	640	150.00	BCC Hall Hire
BCC	Banked: 06/07/2026	7.50						
BCC	E L King	7.50			1992	640	7.50	BCC Office Hire
	Banked: 07/07/2026	50,000.00						
CP/RJ	Public Sector Deposit Fund	50,000.00			250		50,000.00	Redemption
PO	Banked: 07/07/2026	60.00						
PO	Rebecca Jenkins	60.00			270		60.00	Pantry Cash
BCC	Banked: 07/07/2026	75.00						
BCC	E L WIlson - Seren Choir	75.00			1992	640	75.00	BCC Hall Hire
315	Banked: 07/07/2026	30.00						
315	Laura Mote	30.00			566		30.00	BCC Deposit
party	Banked: 10/07/2026	60.00						
party	Kyle Whitehead	60.00			1992	640	60.00	BCC Hall Hire
BCC	Banked: 10/07/2026	7.50						
BCC	EL King	7.50			1992	640	7.50	BCC Office Hire
inv378	Banked: 17/07/2026	120.00						
inv378	Impetus Dance	120.00			1992	640	120.00	BCC Hall Hire
PO	Banked: 21/07/2026	60.00						
Pantry	Rebecca Jenkins	60.00			270		60.00	Pantry Cash Deposit
J17	Banked: 22/07/2026	26.00						
J17	C&K Cooling	26.00			565		26.00	Jubilee Bond
J17	Banked: 22/07/2026	12.00						
J17	C&K Cooling	12.00			1200	705	12.00	Jubillee Rent
372	Banked: 22/07/2026	50.00						
372	Giddy RH	50.00			566		50.00	BCC Deposit
BCC	Banked: 23/07/2026	60.00						
inv361	LCDP	60.00			1992	640	60.00	BCC Hall Hire
BCC	Banked: 23/07/2026	90.00						
INV362	LCDP	90.00			1992	640	90.00	BCC Hire Fees
BCC	Banked: 23/07/2026	60.00						
inv380	LCDP	60.00			1992	640	60.00	BCC Hire Fees
BCC	Banked: 23/07/2026	60.00						
inv381	LCDP	60.00			1992	640	60.00	BCC Hire Fees
BCC	Banked: 23/07/2026	60.00						
inv382	LCDP	60.00			1992	640	60.00	BCC Hall Hire

Continued on Page 49

Receipts | Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BCC	Banked: 27/07/2026	168.75						
BCC	LMT Academy		168.75		1992	640	168.75	BCC Hall Hire
BCC	Banked: 29/07/2026	120.00						
inv394	Impetus Dance		120.00		1992	640	120.00	BCC Hall Hire
BCC	Banked: 29/07/2026	270.00						
inv395	Impetus Dance		270.00		1992	640	270.00	BCC Hall Hire
BCC	Banked: 30/07/2026	7.50						
inv396	Person to Person		7.50		1992	640	7.50	BCC Office Hire
BCC	Banked: 03/08/2026	172.50						
BCC	S Panes		172.50		1992	640	172.50	BCC Hall Hire Tai Kwondu
BCC	Banked: 04/08/2026	60.00						
BCC	Laura Mote		60.00		1992	640	60.00	BCC Hall Hire
BR28	Banked: 05/08/2026	58.66						
BR28	Stripe Online Payments		58.66		1200	700	58.66	Allotment Rent BR28
BCC	Banked: 05/08/2026	56.17						
BCC	Stripe Online Payments		56.17		1992	640	56.17	BCC Hall Hire
VAT	Banked: 07/08/2026	8,896.00						
VAT	HMRC		8,896.00		105		8,896.00	Quarter 1 VAT Refund
361	Banked: 14/08/2026	390.00						
361	LCDP		390.00		1992	640	390.00	Hall Hire
LP	Banked: 19/08/2026	145.00						
LP	Rebecca Jenkins		145.00		1991	630	145.00	Llanharan Pantry
405	Banked: 21/08/2026	180.00						
405	Impetus Dance		180.00		1992	640	180.00	BCC Hall Hire
384	Banked: 26/08/2026	120.00						
384	LCDP		120.00		1992	640	120.00	BCC Hire Fees
384	Banked: 26/08/2026	120.00						
384	LCDP		120.00		1992	640	120.00	BCC Hire Fees
379	Banked: 28/08/2026	187.50						
379	S Panes		187.50		1992	640	187.50	BCC Hall Hire
	Banked: 28/08/2026	50,000.00						
Redemption	Public Sector Deposit Fund		50,000.00		250		50,000.00	Redemption
Stripe BCC	Banked: 02/09/2026	142.50						
Stripe BCC	Stripe BCC Hire receipts		142.50		1992	640	142.50	LCC BCC Hire receipts
BCC Hire	Banked: 04/09/2026	60.00						
BCC Hire	Emily Morgan		60.00		1992	640	60.00	BCC Hire
416	Banked: 07/09/2026	7.50						

Continued on Page 50

Receipts — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
416	Vicitim Support Leigh King	7.50			1992	640	7.50	BCC Hall Hire
Interest	Banked: 07/09/2026	96.64						
Interest	Barclays Bank	96.64			1990	100	96.64	Interest 8 Jun/6 Sept
389	Banked: 09/09/2026	315.00						
389	LCDP Playscheme	315.00			1992	640	315.00	BCC Hall Hire
	Total Receipts	694,440.06	0.00	0.00			694,440.06	
	Balance Carried Fwd	1,259.94						
	Cashbook Totals	714,335.95	0.00	0.00			714,335.95	

Continued on Page 51

Payments

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/04/2026	Extrascope	19275	414.72		69.12	4070	200	345.60	Microsoft 365
07/04/2026	One Voice Wales	10632	42.00			4305	240	42.00	Leigh Smith Training
08/04/2026	RCT	53276220	787.50			4060	640	787.50	BCC Rates April
08/04/2026	Rialtas	SM33920	396.00		66.00	4130	200	330.00	Rialtas
08/04/2026	Floral Fresh	6	49.50			4100	640	49.50	Floral Fresh
08/04/2026	Tesco	1342865128	10.46			4075	200	10.46	Mobile Phone
08/04/2026	Barclays Bank	DDR	12.62			4135	200	12.62	Bank Charges
09/04/2026	Combined Playground Services	493	110.00			4810	600	110.00	Playground Inspect-MH&SP
12/04/2026	Combined Playground Services	467	110.00			4810	600	110.00	Playground Inspect-MH/SP
12/04/2026	Combined Playground Services	478	110.00			4810	600	110.00	Playground Inspec-MH&SP
12/04/2026	Combined Playground Services	487	110.00			4810	600	110.00	Playground Inspec-MH/SP
12/04/2026	RCT	53164934	2,434.70			4060	200	2,434.70	Business Rates/Office
13/04/2026	Total Energies	4087303272	329.25		54.88	4755	640	274.37	Utilities
14/04/2026	Floral Fresh	7	49.50			4100	640	49.50	Bryncae Cleaning
15/04/2026	ARVAL	RI00132463	500.58		83.43	4400	300	417.15	ARVAL
15/04/2026	FareShare Cymru	6210	78.00			1991	630	78.00	Pantry
15/04/2026	FareShare Cymru	6210	-78.00			1991	630	-78.00	Cancel entry
15/04/2026	FareShare Cymru	6210	76.00			1991	630	76.00	Pantry
15/04/2026	RCT	53164934 X	-2,434.70			4060	200	-2,434.70	Cost Centre Correction
15/04/2026	RCT	53164934 C	2,434.70			4060	200	2,434.70	DDR Bus Rates April 2026
15/04/2026	RCT	53276220 X	-787.50			4060	640	-787.50	Coding Correction
15/04/2026	RCT	53276220 C	787.50			4060	640	787.50	BCC Rates April 26
19/04/2026	HMRC NI & Tax	948PZ00127	2,152.85			4010	200	2,152.85	PAYE
19/04/2026	HMRC NI & Tax	948PZ00127	2,153.05			4010	200	2,153.05	NI & Tax Mth 12
19/04/2026	SSE Electric	8701540931	58.57		2.79	4575	650	55.78	Jeffs Lane
20/04/2026	BCC Deposit Return	DEPOSIT RE	30.00			566		30.00	BCC Deposit Return
22/04/2026	EDF	KI-9153883	173.28		8.25	4080	200	165.03	EDF
22/04/2026	Floral Fresh	8	49.50			4100	640	49.50	Bryncae Cleaning
23/04/2026	BNP Paribas Printer	FLLB831240	140.13		23.36	4070	200	116.77	Printer
23/04/2026	EDF	27500695	265.22		12.63	4080	640	252.59	EDF
23/04/2026	Fungrenade	1525	288.00		48.00	4070	200	240.00	Website hosting Mar26-Mar27
23/04/2026	Talk Talk	1320526	49.34		8.22	4075	640	41.12	Telephone
27/04/2026	Clarity Copiers	241165	7.31		1.22	4070	200	6.09	Printer Copies
28/04/2026	STAFF SALARIES	APR 26	8,617.01			4000	200	8,617.01	Staff Salaries
28/04/2026	Barclaycard	DDR	1,006.53			260		1,006.53	Barclaycard
28/04/2026	RCT Pension Payment	LCC REMIT	2,640.36			4005	200	2,640.36	Pensions
30/04/2026	Rialtas	33776	1,176.00		196.00	4130	200	980.00	Rialtas Accounts
30/04/2026	Floral Fresh	9	49.50			4100	640	49.50	BCC Cleaning
01/05/2026	One Voice Wales	OVW 2026 M	1,912.00			4130	200	1,912.00	Membership
01/05/2026	Alistair Burroughs	11418	2,771.17		461.86	4966	750	2,309.31	Ewenni Multi User Bridge
01/05/2026	LCDP	2627 GRAN	30,036.44			4701	550	30,036.44	LCDP 2027 Grant
01/05/2026	Alistair Burroughs	11418	-2,771.17		-461.86	4966	750	-2,309.31	Ewenni Multi User Bridge
01/05/2026	Alistair Burroughs	11418	2,771.17		461.86	4966	750	2,309.31	Ewenni Multi User Bridge
						325	0	-2,309.31	Ewenni Multi User Bridge

Continued on Page 52

Payments | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						6000	750	2,309.31	Ewenni Multi User Bridge
05/05/2026	Barclays Bank	CHARGES	8.50			4135	200	8.50	Bank Charges
05/05/2026	Barclays Bank	CHARGES	-8.50			4135	200	-8.50	Reverse Charge
05/05/2026	Barclays Bank	CHARGES	9.94			4135	200	9.94	13MAR-12APR
08/05/2026	RCT Pension Payment	LCC REMIT	2,640.36			4005	200	2,640.36	Pension April
08/05/2026	Floral Fresh	9	49.50			4100	640	49.50	BCC Cleaning
08/05/2026	Floral Fresh	9	-49.50			4100	640	-49.50	Wrong date entered
08/05/2026	RCT	LCC REMITT	-2,640.36			4005	200	-2,640.36	Wrong date entered
08/05/2026	Camstage Ltd	100072565	927.96		154.66	4780	640	773.30	BCC Curtain Tracks
08/05/2026	Tesco Mobile phones x 3	08052026	11.08			4075	200	11.08	Office Mobile Phone
11/05/2026	FareShare Cymru	6360	76.00			120		76.00	Pantry
11/05/2026	Brynna Cleaning	431	192.00			4100	200	192.00	Cleaning Contract Chapel Rd
13/05/2026	Llanharan Primary School	CIL READIN	4,563.85			470	750	4,563.85	CIL Reading Project
13/05/2026	Brynna Cleaning	431	-192.00			4100	200	-192.00	Cleaning Contract - Chapel Rd
14/05/2026	Total Energies	411465037/	322.14		53.69	4755	640	268.45	BCC Gas
15/05/2026	ARVAL	LL0448	500.58		83.43	4400	300	417.15	Van Hire
15/05/2026	RCT	3/0	791.00			4060	200	791.00	Business Rates
15/05/2026	RCT	3/0 X	-791.00			4060	200	-791.00	Coding correction Bus Rates
15/05/2026	RCT	3/0 MAY 26	791.00			4060	640	791.00	Business Rates May 26
20/05/2026	Green Acres Contracting	687	1,128.00		188.00	4810	600	940.00	Fence Line & Clearage
21/05/2026	Soltys Brewster EC	E5353-01	3,456.00		576.00	4966	750	2,880.00	Ewenni Bridge Consultancy
21/05/2026	Floral Fresh	SCOTT JEFF	204.00			4100	640	204.00	4 x invoices
21/05/2026	EDF	KI-9153883	143.79		6.85	4080	200	136.94	Electicity Chapel Rd
21/05/2026	Llanharan PrimarySchool	CIL GRANT	-4,563.85			470	750	-4,563.85	Llanharan PrimarySchool
21/05/2026	Llanharan PrimarySchoolPrivate	CIL GRANT	4,563.85			4958	750	4,563.85	CIL Reading Project Grant
						325	0	-4,563.85	CIL Reading Project Grant
						6000	750	4,563.85	CIL Reading Project Grant
21/05/2026	Soltys Brewster EC	E5353-01	-3,456.00		-576.00	4966	750	-2,880.00	Ewenni Bridge Consultancy
21/05/2026	Soltys Brewster EC	E5353-01	3,456.00		576.00	4966	750	2,880.00	Ewenni Bridge Consultancy
						325	0	-2,880.00	Ewenni Bridge Consultancy
						6000	750	2,880.00	Ewenni Bridge Consultancy
26/05/2026	D3SIGNS	3113-5485	1,218.00		203.00	4500	400	1,015.00	Hanging Basket Holders
26/05/2026	Clarity Copiers	242951	3.89		0.65	4090	200	3.24	Photocopies
27/05/2026	Public Sector Deposit Fund	PSDF	250,000.00			1090	100	250,000.00	5 x Payments
27/05/2026	EDF	27968180	161.14		7.67	4080	640	153.47	Electric BCC
27/05/2026	Barclaycard	270526	961.14			260		961.14	BCARD Commercial
27/05/2026	PSDF	PSDF	-250,000.00			1090	100	-250,000.00	PSDF
27/05/2026	Public Sector Deposit Fund	X 5 PAYS	250,000.00			250		250,000.00	X 5 Payments
28/05/2026	Talk Talk	1451698	49.34		8.22	4780	640	41.12	BCC Telephone/Broadband
29/05/2026	Alistair Burroughs	11512	2,771.17		461.86	4966	750	2,309.31	Ewenni Multi User Bridge
29/05/2026	STAFF SALARIES	SALARIES	6,165.90			4000	200	6,165.90	May Staff Salaries
29/05/2026	Alistair Burroughs	11512	-2,771.17		-461.86	4966	750	-2,309.31	Ewenni Multi User Bridge

Continued on Page 53

Payments | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
29/05/2026	Alistair Burroughs	11512	2,771.17		461.86	4966	750	2,309.31	Ewenni Multi User Bridge
						325	0	-2,309.31	Ewenni Multi User Bridge
						6000	750	2,309.31	Ewenni Multi User Bridge
02/06/2026	Floral Fresh	14	51.00			4100	640	51.00	BCC Cleaning
03/06/2026	Clarity Copiers	244620	4.85		0.81	4130	200	4.04	Photocopier
03/06/2026	Catherine Kennedy	LOCUM	511.98			4115	200	511.98	Locum Services
05/06/2026	FareShare Cymru	6510	76.00			4730	630	76.00	Pantry
05/06/2026	Elite Signs	50626	90.00		15.00	4355	260	75.00	Honour Board Entries
05/06/2026	Barclays Bank	CHARGES	8.50			4135	200	8.50	Bank Charges
05/06/2026	Morgan Environmental	4887	126.00		21.00	4855	620	105.00	Shower Block Legionella
05/06/2026	Public Sector Deposit Fund	PSDF	50,000.00			250		50,000.00	PSDF
05/06/2026	Elite Signs	179	-90.00			4355	260	-90.00	Honour Board Entries
08/06/2026	Tesco Mobile phone	MOBILE	11.08			4075	200	11.08	Tesco Mobile phones
08/06/2026	Public Sector Deposit Fund	PSDF	50,000.00			250		50,000.00	PSDF
09/06/2026	Martha Rogers	CLOCK	60.00			4355	260	60.00	Clock Apr24-Apr27
09/06/2026	Floral Fresh	15	51.00			4100	640	51.00	BCC Cleaning Contract
09/06/2026	Public Sector Deposit Fund	PSDF	50,000.00			250		50,000.00	PSDF
09/06/2026	Martha Rogers	178	-60.00			4355	260	-60.00	ClockApr24-Apr27
10/06/2026	Public Sector Deposit Fund	PSDF	50,000.00			250		50,000.00	PSDF
11/06/2026	Festive Lighting	INV-2026-0	6,730.99		1,121.83	4505	400	5,609.16	Festive Lighting
11/06/2026	RCT Pensions	PENSION	1,817.78			4005	200	1,817.78	RCT
11/06/2026	HMRC NI & Tax	HMRC	2,135.56			4010	200	2,135.56	Mth 1
15/06/2026	Total Energies	414132790/	160.09		7.63	4755	640	152.46	BCC Gas
15/06/2026	ARVAL	RI00151203	500.58		83.43	4400	300	417.15	Van Hire
15/06/2026	RCT	53276220	791.00			4060	640	791.00	Business Rates BCC
16/06/2026	Combined Playground Services	497	110.00			4810	600	110.00	MH and Oakbrook checks
16/06/2026	SSE Electric	APRIL	54.00		2.57	4080	650	51.43	`Jeffs Lane
16/06/2026	SSE Electric	MAY	54.35		2.59	4080	650	51.76	Jeffs Lane
16/06/2026	Boverton Nurseries Ltd	2026094	10,485.60		1,747.60	4500	400	8,738.00	Summer Baskets
16/06/2026	Floral Fresh	16	51.00			4100	640	51.00	BCC Cleaning Contract
16/06/2026	Brynna Cleaning	431	192.00			4100	200	192.00	Chapel Road Cleaning Contract
18/06/2026	SSE Electric	FEB24AUG25	234.26		11.16	4080	650	223.10	Jeffs Lane Feb24-Aug25
19/06/2026	One Voice Wales	10833C	500.00			4057	200	500.00	Job Evaluation x 4
22/06/2026	BGS Mowers & Motors Ltd	20274	2,889.20		481.53	4415	300	2,407.67	Red Tractor Service
22/06/2026	RCT	311054082	595.20			4760	640	595.20	Water Recharge BCC
22/06/2026	RCT	3110549094	43.78			4780	640	43.78	ICT Recharge BCC
23/06/2026	Check4 Asbestos Ltd	303	600.00			4901	700	600.00	Allotment Asbestos Check
23/06/2026	Floral Fresh	17	51.00			4100	640	51.00	Cleaning BCC
23/06/2026	EDF	KI-9153883	128.67		6.13	4080	200	122.54	Chapel Rd - Electric
23/06/2026	British Telecomm	Q107 5Y	377.50		62.92	4075	200	314.58	Chapel Rd
24/06/2026	Morris Property Holdings	2	875.00			4065	200	875.00	Chapel Rd Quarterly Lease
24/06/2026	N&B Construction Ltd	236	3,555.73		592.62	4965	750	2,963.11	Shower Block CIL
						325	0	-2,963.11	Shower Block CIL
						6000	750	2,963.11	Shower Block CIL
24/06/2026	N&B Construction Ltd	237	7,111.45		1,185.24	4965	750	5,926.21	Shower Block Renovation CIL
						325	0	-5,926.21	Shower Block

Continued on Page 54

Payments | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Renovation CIL
						6000	750	5,926.21	Shower Block Renovation CIL
24/06/2026	Extrascope	19399	641.52		106.92	4070	200	534.60	IT
24/06/2026	EDF	28349265	157.85		7.52	4080	640	150.33	BCC Electric
24/06/2026	Talk Talk	3165665	49.34		8.22	4075	640	41.12	BCC Broadband
26/06/2026	HMRC NI & Tax	HMRC	1,406.91			4010	200	1,406.91	Mth 2
26/06/2026	HMRC NI & Tax	HMRC	9.01			4001	200	9.01	Interest - laste payment April
26/06/2026	Janine Turner	MEMBER	400.00			4355	260	400.00	Senior Member Allowance
26/06/2026	Rhys Jenkins	CHAIR	900.00			4350	260	900.00	Chair Allowance
29/06/2026	Barclaycard	June	2,020.89			260		2,020.89	
30/06/2026	STAFF SALARIES	SALARIES	8,403.42			4000	200	8,403.42	June Staff Salaries
30/06/2026	RCT Pension Payment	PENSIONS	2,445.00			4005	200	2,445.00	Staff Pensions
30/06/2026	HMRC NI & Tax	HMRC	2,447.70			4010	200	2,447.70	Mth 3
01/07/2026	Instaloft	852358	840.09		140.02	4510	400	700.07	Telescopic Ladder - Clock
01/07/2026	Brynna Cleaning Services	432	192.00			4100	200	192.00	Chapel Road Cleaning
01/07/2026	Claire Lingard	100502	448.87			4120	200	448.87	Internal Audit
01/07/2026	Llanharan Horticultural Societ	GRANT	900.00			4701	550	900.00	Grant
01/07/2026	Floral Fresh	18	51.00			4100	640	51.00	BCC Cleaning
01/07/2026	RCT	2026/27	5,000.00			4958	750	5,000.00	CIL Overpayment
						329	0	-5,000.00	CIL Overpayment
						6000	750	5,000.00	CIL Overpayment
01/07/2026	RCT	2026/27	-5,000.00			4958	750	-5,000.00	CIL Overpayment Correction
						329	0	5,000.00	CIL Overpayment Correction
						6000	750	-5,000.00	CIL Overpayment Correction
02/07/2026	FareShare Cymru	6660	76.00			4730	630	76.00	Pantry
06/07/2026	Barclays Bank	MAY-JUN	10.28			4135	200	10.28	Bank Charges
07/07/2026	Jana Lesnakova	BOND REFUN	26.00			564		26.00	Allotment Bond Refund
07/07/2026	RCT	3210549214	5.00			4810	600	5.00	Annual Lease Grove Tce Mem Gar
07/07/2026	Floral Fresh	19	51.00			4100	640	51.00	BCC Cleaning Contract
08/07/2026	Entry Specialists Ltd	2964	6,624.00		1,104.00	4969	750	5,520.00	BCC Fire Shutters
						325	0	-5,520.00	BCC Fire Shutters
						6000	750	5,520.00	BCC Fire Shutters
08/07/2026	Rebecca Jenkins	RECYCLING	76.25			4775	200	76.25	Recycling and waste bags
08/07/2026	David Evans	MEMBER	208.00			4360	260	208.00	Member Allowance 26
08/07/2026	Andrew Morgan	MEMBER	208.00			4360	260	208.00	Member Allowance 26
08/07/2026	Robert Smith	MEMBER	208.00			4360	260	208.00	Member Allowance 26
08/07/2026	Nicholas Richards	MEMBER	208.00			4360	260	208.00	Member Allowance 26
08/07/2026	Mark Steer	MEMBER	208.00			4360	260	208.00	Member Allowance 26
08/07/2026	Geraint Hopkins	MEMBER	208.00			4360	260	208.00	Member Allowance 26
08/07/2026	Janine Turner	MEMBER	208.00			4360	260	208.00	Member Allowance 26
08/07/2026	Rhys Jenkins	MEMBER	208.00			4360	260	208.00	Member Allowance 26
08/07/2026	Brian Bevan	ALLOT	26.00			564		26.00	Allotment Bond Refund

Continued on Page 55

Payments — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
08/07/2026	Tesco Mobile	1343017024	11.08			4075	200	11.08	Office Phone
09/07/2026	Chris Parker	MEMBER	208.00			4360	260	208.00	Member Allowance 26
10/07/2026	Images Design	4567	199.00			4110	200	199.00	Community Councils Office Sign
10/07/2026	Cloud IT Group	11714	156.00		26.00	4070	200	130.00	Website Hosting
13/07/2026	Total Energies	419132884/	124.77		20.80	4755	640	103.97	BCC Gas
15/07/2026	RCT	53276220	791.00			4060	640	791.00	Business Rates
15/07/2026	ARVAL	R100152699	500.58		83.43	4400	300	417.15	Van Lease
16/07/2026	Wales Audit Office	015469	209.10			4125	200	209.10	Audit 2026
16/07/2026	Welsh Water	7025415025	98.71			4905	700	98.71	Bridgend Rd Allotments
16/07/2026	Welsh Water	4454506001	70.39			4905	700	70.39	Pendre Llwynbrain Alltoments
16/07/2026	Welsh Water	7025900060	95.87			4085	200	95.87	Water Chapel Road
16/07/2026	Howells Legal Ltd	LCC25/01	228.00		38.00	4115	750	190.00	Legal work CIL Welfare shower
						325	0	-190.00	Legal work CIL Welfare shower
						6000	750	190.00	Legal work CIL Welfare shower
16/07/2026	Howells Legal Ltd	LCC25/01	-228.00		-38.00	4115	750	-190.00	CIL Legal Fees Shower Block
						325	0	190.00	CIL Legal Fees Shower Block
						6000	750	-190.00	CIL Legal Fees Shower Block
16/07/2026	Howells Legal Ltd	LCC25/01	228.00		38.00	4965	750	190.00	CIL Legal Fees Shower Block
						325	0	-190.00	CIL Legal Fees Shower Block
						6000	750	190.00	CIL Legal Fees Shower Block
17/07/2026	One Voice Wales	10060	42.00			4300	240	42.00	Cllr Training
17/07/2026	SSE Electric	4644973	51.65		2.46	4575	650	49.19	Jeffs Lane
21/07/2026	EDF	K-91538836	120.20		5.72	4080	200	114.48	Electric Chapel Road
22/07/2026	RCT Pension Payment	JULY	2,445.00			4005	200	2,445.00	pensions
22/07/2026	HMRC NI & Tax	MTH3	99.09			4010	200	99.09	mth 2 underpayment
22/07/2026	Floral Fresh	21	51.00			4100	640	51.00	bcc cleaning
23/07/2026	BNP Paribas Printer	FLLB867587	140.13		23.36	4090	200	116.77	Photocopier lease
24/07/2026	Extrascope	19501	86.40		14.40	4070	200	72.00	4 x Webroot Anti-Virus Subs
24/07/2026	Alessia Evans	BCCBONDREF	30.00			4780	640	30.00	BCC Bond Refund
24/07/2026	Angharad Edwards	BCCBONDREF	30.00			4780	640	30.00	BCC Bond Refund
24/07/2026	EDF	28765898	164.46		7.83	4080	640	156.63	BCC Electric Supply
27/07/2026	Clarity Copiers	246275	4.69		0.78	4090	200	3.91	Clarity Copiers
27/07/2026	SLCC ENTERPRISES	MEM258449-	253.00			4130	200	253.00	Membership CK
27/07/2026	Pendragon Fireworks	20485	600.00		100.00	4610	500	500.00	Pyrotechnics
27/07/2026	Barclaycard	DD	1,191.16			260		1,191.16	Statement 20July26
28/07/2026	Talk Talk	4841486	49.34		8.22	4075	640	41.12	BCC Broadband
28/07/2026	STAFF SALARIES	SALARIES	8,234.62			4000	200	8,234.62	July Salaries
30/07/2026	Floral Fresh	22	51.00			4100	640	51.00	BCC Cleaning
31/07/2026	Floral Fresh	20	51.00			4100	640	51.00	BCC Cleaning

Continued on Page 56

Payments / Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2026	Barclays Bank	BANK	9.23			4135	200	9.23	Bank Charges
05/08/2026	FareShare Cymru	6811	76.00			4730	630	76.00	Llanharan Pantry
05/08/2026	Extrascope	19516	933.12		155.52	4070	200	777.60	12x Microsoft 365 Bus Basic
05/08/2026	Check 4 Asbestos	317	900.00			4900	600	900.00	Allotments Asbestos Check
05/08/2026	Gallagher Insurance	556546662	5,465.96			4200	220	5,465.96	Annual Insurance
05/08/2026	Toni Mason	DEPREFUND	30.00			566		30.00	BCC Hall Hire Deposit Refund
05/08/2026	Alistair Burroughs	11714	2,771.17		461.86	4966	750	2,309.31	Ewenni Multi User Bridge
						325	0	-2,309.31	Ewenni Multi User Bridge
						6000	750	2,309.31	Ewenni Multi User Bridge
05/08/2026	Floral Fresh	23	51.00			4100	640	51.00	BCC Cleaning Contract
07/08/2026	Ryan Morgan Electrical	388	465.00			4969	750	465.00	BCC Roller Shutter CIL
						325	0	-465.00	BCC Roller Shutter CIL
						6000	750	465.00	BCC Roller Shutter CIL
09/08/2026	Floral Fresh	24	51.00			4100	640	51.00	BCC Cleaning Contract
10/08/2026	Frank Sutton	236110	219.49		36.59	4410	300	182.90	Mower Maintenance
10/08/2026	Frank Sutton	236111	171.32		28.55	4410	300	142.77	V Belt
10/08/2026	Tesco Mobile	1343068328	11.08			4075	200	11.08	Tesco Mobile
11/08/2026	Total Energies	419132884	90.21		4.31	4755	640	85.90	BCC Gas
11/08/2026	HMRC NI & Tax	MTH 4	2,016.50			4010	200	2,016.50	Mth 4 PAYE
12/08/2026	Alistair Burroughs	11630	2,771.17		461.86	4966	750	2,309.31	Ewenni Bridge Consultancy
						325	0	-2,309.31	Ewenni Bridge Consultancy
						6000	750	2,309.31	Ewenni Bridge Consultancy
13/08/2026	1st Llanharan Rainbows	A2026/043	450.00			4701	550	450.00	1st Llanharan Rainbows
13/08/2026	1st Brynna Brownies	A2026/043	400.00			4701	550	400.00	S137 Grant
13/08/2026	1st Llanharan Scouts	A2026/043	1,400.00			4701	550	1,400.00	s137 Grant
13/08/2026	|1st Llanharan Scouts	A2026/043	-1,400.00			4701	550	-1,400.00	S137 Grant
13/08/2026	1st Llanharan Scouts	A2026/043	1,440.00			4701	550	1,440.00	S137 Grant
14/08/2026	RCT	3/0	791.00			4060	640	791.00	BCC Business Rates
16/08/2026	Floral Fresh	25	51.00			4100	640	51.00	BCC Cleaning Contract
17/08/2026	ARVAL	RI00154153	500.58		83.43	4400	300	417.15	Monthly Van Hire
19/08/2026	Claire Lingard	100513	352.25			4057	200	352.25	Rialtas Training
19/08/2026	Rebecca Jenkins	180826	11.25			4775	200	11.25	Recycling Bags
19/08/2026	SSE Electric	4749944	53.69		2.56	4080	400	51.13	Jeffs Lane
21/08/2026	Talk Talk	6402907	49.34		8.22	4075	640	41.12	BCC Broadband
24/08/2026	EDF	0010	122.50		5.83	4080	200	116.67	Chapel Rd - Electric
26/08/2026	Llanharan OAP Association	2026Q1	90.00			4066	200	90.00	Hall Hire
26/08/2026	N & B Construction	239	7,111.45		1,185.24	4965	750	5,926.21	Plumbing & Electrical
						325	0	-5,926.21	Plumbing & Electrical
						6000	750	5,926.21	Plumbing & Electrical
26/08/2026	Floral Fresh	26	51.00			4100	640	51.00	BCC Cleaning Contract
26/08/2026	Apex Specialist Cleaning	3386	1,020.00		170.00	4969	750	850.00	BCC Ventilation System
						325	0	-850.00	BCC Ventilation System
						6000	750	850.00	BCC Ventilation System

Continued on Page 57

Payments / Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/08/2026	Clarity Copiers	247910	3.41		0.57	4090	200	2.84	Photocopy Sheets
26/08/2026	EDF	29192156	171.31		8.16	4080	640	163.15	BCC Electric
26/08/2026	Action Building Solutions	2	29,537.40			4955	750	29,537.40	garage build, community garden
						325	0	-29,537.40	garage build, community garden
						6000	750	29,537.40	garage build, community garden
26/08/2026	Alistair Burroughs	11807	2,771.17			4966	750	2,771.17	Ewenny Multi User Bridge
						325	0	-2,771.17	Ewenny Multi User Bridge
						6000	750	2,771.17	Ewenny Multi User Bridge
27/08/2026	Barclaycard	20260820	1,311.40			260		1,311.40	August Statement
27/08/2026	Clarity Copiers	249610	2.92		0.49	4090	200	2.43	Photocopy Sheets
28/08/2026	STAFF SALARIES	SALARIES	8,233.92			4000	200	8,233.92	August Staff Salaries
28/08/2026	RCT	PENSION	2,492.45			4005	200	2,492.45	August Pensions
03/09/2026	Festive Lighting	2026-03-00	4,487.32		747.89	4505	400	3,739.43	Year 2 of 3 as per Hire Agreem
03/09/2026	Alistair Burroughs	11807	-2,771.17			4966	750	-2,771.17	Ewenny Bridge
03/09/2026	Alistair Burroughs	11807	2,771.17		461.86	4966	750	2,309.31	Ewenny Bridge
						325	0	-2,309.31	Ewenny Bridge
						6000	750	2,309.31	Ewenny Bridge
03/09/2026	Alistair Burroughs	11807	2,771.17			4966	750	2,771.17	Ewenny Bridge
03/09/2026	Alistair Burroughs	11807	-2,771.17			4966	750	-2,771.17	Ewenny Bridge
						325	0	2,771.17	Ewenny Bridge
						6000	750	-2,771.17	Ewenny Bridge
03/09/2026	Scott Jeffs Floral Fresh	27	51.00			4100	640	51.00	BCC Cleaning
03/09/2026	SLCC ENTERPRISES	MEM258449-	253.00			4130	200	253.00	CK Membership
08/09/2026	ARVAL	SI00154871	432.00		72.00	4400	300	360.00	Van Road Tax
08/09/2026	Tesco Mobile phones	1343120050	11.08			4075	200	11.08	Tesco Mobile phones
11/09/2026	Total Energies	421579031	64.85		3.09	4755	640	61.76	BCC Gas June/July
14/09/2026	Tudor Garage	1051847	52.80		8.80	4410	300	44.00	Tyre John Deere Green Tractor
22/09/2026	EDF	3883-0011	115.59		5.50	4080	200	110.09	Chapel Rd Electric
22/09/2026	British Telecomm	Q10899	407.58		67.93	4075	200	339.65	Q Bill Chapel Rd
23/09/2026	Forest park & Garden	260918	189.50		31.58	4420	300	157.92	Chainsaw Purchase
23/09/2026	Combined Playground Services L	506	120.00			4810	600	120.00	Quarterly Playground Inspects
23/09/2026	Laura Mote	DEPREF	30.00			4780	640	30.00	BCC Deposit Refund
23/09/2026	Eleanor Wilson	DEPREF	30.00			4780	640	30.00	BCC Deposit Refund
24/09/2026	Morris Property Holdings	3	875.00			4065	200	875.00	Chapel Rd Office Rent
24/09/2026	EDF	29563180	169.69		8.08	4080	640	161.61	BCC Electric Supply
25/09/2026	Talk Talk	786191	49.34		8.22	4075	640	41.12	BCC Telephone & Broadband
26/09/2026	Les Kirk Clocks	LCC17-B	230.00			4510	400	230.00	Brynna Clock Maintenance
26/09/2026	Les Kirk Clocks	LCC17-L	230.00			4510	400	230.00	Llanharan Clock Maintenance
28/09/2026	Employee Salaries	SEPTSALARI	9,398.48			4000	200	9,398.48	September Salaries

Continued on Page 58

Payments — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/09/2026	Sept Pension Payment	PAYE	2,896.13			4005	200	2,896.13	September
28/09/2026	Barclaycard	Aug/Sept	1,463.77			260		1,463.77	Barclay Card
	Total Payments		714,335.95	0.00	13,847.67			700,488.28	
	Cashbook Totals		714,335.95	0.00	13,847.67			700,488.28	

Bank Reconciliation Statement as at 31/07/2026
for Cashbook 1 - Current and Premium Bank A/c

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current A/c	31/07/2026		507.50
Businesss Premium A/c	31/07/2026		31,682.51
			32,190.01

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		32,190.01

Unpresented Receipts (Plus)		
	0.00	
		0.00
		32,190.01

Balance per Cash Book is :-	32,190.01
Difference is :-	0.00

Leigh Smith:

Name ..... Signed ..... Date .....

Cathy Kennedy:

Name ..... Signed ..... Date .....

Bank Reconciliation up to 31/07/2026 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/04/2026	53164934 X	-2,434.70		-2,434.70		R	RCT
15/04/2026	53164934 C	2,434.70		2,434.70		R	RCT
15/04/2026	53276220 X	-787.50		-787.50		R	RCT
15/04/2026	53276220 C	787.50		787.50		R	RCT
15/05/2026	3/0 X	-791.00		-791.00		R	RCT
15/05/2026	3/0 MAY 26	791.00		791.00		R	RCT
01/07/2026	852358	840.09		840.09		R	Instaloft
01/07/2026	432	192.00		192.00		R	Brynna Cleaning Services
01/07/2026	100502	448.87		448.87		R	Claire Lingard
01/07/2026	GRANT	900.00		900.00		R	Llanharan Horticultural Societ
01/07/2026	18	51.00		51.00		R	Floral Fresh
01/07/2026	2026/27	5,000.00		5,000.00		R	RCT
01/07/2026	inv 347		150.00	150.00		R	Receipt(s) Banked
01/07/2026	inv346		120.00	120.00		R	Receipt(s) Banked
01/07/2026	inv345		660.00	660.00		R	Receipt(s) Banked
02/07/2026	6660	76.00		76.00		R	FareShare Cymru
02/07/2026	Stripe		181.44	181.44		R	Receipt(s) Banked
03/07/2026	BCC		150.00	150.00		R	Receipt(s) Banked
06/07/2026	MAY-JUN	10.28		10.28		R	Barclays Bank
06/07/2026	BCC		7.50	7.50		R	Receipt(s) Banked
07/07/2026	BOND	26.00		26.00		R	Jana Lesnakova
07/07/2026	3210549214	5.00		5.00		R	RCT
07/07/2026	19	51.00		51.00		R	Floral Fresh
07/07/2026	CP/RJ		50,000.00	50,000.00		R	Receipt(s) Banked
07/07/2026	PO		60.00	60.00		R	Receipt(s) Banked
07/07/2026	BCC		75.00	75.00		R	Receipt(s) Banked
07/07/2026	315		30.00	30.00		R	Receipt(s) Banked
08/07/2026	2964	6,624.00		6,624.00		R	Entry Specialists Ltd
08/07/2026	RECYCLING	76.25		76.25		R	Rebecca Jenkins
08/07/2026	MEMBER	208.00		208.00		R	David Evans
08/07/2026	MEMBER	208.00		208.00		R	Andrew Morgan
08/07/2026	MEMBER	208.00		208.00		R	Robert Smith
08/07/2026	MEMBER	208.00		208.00		R	Nicholas Richards
08/07/2026	MEMBER	208.00		208.00		R	Mark Steer
08/07/2026	MEMBER	208.00		208.00		R	Geraint Hopkins
08/07/2026	MEMBER	208.00		208.00		R	Janine Turner
08/07/2026	MEMBER	208.00		208.00		R	Rhys Jenkins
08/07/2026	ALLOT	26.00		26.00		R	Brian Bevan
08/07/2026	1343017024	11.08		11.08		R	Tesco Mobile
09/07/2026	MEMBER	208.00		208.00		R	Chris Parker
10/07/2026	4567	199.00		199.00		R	Images Design
10/07/2026	11714	156.00		156.00		R	Cloud IT Group
10/07/2026	party		60.00	60.00		R	Receipt(s) Banked
10/07/2026	BCC		7.50	7.50		R	Receipt(s) Banked
13/07/2026	419132884/	124.77		124.77		R	Total Energies
15/07/2026	53276220	791.00		791.00		R	RCT
15/07/2026	R100152699	500.58		500.58		R	ARVAL
16/07/2026	015469	209.10		209.10		R	Wales Audit Office

Bank Reconciliation up to 31/07/2026 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/07/2026	7025415025	98.71		98.71		R	Welsh Water
16/07/2026	4454506001	70.39		70.39		R	Welsh Water
16/07/2026	7025900060	95.87		95.87		R	Welsh Water
16/07/2026	LCC25/01	228.00		228.00		R	Howells Legal Ltd
17/07/2026	10060	42.00		42.00		R	One Voice Wales
17/07/2026	4644973	51.65		51.65		R	SSE Electric
17/07/2026	inv378		120.00	120.00		R	Receipt(s) Banked
21/07/2026	K-91538836	120.20		120.20		R	EDF
21/07/2026	PO		60.00	60.00		R	Receipt(s) Banked
22/07/2026	JULY	2,445.00		2,445.00		R	RCT Pension Payment
22/07/2026	MTH3	99.09		99.09		R	HMRC NI & Tax
22/07/2026	21	51.00		51.00		R	Floral Fresh
22/07/2026	J17		26.00	26.00		R	Receipt(s) Banked
22/07/2026	J17		12.00	12.00		R	Receipt(s) Banked
22/07/2026	372		50.00	50.00		R	Receipt(s) Banked
23/07/2026	FLLB867587	140.13		140.13		R	BNP Paribas Printer
23/07/2026	BCC		60.00	60.00		R	Receipt(s) Banked
23/07/2026	BCC		90.00	90.00		R	Receipt(s) Banked
23/07/2026	BCC		60.00	60.00		R	Receipt(s) Banked
23/07/2026	BCC		60.00	60.00		R	Receipt(s) Banked
23/07/2026	BCC		60.00	60.00		R	Receipt(s) Banked
24/07/2026	19501	86.40		86.40		R	Extrascope
24/07/2026	BCCBONDR	30.00		30.00		R	Alessia Evans
24/07/2026	BCCBONDR	30.00		30.00		R	Angharad Edwards
24/07/2026	28765898	164.46		164.46		R	EDF
27/07/2026	246275	4.69		4.69		R	Clarity Copiers
27/07/2026	MEM258449-	253.00		253.00		R	SLCC ENTERPRISES
27/07/2026	20485	600.00		600.00		R	Pendragon Fireworks
27/07/2026	DD	1,191.16		1,191.16		R	Barclaycard
27/07/2026	BCC		168.75	168.75		R	Receipt(s) Banked
28/07/2026	4841486	49.34		49.34		R	Talk Talk
28/07/2026	SALARIES	8,234.62		8,234.62		R	STAFF SALARIES
29/07/2026	BCC		120.00	120.00		R	Receipt(s) Banked
29/07/2026	BCC		270.00	270.00		R	Receipt(s) Banked
30/07/2026	22	51.00		51.00		R	Floral Fresh
30/07/2026	BCC		7.50	7.50		R	Receipt(s) Banked
31/07/2026	20	51.00		51.00		R	Floral Fresh
		32,377.73	52,665.69				

Leigh Smith:

Name .....Signed .....Date .....

Cathy Kennedy:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 20/07/2026
for Cashbook 3 - Barclaycard

Bank Statement Account Name (s)	Statement Date	Page	Balances
BarclayCard	20/07/2026		-1,191.16
			-1,191.16

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		-1,191.16

Unpresented Receipts (Plus)		
	0.00	
		0.00
		-1,191.16

Balance per Cash Book is :-	-1,191.16
Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Bank Reconciliation up to 20/07/2026 for Cashbook No 3 - Barclaycard

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/06/2026	190626	61.35		61.35		R	ALDI
22/06/2026	220626-2	45.23		45.23		R	Llanharan Concrete
22/06/2026	220626	38.34		38.34		R	Llanharan Concrete
23/06/2026	1000010204	14.00		14.00		R	HM Land Registry
23/06/2026	10152367	14.00		14.00		R	HM Land Registry
23/06/2026	2606230102	26.69		26.69		R	Llanharan Service Station
23/06/2026	10152600	7.00		7.00		R	HM Land Registry
23/06/2026	10152670	14.00		14.00		R	HM Land Registry
23/06/2026	1000010152	7.00		7.00		R	HM Land Registry
24/06/2026	1000010286	7.00		7.00		R	Land Registry
24/06/2026	3-10086013	1.50		1.50		R	Royal Mail
26/06/2026	260626	23.98		23.98		R	ALDI
29/06/2026	IDB0018863	139.01		139.01		R	Forest park & Garden
30/06/2026	2606200101	35.06		35.06		R	Llanharan Service Station
30/06/2026	0004806493	74.66		74.66		R	euroffice
01/07/2026	1000010204	14.00		14.00		R	HM Land Registry
01/07/2026	63600	130.00		130.00		R	Pontyclun Self Storage
01/07/2026	10286200	7.00		7.00		R	HM Land Registry
02/07/2026	020726	72.32		72.32		R	Riverside Hardware
03/07/2026	030726	67.38		67.38		R	ALDI
04/07/2026	E0200ZLGQ2	9.24		9.24		R	Microsoft
05/07/2026	E0200ZLM8	129.36		129.36		R	Microsoft
06/07/2026	2607060101	23.01		23.01		R	Llanharan Service Station
07/07/2026	33755666	29.07		29.07		R	Nisbets
09/07/2026	090726	39.75		39.75		R	Mend-A-Shu
09/07/2026	090726	52.91		52.91		R	ALDI
12/07/2026	361731466	12.99		12.99		R	ZOOM
14/07/2026	2607140101	20.02		20.02		R	Llanharan Service Station
14/07/2026	4410895985	4.07		4.07		R	Viking Group
14/07/2026	10283852	7.00		7.00		R	HM Land Registry
14/07/2026	10283805	7.00		7.00		R	HM Land Registry
14/07/2026	4410895985	-4.07		-4.07		R	Viking Group
17/07/2026	170726	61.29		61.29		R	ALDI
		1,191.16	0.00				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/07/2026 for Cashbook 2 - Public Sector Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
The Public Sector Deposit Fund	31/08/2026		1,565,122.62
			1,565,122.62
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			1,565,122.62
Unpresented Receipts (Plus)			
		0.00	
			0.00
			1,565,122.62
		Balance per Cash Book is :-	1,565,122.62
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation up to 31/07/2026 for Cashbook No 2 - Public Sector

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Fund	Difference	Cleared	Payee Name or Description
02/07/2026	CCLA		4,906.54	4,906.54		R	Receipt(s) Banked
07/07/2026	CP/RJ	50,000.00		50,000.00		R	Current and Premium Bank A/c
		50,000.00	4,906.54				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 1 - Current and Premium Bank A/c

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current A/c	31/08/2026		500.00
Businesss Premium A/c	31/08/2026		51,337.04
			51,837.04

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		51,837.04

Unpresented Receipts (Plus)		
	0.00	
		0.00
		51,837.04

Balance per Cash Book is :-	51,837.04
Difference is :-	0.00

Leigh Smith:

Name ..... Signed ..... Date .....

Cathy Kennedy:

Name ..... Signed ..... Date .....

Bank Reconciliation up to 31/08/2026 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/08/2026	BANK	9.23		9.23		R	Barclays Bank
03/08/2026	BCC		172.50	172.50		R	Receipt(s) Banked
04/08/2026	BCC		60.00	60.00		R	Receipt(s) Banked
05/08/2026	6811	76.00		76.00		R	FareShare Cymru
05/08/2026	19516	933.12		933.12		R	Extrascope
05/08/2026	317	900.00		900.00		R	Check 4 Asbestos
05/08/2026	556546662	5,465.96		5,465.96		R	Gallagher Insurance
05/08/2026	DEPREFUND	30.00		30.00		R	Toni Mason
05/08/2026	11714	2,771.17		2,771.17		R	Alistair Burroughs
05/08/2026	23	51.00		51.00		R	Floral Fresh
05/08/2026	BR28		58.66	58.66		R	Receipt(s) Banked
05/08/2026	BCC		56.17	56.17		R	Receipt(s) Banked
07/08/2026	388	465.00		465.00		R	Ryan Morgan Electrical
07/08/2026	VAT		8,896.00	8,896.00		R	Receipt(s) Banked
09/08/2026	24	51.00		51.00		R	Floral Fresh
10/08/2026	236110	219.49		219.49		R	Frank Sutton
10/08/2026	236111	171.32		171.32		R	Frank Sutton
10/08/2026	1343068328	11.08		11.08		R	Tesco Mobile
11/08/2026	419132884	90.21		90.21		R	Total Energies
11/08/2026	MTH 4	2,016.50		2,016.50		R	HMRC NI & Tax
12/08/2026	11630	2,771.17		2,771.17		R	Alistair Burroughs
13/08/2026	A2026/043	-1,400.00		-1,400.00		R	|1st Llanharan Scouts
13/08/2026	A2026/043	1,440.00		1,440.00		R	1st Llanharan Scouts
13/08/2026	A2026/043	450.00		450.00		R	1st Llanharan Rainbows
13/08/2026	A2026/043	400.00		400.00		R	1st Brynna Brownies
13/08/2026	A2026/043	1,400.00		1,400.00		R	1st Llanharan Scouts
14/08/2026	3/0	791.00		791.00		R	RCT
14/08/2026	361		390.00	390.00		R	Receipt(s) Banked
16/08/2026	25	51.00		51.00		R	Floral Fresh
17/08/2026	RI00154153	500.58		500.58		R	ARVAL
19/08/2026	100513	352.25		352.25		R	Claire Lingard
19/08/2026	180826	11.25		11.25		R	Rebecca Jenkins
19/08/2026	4749944	53.69		53.69		R	SSE Electric
19/08/2026	LP		145.00	145.00		R	Receipt(s) Banked
21/08/2026	6402907	49.34		49.34		R	Talk Talk
21/08/2026	405		180.00	180.00		R	Receipt(s) Banked
24/08/2026	0010	122.50		122.50		R	EDF
26/08/2026	2026Q1	90.00		90.00		R	Llanharan OAP Association
26/08/2026	239	7,111.45		7,111.45		R	N & B Construction
26/08/2026	26	51.00		51.00		R	Floral Fresh
26/08/2026	3386	1,020.00		1,020.00		R	Apex Specialist Cleaning
26/08/2026	247910	3.41		3.41		R	Clarity Copiers
26/08/2026	29192156	171.31		171.31		R	EDF
26/08/2026	384		120.00	120.00		R	Receipt(s) Banked
26/08/2026	384		120.00	120.00		R	Receipt(s) Banked

Bank Reconciliation up to 31/08/2026 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/08/2026	20260820	1,311.40		1,311.40		R	Barclaycard
28/08/2026	SALARIES	8,233.92		8,233.92		R	STAFF SALARIES
28/08/2026	PENSION	2,492.45		2,492.45		R	RCT
28/08/2026	379		187.50	187.50		R	Receipt(s) Banked
28/08/2026	Redemption		50,000.00	50,000.00		R	Receipt(s) Banked
		40,738.80	60,385.83				

Leigh Smith:

Name .....Signed .....Date .....

Cathy Kennedy:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/08/2026
for Cashbook 2 - Public Sector Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page	Balances
The Public Sector Deposit Fund	31/08/2026		1,520,246.82
			1,520,246.82

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		1,520,246.82

Unpresented Receipts (Plus)		
	0.00	
		0.00
		1,520,246.82
	Balance per Cash Book is :-	1,520,246.82
	Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Bank Reconciliation up to 31/08/2026 for Cashbook No 2 - Public Sector Deposit Fund

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/08/2026	reinvest		5,124.20	5,124.20		R	Receipt(s) Banked
28/08/2026	Redemption	50,000.00		50,000.00		R	Current and Premium Bank A/c
		50,000.00	5,124.20				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 20/08/2026
for Cashbook 3 - Barclaycard

Bank Statement Account Name (s)	Statement Date	Page No	Balances
BarclayCard	20/08/2026		-1,311.40
			-1,311.40

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		-1,311.40

Unpresented Receipts (Plus)		
	0.00	
		0.00
		-1,311.40

Balance per Cash Book is :-	-1,311.40
Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation up to 20/08/2026 for Cashbook No 3 - Barclaycard

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/07/2026	GB600ZMXFP	27.00		27.00		R	Amazon
21/07/2026	GB66N5UAA	9.15		9.15		R	Amazon
22/07/2026	209943	5.00		5.00		R	Arthur John
22/07/2026	GB66OLGFA	149.98		149.98		R	Amazon
22/07/2026	220726	36.38		36.38		R	ALDI
22/07/2026	GB66OLGFA	-149.98		-149.98		R	Amazon
22/07/2026	GB66OLGFA	149.48		149.48		R	Amazon
23/07/2026	31010	7.50		7.50		R	Riverside Hardware
24/07/2026	GB66R6DUAB	29.97		29.97		R	Amazon
24/07/2026	240726	7.35		7.35		R	ALDI
27/07/2026	375369	7.00		7.00		R	HM Land Registry
27/07/2026	DD		1,191.16	1,191.16		R	Receipt(s) Banked
28/07/2026	10382387	14.00		14.00		R	HM Land Registry
28/07/2026	10382344	14.00		14.00		R	HM Land Registry
30/07/2026	144715678	280.00		280.00		R	Hallwizard
30/07/2026	KL81658952	3.80		3.80		R	Royal Mail
30/07/2026	316548	61.48		61.48		R	Start Safety
31/07/2026	636782	39.99		39.99		R	Home Bargains
31/07/2026	4410996113	83.87		83.87		R	Viking Group
31/07/2026	310726	82.62		82.62		R	ALDI
01/08/2026	64107	130.00		130.00		R	Pontyclun Self Storage
04/08/2026	E0200ZTJ25	6.26		6.26		R	Microsoft Office
04/08/2026	E0200ZTP0N	29.21		29.21		R	Microsoft
04/08/2026	040826	2.65		2.65		R	ALDI
04/08/2026	10431261	7.00		7.00		R	HM Land Registry
06/08/2026	GB6012HIFP	25.98		25.98		R	Amazon
06/08/2026	060826	16.51		16.51		R	Llanharan Service Station
12/08/2026	365784176	12.99		12.99		R	ZOOM
14/08/2026	140826	50.21		50.21		R	ALDI
17/08/2026	10521666	7.00		7.00		R	HM Land Registry
18/08/2026	2206292473	165.00		165.00		R	The Medical Centre
		1,311.40	1,191.16				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 1 - Current and Premium Bank A/c

Bank Statement Account Name (s)	Statement Date	Page	Balances
Current A/c	30/09/2026		500.00
Businesss Premium A/c	30/09/2026		48,141.95
			48,641.95

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		48,641.95

Unpresented Receipts (Plus)		
	0.00	
		0.00
		48,641.95
	Balance per Cash Book is :-	48,641.95
	Difference is :-	0.00

Leigh Smith:

Name ..... Signed ..... Date .....

Cathy Kennedy:

Name ..... Signed ..... Date .....

Bank Reconciliation up to 30/09/2026 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/06/2026	179	-90.00		-90.00		R	Elite Signs
05/06/2026	179	90.00		90.00		R	Elite Signs
09/06/2026	178	-60.00		-60.00		R	Martha Rogers
09/06/2026	178	60.00		60.00		R	Martha Rogers
01/07/2026	2026/27	-5,000.00		-5,000.00		R	RCT
01/07/2026	2026/27		-5,000.00	-5,000.00		R	Receipt(s) Banked
16/07/2026	LCC25/01	-228.00		-228.00		R	Howells Legal Ltd
16/07/2026	LCC25/01	228.00		228.00		R	Howells Legal Ltd
26/08/2026	2	29,537.40		29,537.40		R	Action Building Solutions
26/08/2026	11807	2,771.17		2,771.17		R	Alistair Burroughs
27/08/2026	249610	2.92		2.92		R	Clarity Copiers
02/09/2026	Stripe BCC		142.50	142.50		R	Receipt(s) Banked
03/09/2026	2026-03-00	4,487.32		4,487.32		R	Festive Lighting
03/09/2026	11807	-2,771.17		-2,771.17		R	Alistair Burroughs
03/09/2026	11807	2,771.17		2,771.17		R	Alistair Burroughs
03/09/2026	11807	2,771.17		2,771.17		R	Alistair Burroughs
03/09/2026	11807	-2,771.17		-2,771.17		R	Alistair Burroughs
03/09/2026	27	51.00		51.00		R	Scott Jeffs Floral Fresh
03/09/2026	MEM258449-	253.00		253.00		R	SLCC ENTERPRISES
04/09/2026	BCC Hire		60.00	60.00		R	Receipt(s) Banked
07/09/2026	CHARGES	8.86		8.86		R	Barclays Bank
07/09/2026	416		7.50	7.50		R	Receipt(s) Banked
07/09/2026	Interest		96.64	96.64		R	Receipt(s) Banked
08/09/2026	SI00154871	432.00		432.00		R	ARVAL
08/09/2026	1343120050	11.08		11.08		R	Tesco Mobile phones
09/09/2026	389		315.00	315.00		R	Receipt(s) Banked
11/09/2026	421579031	64.85		64.85		R	Total Energies
14/09/2026	1051847	52.80		52.80		R	Tudor Garage
14/09/2026	00433	192.00		192.00		R	Brynna Domestic Cleaning
14/09/2026	28	51.00		51.00		R	Floral Fresh
14/09/2026	29	51.00		51.00		R	Floral Fresh
14/09/2026	BCC Hire		15.00	15.00		R	Receipt(s) Banked
14/09/2026	BCC HIRE		75.00	75.00		R	Receipt(s) Banked
14/09/2026	PSDF		50,000.00	50,000.00		R	Receipt(s) Banked
15/09/2026	53276220	791.00		791.00		R	RCT
15/09/2026	5561908	500.58		500.58		R	ARVAL
15/09/2026	408		75.00	75.00		R	Receipt(s) Banked
17/09/2026	423		75.00	75.00		R	Receipt(s) Banked
17/09/2026	BCCHire		90.00	90.00		R	Receipt(s) Banked
18/09/2026	PO		160.00	160.00		R	Receipt(s) Banked
18/09/2026	BCC Hire		90.00	90.00		R	Receipt(s) Banked
21/09/2026	258449-5	-253.00		-253.00		R	SLCC ENTERPRISES
21/09/2026	BCC Hire		195.00	195.00		R	Receipt(s) Banked
21/09/2026	BCC Hire		45.00	45.00		R	Receipt(s) Banked
22/09/2026	3883-0011	115.59		115.59		R	EDF

Bank Reconciliation up to 30/09/2026 for Cashbook No 1 - Current and Premium Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/09/2026	Q10899	407.58		407.58		R	British Telecomm
23/09/2026	260918	189.50		189.50		R	Forest park & Garden
23/09/2026	506	120.00		120.00		R	Combined Playground Services L
23/09/2026	DEPREF	30.00		30.00		R	Laura Mote
23/09/2026	DEPREF	30.00		30.00		R	Eleanor Wilson
23/09/2026	6963	76.00		76.00		R	FareShare Cymru
23/09/2026	MTH 5	2,225.80		2,225.80		R	HMRC NI & Tax
23/09/2026	30	51.00		51.00		R	Floral Fresh
23/09/2026	419		30.00	30.00		R	Receipt(s) Banked
24/09/2026	3	875.00		875.00		R	Morris Property Holdings
24/09/2026	29563180	169.69		169.69		R	EDF
25/09/2026	786191	49.34		49.34		R	Talk Talk
26/09/2026	LCC17-B	230.00		230.00		R	Les Kirk Clocks
26/09/2026	LCC17-L	230.00		230.00		R	Les Kirk Clocks
28/09/2026	SEPTSALARI	9,398.48		9,398.48		R	Employee Salaries
28/09/2026	PAYE	2,896.13		2,896.13		R	Sept Pension Payment
28/09/2026	Aug/Sept	1,463.77		1,463.77		R	Barclaycard
28/09/2026	PAYE	-2,896.13		-2,896.13		R	RCT
		49,666.73	46,471.64				

Leigh Smith:

Name .....Signed .....Date .....

Cathy Kennedy:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 20/09/2026
for Cashbook 3 - Barclaycard

Bank Statement Account Name (s)	Statement Date	Page No	Balances
BarclayCard	20/09/2026		-1,463.77
			-1,463.77

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		-1,463.77

Unpresented Receipts (Plus)		
	0.00	
		0.00
		-1,463.77
	Balance per Cash Book is :-	-1,463.77
	Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation up to 20/09/2026 for Cashbook No 3 - Barclaycard

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/08/2026	64572	130.00		130.00		R	G D Holdings Ltd
20/08/2026	202826	34.01		34.01		R	Llanharan Service Station
21/08/2026	210826	94.37		94.37		R	ALDI
24/08/2026	240826	15.79		15.79		R	Llanharan Service Station
27/08/2026	20260820		1,311.40	1,311.40		R	Receipt(s) Banked
28/08/2026	GB67UD3IAB	30.97		30.97		R	Amazon
28/08/2026	280826	77.55		77.55		R	ALDI
03/09/2026	A244781057	49.99		49.99		R	Screwfix
04/09/2026	040926	100.83		100.83		R	ALDI
07/09/2026	4935870	459.00		459.00		R	NBB Bench
08/09/2026	31010	10.00		10.00		R	ASDA
08/09/2026	080926	25.49		25.49		R	Llanharan Service Station
08/09/2026	080926	25.49		25.49		R	Llanharan Service Station
08/09/2026	080926	-25.49		-25.49		R	Llanharan Service Station
11/09/2026	110926	3.35		3.35		R	ALDI
11/09/2026	110926	76.93		76.93		R	ALDI
12/09/2026	369712038	12.99		12.99		R	ZOOM
15/09/2026	A280440498	46.99		46.99		R	Screwfix
15/09/2026	150926	17.01		17.01		R	Llanharan Service Station
16/09/2026	160926	129.20		129.20		R	Mend-A-Shu
16/09/2026	33146	34.95		34.95		R	Pencoed Builders Merchants
17/09/2026	170926	114.35		114.35		R	ALDI
		1,463.77	1,311.40				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 30/09/2026
for Cashbook 2 - Public Sector Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page	Balances
The Public Sector Deposit Fund	30/09/2026		1,475,358.38
			1,475,358.38

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		1,475,358.38

Unpresented Receipts (Plus)		
	0.00	
		0.00
		1,475,358.38
	Balance per Cash Book is :-	1,475,358.38
	Difference is :-	0.00

Signatory 1:

Name ..... Signed ..... Date .....

Signatory 2:

Name ..... Signed ..... Date .....

Bank Reconciliation up to 30/09/2026 for Cashbook No 2 - Public Sector Deposit Fund

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/09/2026	Reinvest		5,111.56	5,111.56		R	Receipt(s) Banked
14/09/2026	PSDF	50,000.00		50,000.00		R	Current and Premium Bank A/c
		50,000.00	5,111.56				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Receipts — Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	1,149,081.57					1,149,081.57	
	Banked: 02/04/2026	3,658.19						
Reinvest	PSDF	3,658.19			1090	100	3,658.19	CCLA PSDF Income Reinvestment
Reinvest	Banked: 05/05/2026	3,561.66						
Reinvest	PSDF	3,561.66			1090	100	3,561.66	CCLA PSDF Income Reinvest
	Banked: 27/05/2026	250,000.00						
X 5 PAYS	Current and Premium Bank A/c	250,000.00			200		250,000.00	X 5 Payments
Reinvest	Banked: 02/06/2026	3,914.66						
Reinvest	CCLA	3,914.66			1090	100	3,914.66	CCLA PSDF Income Reinvestment
	Banked: 05/06/2026	50,000.00						
PSDF	Current and Premium Bank A/c	50,000.00			200		50,000.00	PSDF
	Banked: 08/06/2026	50,000.00						
PSDF	Current and Premium Bank A/c	50,000.00			200		50,000.00	PSDF
	Banked: 09/06/2026	50,000.00						
PSDF	Current and Premium Bank A/c	50,000.00			200		50,000.00	PSDF
	Banked: 10/06/2026	50,000.00						
PSDF	Current and Premium Bank A/c	50,000.00			200		50,000.00	PSDF
CCLA	Banked: 02/07/2026	4,906.54						
CCLA	Public Sector Deposit Fund	4,906.54			1090	100	4,906.54	Income Reinvestment
reinvest	Banked: 04/08/2026	5,124.20						
reinvest	PSDF	5,124.20			1090	100	5,124.20	Income Reinvestment
Reinvest	Banked: 02/09/2026	5,111.56						
Reinvest	PSDF	5,111.56			1090	100	5,111.56	Income Reinvestment
	Total Receipts	476,276.81	0.00	0.00			476,276.81	
	Cashbook Totals	1,625,358.38	0.00	0.00			1,625,358.38	

Continued on Page 6

Payments

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/07/2026	Current and Premium Bank A/c	CP/RJ	50,000.00			200		50,000.00	Redemption
28/08/2026	Current and Premium Bank A/c	Redemption	50,000.00			200		50,000.00	Redemption
14/09/2026	Current and Premium Bank A/c	PSDF	50,000.00			200		50,000.00	Redemption
	Total Payments		150,000.00	0.00	0.00			150,000.00	
	Balance Carried Fwd		1,475,358.38						
	Cashbook Totals		1,625,358.38	0.00	0.00			1,625,358.38	

Appendix 5

VAT Consultancy

The Council has previously sought advice from the Parkinson Partnership, the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) regarding the VAT implications arising from the Council's Community Centre activities and proposed future developments.

The matters under consideration include the Council's existing hall hire income, the proposed introduction of children's party hire packages, and planned capital improvement works estimated at approximately £150,000 to £200,000.

Following the initial advice received, officers consider that more detailed, bespoke specialist advice is required before the Council determines whether it should register for VAT and/or opt to tax the Community Centre.

PS Tax have confirmed that they can provide consultancy advice setting out the available options and their implications, enabling the Council to make an informed decision regarding its VAT position.

The estimated cost of the consultancy is between **£1,650 and £2,475 plus VAT**.

The advice will assist the Council in considering matters including VAT registration, the option to tax, VAT recovery in respect of the proposed capital works, partial exemption and the ongoing implications for the Council's activities.

Procurement

Under the Council's current Financial Regulations, the requirement to obtain competitive quotations need not apply where the contract relates to specialist services.

Given the specialist nature of the VAT advice required, officers consider that **Financial Regulation 11.3a(ii)** applies and that it is appropriate to appoint PS Tax without obtaining three estimates.

11.3. ***Procedures as to contracts are laid down as follows:***

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

ii. for specialist services such as are provided by legal professionals acting in disputes or for other specialist services

Annual Return for the Year Ended 31 March 2026

Accounting statement 2025-26 for:

Name of body: Llanharan Community Council

	Year ending		Notes and guidance
	31 March 2025 (£)	31 March 2026 (£)	**Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.**
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	787959	1122587	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	271894	300409	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	389236	235198	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	99234	144076	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	227267	341983	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1122587	1172135	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances0			
8. (+) Debtors	14520	13050	**Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	1123222	1167738	**All accounts:** The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	15155	8652	**Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	1122587	1172135	**Total balances should equal line 7 above:** Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	256138	270225	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, that for the year ended 31 March 2026:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	√		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	√		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at Llanharan Community Council – We serve the communities of Brynna, Brynnau Gwynion, Bryncae, Llanharan, Llanilid and Ynysmaerdy.	√		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	√		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	√		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: • Effective financial management including the setting and monitoring of the Council's budget and preparation and approval of the annual accounts • Maintenance and security of accurate and up to date accounting and other financial records • Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.	√		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year and has prepared and approved its accounts in accordance with legislation	D
7. We have maintained an adequate system of internal control and management of risk, including: • measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments • assessment and management of risks facing the Council • an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.	√		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	√		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	√		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E

10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		√	Meets the eligibility criteria to exercise the general Power of Competence	E

Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement
1. **Expenditure under S137 Local Government Act 1972** Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2025-26 was £11.10 per elector. In 2025-26, the Council made payments totalling £_____36,568.61_____ under section 137. These payments are included within 'Other payments' in the Accounting Statement.
2.

Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	**Yes**	**No**	**N/A** √	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO	**Approval by the Council**
I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2026.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference: **Minute ref:** 18/06/26 – Item 18 Appendix 13
RFO signature:	**Chair signature:**
Name: Cathy Kennedy	**Name:** Rhys Jenkins
Date: 18 June 2026	**Date:** 18 June 2026

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2026 of **Llanharan Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council:

Arithmetic error in accounts - rounding

The Accounting Statement contains a non-material arithmetic error due to rounding. We recommend that the Council checks the arithmetic accuracy of the accounting statement and makes the necessary corrections before the accounts are approved.

There are no further matters I wish to draw to the Council's attention.

Deryck Evans, Audit Manager, Audit Wales **For and on behalf of the Auditor General for Wales**	**Date: 25/09/2026**

Annual internal audit report to:

Name of body: Llanharan Community Council

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2026.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	√				Please refer to our detailed Internal Audit report dated the 28th of May 2026
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	√				Please refer to our detailed Internal Audit report dated the 28th of May 2026
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	√				Please refer to our detailed Internal Audit report dated the 28th of May 2026
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	√				Please refer to our detailed Internal Audit report dated the 28th of May 2026
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	√				Please refer to our detailed Internal Audit report dated the 28th of May 2026
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			√		The Council does not maintain a petty cash system for its use. It manages a £20.00 petty cash float for: 'The Pantry' community organisation.
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	√				Please refer to our detailed Internal Audit report dated the 28th of May 2026
8. Asset and investment registers were complete, accurate, and properly maintained.	√				Please refer to our detailed Internal Audit report dated the 28th of May 2026

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	√				Please refer to our detailed Internal Audit report dated the 28th of May 2026
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	√				Please refer to our detailed Internal Audit report dated the 28th of May 2026
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			√		Please refer to our detailed Internal Audit report dated the 28th of May 2026

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.			√		Please refer to our detailed Internal Audit report dated the 28th of May 2026
13.			√		Please refer to our detailed Internal Audit report dated the 28th of May 2026
14.			√		Please refer to our detailed Internal Audit report dated the 28th of May 2026

Our detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated the 28th of May 2026.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2025-25 and 2026-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: WGW Online: CV Lingard
Signature of person who carried out the internal audit:
Date: 18th of June 2026

Appendix 7

Proposed Pre-Approved Grant Scheme

Background

The Council currently considers applications for financial assistance during the financial year in which the funding is required.

It is proposed that, in future, community groups could be invited around September/October each year to apply for grant funding for the following financial year. Applications could then be considered before the Council finalises its budget, allowing any approved funding to be incorporated into the following year's budget.

This approach would assist the Council with forward financial planning and would also provide greater certainty to community groups regarding funding available to them.

Proposed Trial

Although timescales are limited for the forthcoming financial year, members are asked to consider whether the Council could trial this approach with LCDP, with any approved funding being included within the relevant budget and paid at the beginning of the financial year.

Recommendation

Members are requested to consider:

1. Whether to introduce an annual pre-approved grant application process for community groups; and
2. Whether to trial the proposed process with LCDP for the forthcoming financial year.

Appendix 8

Bryncae Brass

Llanharan & Bryncae Brass has provided further information in support of its grant application presented to the Audit Committee on the 9th of July 2026, following a request from Members for additional detail regarding the community benefit of the organisation.

The band was established in November 2025 and is still in its early stages of development. Its initial focus has been on recruiting local players and developing the group to a standard where it can begin performing publicly. The group advises that a number of former music students and professional musicians provide tuition to members free of charge, helping to keep participation accessible.

During its first year, the band has undertaken local activity including Christmas carol performances in Llanharan and engagement with local schools and community music initiatives. Members of the band are also involved in delivering brass tuition and introducing children and young people to brass instruments.

The group has advised that it now intends to increase its public presence, including participation in a brass band festival in West Wales, a planned community Christmas concert and further local performances and events.

The organisation states that grant funding would support wider participation in music-making, help beginners and returning players, increase community performances, provide an inclusive activity for a range of ages and abilities, and support the long-term development of the band.