

Approval of Events and Activities (2.02 v11)

Summary

Berkshire Scouts have a process for approving events/activities. The purpose of the process is to make sure all proposed County 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 identified and controlled. The process also satisfies the requirements of POR rule 9.1.2 which requires the Lead Volunteer to set out the process by which activities will be approved.

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. See [PO&R Chapter 9: Activities](#).

Criteria

When seeking approval for any event or activity a budget and cash flow projection must be provided as part of the authorisation process. For the purpose of the approval process, events and activities, fall into one of the following three categories.

1 Routine events/activities (no nights away involved)

These are lower risk events/activities/meetings and are required to develop the needs and goals of the County eg: regular adult training modules; section training sessions; skills courses; workshops; meetings; gatherings; etc. Appropriate County Team/sub team Lead approval (or County Lead Volunteer) is required but there is **not** the need to complete online notification.

2 Programme delivery events/activities

These events/activities will be those that the County Management Team (CMT) deem to be necessary to develop specific areas of the County Plan and/or national vision. The approved events/activities may be given a budget provision, or expected to be self-financing, and will be monitored by the County Programme Team/sub team Lead. Examples of this category include: winter hillwalking training (including adult only sessions); mountain leader practice weekends; adventurous activity training and assessment days; Squirrel/Cub/Beaver Adventure Days; Explode; Dragon Boat Regatta; Paddle Sports weekend; KSA Expeditions; etc.

Approval of these events:

- For events that **do not include** any nights away, approval is via the submission of an on-line activity approval request (accessed via the County website). Approval will be given by the County Lead Volunteer or the County Programme Team Lead.
- For events that **include** nights away, approval is via submission of a nights away notification through the HQ digital membership system (accessed via the scouts.org.uk website). Approval will be given by the County Lead Volunteer (CLV) or by someone holding a county nights away approver accreditation.

(Note: as of 24 August 2025, issues with the HQ digital system mean that a NAN should for the time being be submitted via the County online system, but it is expected that all approvals will be via the HQ system in due course).

3 Large and/or higher risk events

CMT will engage the County Trustee Board (CTB) in the decision-making process for what it perceives to be events that carry heightened risks. 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 Alps25, WINGS26, and Malawi 24. For these events the CTB would typically establish a governance group including at least one Trustee to monitor the risks.

Procedure

A summary of the approval required for events/activities for the above three categories are set out in the tables below.

NB For category 2 and 3 activities/events, upon receipt of an approval request, the relevant approver 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 clear to which category a proposed event/activity belongs, the County Lead Volunteer will make the decision.

A proposal for a category 3 event/activity (CTB engagement) is determined by CLV/CMT.

Category 1 events/activities – Routine events/activities (no nights away)

approval required by:
County Team Lead responsible for supporting the area/theme of the proposed event/activity eg: Volunteer Development Team Lead for Training/learning events.

Category 2 events/activities – Programme delivery events/activities

approval required by:
County Lead Volunteer or County Programme Team Lead provides approval following submission of the relevant activity/NAN form.

Category 3 events/activities – Large and/or higher risk events

approval required by:
County Programme Team Lead and CMT.
County Lead Volunteer.
CMT/CLV takes decision to engage CTB. Once approved the relevant activity/NAN form is submitted unless the event is outside of the UK, in which case the HQ Visits Abroad Process will be followed.

Related procedures

The following related County procedures may be helpful in preparing an event/activity proposal:

- 1.03 Purchase cards
- 1.05 Purchasing
- 1.08 Expenses
- 1.11 Roger King International Fund
- 1.14 Activity Permit Fund
- 1.17 Carbon Offset Fund
- 2.11 Event Treasurer Guidelines

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