



Welcome

Nigel Bevan, County Commissioner

Why are we here?

Ian Aitken, County Chair
James Mulligan, County Vice-Chair

2000 Welcome

2010 Speakers

Insurance
Safety
Reasonable adjustments
Risk management

James Mulligan
Moya Taylor
Simon Pickett
Ian Aitken

2050 Refreshment break

2100 Speakers

Grants
Tenure

Jan Large
Kate Meads

2130 Close, with networking time

Energy efficiency

Martin Gibbons

2200 End

- Questions
- Slide deck after the event
- Swapping contact details
- Informal feedback welcome to inform future planning
- Car parking

County Funds – [all available online](#)

Activity Permit Fund

Friends of Berkshire Scouting Fund

Michael Nightingale Community Fund

New Section Fund

Roger King International Fund

Special Needs Fund

Other documents that might help – [all available online](#)

Group Trustee Checklist

AGM Templates

Financial policies and procedures

Insurance
James Mulligan, County Vice-Chair

Spending my day looking
for insurance is a great
use of my time!
Said no one, ever.



som^{ee}cards
user card

Insurance on offer	Purpose of cover
Buildings Insurance	Providing cover for any damage to the building itself
Contents Insurance	Insuring against anything held within the property
Third party liability	Purchased by HQ on behalf of all groups
Commercial landlord's insurance	Owners liability, commercial fire and theft and loss of rent

Insurance purchased by County/HQ for you	Purpose of cover
Personal accident cover for non member children	Personal accident cover for children who attend but are not members for example a helpers child
Trustee insurance	Covers the risks associated with being a trustee in the event you acted with due care
Scout non ember children liability	Liability arising out of children who aren't members but attend a Scout event accompanying their parents
Public liability	Against damages to third parties
Personal accident and medical expenses	Cover for the expenses associated with an accident particularly which results in medical attention



"That takes care of health, life,
homeowner's, and car — now,
how about some alien abduction
insurance?"

Insurance from Unity	Purpose of cover
Personal accident cover for non member helpers and supporters	Personal accident cover for those that are temporary helpers such as parent rota help
Motor insurance	Cover for any motor vehicles you have as a group
Cyber cover	For cyber incidents including attacks
Travel	For any groups travelling abroad
Marine	In the event you own any vessels
Employers liability	Against any damages which occur as a result of employing staff
Event	Cover against the costs of an event if such event is cancelled
Professional indemnity	Provides cover where there is an alleged breach of professional duty leading to a loss

Moya Taylor
County Safety Unit Manager

This presentation will:

- Recap on the requirements of POR
- Outline the responsibilities of Executive Committees
- Outline the mechanism for Risk Assessments
- Cover specific topics of premises safety
- Signpost to where further help and guidance may be obtained

Policy Organisation and Rules (POR)

Do more. Share more. Be more.

POR: Chapter 2: Key Policies

It is the policy of The Scout Association to provide Scouting in a safe manner without risk to health, so far as is reasonably practicable.



Do more. Share more. Be more.



The Local responsibility for the management of the Safety Policy of the Association rests with the appropriate County, District or Group Executive Committee together with the appropriate County Commissioner, District Commissioner or Group Scout Leader.



Risk Assessment

The five stages of risk assessment –

1 – Look for the potential hazards

2 – Decide who might be harmed and how

3 – Evaluate the risks – what controls exist already?

4 – Record and share your findings

5 – Review the assessment and revise if necessary

Premises – Indoor & Outdoor

Premises includes:

Scout HQ

Outbuildings/stores

Grounds including access

Boundaries e.g. fences/hedges

Specific hazards to consider

- Asbestos
- Electricity
- Fire safety
- Gas
- Hazardous substances
- Activity at height
- Trees
- Water
- 'Housekeeping' storage, lifting and carrying, slips and trips
- Food safety

Asbestos

There is a legal requirement to:

- Identify and record whether the premises contains any asbestos
- Manage the asbestos safely

This does not mean that you need to have the asbestos removed!

You need to consider:

Any usage of the area that might increase the risk
e.g. No active games in an area with asbestos
panelled walls.

How maintenance is to be managed.

Make sure everyone is aware what can and can't be
done

Be aware of what to do in case of asbestos release.

Electricity

Two aspects to consider:

Fixed wiring – should be tested regularly (typically every five years) and any identified faults repaired

Portable appliances

Interval of PAT testing varies according to type and equipment and how it is used and how frequently.



Users can visually check items that get moved frequently.

More formal PAT testing should be done by a 'competent person'. Usually done annually.

Berkshire Scouts runs a free PAT testing service available to any Scout Group or District.

Fire Safety

Legal requirement to assess premises for fire safety.

Fire Risk Assessment

- What are hazards – Sources of ignition/fuel/oxygen
- Who is at risk? – consider any persons with special needs
- Evaluate risk – likelihood of fire starting and consequences. Can any risks be removed? Provide precautions to mitigate risks.
- Record findings and inform all who are affected.
- Review and revise



Consider:

- Storage of flammable materials
- What activities may increase risk of fire and where they can be done safely
- Method of raising alarm –which must be regularly tested/serviced.
- Methods of fighting fire - which must also be regularly maintained
- Evacuation procedures

Gas Safety

Two area to consider:

- **Fixed installation – mains/LPG fitted appliances**
- **Bottled gas**



Hazardous Substances

It is likely that there are some hazardous substances on your premises- cleaning materials, fuels for stoves, paints.

Risk assessments should be done for their use which will include:

- Who may use them
- How they can be used safely
- How they are to be stored
- How to dispose of unwanted substance
- What to do in an emergency involving the substance

Trees

If you have trees on your premises you will need to check them regularly to ensure they remain safe.

Carry out a risk assessment taking into consideration size of tree, state of tree and position.

If maintenance work is necessary ensure that is done by a competent person.



Water

Premises can be damaged by water which may be a source of hazard.

If your premises has showers you must consider the risk of *Legionella* and produce a Legionella Management Plan.

Work at Height

Plan how to work safely above the ground:

- Storage – see housekeeping
- Maintenance
- Equipment for working at height



Maintenance

- Avoid being at height eg. bring item to be worked on to ground level where possible
- Use ladders or stepladders for light work and short periods
- For long term maintenance use a working platform assembled by a competent person with guard rails and toe boards.

Equipment for working at height

- Risk assessment should be done for activities using ladders
- Users should be trained in safe use
- Ladders should be checked regularly, always before use and replaced if damaged.

'Housekeeping'

Housekeeping includes:

- Structural safety of buildings
- Safety of surfaces
- Storage of materials



Structural Safety

- Overall soundness of building - could anything break off and cause harm
- Projecting materials – windowsills, shelves at eye height, or low level where trips could be caused
- Steps not clearly visible or in awkward places

Safety of Surfaces

- Are surfaces slippery or likely to be so if wet?
- Are surfaces uneven?
- Is lighting adequate?

Storage of materials

Consider sensible storage of all items:

Heavy and cumbersome items stored too high or low
could pose a risk

Does access to storage areas make use more difficult?

Food Safety

Ensure any food in the building is stored safely.

- Fridge/freezer
- Non-perishables in sealed containers
- Check dates

Further help and guidance

Safety page on Berkshire Scouts Website

Safety ASU has safety experts in various fields

Contact County Safety ASU or your own District
Safety Co-Ordinator

Loddon - Robin Philips

Maidenhead –Raymond Tucker

Reading Central – Moya Taylor

South Berks – Bob Wilson

South East Berks – Alex Richards

Windsor & Eton – Ken Cooper

Taceham Hundred – Simon Roberts

All can be contacted via Karen Thurlow at County Office



Reasonable Adjustment

Simon Pickett
Deputy County Commissioner



- **WHAT IS A REASONABLE ADJUSTMENT?**

- **In Scouting we believe that people are disabled by barriers in society, not by their impairment or difference**
- Reasonable adjustments are actions taken to remove barriers to Scouting and Scouting activities. Reasonable adjustments should, as far as reasonably possible, remove or reduce the disadvantage faced by Scouting being inclusive to Disabled Young People.
- Reasonable adjustments means actions to enable young people with disabilities to access Scouting 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/carers, to identify needs and support strategies. Reasonable steps should also be taken to identify any young people with disabilities in the Section/Group.

Just because we are volunteers, it does not mean that we aren't bound by the same laws!!

- The Equality Act 2010 – all volunteers are expected, in law, to be able to demonstrate how local Scouting has made **reasonable** adjustments to reduce or remove the barriers to Disabled Young People accessing Scouting.
- At Group level it is a requirement to support all Sections to understand what is expected in law and provide a practical framework for inclusion.
- Scouting is not a statutory provision (like the education system), therefore groups are required to make **reasonable** adjustments to support young people to access Scouting.

Reasonable adjustments should **respond to the needs of the individual** and **remove or reduce any barriers or support access**, by making changes to:

- **Physical environment** (e.g. the meeting place)
- **The way things are done** (e.g. age range flexibility, the Programme/badges, routines)
- **The support provided** (e.g. equipment, adapting communication, the level of support).

These considerations should be explored in detail, in consultation with the young person and their parents/ carers, and should be reviewed regularly. Guidance is available on the scouts website.

Main focus for
Trustees





- **HOW DO WE MAKE A REASONABLE ADJUSTMENT?**

Some practical ideas:

- Talk to your GSL, does your group have members with additional needs? (check census return?)
- Are there any people on the waiting list with additional needs?
- Complete an additional needs audit as part of your risk register reviews (one of your risks might be the risk of non compliance with the Equality Act)
- Invite people with additional needs to complete the audit for you?
- Talk to section leaders about any special equipment that they could buy to support additional needs (e.g people with sight, hearing or learning difficulties)
- Invite feedback from parents/carers
- Create a special needs fund within your group finances

Reasonable adjustment is a legal term which recognises that each Group will have different practical resources to meet the needs of an individual young person so what is reasonable is dependent on:

- How effective the adjustment will really be,
- Whether it can actually be done – e.g. if the building isn't owned then a disabled toilet couldn't be built,
- The cost and the resources available to the Group at that time – e.g. the group needing to take out a bank loan to make adjustments to premises is not a reasonable adjustment.

Example Scenarios

- ✓ A 6 year old Beaver Scout uses a wheelchair but your scout hut has lots of steps. Parents ask you to fit a ramp for him. You have the money to be able to do it.
- ✓ One of your Explorer Scouts is registered blind, what reasonable adjustments could you make to your premises?
- ✓ A parent insists that as his disabled son has 121 support at school, the scout group are also required to pay for 121 support for him at scouts under the Equality Act.



• Help and Support

- County Special Needs Fund
- Seek guidance from HQ regarding any reasonable adjustment disputes and allegations of discrimination as soon as possible by contacting The Scout Information Centre – info.centre@scouts.org.uk.
- Make sure your CC/DC is in the loop so you can be supported locally.
- The key is ALWAYS to sit down and talk face-to-face as soon as possible if things go wrong.



Risk Management

Maintaining a Risk Register

Do more. Share more. Be more.



Why maintain a risk register?

- Can be an important management tool for Trustees
- Identifies and documents potential risks to your Group/District
- Records the nature, level, impact and mitigations
- Can't cover everything or make all risks go away but!
- Can help avoid unpleasant surprises
- Can help have plans in place to address problems and respond quickly

Do more. Share more. Be more.



It's a living document

It needs regular review

A risk register could be produced with a brain storm session

It needs to:

- Identify
- Describe
- Assess likelihood and impact
- Record possible responses
- Prioritise
- Assign owners
- Have space for notes?

Risk Assessment		v 1.0 - 11 February 2020			GROUP/DISTRICT EXEC RISK REGISTER								
Risk category	Risk No	Date added	Risk	Risk owner	Current Controls	Likelihood Score	Impact Score	Overall risk	Value if applicable	Required Actions	Action Owner	Action Completion Date	Trustee review date
Operational	1	01/02/2020	Loss of use of building - temporary or permanent loss of use of building due to fire, flood or vandalism.	Chair	Building has intruder, fire and smoke alarms which trigger remote notification. Fire extinguishers are in place. Extinguishers and alarms regularly checked/serviced. All access points have high specification locks. Windows protected by grills. Building has insurance cover in place. Informal arrangement for neighbour to monitor the building. Checks with EA have confirmed location is at low risk of flooding. Building is surrounded by a fence with one, lockable, access gate. Building is in use during weekday evenings plus Wednesday mornings and Saturday afternoons. Volunteers have a checklist to follow when closing the building at the end of meetings. PIR floodlights surround the building.	3	4	12		Identify local premises that could be used as a temporary meeting place if required. Establish cost of installing CCTV.	IA	31/03/2020	April 20 Exec
Financial	2	10/02/2020	Insufficient funds to operate the building - Group/District income does not cover running costs of the building. Rental income falls below level required.	Treasurer	Significant reserves held. A designated building maintenance fund is operated and subscriptions include an element to top it up. Organisations renting the premises are well supported and content. There is regular liaison with these organisations. Solar panels installed in 2019 have reduced utility bills.	1	4	4					
			Key to scoring of likelihood and impact: 1 = very low, 2 = low, 3 = medium, 4 = high, 5 = very high Overall Risk = likelihood score x impact score										
			Colour coding: Green 1-6, Amber 8-15, Red 16-25										



Refreshment Break

Grants

Jan Large

GRANTS

Introduction Jan Large, Treasurer 3rd Newbury Scout Group



3rd Newbury Scouts raised approximately £220K for a new scout den to replace their old one.

The first fundraising meeting was on 7th January 2013

We celebrated the opening of our new den on 24th August 2016

Here is our story in 10 mins!

What we wished we had known, what we did right and what we learned.....



Be Prepared!

- Who owns your current den ? Is it leased, if so how long remains on the lease - should you renegotiate?
- Is your den “scouts only” or does it serve the community? Check your lease.
- This can determine not only the kind of grants you apply for but also the costs of a new building.
- VAT check HMRC Guide 14.7 Relevant charitable purpose.

- Planning permission is next on the list, know your council's requirements...you may need:
- BREEAM report (an environmental assessment)
- BAT SURVEY
- ASBESTOS REPORT
- SOIL SURVEY
- DEMOLITION NOTICE

Get a professional on board, at least at the beginning. They can set you on the right path and help with a realistic target.

- Be transparent : Set up a dedicated Bank or Building Society Account
- Establish a Just Giving or Virgin giving account in readiness
- Be able to demonstrate due diligence; keep all paperwork, quotes and receipts
- Consider setting up a shared Google Drive for grant applications

There is no “I” in team!

Raising large amounts of money is a long and often dispiriting task, you need to be diligent, dedicated and determined. You also need the help of everyone in the group

To demonstrate team effort we split fundraising into 3 areas

1. A small team of 3 who concentrated on grants
2. Our GSL and leaders organised young member contributions e.g. bag packing and sponsored walks
3. A supportive group of parents, ex-scouts, friends and relatives raised funds with various activities

Each group had an agreed target for contributions

Grants and sponsorship Panel - £200K – GASP!

£1000 in the bank and another £199K to collect!

**We started by imagining we were a trustee....
Maybe meeting twice a year with like minded folk
who are faced with hundreds of applications
We asked ourselves:**

- 1. What would make us stand out and be remembered?**
- 2. What would irritate and cause instant rejection?**

- We decided on a set of standard documents to send:
- A **personally addressed** letter saying: who we are, what we need, why we need it. Use photos.
- A sheet giving details of budget. Show the split of targets and responsibilities.
- A fun fact sheet e.g. “did you know that 11 out of the 12 people to walk on the moon were once scouts?”
- All this was posted using an A4 envelope to avoid crumpled, creased applications.
- **DON'T BE BORING! STAND OUT!!**
- **PHOTOS.** Make sure you have permission.
- All information was kept up to date and accurate.

- We had a success rate of 1:10 which worked out at over 150 applications
- This is time consuming don't waste it by:
 - Writing to the same people twice. NB Google drive
 - Asking for money from organisations that do not support your type of cause e.g. overseas, adults only
 - Giving information they do not want
 - NOT giving information that has been asked for!

Build relationships if possible, a quick call can help with advice

Keep people up to date use your website, newsletters local press.

Used matched funding:
Vodafone for employees
The Good Exchange for projects

Use your resources, parents may have contacts who can help you

Target your applications to match your criteria/

Scout Hut or Village Hall?

Make sure you comply with any conditions, both before and after applications.

You may be offered pledges, keep an eye on these

- Remember you are representing scouts at all times, be polite and professional.
- You are responsible for the finances, risk and reputation of the organisation.
- Insurance - you need to insure a building under construction.
- Cash Flow – builds are paid for in instalments are as certain grants. Make sure they match up.
- Not all donators want publicity. Check with them BEFORE publishing
- Many are protective of their logo, do not use without permission and use the correct one!

Once your fundraising is finished remember to follow up on conditions, they need to be done in a timely and accurate manner. Especially if your funder has asked to be included in your Charity's Annual Report for e.g.

Keep all information together and safe, and know who has it!

Beware of costs getting everything up and running after build, we spent £2500 to reconnect all the services.

Make sure everyone is up to date and any areas of concern are raised and discussed straight away.

Celebrate! Have a grand opening and invite everyone who helped.

Berkshire Community Foundation

Empowering West Berkshire

Councils: District & Parish

Charity Commission website for contacts, addresses, objectives and activities.

Some of our successful applications:

Greenham Common Trust

Garfield Weston

DCR Allen

Marillier Trust

The Rank Foundation

The Bernard Sunley Charitable Foundation

Englefield Trust

The Syder Foundation

Foyle Foundation

Shanly Foundation

The Colefax Charitable Trust

The Gordan Palmer Memorial Trust

The Ammco Trust

Leslie Sell Charitable Trust

Local Businesses

KDSC



Kate Meads **Connecting Communities in Berkshire**

Community Buildings Advice Service



Supporting Village Hall and Community Buildings Trustees to run important community assets in a safe and responsible way

Community Buildings Advice Service



Helping to ensure that important Community Assets are safeguarded for future use by the community

We do this by helping members;

- Understand their Charities objectives –Trust Deed/Constitution (Policy Organisation Rules – Scout Association)
- Understand their legal structures –Are you registered with the CC, do you own/lease a building?
- Plan for the future – are any changes required? Do you need a formal lease or to renew a lease?
- Meet legal obligations – whether registered or not you must abide by Charity Law as set out by the Charity Commission

Community Buildings Advice Service



Some common issues

- Trusts considerations – what is your group or charity set up (bound) to do via it's constitution?
- Types of tenure – Freehold, Leasehold, Tennant?
- Title Deeds for land or buildings – who holds these for you?
- Sub-letting – when are we subletting? is it legal for us to sub-let?
- Hiring – can we do this? What are our responsibilities?
- Hiring – Are we insured? What are our responsibilities if hiring out our premises?
- Land Registry – do we own the land? Are we registered with Land Registry? How do we register with Land Registry?

Community Buildings Advice Service



How can we help the Scouting community?

- Understand your legal constitution
- Understand what it means to be a trustee
- Know when to seek legal advice
- General support and information on running a Community Building

Community Buildings Advice Service



Need legal advice? There are many firms offering services to charities:

Bates Wells (experience in dealing with Charities that own/lease buildings)

<https://bateswells.co.uk/services/charity/>

Third Sector Law (based in Reading)

<http://www.thirdsectorlaw.co.uk/>

Law and Legal

<https://www.lawandlegal.co.uk/solicitors/charity-solicitors-london>

Please note that these are not recommendations or guarantee of service.

Supporting Village Hall and Community Buildings Trustees to run important community assets in a safe and responsible way

Community Buildings Advice Service



To join or for more information;

kate.meads@ccberks.org.uk

Supporting Village Hall and Community Buildings Trustees to run important community assets in a safe and responsible way

Thank you