

Berkshire County Scout Council Procedures, policies, and guidelines

Summary & Index (1.01 v19)



Summary

The County Executive Committee (CEC) has approved a number of procedures and policies which members of the County Team are required to follow in order to ensure that the Berkshire County Scout Council (BCSC) discharges its duties with respect to the policies of The Scout Association and the requirements of the Charity Commission.

These procedures and policies are updated and approved by the CEC as required and on an annual basis.

It is the responsibility of each line manager to ensure that those volunteers they lead are fully aware of these procedures and policies which are available on the Berkshire Scouts website under *Document store*.

Section 3 includes documents designed to support Districts & Groups.

List of procedures, policies, and guidelines (Index)

1.01 Summary & Index (this document) [v19; September 2021]

1 Finances

- 1.02 Financial controls [v04; January 2016]
- 1.03 Purchase cards [v07; January 2016]
- 1.04 Blank
- 1.05 Purchasing [v04; December 2015]
- 1.06 Investments [v03; May 2020]
- 1.07 Reserves [v04; May 2020]
- 1.08 Expenses [v05; December 2015]
- 1.09 Finance approvers [v03; January 2016]
- 1.10 Expenses claim form [v06; November 2019]
- 1.11 Roger King International Fund [November 2018]

2 General

- 2.01 County plan 2017–19 [v08; September 2018]
- 2.02 Approval of events/activities [v08; June 2020]
- 2.03 Line Manager Events checklist [v08; June 2020]
- 2.04 CAAC guidelines [v03; September 2020]
- 2.05 Data Protection policy [March 2019]
- 2.06 Register of Data Processors [September 2018]
- 2.07 Privacy Statement [September 2018]
- 2.08 Events/activities Approval (summary) [May 2019]
- 2.09 Email etiquette [October 2019]
- 2.10 New Awards process [November 2019]

cont

- 2.11 Event Treasurer guidelines [v03; May 2020]
- 2.12 Offsetting carbon footprints (events/activities) [v01; March 2020]

3 Districts & Groups

- 3.01 District AGM template [January 2019]
- 3.02 Group AGM template [January 2019]
- 3.03 Group Trustee checklist [September 2021]
- 3.04 District Activity Approval template [v01; May 2020]

Last modified **September 2021**