

Chapter 5

THE SCOUT COUNTY

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Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and Leaders to make decisions and take responsibility;
- functional units through which the design and delivery of the programme can be best achieved;

A Scout County comprises several Scout Districts. Additionally the County may have one or more County Scout Active Support Units. In exceptional circumstances where District Scout Networks are not feasible, the County may have one County Scout Network which should follow the rules and guidance of a District Scout Network.

Rule 5.1 Membership of the Scout County

- a. No individual aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles will require a personal enquiry check every five years.
- b. There are two types of membership - Members and Associate Members.
- c. British Subjects who are prepared to follow the Association's principles by making the Promise may become Members or Associate Members of the Scout Movement (subject to the Rules contained within Policy, Organisation and Rules).
- d. Foreign residents in the United Kingdom, with the approval of an appropriate Commissioner, may become Members or Associate Members.
- e. When an individual becomes a Member that person becomes a member of a Group, District and County (as appropriate). They also become a Member of The Scout Association and of the World Organisation of the Scout Movement.
- f. When an individual becomes an Associate Member that person becomes an Associate member of a Group, District and County (as appropriate). They also become an Associate Member of The Scout Association.
- g. Membership of Beaver Scout Colonies, Cub Scout Packs, Scout Troops, Explorer Scout Units and the Scout Network is open to males and females (unless otherwise stipulated).
- h. Adult membership of the Scout Movement, whether by appointment or otherwise, is open equally to men and women.
- i. The minimum age limit for membership is 5¾ years.
- j. There is no maximum age limit for membership but all adult appointments are subject to a minimum age limit of 18.
- k. There are membership options for adults not holding appointments to become Members or Associate Members on ceasing to hold an appointment.
- l. Members or Associate Members do not have any rights, actual or implied, to take part in the national management of The Scout Association or the World Organisation of the Scout Movement.

Members

- m. The following are required to be Members and pay the Headquarters Membership Subscription annually:
 - Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts.

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- Members of Scout Network are required to be members but are not required to pay the Headquarters membership Subscription.

Members must also pay any Country, County, District and Group Membership Subscription determined locally.

- n. Young people become Members of the Scout Movement by making the Promise appropriate to their Section.
- o. Adults become Members by making the Promise and completing a Members' Declaration.
- p. Members of the Movement may:
 - wear the approved uniform (see Chapter 10);
 - wear the World Membership badge;
 - receive benefits provided by any Group, District, and County to which the Member belongs and of The Scout Association and the World Organisation of the Scout Movement;
 - wear the World Membership lapel badge.

Associate Members

- q. Associate members must pay any Country, County, District and Group Membership Subscription determined locally.
- r. Adults become Associate Members of the Scout Movement by completing an Associate Members' Declaration.
- s. Associate Members are not required to make the Promise.
- t. Associate Members of the Movement may:
 - wear the approved uniform (see Chapter 10);
 - receive benefits provided by any Group, District, and County to which the Member belongs.

Rule 5.2 Admission to membership ^{SV}

- a. The decision to admit anyone to membership of a Scout Group rests with the Group Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- b. The Group Scout Leader will generally delegate responsibility for admissions to the Leader in charge of the Section concerned.
- c. The decision to admit anyone to membership of an Explorer Scout Unit rests with the Explorer Scout Leader subject, in the case of a Sponsored Scout Group, to any recruitment policy defined in any sponsorship agreement.
- d. *This rule is intentionally left blank*
- e. Explorer Scouts who turn 18 years of age will automatically become Members of the District Scout Network. Exceptionally, where there is no District Scout Network but a County Scout Network or equivalent operates, they will automatically become Members of the County Scout Network or equivalent.

Rule 5.3 Forfeit of membership

- a. Beaver Scouts, Cub Scouts and Scouts forfeit membership if they leave the Group.
- b. Explorer Scouts forfeit membership if they leave the Unit.
- c. Scout Network Members who hold no other adult appointment forfeit membership if they leave the Scout Network.

Rule 5.4 Transfer of membership ^{SV}

- a. If a Member leaves a Group due to moving to another locality, the Group Scout Leader should inform the District Secretary of the District into which the Member is moving.

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- b. If a Member leaves an Explorer Scout Unit due to moving to another locality, the District Explorer Scout Commissioner should inform the District Secretary of the District into which the Member is moving.
- c. If a Member leaves the Scout Network due to moving to another locality, the District Scout Network Commissioner should inform the Assistant County Commissioner Scout Network of the County into which the Member is moving.
- d. If the address of the District or County Secretary is not known, the information should be forwarded to Headquarters.
- e. Notification should also be sent to Headquarters in respect of Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts and Scout Network Members who are going to live abroad.

Rule 5.5 Annual Census^{SV}

The number of Members and Associate Members must be returned in an annual census of the Group, District or County.

- a. A list of the names and addresses of Members in a Group at the date of the annual census must be collected by the Group and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- b. A list of the names and addresses of Members of Explorer Scout Units in the District must be collected by the District and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- c. A list of the names and addresses of Members of the Scout Network in the County must be collected by the County and passed to the County Secretary.

Rule 5.6 Mixed Membership^{SV}

- a. *This rule is intentionally left blank.*
- b. *This rule is intentionally left blank.*
- c. *This rule is intentionally left blank.*
- d. *This rule is intentionally left blank.*
- e. *This rule is intentionally left blank.*
- f. *This rule is intentionally left blank.*
- g. *This rule is intentionally left blank.*
- h. *This rule is intentionally left blank.*
- i. All Scout Groups, Explorer Units and Scout Networks will be required to be open to male and female membership except in special situations. Single sex Sections may exist within a Scout Group provided that membership is available for both sexes across all Sections within that Group.
- j. Special situations are defined as being where:
 - there are cultural or religious requirements for single sex working;
 - Scouting is offered in a single sex institution (e.g. school, young offenders institute) through a closed Scout Group;
 - a specialist single sex provision is required to meet a clearly identified educational need (e.g. Scouting for young mothers).

The decision whether Groups or Explorer Scout Units may become an exception to the policy is made by the District Commissioner in consultation with the County Commissioner.

The decision whether a County Scout Network may become an exception to the policy is made by the County Commissioner.

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Rule 5.7 *This rule is intentionally left blank.*

Rule 5.8 *This rule is intentionally left blank.*

Rule 5.9 County Scout Active Support Units

- a. The County Commissioner, in consultation with the County Executive Committee may form County Scout Active Support Units.
- b. The purpose of County Scout Active Support Units is to provide active support to Scouting in the County.
- c. All adult only support groups linked to Scouting within the County must be registered as Scout Active Support Units.
- d. The County Commissioner must ensure that:
 - County Scout Active Support Units are supported and co-ordinated; and
 - County Scout Active Support Managers are provided with line management either directly by the County Commissioner or from a Deputy County Commissioner or other nominee.
- e. Subject in all cases to a satisfactory Personal Enquiry (see Rule 3.26), membership of the County Scout Active Support Unit is open to any person over the age of 18 years, including:
 - those holding appointments, who will be expected to give priority to the duties of their appointments;
 - Scout Network Members, who will be expected to give priority to their Scout Network;
- f. All members of a County Scout Active Support Unit must be at least Associate Members. They may also become Members by making the Scout Promise.
- g. The County Scout Active Support Unit is responsible for providing active support in accordance with their service agreement, agreed annually with the with the County Commissioner or nominee.
- h. The County Scout Active Support Unit is led by the County Active Support Manager who is responsible for ensuring that the Unit meets its service agreement. One or more County Scout Active Support Co-ordinators may be appointed to assist in the running of the Unit.
- i. The following minimum standards are laid down for County Scout Active Support Units:
 - **Leadership** – there must be an appointed County Scout Active Support Manager.
 - **Activity** - The County Scout Active Support Unit must provide active support to Scouting in the County as detailed in the service agreement.
- j. The County Commissioner, with the County Team, is required where necessary to assist County Scout Active Support Units to reach the required standards.
- k. If a County Scout Active Support Unit fails to reach the minimum standards for two consecutive years it may be closed by the County Commissioner with the approval of the County Executive Committee.
- l. If a County Scout Active Support Unit fails to reach the minimum standard for three years it must be closed.

Rule 5.10 The Formation and Registration of Scout Counties

- a. The registration, suspension and cancellation of Scout Counties are matters for the Country Headquarters. This includes their amalgamation and changes in boundary.

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Rule 5.11 Suspension of County Registration

- a. Suspension is a purely temporary measure.
- b. A County may have its registration suspended by the most senior Country Committee on the recommendation of the appropriate Chief Commissioner.
- c. In the event of suspension all County, District, and Group activities must cease and all County, District, and Group Scouters are automatically suspended as if each were individually suspended unless otherwise specified by the most senior Country Committee.
- d. During suspension no member of the County, District, or Group may wear uniform or badges.
- e. If the County Executive Committee is included in the suspension, this must be specified and the most senior Country Committee will be responsible for the administration of County property and finance during the period of suspension.
- f. The County Scout Council will be included in the suspension only if there are special reasons and then only with the approval of the most senior Country Committee.
- g. The Chief Commissioner and Country Committee which suspends a County must report the matter with full details to Headquarters.
- h. The Chief Commissioner should consult Headquarters as to how best to resolve the underlying problem which led to the suspension.

Rule 5.12 Suspension of Scout Networks ^{SV}

- a. Suspension is a purely temporary measure.
- b. *This rule is intentionally left blank.*
- c. Suspension may also be a consequence of the suspension of the County. In such a case the County Commissioner may direct that Scout Network Members will not be suspended but attached to a District or neighbouring County as appropriate.
- d. In the event of suspension all Scout Network activities must cease and all Scout Network Scouters are automatically suspended as if each were individually suspended.
- e. During suspension no Member of the Scout Network may wear the Scout Network uniform or badges.
- f. A County Commissioner who suspends a County Scout Network must report the matter with full details to the Regional Commissioner.

Rule 5.13 Cancellation of Registration of the Scout County

- a. The registration of a Scout County may be cancelled by Headquarters:
 - on the recommendation of the Chief Commissioner and the most senior Country Committee, following a meeting specially convened.
At such a meeting, the County Commissioner and County Chairman are entitled to be heard;
 - if registration is not renewed at the time of the required annual renewal of registration;
 - if the registration of the County is cancelled.
- b. When the registration of a Scout County is cancelled the Scout County ceases to exist and action must be taken as described in Chapter 13 to deal with its property and assets.
- c. The membership of each Member of the County will cease automatically, unless membership of another County is arranged as directed by the Chief Commissioner.
- d. A Scout County cannot exist unless it has a current registration with Headquarters.
- e. Charity law does not permit a Scout County to transfer from The Scout Association to any other body whether calling itself a scout organisation or by any other name. ^{SV}

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- f. 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.
- g. In the event of all the Members leaving, the Country Headquarters will close the County and cancel its registration.
- h. In the event that not all the Members leave, it will be a decision for the Chief Commissioner and the most senior Country Committee as to whether to close the County or try to keep it running with a reduced membership.

Rule 5.14 Management of the Scout County

- a. A Scout County is created and operated as an educational charity
- b. Every Scout County is an autonomous organisation holding its property and equipment and admitting people to membership of the Scout County subject to the policy and rules of The Scout Association.
- c. A Scout County is led by a County Commissioner and managed by a County Executive Committee. They are accountable to the County Scout Council for the satisfactory running of the County.
- d. The County Commissioner is assisted and supported by:
 - the County Team, comprising Deputy County Commissioners, County Scout Network Commissioner, County Training Manager, all Assistant County Commissioners and County Scouters;
 - County Administrators and Advisers;
 - the County Scout Council;
 - the County Executive Committee;
 - the County Scout Active Support Units. ^{SV}

Rule 5.15 *This rule is intentionally left blank*

Rule 5.16 The Constitution of the Scout County

- a. In the absence of an existing formally adopted Constitution to the contrary, the following represents an ideal Constitution and will apply where the circumstances and the support allow.
- b. There may be situations where it is impractical to implement the constitution in full, such as a County comprising large areas of especially difficult terrain and a small population.
- c. All elected and constitutional bodies of The Scout Association at Headquarters, County, and District should have, as full voting members, at least two young people between the age of 18 and 25 years old.
- d. This policy as a matter of good practice, should also be applied to any ad hoc, short or long term working groups or committees.
- e. **The County Scout Council** ^{SV}
 - i. The County Scout Council is the electoral body which supports Scouting in the County. It is the body to which the County Executive Committee is accountable.
 - ii. Membership of the County Scout Council is open to:

Ex-officio Members

- County President;
- County Vice-Presidents;
- Regional Commissioner;

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- County Chairman;
- County Commissioner;
- County Secretary;
- County Treasurer;
- County Youth Commissioner
- Deputy County Commissioners;
- County Scout Active Support Managers;
- County Training Manager;
- Assistant County Commissioners;
- County Scouters;
- County Skills Instructors;
- County Advisers;
- County Administrators;
- Local Training Managers;
- District Commissioners;
- District Youth Commissioners
- District Chairmen;
- District Secretaries;
- District Treasurers;
- District Scout Active Support Managers;
- A representative of the County Troop Leadership Forum, selected from amongst the membership of the Forum;
- A representative of the County Explorer Scout Forum, selected from amongst the membership of the Forum;
- A representative of the Scout Network, selected from amongst the membership of the District Scout Networks in the County

Nominated Members

- the number of persons nominated annually to the County Scout Council from each of the following categories is decided by the County Scout Council:
- persons recommended by the County Commissioner in consultation with the County Chairman.
- County Scout Active Support Members nominated by the County Scout Active Support Unit(s).
- Scouters nominated by District Scout Councils.
- Explorer Scout Members nominated by District Explorer Scout Meetings.
- District Scout Network Members nominated by the District Scout Network.

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Co-opted Members

- the County Scout Council may co-opt members annually. Such co-opted members may include representatives of organisations with whom it is desired to maintain co-operation eg Girlguiding, religious bodies, other youth organisations and Local Education Authorities.
- Members are nominated by the County Commissioner.
- the number of members co-opted must not exceed the total of Ex-officio and Nominated Members.

Invited Members

- the Regional Development Manager.
- iii. Membership of the County Scout Council ceases upon:
- the resignation of the member;
 - the dissolution of the Council;
 - the termination of membership by Headquarters following a recommendation by the County Executive Committee.
- iv. The County Scout Council must hold an Annual General Meeting within six months of the financial year end to:
- receive and consider the Annual Report of the County Executive Committee, including the annual statement of accounts;
 - approve the County Commissioner's nomination of the County Chairman and nominated members of the County Executive Committee;
 - elect a County Secretary unless the County Secretary is employed by the County Executive Committee;
 - elect a County Treasurer;
 - elect certain members of the County Executive Committee;
 - elect a representative(s) of the County Scout Council to serve as Nominated Members of the Council of The Scout Association;
 - elect a representative of the County Scout Council to serve as Nominated Youth Member on the Council of The Scout Association;
 - appoint an auditor or independent examiner or scrutineer as required.
- f. **The County Executive Committee** ^{SV}
- i. The Executive Committee exists to support the County Commissioner in meeting the responsibilities of their appointment.
- ii. Members of the Executive Committee must act collectively as charity Trustees of the Scout County, and in the best interests of its members to: ^{SV}
- Comply with the Policy, Organisation and Rules of The Scout Association
 - Protect and maintain any property and equipment owned by and/or used by the County
 - Manage the County finances.
 - Provide insurance for people, property and equipment.
 - Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
 - Promote and support the development of Scouting in the local area.
 - Manage and implement the Safety Policy locally.
 - Ensure that a positive image of Scouting exists in the local community.
 - Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-committees.
 - Ensure that Young People are meaningfully involved in decision making at all levels within the County

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- The opening, closure and amalgamation of Districts, the County Scout Network and Scout Active Support Units in the County as necessary
- Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chairman to lead it.
- The Executive Committee must also:
 - Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
 - Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
 - Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with National Headquarters and if a registered charity, to submit them to the appropriate charity regulator. (See Rule 13.3)The Executive Committee must also:
 - Maintain confidentiality with regard to appropriate Executive Committee business.
 - Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
 - Ensure line management responsibilities for employed staff are clearly established and communicated.

iii. The County Executive Committee consists of: ^{SV}

Ex-officio members

- County Chairman;
- County Commissioner;
- County Youth Commissioner
- County Secretary;
- County Treasurer.

Elected members

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

Nominated members

- persons nominated by the County Commissioner in consultation with the County Chairman,
- the nominations must be approved at the County Annual General Meeting,
- persons nominated need not be members of the County Scout Council and their number must not exceed that of the elected members.

Co-opted members

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

Right of Attendance

- the Regional Commissioner in England; and Wales; or Chief Commissioner in Scotland and Northern Ireland; or the International Commissioner in the case of British Scouts Overseas has the right of attendance at meetings of the County Executive Committee.

Invited to attend

- 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*,
- Regional Development Manager in England; or Development Officer in Wales. (* if not already a member of the Executive Committee)

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- iv. Additional Requirements for sub-Committees:
 - sub-Committees consist of members nominated by the Committee.
 - The County Commissioner and the County Chairman will be ex-officio members of any sub-Committee of the County Executive Committee.
 - Any fundraising committee must include at least two members of the County Executive Committee. No County Scouter should serve on such a fundraising sub-Committee.
- v. Additional Requirements for Charity Trustees: ^{SV}
 - All members of the County Executive Committee are Charity Trustees of the Scout County
 - Only persons aged 18 and over may be full voting members of the County Executive Committee because of their status as Charity Trustees (however the views of young people in the County must be taken into consideration).
 - Certain people are disqualified from being Charity Trustees by virtue of the Charities Acts. (See rule 13.1)
 - Charity Trustees are responsible for ensuring compliance with all relevant legislation including the Data Protection Act.
 - Some Counties may also need to register as a charity. (See Rule 13.3). *SV*
- g. *This rule is left intentionally blank*
- h. **Conduct of Meetings in the Scout County** ^{SV}
- i. In meetings of the County Scout Council and the County Executive Committee only the members specified may vote.
- ii. Decisions are made by a majority of votes of those present at the meeting. In the event of an equal number of votes being cast on either side in any issue the chairman does not have a casting vote and the matter is taken not to have been carried.
- iii. The County Scout Council must make a resolution defining a quorum for meetings of the Council and the County Executive Committee and its sub-Committees.

Rule 5.17 Administrators and Advisers

- a. The County Chairman and the County Commissioner must be able to work in partnership.
- b. To assist the formation of this partnership the County Chairman is nominated by the County Commissioner.
- c. The appointment of the County Chairman is approved by the County Council at its Annual General Meeting. The appointment may not be held by a Leader, Manager or Supporter.
- d. Every effort should be made to find a County Chairman. Only in extreme circumstances may the County Commissioner act as County Chairman for a short period.
- e. The County Secretary - unless employed by the County - is elected by the County Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader, Manager or Supporter. ^{SV}
- f. The County Treasurer is elected by the County Scout Council at the Annual General Meeting every year. The appointment may not be held by a Leader Manager or Supporter. ^{SV}
- g. No individual may hold more than one of the appointments of County Chairman, Secretary or Treasurer of the same Executive Committee. Neither may the appointments be combined in anyway.
- h. Other Administrators and Advisers may be appointed by the County Executive Committee with the approval of the County Commissioner as per POR: The Appointment Process.
- i. Administrators and Advisers appointments may be terminated by:
 - the resignation of the holder;
 - the unanimous resolution of all other members of the County Executive Committee;

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- the expiry of the period of the appointment;
 - confirmation by Headquarters of the termination of the appointment in the event of the cancellation of the registration of the County.
- j. The appointment and termination of all County Administrators and Advisers appointments must be reported to the County Secretary who should maintain a record of such appointments.

Rule 5.18 Minimum Age for Appointments

- a. To hold an adult appointment (in a Scout County a person must have reached the age of 18.

Rule 5.19 The Appointment of Adults in the Scout County ^{SV}

- a. No individual aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. The enquiries must include a Personal Enquiry to Headquarters, and certain roles will require a personal enquiry check every five years. Where possible this should be carried out at appointment review.
- b. An enquiry is not normally required if the individual is simply moving from one appointment to another within England and Wales; or within Northern Ireland; or within Scotland, provided the procedures have been followed for the initial appointment, that they have a valid disclosure and the person's service has been continuous. However, depending on the result of previous enquiries a further Personal Enquiry may be required.
- c. The County Secretary must forward the Personal Enquiry to Headquarters without delay following its completion by the adult concerned.
- d. When completing a Personal Enquiry the fullest possible information about the individual must be given.
- e. The full rules for the appointment of adults can be found in POR: The Appointment Process.
- f. Parents and occasional helpers whom are required to undergo a Personal Enquiry (see 5.19 a.) must either be entered directly into Compass or recorded using the Association's official Joining Forms and then be transferred accurately into Compass (*available from the Information Centre*).
^{SV}
- g. County staff should ensure that parents and occasional helpers who are involved more than once a month are aware of the appointment opportunities available to them.

Rule 5.20 *This rule is left intentionally blank*

Rule 5.21 *This rule is left intentionally blank*

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Rule 5.28 The appointment of Employed Staff in the Scout County ^{SV}

Employed County Staff

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- a. County Trustees (members of the County Executive Committee) other than the County Secretary may not be paid a salary or remuneration.
- b. County Administrators, local Development Officers, Campsite Staff or other staff may be employed by the County Executive Committee and paid a salary out of County funds.
- c. The County Executive Committee must consult the County Commissioner in making such appointments.
- d. Professional advice should be sought with regard to pension scheme facilities, conditions of employment, taxation and National Insurance requirements.
- e. The procedures for enquiry and the appointment of adults must be followed.

Rule 5.29 *This rule is left intentionally blank*

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Rule 5.34 Limitation of holding more than one Appointment

- a. No Scouter may hold more than one appointment unless able to carry out all the duties of more than one appointment satisfactorily.
- b. The County Commissioner must give approval for any person to hold more than one appointment and, if the appointments are to be held in more than one District or County, the approval of all the Commissioners concerned must be obtained.
- c. A County Commissioner may not hold any other appointment other than in a short term 'acting' capacity or as a Training Adviser.

Rule 5.35 Responsibilities of Appointments in the Scout County

a. The County Commissioner ^{SV}

- i. The County Commissioner is responsible to the Regional Commissioner for:
 - the development of Scouting in the County;
 - promoting and maintaining the policies of the Association;
 - the local management of the Safety Policy together with the County Executive Committee;
 - ensuring that all adults working within the Scout County (including members of any County Scout Active Support Units) are appropriate persons to carry out the tasks given them;
 - encouraging and facilitating the training of Members of the Movement as appropriate throughout the County;
 - promoting the organisation and effective working of the County Scout Council;
 - securing the services of persons suitable for appointment as Commissioners;
 - promoting the effective working of Scout Districts within the County;
 - promoting the effective working of the County Scout Network, if applicable;
 - performing all other duties specified in these Rules for County Commissioners, particularly:
 - making recommendations for conferring decorations and awards;
 - making recommendations for conferring the award of title Honorary Scouter on Leaders, Managers and Supporters giving up their appointment;
 - arranging to cover the duties of vacant District Commissioners posts;

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- giving decisions and, where so provided, reporting to Headquarters as appropriate all matters referred to the County Commissioner, particularly disagreements between District Commissioners and District Scout Councils or any other disputes;
 - co-operating with all bodies whose work is relevant to Scouting and ensuring that the Movement's interests are represented on local authority youth committees;
 - encouraging the formation, operation and effective working of the County Explorer and Scout Network Forum or similar;
 - encouraging the formation, operation and effective working of the County Patrol Leaders' Forum;
 - matters relating to the admission of members of County Scout Active Support Units;
 - agreeing the service agreement of County Scout Active Support Units and reviewing them at least annually.
- ii. The County Commissioner may not hold the appointment of County Chairman, nor may he nominate any other Manager, Leader or Supporter to that appointment.
- iii. The County Commissioner is an ex-officio member of the Council of The Scout Association.
- iv. The County Commissioner has the right of attendance at all Councils and Committees and their sub-Committees within the County.
- v. The County Commissioner has the right of attendance at meetings of the Board of Trustees of The Scout Association.
- vi. If the office of County Commissioner is vacant, the Regional Commissioner will either nominate an Assistant County Commissioner or another Commissioner to act in this capacity or will perform these duties himself. ^{SV}
- vii. In respect of the County Scout Council and the County Executive Committee the County Commissioner must nominate the County Chairman and certain members.
- b. The Deputy County Commissioner** ^{SV}
- i. Deputy County Commissioners may be appointed to assist and deputise for the County Commissioner.
- ii. The duties of the appointment will be defined by the County Commissioner at the time of appointment.
- c. *This rule is left intentionally blank***
- d. County Training Manager** ^{SV}
- i. A County Training Manager may be appointed to assist the County Commissioner with the delivery and validation of learning.
- ii. The functions of the appointment are to:
- determine, review and maintain the appropriate structure for management and support of learning opportunities in the County;
 - appoint and act as line manager for those involved in the management, delivery and administration of training;
 - plan and ensure the delivery of the learning provision in the County so that all adults in Scouting completing a 'Personal Learning Plan' have access to suitable learning opportunities using a variety of methods;
 - ensure that people involved in training are suitably qualified (that is have attained or are actively working towards the relevant module) and effective;
 - ensure that the recommendation of Wood Badges is carried out;

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- implement The Scout Association's Adult Training Scheme within the County, in line with the key principles of the scheme.
- iii. County Training Managers must complete Module 33 *Planning a learning provision* and Module 34 *Managing a learning provision* within three years of appointment.
- e. Local Training Managers** ^{SV}
 - i. Local Training Managers may be appointed to assist the County Training Manager.
 - ii. The duties of the appointment will be defined by the County Training Manager at the time of appointment. Any of the County Training Manager's responsibilities may be delegated to a Local Training Manager.
- f. Assistant County Commissioners** ^{SV}
 - i. Assistant County Commissioners are appointed to assist the County Commissioner with general or particular duties (e.g. General Duties, Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts).
- g. County Scouters**
 - i. County Scouters may be appointed to fulfil specific functions.
 - ii. The duties of such appointments will be defined by the County Commissioner.
 - iii. County Scouters are required to complete training appropriate to their duties.
- h. *This rule is left intentionally blank***
- i. Port Commissioners**
 - i. Port Commissioners may be appointed by County Commissioners in appropriate Counties for the purpose of supervising the Movement's interests, particularly in respect of Deep Sea Scouts.
- j. County Youth Commissioner**
 - i. A County Youth Commissioner may be appointed.
 - ii. the functions of the appointment are:

As a member of the County/Area Leadership Team the County/Area Youth Commissioner works in partnership with the County/Area Commissioner and Chairman of the County/Area Executive Committee. The role is to ensure that young people from 6-25 years are involved and engaged in every decision that shapes their Scouting experience locally and to empower young people to share their ideas and have a meaningful voice in planning, implementing and reviewing their programme and opportunities.

Rule 5.36 Responsibility for Sectional Matters ^{SV}

- a. Assistant County Commissioners may be appointed for the Beaver Scout, Cub Scout, Scout, Explorer Scout and Scout Network Sections.
- b. The Assistant County Commissioner is usually a Scouter experienced in the particular Section concerned and will normally have completed Wood Badge Training for that Section.
- c. The functions of the appointment are:
 - to assist the County Commissioner with the running of the Section, including the personal support and encouragement of District Commissioners and Assistants;
 - to visit Districts and provide technical advice on their operations;
 - to arrange for the organisation of County events;
 - to ensure that County Leaders' Meetings are held and to carry out such other duties as may be delegated by the County Commissioner.

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Rule 5.37 Responsibility for Specialist Subjects

- a. Assistant County Commissioners may be appointed to assist the County Commissioner with a variety of special responsibilities, including Air and Water Activities, Inclusion and Media Relations. ^{SV}
- b. The Assistant County Commissioner will usually, and most importantly, be experienced in the particular subject.
- c. The precise role of the specialist Assistant County Commissioner will necessarily depend on the nature of the appointment and must be specified in detail by the County Commissioner.
- d. Generally the specialist Assistant County Commissioner will be expected to carry out the functions of the County Commissioner in the particular area of responsibility, ensure that the Association's policies are followed and provide the necessary support and encouragement for Leaders.

Rule 5.38 Responsibility for General Duties ^{SV}

- a. One or more Assistant County Commissioners may be appointed for general duties in the County or for a particular part of the County. Possible roles include General Duties, Development or Relationships. Alternatively the geographical area of the appointment may be named.
- b. These appointments will normally be filled by experienced Commissioners.
- c. The duties will be specified by the County Commissioner on appointment, but are likely to include areas of specially delegated responsibility or deputising generally for the County Commissioner

Rule 5.39 County Scouters

- a. County Scouters may be appointed to fulfil certain functions in relation to the Sections of Scouting e.g. County Cub Scout Leader.
- b. The duties of such appointments will be defined by the County Commissioner at the time of the appointment.

Rule 5.40 The Training of Adults in the Scout County

- a. The acceptance of an appointment involves an obligation to undertake training appropriate to the appointment.
- b. For roles that require a Wood Badge, a Training Adviser will be assigned to the adult to draw up a *Personal Learning Plan*, support the adult through the scheme and validate the necessary modules
- c. During the Provisional Appointment period, the *Getting Started* modules should be completed. These comprise of:
 - Module 1 – *Essential Information*
 - Module 2 – *Personal Learning Plan*and either:
 - Module 3 – *Tools for the Role (Section Leaders)*or
 - Module 4 – *Tools for the Role (Managers and Supporters)*
- d. Once the Appointment Certificate has been issued the adult should complete the necessary modules for their role, as outlined on their 'Personal Learning Plan'.
- e. Training is not necessary for any module if the adult can demonstrate their prior knowledge and ability to the Training Adviser.
- f. Validation is necessary for all modules identified on the *Personal Learning Plan*.

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Validation is the process of demonstrating to the Training Adviser that the adult can put the objectives of the module into practice in their Scouting role.

- g. Following the successful validation of the modules on the *Personal Learning Plan* a Wood Badge can be awarded.
- h. Following the award of a Wood Badge, the adult must complete a minimum of five hours *Ongoing* learning per year, averaged over the length of the appointment.
- i. It is the responsibility of the adult's line manager to monitor completion of *Ongoing* learning.
Ongoing learning is defined as any learning achieved by the adult that can be applied to their Scouting role.
- j. In exceptional circumstances, Headquarters may prescribe the *Ongoing* learning requirements during a certain year (or years) for all or certain roles.

For more information about Adult Training see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.

Rule 5.41 Minimum Training Standards

- a. In order to provide training and support to adults, County Commissioners will require the assistance of suitably qualified people to perform the following functions:
 - **Instructing Practical Skills** - helping individuals and small groups acquire practical skills;
 - **Presenting** - delivering specific training sessions which form part of the overall training experience;
 - **Facilitating** - working face to face with individuals and small groups in a learning environment;
 - **Planning a Learning Experience** - designing, planning and preparing a learning or training experience;
 - **Delivering a Learning Experience** – running or directing a learning or training experience;
 - **Planning a Learning Provision** – identifying the learning needs of an area and designing a plan to meet them;
 - **Managing a Learning Provision** – implementing a learning plan, monitoring progress and quality control;
 - **Assessing Learning** – supporting adults through the Adult Training scheme and carrying out validations;
- b. Before carrying out any of these functions without supervision, an adult should have the relevant validated module from the Adult Training scheme.

For more information see the publication 'The Scout Association's Adult Training scheme' available from the Scout Information Centre.

Local Education Authority Training

Many Local Education Authorities run basic common element training courses and specialist activity courses for youth leaders. Leaders are encouraged to participate in such courses.

Rule 5.42 Adult Responsibility for the Scout Network Programme ^{SV}

- a. The Assistant County Commissioner Scout Network is responsible for supporting District Scout Network Commissioners and suggesting County projects and programme opportunities for Members of all District Scout Networks in that County.
- b. The Assistant County Commissioner Scout Network is responsible for ensuring that a Scout Network Forum, or similar, allows for Members of District Scout Networks to engage in decision making associated with the Section.

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- c. In exceptional circumstances where a County Scout Network is required, the County Scout Network Commissioner is responsible for the detailed programme of the County Scout Network and fulfilling any other duties associated with that of an Assistant County Commissioner Scout Network.

Rule 5.43 This rule is left intentionally blank

Rule 5.44 The Duke of Edinburgh's Award

- a. The Scout Association is an Operating Authority for the Duke of Edinburgh's Award.
- b. Each Country Headquarters is a separate Operating Authority.
- c. The County Commissioner should appoint a County Adviser for the Duke of Edinburgh's Award, where a County Adviser is not in post the DofE Office at Gilwell Park will resume responsibility for the County as an interim measure.
- d. The County Adviser must participate in a County DofE Adviser Induction Day within one year of appointment. And attend annual County DofE Adviser Forums in order to maintain currency.
- e. The assessors for the various Sections of the Bronze, Silver and Gold Awards must be approved by the County or District Adviser and all expedition assessors must hold the DofE Expedition Assessor Accreditation and have The Scout Association listed as an Operating Authority on their record
- f. Authorising the Awards.
 - Bronze and Silver Awards may be authorised by the County Adviser.
 - Gold Awards in England, the Channel Islands, the Isle of Man and British Scouting Overseas are authorised by Headquarters.
 - Gold Awards in Northern Ireland are authorised by the Northern Ireland Scout Council.
 - Gold Awards in Scotland are authorised by Scottish Headquarters.
 - Gold Awards in Wales are authorised by the ScoutsCymru Office.
- g. Each award has a cloth badge for wear with uniform, a lapel badge and a certificate.
- h. Bronze and Silver Awards are presented by the District or County Commissioner, their nominee or a local authority.
- i. Gold Award Badges are presented locally by the County Commissioner or their nominee.
- j. Gold Award Certificates are normally presented at a reception arranged in one of the Royal Palaces.

Further information about the Duke of Edinburgh's Award can be obtained from www.scouts.org.uk/dofe

Rule 5.45 The Queen's Scout Award^{SV}

- a. The Queen's Scout Award is the highest award available to young people. It is possible for both Explorer Scouts aged 16 or over and Scout Network Members to achieve this award.
- b. The young person must register with UK Headquarters to begin working on the award and will then be assigned a mentor locally.
- c. On completion of the award, UK Headquarters must be notified and the badge and certificate will be sent to the relevant Commissioner or their nominee for presentation.

Rule 5.46 Members with Special Needs

- a. It is important that young people are seen as individuals and that they are regarded equally as Members of the Movement, whatever their abilities or disabilities.
- b. Some young people have special needs and require extra resources in terms of appropriate programme and equipment to enable them to develop their full potential.

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- c. Leaders with Members with special needs can request support and guidance from a network of Commissioners and Advisers within the Districts, Counties and at Headquarters.

Rule 5.47 Finance and the Scout County SV

Certain Rules in this chapter do not apply, without modification, in parts of the British Isles outside England and Wales.

- a. Every Scout County is a separate educational charity and is under a statutory obligation to keep proper books of account.
- b. The Charities Acts apply directly only in England and Wales, but similar legislation applies elsewhere in the British Isles.
- c. The County Executive must ensure that proper financial planning and budgetary control is operated within the County.
- d. The County Team Meeting must be consulted on the financial planning of the County's activities.
- e. All expenditure not specifically delegated to the County Team Meeting, Scout Network or County Scout Active Support Unit must be approved by the County Executive Committee to ensure that the County can meet any liability incurred.
- f. When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the County and not in a personal capacity.
- g. A statement of accounts must be prepared annually and be scrutinised, independently examined or audited as appropriate in accordance with these Rules.
- h. The County must ensure that signed copies of the annual report and accounts are sent to the Country and National Headquarters within the 14 days following the County's Annual General Meeting at which the annual report and accounts were received and considered.
- i. If called upon to do so, the County Treasurer must send a copy of the latest statement of accounts to Country and National Headquarters.
- j. If the County is a registered charity a copy of the annual report and accounts must also be sent to the Charity Commissioners within ten months of the end of the financial year-end.
- k. The annual statement of accounts must account for all monies received or paid on behalf of the County, including any County Scout Network if applicable, Committees and County Scout Active Support Units.
- l. If the gross income or expenditure is above the limits laid down in the factsheet *Guidance on Accounting and Auditing Requirements* the statement of accounts must be in the form of a Statement of Financial Activities (SOFA) with balance sheet. The factsheet is available from the Scout Information Centre.
- m. If the gross income or total income is less than the limits laid down in the factsheet an annual receipts and payments account together with a statement of assets and liabilities may be prepared instead.
- n. If the County is a Registered Charity, the annual report and accounts must include its charity number, particulars of any land occupied and assets, which form part of a permanent endowment together with details of any receipts or payments forming part of such an endowment.
- o. A permanent endowment is an asset, eg a property held by the County, which may not be sold or disposed of.
- p. The particulars of the trustees in whom such assets are vested must also be shown.
- q. The annual statement of accounts may be in the format of one of four model annual statements available from the Scout Information Centre. These models are suitable for;
 - receipts and payments accounts for a single fund unit i.e. where there are no special funds whose use is restricted;

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- receipts and payments accounts for a multi-fund unit i.e. where there are special funds in addition to a general fund;
- accruals (SOFA) accounts for a single fund unit;
- accruals (SOFA) accounts for a multi-fund unit.

The appropriate model will depend upon the gross income in the financial year and whether the County has any special funds whose use is restricted to particular purposes rather than the general purposes of the County.

- r. At each Annual General Meeting of the County Scout Council a scrutineer, independent examiner or auditor as appropriate must be appointed.
- s. Each County can decide if they need an auditor, independent examiner or scrutineer, by reference to the factsheet *Guidance on Accounting and Auditing Requirements*.
- t. The auditor, independent examiner, or scrutineer must carry out an external examination of the accounts in accordance with the requirements of the Charities Act 1993.
- u. A report to the trustees (the County Executive) must be completed in accordance with one of the models in the specimen accounts referred to in the factsheet *Guidance on Accounting and Auditing Requirements* as appropriate to a scrutineer, an independent examiner or an auditor.
- v. A scrutineer, or independent examiner is required to carry out the work programme defined in the factsheet *Guidance on Accounting and Auditing Requirements*.

Rule 5.48 Funds administered by the Scout Network, County Scout Active Support Units and other Scout Sections in the County ^{SV}

- a. Any other County approved activity that is not an independent charity (e.g. any County Scout Network, a County Scout Active Support Units, Campsite, Badge Secretary) must itself administer sums allocated to it by the County Executive Committee.
- b. Subscriptions paid by Members of any County Scout Active Support Unit, any County Scout Network or other activity within a Scout County or on their behalf must be handed to the County Treasurer or their nominee as soon as possible after receipt.
- c. The County Treasurer should make the necessary records and pay the money into the County bank account(s) as soon as practicable.
- d. Any County Scout Network, County Scout Active Support Unit or other activity must keep a proper cash account which must be produced, together with supporting vouchers and the cash balance, to the County Treasurer at least once in each period of three months.

Rule 5.49 Bank Accounts

- a. All monies received by or on behalf of the County either directly or via supporters, must be paid into a bank account held in the name of the County. This account(s) may, alternatively, be a National Savings Account or a building society account(s).
- b. The account(s) will be operated by the County Treasurer and other persons authorised by the County Executive Committee.
- c. A minimum of two signatures must be required for withdrawals.
- d. Under no circumstances must any monies received by any one on behalf of the County be paid into a private bank account.
- e. Cash received at a specific activity may only be used to defray expenses of that same specific activity if the County Executive Committee has so authorised beforehand and if a proper account of the receipts and payments is kept.
- f. Funds not immediately required must be transferred into a suitable investment account held in the name of the County.
- g. County funds must be invested as specified by the Trustee Act 2000. ^{SV}

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- h. County funds may be invested in one of the special schemes run by Headquarters.
- i. The bank(s) at which the County account(s) are held must be instructed to certify the balance(s) at the end of the financial period direct to the scrutineer, independent examiner or auditor as appropriate.

Rule 5.50 Disposal of County Assets at Amalgamation

- a. If two or more Scout Counties amalgamate, the retiring Treasurers must prepare a statement of account dated at the date of the amalgamation.
- b. This statement, together with all County assets, supported by all books of account and vouchers, must be handed to the Treasurer of the County formed by the amalgamation.
- c. If the County Treasurer considers it necessary after consultation with the County Executive Committee, he may ask the County Executive Committee to appoint an appropriate person to examine the accounts.

Rule 5.51 Disposal of County Assets at Splitting

- a. If a Scout 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 Scout populations of each part after splitting.
- b. These proportions of the County assets should then be transferred to the County, which will in future be responsible for those parts of the old County.
- c. This will normally be done under the supervision of Headquarters

Rule 5.52 Disposal of County Assets at Closure

- a. If a County ceases to exist, the County Treasurer must prepare a statement of account dated at the effective date of closure.
- b. This statement, together with all County assets, must be handed to Headquarters as soon as possible after the closure date and must be supported by all books of accounts and vouchers.
- c. Headquarters will ensure that the statement of account is properly scrutinised, independently examined or audited as appropriate.
- d. Any assets remaining after the closure of a County will automatically pass to the Country Headquarters, which shall use or dispose of these assets at its absolute discretion. ^{SV}
- e. If there is any reasonable prospect of the County being revived the Country Headquarters may delay the disposal of these assets for such a period as it thinks proper with a view to returning them to the revived County.
- f. Headquarters is responsible for preserving the statements of account and all accounting records of the County.

Rule 5.53 Preservation of Books of Account

- a. Statements of account and all existing 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 may be required by H.M. Revenue and Customs.

Rule 5.54 Payment of the Membership Subscription

- a. In order to meet the costs of Headquarters services to the Movement and the costs of organising and administering the Association, and to meet the Association's obligations to World Scouting, the Board of Trustees of the Association requires Members to pay a Headquarters Membership Subscription.
- b. The amount of the Membership Subscription is decided annually by the Board of Trustees.

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- c. In addition, to meet local costs, the local Scout Country, County and the local Scout District may charge a membership subscription.
- d. Every Scout County is responsible for the payment of the Headquarters Membership Subscription and Country Subscription in accordance with the numbers returned on the annual census return.
- e. Payments should be remitted to Headquarters not later than the date annually notified.
- f. Membership subscriptions may be collected from the Members or their parents by a method decided by the County Executive Committee.
- g. The County is encouraged to use the Gift Aid scheme for subscription payments.
- h. The amount of the Headquarters Membership Subscription decided by the Board of Trustees applies to the whole of the United Kingdom.
- i. The Board of Trustees will decide what proportion, if any, is to be retained by the Country Councils of Northern Ireland, Scotland and Wales towards the costs of their own Country Headquarters services.

Rule 5.55 Fundraising

- a. In order to maintain its work and to generate all that is needed to implement its training programme, the Scout Movement has to support itself financially.
- b. Scout Counties are expected to generate sufficient funds to carry out their own programme of activities.
- c. Fundraising carried out on behalf of Scouting must be conducted in accordance with the principles embodied in the Scout Promise and Law.
- d. 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.
- e. Fundraising conducted on behalf of Scouting may be by any means not forbidden by law, and which is acceptable to the local community, provided that:
 - the proceeds of the activity go wholly to the work of the County or, in the case of joint activities with other organisations, that part of the proceeds allotted to the County is wholly applied to the work of the County;
 - it does not encourage the habit of gambling.
- f. The public collections of money are allowed provided that the legislation regarding age, action and location of collectors is complied with.
- g. 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.

Rule 5.56 Joint Fundraising Projects

- a. 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.
- b. Country Headquarters should 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.
- c. When undertaking a joint project it is advisable to agree terms via a Memorandum of Understanding or non-legal agreement.

Rule 5.57 Fundraising and the Law

All fundraising undertaken on behalf of the Movement must be carried out as prescribed by the law. This will include those regulations governing house-to-house collections, street collections, lotteries, gaming, children and young persons. Details can be obtained from the Fundraising Section of the Scouts website <http://scouts.org.uk/what-we-do/fundraising>

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Rule 5.58 Lotteries and Gaming

- a. If a County considers raising funds by means governed by any legislation as detailed in Rule 5.57, the proposed activity must have the approval of the County Executive Committee.
- b. 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.
- c. The promoter of any fundraising activity governed by the legislation should be a member of the County Executive Committee.
- d. Counties adjacent to the County engaging in fundraising should be informed of the proposed activity and care must be taken to contain the activity within as close an area to that in which the County operates as practical.
- e. 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 Movement.
- f. If the County is a registered charity, this fact must be stated in any advertising material.

Rule 5.59 Appeals for Funds

- a. Counties may not issue general appeals for funds.
- b. In exceptional circumstances approval may be sought from Headquarters.
- c. Any permitted appeal must not exceed the boundaries of the County.

Rule 5.60 Professional Fundraisers

- a. Counties may appoint a professional fundraiser.
- b. All legislation associated with fundraising must be fully complied with.

Rule 5.61 Grant Aid and Loans

- a. Provided that a County raises a proportion of its own funds, it may accept financial assistance in the form of grant aid or loans.
- b. Application for grants or loans from Local Authorities must be approved by the County Chairman and County Commissioner before submission.
- c. Applications for grants or loans from Headquarters must have the approval of the County Chairman and the County Commissioner.
- d. Applications for grants or loans from sources other than those referred to above must have the approval of the County Chairman and of the County Commissioner if the latter so directs.
- e. If changes are being planned about how grants may be spent which differ from what was originally proposed, the funder's approval must first be obtained in writing if that is a requirement of the grant awarded.