

Approval of events/activities (1.21 v06)

Summary

Berkshire Scouts have a process for approving events/activities. The purpose of the process is to make sure all events/activities are correctly authorised and delivered safely by appropriately qualified and experienced leaders.

The process is to make sure any event/activity meets the objectives and vision of the County Plan and that risks are properly controlled.

The approval process does not change or substitute in any way the need for all events/activities to meet all requirements of Policy, Organisation & Rules of The Scout Association.

Criteria

Events/activities, for the purpose of the approval process, fall into one of two categories. However, the County Management Team (CMT) may take the decision that some high risk event/activities should also be approved by the County Executive Committee (CEC), ie: category 3.

1 Routine section/programme events/activities

These are low risk events/activities with a budget provision and are required by County team members/groups to develop the needs and goals of the section and programme, eg: regular adult training modules; section training sessions; camping skills courses, BS sleepover workshops; meetings; gatherings; etc.

CMT line manager approval is required but there is **not** the need to complete the 'online form'.

2 CMT approved events/activities

These events/activities will be those that CMT deem to be necessary to develop specific areas of the County Plan and national vision. The approved events/activities may be given a budget provision, or expected to be self-financing, and monitored by the respective CMT line manager. Recent examples of this category: winter hillwalking training (including adult only sessions); mountain leader practice weekends; future leaders project; Cub Adventure day; Explode; Dragon Boat Regatta; Aragon; and Uganda (2011, 2015 and 2019), etc.

3 CEC engagement

CMT may take the decision that the CEC should be engaged in the decision making process. These events/activities are those that are likely to have higher risks in the areas of finance, safety, and reputation. Recent examples of this category include: Aragon; and Uganda (2011, 2015 and 2019).

Procedure

The procedure for approval for events/activities for the above three categories are set out in the tables below.

cont

Note: if it is not obvious to which category a proposed event/activity belongs, the County Commissioner, and/or Deputy County Commissioners, will make the decision.

A proposal for a category 2 event/activity (*CMT approved events/activities*) requires the completion of the online form ([link](#)) following the approval and support of the CMT line manager.

A proposal for a category 3 event/activity (*CEC engagement*) is determined by CMT.

Category 1 events/activities – Routine section/programme events/activities

<i>approval required by:</i>	
yes	County team member responsible for section/group, eg: ACC
yes	CMT line manager of the above [CMT line manager will keep CMT advised as and when required]
n/a	CMT – including completion of ‘online form’
n/a	CMT takes decision to engage CEC

Category 2 events/activities – CMT approved events/activities

<i>approval required by:</i>	
yes	County team member responsible for section/group, eg: ACC
yes	CMT line manager of the above
yes	CMT – including completion of ‘online form’
n/a	CMT takes decision to engage CEC

Category 3 events/activities – CEC engaged

<i>approval required by:</i>	
yes	County team member responsible for section/group, eg: ACC
yes	CMT line manager (CMT member) of the above
yes	CMT – including completion of ‘online form’
yes	CMT takes decision to engage CEC

Related procedures

The following related County procedures may be helpful in preparing an event/activity proposal:

1.05 Purchasing

1.08 Expenses

1.22 Line Manager Checklist

Roger King International Fund