

## Scout Group Trustee Checklist

This Checklist is provided as a guide to key responsibilities of Trustees in a Scout Group, with the purpose of reminding Group Trustees of a number of aspects within their roles and responsibilities. It does not pretend to be a comprehensive list of responsibilities, but hopefully is of assistance to ensure that the basics are covered.

There is no requirement to 'submit' a completed checklist beyond the Group.

If you wish for further assistance in any of the items listed below, please contact your District Commissioner or District Chair in the first instance.

Name of Scout Group	
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### Premises

Status	✓ or x		
Freehold		Do you know who is the owner? (Group, or separate Trustees, etc.?)	
		If not the Group, do you know who the Trustees are? Should it be the Group or Scout Association instead?	
Leasehold		Do you have a copy of the lease? (if not you should obtain a copy)	
		Do you know how long the lease is for? When will it expire? Has it expired? What are the likely renewal costs?	
		Are there any onerous clauses (sub-letting/renting out restrictions etc.)	
		Who are the lessees – Group or other Trustees?	
		If not the Group or Scout Association, are you happy with the situation? Should it be changed?	
Rented		Do you have a copy of the rental agreement?	
		Are there any onerous clauses (sub-letting / renting out restrictions etc.)?	
Free use		Is there a formal Agreement?	
		Are there any onerous restrictions?	

### Registered Charity Status

	Yes/No	
Is your Group a Registered Charity?		If no, check POR 13.3a to ensure you don't have to register
If yes, are all details of your charity up to date (including with the up to date 'activities' definition of our purpose) on the Charity Commission website, i.e. name of Group, activities?		If no, please update ASAP. Use The Scout Association (charity 306101) entry to obtain the text for your Activities, Governing Document and Charitable Objects.

## Registered Charities only (continued)

	Yes/No	
Are your latest accounts submitted and logged on Charity Commission website?		If no, please update ASAP

Charity Commission website at [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission)

## Safety

Who in your Group is responsible for safety in the HQ?	
Is safety an agenda item at each your Group Executive meetings?	
If you own your HQ (freehold or leasehold), have you carried out a risk assessment on your property?	
If you rent your property, have you had sight of the owner's risk assessment?	
Are you confident all the electrical equipment you use in the Group is safe? (Note: The County offer a free PAT service – see below.)	
Do you have a fire evacuation plan for your building?	
Is any gas or other hazardous equipment or materials stored in accordance with safety regulations and your insurance requirements?	

For further advice on risk assessments please contact [countyadmin@berkshirescouts.org.uk](mailto:countyadmin@berkshirescouts.org.uk) who will get a member of the County Safety Team to contact you

For a free PAT service please also contact [countyadmin@berkshirescouts.org.uk](mailto:countyadmin@berkshirescouts.org.uk)

Further advice on safety at [www.berkshirescouts.org.uk](http://www.berkshirescouts.org.uk) – then tab 'training' and 'safety'

## Trustees

	Yes/No	
Do you know who all your Trustees are (the Group Executive Committee members)?		
Are your Section Leaders on the Group Executive Committee?		If so, they are Trustees, as well as leaders and their Group Exec role needs to be on Compass as well as their leader role
Are all your Trustees confirmed as such with the District Appointments Secretary (i.e. on our Compass database)?		If not contact your District Appointments Secretary with details
Do all your Trustees have a current valid DBS Disclosure?		This can be checked on Compass. If not contact your GSL to complete – it is a legal requirement
Have all Trustees done Module 1E for Trustees – an online training module (mandatory for all Group Executive members)?		See link below
Do you have at least two Trustees aged between 18 and 25 on your Group Executive Committee?		This is good practice
Are all Trustees (except ex-officio ones) correctly recorded as such on Compass, and have any 'retired' Exec members had their roles closed on Compass?		

\* POR Requirement (Scout Association rules)

Link for Module 1E - <http://members.scouts.org.uk/supportresources/4569/01e-essential-information-for-executive-committee-members/?cat=23,223,235&moduleID=10>

## Insurance

	Yes/No	
Is your HQ insured (where owned or leased)? Is it adequately insured for rebuilding costs?		
Is your equipment insured? (and when was it last valued?). Is it insured when lent or rented out – i.e. when used by anyone other than members of the Scout Group?		
Do you have an equipment/asset register?		
The Scout Association has a number of supplementary personal injury plans for leaders, and additional cover for Helpers and Supporters? Have you considered these?		Note that there are limits on all insurance policies, and there is no automatic cover for Helpers and Supporters
There are some roles where there is a choice of being a Member or not of the Association. For these roles it needs to be documented if they are a Member or not. Members have a higher level of insurance. Have you documented these?		Refer to POR – The Appointment Process, Table 1 for clarification of which roles this affects
When did you last review your insurance for all aspects of your, headquarters, vehicles and personal injury insurance?		

For more information on insurances go to <https://www.unityinsuranceservices.co.uk/scout-insurance>  
It is recommended that you review the current status of your insurances and the options available to you. Please note that the Scout Association provides for a lower level of cover for those aged over 70 – additional insurance may need to be taken out.

## Finance

	Yes/No	
Is your Group registered for Gift Aid?		If not get advice on how to do this through your District Treasurer. For a small amount of admin work, the Group can get an additional income of 25% of all membership subscriptions.
Have you got at least 2 signatories on your bank account(s) with 2 signatories required on cheques and electronic transfers?		If not, this must be changed in accordance with Scout Association rules
Do you know what bank accounts the Group has?		
Do you have any Group Bank debit or credit cards? If so are their limits reviewed? What procedures do you have in place for controlling their use?		
Does the Group have a clear expenses policy in place, a clear method of claiming expenses, and a culture that actively encourages Leaders and other adults to claim their expenses?		All Leaders and other adults working with the Group in any capacity should not be out of pocket for their work with the Group - they give their time generously for the work of the Scout Group and this should not be a cost to them.
Are you aware that the Group Trustees (the Group Executive Committee) must approve the Group accounts after examination by auditor/scrutineer etc at a meeting prior to the Group AGM. (POR 3.23b(ii))?		The Group Scout Council (the Group AGM) only 'receives and considers' the accounts – it does not vote on them as this is for the Trustees (POR 3.23 a(iv))

Note : a maximum of £85,000 is covered under FSCS rules, so if you have more funds than this, you may wish to use more than one bank (not in same banking group)

## GDPR (The General Data Protection Regulation 2016)

	Yes/No	
Has your Group worked through the HQ GDPR Toolkit?		If no, you need to work through it
Does your Group have a 'Privacy Statement'? Do your leaders know their responsibilities in this?		If no, you need to work through the HQ GDPR Toolkit to ensure you have one
Have all Trustees completed their on-line Scout Association GDPR training?		If no, this needs to be completed

Link to Scout Association GDPR information:

<https://members.scouts.org.uk/supportresources/search/?cat=55,888>

## Website and Social Media

	Yes/No	
Do you have a website?		
Is it up to date?		
If not, do you have a plan to update it?		
Do you know who hosts your website?		
Do you know who has overall responsibility for your website?		You ought to have more than one person with access
Do you have a Group Facebook group/page, Twitter, and other social media?		
Do you have an active policy for the use and membership of Facebook by/for the Group?		

Berkshire Scouts can host your website and has developed a number of 'standard' templates. For further information, go to [www.berkshirescouts.org.uk](http://www.berkshirescouts.org.uk) – then 'resources' tab, and 'web hosting' tab.

## Vehicles

Does the Group own any vehicles?	
Are they fully insured?	
Who is responsible for the maintenance of the vehicles?	
Are drivers fully qualified to drive these vehicles, especially in the case of minibuses? Who controls who can drive the vehicles?	

## Motion Picture Licence

Does your Group ever show DVDs, videos, etc.?	
If, so you need a Motion Picture Licence. Do you have one?	

For more information, go to [www.scouts.org.uk](http://www.scouts.org.uk) and under members search for 'Motion Picture Licence'. District can cover all Groups in a much cheaper way – contact your District Commissioner or District Chair for more information, or to check whether District has taken this out.

## Other useful information for Group Executive Committees

[A Guide for the Group Chairman \(BS310022\)](#) (PDF)  
[A Guide for the Group Secretary \(BS310020\)](#) (PDF)  
[A Guide for the Group Treasurer \(BS310021\)](#) (PDF)  
[A Guide for the Group Supporter \(BS310023\)](#) (PDF)  
[A Guide to Supporting Young People on Committees](#) (PDF)  
[Group Executive Committee \(FS330077\)](#) (PDF)  
[Executive Committee Role Descriptions](#)