

# PREPARING FOR THE FUTURE.

Appointment Review (AR) Form  
January 2013



[scouts.org.uk/appointment](http://scouts.org.uk/appointment)

Any adult taking on an appointment in Scouting will have frequent and regular reviews with their line manager, at least every five years.

The review is an opportunity for the adult and their line manager to discuss whether they are still happy in their role, and would like to continue, or if they would like to change roles, take on more/less responsibilities, or end their role and leave Scouting.

Reviews are a natural part of Scouting and this form provides guidance and structure to facilitate that process.

This form is to be used as part of the formal review process at the end of someone's appointment.

1. The Appointments Secretary completes section A and sends the form to the line manager who is carrying out the review.
2. The Appointments Secretary informs the individual concerned that their review is due and the form has been sent to their line manager.
3. Following the review, the line manager completes section B and returns the form to the Appointments Secretary.
4. The Appointments Advisory Committee considers the outcome of the review and completes section C once a decision has been made.
5. The Appointments Secretary then informs the individual and their line manager of the outcome.

## SECTION A: About the individual

Name

Line manager membership number (to make searching easier)

Membership number

Start date of appointment

D	D	M	M	Y	Y
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Date of review of appointment

D	D	M	M	Y	Y
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Appointment

Please return this form to the Appointments Secretary

District

Name and address of Appointments Secretary

County/Area/Region (Scotland)

Line manager's name

## SECTION B: About the review

To be completed by the line manager and signed by both the individual and their line manager.

Please contact the individual to arrange a review meeting.

Prepare for the review in accordance with the guidance in *Review: Helping Adults Choose the Right Path* available from [scouts.org.uk](http://scouts.org.uk).

Allow at least 45 minutes for the meeting so you have sufficient time.

Summary of review:

What has gone well since the last review? What has been most enjoyable?

Have any plans not been completed? What additional support would benefit them in their role?

Additional notes:


For appropriate appointments:

**First aid certificate**

Date of expiry

D	D	M	M	Y	Y
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**Approved safeguarding training**

Date of completion

D	D	M	M	Y	Y
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**Valid disclosure**

Date of expiry

D	D	M	M	Y	Y
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**Approved safety training**

Date of completion

D	D	M	M	Y	Y
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**Ongoing learning**

Number of hours undertaken since last formal review

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**Method**

Course/online/other

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**Recommendation (choose one):**

Renewal of current appointment until (maximum five years) \_\_\_\_\_

Summary of reasons and goals:


Reassignment to \_\_\_\_\_

(Note, reassignment will require starting the new appointment process)

Summary of support agreed:


Retirement \_\_\_\_\_

Summary of reasons:


Signed: line manager

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Signed: individual reviewed

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Date of review

D	D	M	M	Y	Y
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Date of Appointments Advisory Committee review

D	D	M	M	Y	Y
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## SECTION C: Outcome

To be completed by the Appointments Advisory Committee

Final outcome (choose one):

- Renewal of current appointment until** \_\_\_\_\_  
(maximum five years)
- Reassignment** \_\_\_\_\_
- Retirement** \_\_\_\_\_

Whatever the outcome, further actions will be required such as updating the review date on [scouts.org.uk](http://scouts.org.uk), cancelling roles or starting the appointment process for a new role. Use the table below to detail these actions. Please remember that if an appointment is being cancelled for an unsatisfactory reason a *Cancellation/Suspension (CS) Form* must be completed and sent to the Vetting Team at Gilwell Park in a letter marked 'private and confidential'.

### Summary of recommendation:

Agreed actions	By whom	When
1		
2		
3		
4		
5 Line manager informed of outcome		
6 Individual informed of outcome		