

## Scout Group Trustee Checklist

All members of the Group Executive Committee, who are over 18, are Trustees of the Scout Group.

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 and essentials 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 The 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 The Scout Association, are you happy with the situation? Should it be changed?	
Rented		Do you have a copy of the rental agreement?	
		Does your rental agreement have a review/renewal clause in it? If so, do you know when that is, and what that means?	
		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 list of Trustees, and up to date 'activities' definition of our purpose) on the Charity Commission website, i.e. name of Group, activities, etc.?		If no, please update asap. Use The Scout Association (charity 306101) entry to obtain the text for your activities, governing document and charitable objectives.

## Registered Charities only (continued)

	Yes/No	
Are your latest accounts submitted and logged on the Charity Commission website?		If no, please update as soon as possible.

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 and around 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 offers a free PAT service – see below.)	
Do you have a fire evacuation plan for your building?	
Do you have asbestos in your building? Have you had an asbestos survey carried out?	
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 'adult support' and 'safety', and [www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/](http://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/)

Further advice on asbestos [www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/maintenance-and-compliance/managing-asbestos/](http://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safety/managing-a-safe-scout-premises/maintenance-and-compliance/managing-asbestos/)

## 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? They must confirm at the Group AGM whether they wish to be or not (POR requirement).		If so, they are Trustees, as well as leaders. Their Executive role needs to be on Compass as well as their leader role.
Are all your Group Executive members (except ex-officio ones) confirmed as such with the District Appointments Secretary (i.e. on the Compass database), and have any 'retired' Group Executive members had their roles closed on Compass?		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. It is a legal requirement.
Have all Trustees completed the mandatory online training (required for all Group Executive members)? This includes Essential Information, GDPR, Safety, Safeguarding and Trustee Introduction. A simple 'induction' by the Chair for new members is also useful.		See link below.  Safety and Safeguarding training modules must be updated every three years.
Do you have at least two Trustees aged between 18 and 25 on your Group Executive Committee?		This is good practice.

[www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training](http://www.scouts.org.uk/volunteers/learning-development-and-awards/training/learners/modules/getting-started-training)

## Insurance

	Yes/No	
Is your HQ fully insured (where owned or leased)? Is it adequately insured for rebuilding costs?		
Is your equipment insured? (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?		
Unity Scout Insurance 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.
When did you last review your insurance cover for all aspects of your HQ, vehicles and personal injury insurance?		
If your Group, or a Section within it, is running an event or expedition (particularly abroad), are there any specific exclusions that may cause a financial issue, e.g. exclusions for pandemics, etc.		If so, is everyone clear who is liable for the costs – Group, parents etc?

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.

Berkshire Scouts has also taken out additional insurance to cover any children of leaders and helpers for accidents etc., where these children are not members.

## 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 The 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?		Consider 'pre-loaded cards' or 'expense cards' as these might work for camps or events.
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)).
Were your Group accounts submitted to the District Treasurer within 14 days of your Group AGM?		POR requirement – Rule 3.48h

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 account (not in same banking group).

## GDPR (The General Data Protection Regulation 2016)

	Yes/No	
Has your Group worked through The Scout Association's 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 Scout Association's GDPR Toolkit to ensure you comply.

Link to The Scouts GDPR information:

[www.scouts.org.uk/volunteers/running-things-locally/data-protection-and-record-management](http://www.scouts.org.uk/volunteers/running-things-locally/data-protection-and-record-management)

## 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?		
Do you have a policy about obtaining permission from parents to publish pictures of their children?		

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 or trailers?	
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?	

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. The Scouts info link is: [www.scouts.org.uk/volunteers/running-your-section/administration/motion-picture-licensing](http://www.scouts.org.uk/volunteers/running-your-section/administration/motion-picture-licensing)

## Other useful information for Group Executive Committees

This link to The Scout Association's website provides a considerable amount of useful information for those on Group Executive Committees, including guides for the Group Chair, Group Secretary, Group Treasurer, Group Executive members, supporting young people, as well as other useful advice. [www.scouts.org.uk/volunteers/running-things-locally/executive-committees](http://www.scouts.org.uk/volunteers/running-things-locally/executive-committees)