

**Approval of events/activities (2.02 v08)**

**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 three 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; adventurous activity training and assessment days; future leaders project; Cub/Beaver Adventure Days; Explode; Dragon Boat Regatta; Aragon; and Uganda (2011, 2015 and 2019), etc.

There are two sub-categories of events:

- 2.1 For events where the primary focus is on adult training and assessment, the CMT will be presented with a list of events planned periodically and asked to provide an 'agreement in principle'. Thereafter the event leader for each event must submit an activity/nights away approval form at least 7 days prior to the event taking place. The County Commissioner or Deputy County Commissioner, upon receipt, will consider the event and provide approval (or otherwise) – see procedure below.
- 2.2 For events where the primary focus is on delivering programme opportunities for young people, pre-approval will be given by the CMT following receipt of a full proposal via the County's specific event approval system.

### 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). For these events the CEC would typically establish a governance group including at least one Trustee to monitor the risk, reputational and financial aspects of the event on their behalf

#### Procedure

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

In all cases, upon receipt of an approval request, the CC/CMT, line manager, or their delegate, will undertake checks to confirm that the activity complies with PO&R including (but not limited to) checking the correct permits are in place (where required); suitable risk assessments have been prepared and shared with those running the event; leaders running the event are up to date with mandatory training; and appropriate InTouch arrangements are in place.

*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 2.2 event/activity (*CMT approved events/activities*) requires the completion of the online form (County website app) 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 2.1 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 agreement in principle
yes	CC/DCC provides final approval following submission of activity/NAN form
n/a	CMT takes decision to engage CEC

**Category 2.2 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 event 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*

*1.11 Roger King International Fund*

*2.03 Events/activities Checklist*

*2.08 Events/activities Approval (summary)*

Last modified **June 2020**