



## County-Managed activities and events

### Planning and management of County-managed activities and events

All County-run activities or events must use the 'Managing activities and events guidelines' at the start of and during their planning. Responsibility for ensuring that this happens rests with the activity Leader. Advice can be sought from the CC or the ACC (Activities).

The 'Managing activities and events guidelines' are available for download from the County website at '<http://www.berkshirescouts.org.uk/publications>'.

A list of people experienced in the organisation/running of activities is maintained by the CC and the ACC (Activities). Plans for all activities meeting the criteria below must be discussed with one or more members from the list a minimum of 15 months before the activity, or within 2 months from start of planning, whichever is earlier.

The following process must be followed and the County Executive Committee (CEC) and County Programme Team (CPT) must specifically authorise any activity or event that meets any of the criteria listed below.

#### What is a 'large' activity or event?

As assessed by the CPT

- Is 'high-profile' to the general public
- Is high-risk (danger) to participants (e.g.: specialist expeditions)

As assessed by the CEC:

- Involves a total of more than 250 participants (including adults)
- Involves a budget of £2,000 or more

#### Authorisation Process:

1. The activity should be approved by the body originating the activity (e.g.: ADCs Team Meeting).
2. Plans must be outlined to the CPT at least 6 months before the activity, or within 2 months from the start of planning, whichever is earlier.  
Approval must be given by the Programme Team before any advertising is started.
3. Large Event Submission Form should be submitted to the CEC 6 months before the activity, or 4 months before any financial commitment from the participants, or prior to any expenditure commitments being made, whichever is earlier.  
Approval will not normally be given less than 6 months prior to the event.

#### Other approvals

The County Treasurer must be consulted for county activities or events with budgets of up to £2,000

## **Implications of approval**

### **Losses**

Approved events will have the financial losses resulting from that event underwritten, as long as the following have been followed:

- Reasonable judgement and caution has been used by the organising team
- Any 'conditions' issued by the CEC at approval have been followed

### **Surpluses**

- Any surpluses will be returned to the County (possibly as a designated fund)
- The money held by the County in the above fund could be used for 'pump priming' future events and/or defraying any losses on events
- However, if a surplus was considered to be 'substantial' then the CEC will consider recommendations from the activity leader on its disposal

### **Process**

- All UK based activities will use the County current account, unless specifically agreed by the CEC
- All events taking place outside the UK (including Jamboree, Join-in-Jamboree) should have a separate bank account (rules to be drawn up by the County Treasurer and approved by the CEC).  
Two accounts already exist: Jamboree and Expeditions Account – where feasible these should be used and the signatories where appropriate changed

The accounts of all such events must:

- Be closed within a period laid down at the time of approving the event (usually within six months)
- Have the County Treasurer as a signatory
- Regularly copy all bank statements to the County Treasurer

### **Monitoring**

At the time of approval, the originating body must make appropriate arrangements to review the implementation of the plans for the activity at regular intervals – including the meeting of CEC 'conditions'.

### **Review**

Following the activity a review (evaluation) of the activity and its organisation must be prepared and given to the ACC (Activities) - who will pass copies to persons who may find it useful for the planning of similar activities in the future, the CPT and the CEC.

A detailed financial report showing income and expenditure against budget must be produced for each activity or event, and presented to the CEC within a period agreed at the time of approving the event (usually within six months). Interim reports may be required.