

# POR: The Appointment Process

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## 1. Definitions

### 1.1 Appointments:

<b>Appointment</b>	An adult role in Scouting which requires the adult appointment process as laid out in this document to be followed.
<b>Full Appointment</b>	An adult role in Scouting for which the holder has satisfactorily completed the adult appointment process as laid out in this document.
<b>Provisional Appointment</b>	An adult role in Scouting for which the holder is part-way through the adult appointment process as laid out in this document.

### 1.2 Roles:

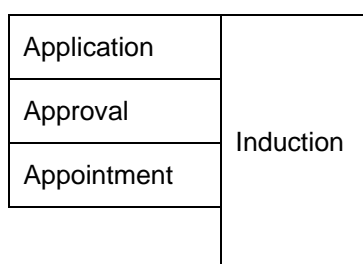
<b>Administrator</b>	An adult appointed in the Movement to carry out administrative functions within Scouting.	
<b>Adviser</b>	An adult appointed in the Movement to provide advice on a particular subject.	
<b>Assessor</b>	An adult appointed in the Movement to assess a particular aspect of Scouting.	
<b>Leader</b>	A Member of the Movement involved in the supervision and delivery of programmes to young people within the Movement, including the following appointments below:	
	<b>Assistant Section Leader</b>	an adult appointed to assist the Section Leader.
	<b>Assistant Explorer Scout Leader</b>	an adult appointed to assist the Explorer Scout Leader.
	<b>Explorer Scout Leader</b>	an adult responsible for the delivery of the programme and management of an Explorer Scout Unit.
	<b>Scout Network Leader</b>	an adult responsible for the management of a Scout Network.
	<b>Section Leader</b>	an adult responsible for the delivery of the programme and the management of the Section.
<b>Manager</b>	An adult appointed in the Movement who manages adults within the Movement and does not normally directly deliver programmes to young people (e.g. Group Scout Leader, District Commissioner, District Explorer Scout Commissioner, County Scout Network Commissioner and County Commissioner).	
<b>Official</b>	An adult who is a charity trustee within Scouting (that is, a member of a Group Executive Committee, District Executive Committee or County Executive Committee) and who is not a Leader, Manager or Supporter.	
<b>Supporter</b>	An adult appointed in the Movement who works to develop Scouting without having management responsibility for people (e.g. Assistant District Commissioner, Deputy County Commissioner, District Scouter and County Scouter).	
<b>Instructor</b>	An adult appointed in the Movement to provide instruction in a particular skill area.	
<b>Section Assistant</b>	An adult who assists the Leaders in delivering programmes to young people in the Movement.	
<b>Fellowship Member</b>	An adult appointed in the Movement to provide active support to Scouting with no responsibility for other adults or young people.	

### 1.3 Other Terms

<b>Appointments Advisory Committee</b>	The committee appointed by the relevant Executive Committee to assist with the process of appointing adults in Scouting.
<b>Appointments Advisory Committee Panel</b>	A panel of three persons from the Appointments Advisory Committee which undertakes an interview with an applicant for an appointment in Scouting.
<b>Appointments Chairman</b>	The person appointed by the relevant Executive Committee to chair the Appointments Advisory Committee.
<b>Appointments Secretary</b>	The person appointed by the relevant Executive Committee to act as the Secretary of the appointment process.
<b>Occasional helper</b>	Parents and other occasional helpers are not covered by the Appointment Process. Parents and helpers that are offering regular support are required to complete an occasional helper form. For further information please refer to POR rules 3.26f, 4.28f and 5.19f.

## 2. The Appointment Process Overview

- a) **Purpose:** The purpose of the appointment process is to ensure that all those adults that the Movement accepts as volunteers:
- i. are fit and proper persons to volunteer with The Scout Association;
  - ii. are appropriate for the roles they are undertaking; and
  - iii. fully accept the responsibilities of the roles and, where appropriate, the responsibilities of membership of The Scout Association.
- b) **Principles:** The appointment process must be run so that:
- i. the applicant feels welcomed and not threatened by the appointment process;
  - ii. the applicant is kept informed of progress through the appointment process;
  - iii. the Association has robust assurance of appointing only appropriate people; and
  - iv. the applicant takes a role that is appropriate to his/her skills, knowledge and attitude.
- c) **Stages of appointment:** All adult appointments pass through four stages in the appointment process:



- i. **application:** where a line manager agrees to support an adult applying for an appointment and agrees a role description for that appointment;
- ii. **approval:** where independent checking concludes that the applicant is suitable for an appointment and includes agreement from the relevant body, successful outcome of the Personal Enquiry, Scout Association internal clearance and, where appropriate, taking up two references;

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- iii. **appointment:** where the relevant Commissioner or body makes the appointment including the presentation of an appointment certificate and, where appropriate, the making of the Promise; and
  - iv. **induction:** where the line manager ensures that the adult receives a high quality induction (this stage starts from the application process and runs for some time after the appointment is made).
- d) **Roles in the appointment process:** the following roles are undertaken in the appointment process:
- i. **line manager:** the line manager is responsible for recommending the applicant for the appointment. The details of the appointments that each role may recommend for appointment are given in Table 1: Appointments.
  - ii. **approver:** the appointment is approved by the Appointments Advisory Committee, the relevant Executive Committee, the relevant Scout Council or the relevant Scout Fellowship according to the appointment being made. The details of who may approve each appointment are given in Table 1: Appointments.
  - iii. **appointing manager:** the appointing manager is the relevant Commissioner, the relevant Executive Committee or the relevant electoral body. The roles that may act as the appointing manager and make appointments are given in Table 1: Appointments.

### 3. The Appointments Advisory Committee

#### 3.1 Appointing the Appointments Advisory Committee

- a) An Appointments Advisory Committee is mandatory for each District and each County/Area/Region (Scotland) and exists to assist with the process of appointing adults in Scouting.
- b) The following members of the Appointments Advisory Committee are appointed by a resolution of the relevant Executive Committee:
  - i. **Appointments Chairman:** the Chairman is appointed to lead the Appointments Advisory Committee. The Chairman must not be the Chairman of the relevant Executive Committee (because the Chairman of the Executive Committee is involved in the resolutions of disputes involving the Appointments Advisory Committee).
  - ii. **Appointments Secretary:** the Secretary is appointed to ensure that the required administration is carried out for the Appointments Advisory Committee.
  - iii. **Appointments Members:** sufficient members must be appointed to ensure that three members can be found to undertake the interview for each applicant.
- c) In appointing the members of the Appointments Advisory Committee, the Executive Committee should bear in mind the range of skills and attributes that will be required in committee members.
- d) All members of the Appointments Advisory Committee must have successfully completed a Personal Enquiry.
- e) Districts and Counties/Areas/Regions (Scotland) may choose to share an Appointments Advisory Committee so long as:
  - i. each Executive Committee involved agrees to sharing an Appointments Advisory Committee which must be recorded by resolution of each Executive Committee;
  - ii. each Executive Committee involved has an Appointments Secretary appointed to carry out the role on behalf of that Executive Committee (an individual may act as Appointments Secretary for more than one Executive Committee if agreed by the individual and the relevant Executive Committees);
  - iii. each Executive Committee involved agrees the appointment of the Chairman and the other members of the Appointments Advisory Committee; and
  - iv. the Chairman of the Appointments Advisory Committee is not the Chairman of any Executive Committee on whose behalf the Appointments Advisory Committee acts.
- f) Districts and Counties/Areas/Regions (Scotland) may have more than one Appointments Advisory Committee so long as:

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- i. each Appointments Advisory Committee is appointed by the relevant Executive Committee according to 3.1 b) above; and
  - ii. each Appointments Advisory Committee has a clearly defined responsibility for appointments (for example, by geographical area or type of appointment) which must be recorded by resolution of the relevant Executive Committee.

### **3.2 Training Requirements for Appointments Advisory Committee Members**

- a) The Appointments Chairman, Appointments Secretary and other members of the Appointments Advisory Committee must show that they are competent to carry out this important role of checking potential new adult volunteers in The Scout Association. It is therefore mandatory that members meet certain validation criteria that are defined in The Scout Association's adult training scheme and validate both Module 1 (Essential Information) and Module 37 (the training module for Appointments Advisory Committee members).
- b) As the line manager, the Appointments Chairman is responsible for ensuring that all members of the Appointments Advisory Committee have validated the required modules. The Appointments Chairman, however, does not necessarily have to be the Training Adviser for the Appointments Advisory Committee members. The Appointments Chairman should work closely with the County/Area Training Manager/Assistant Regional Commissioner Adult Training (Scotland) or the Local Training Manager (according to local arrangements) to co-ordinate the allocation of Training Advisers.

### **3.3 Duties of the Appointments Advisory Committee**

- a) The Appointments Advisory Committee is responsible for the following areas:
  - i. interviewing candidates and approving appointments (including new appointments and changes in appointment);
  - ii. providing advice to the Commissioner on the outcome of suspension of membership for an adult appointment;
  - iii. when requested providing advice to the Commissioner on the action to take in the event that an adverse criminal record check (CRB/DS/ANI dependent on relevant country) is received;
  - iv. providing advice to the Commissioner on the renewal of appointments;
  - v. taking part in the resolution of complaints from applicants regarding the outcome of the appointment process; and
  - vi. considering together with the Commissioner recommendations to cancel appointments as a result of disagreements between adults.

The details of these duties are given in the Appointments Advisory Committee support material.

### **3.4 The Appointment Interview**

- a) To balance the need for a suitably rigorous selection process and the need for a welcoming and non-threatening process, exactly three members of the Appointments Advisory Committee (the Appointments Advisory Committee Panel) will be required to determine an applicant's appropriateness for an appointment by conducting an interview with the applicant.
- b) In some circumstances, the Appointments Chairman may allow one additional person to be present at the interview, for example if Module 37 is being validated, or if the applicant needs an interpreter/signer to attend the meeting.
- c) Each applicant for an appointment for which the Appointments Advisory Committee is the "approver" (as indicated in Table 1) will be interviewed by an Appointments Advisory Committee Panel. If the Appointments Advisory Committee Panel has recently met the applicant for another appointment, the committee may decide not to interview the applicant again. The decision to interview or not is entirely one for the Appointments Advisory Committee to make.
- d) The line manager of the applicant is not allowed to be a member of the Appointments Advisory Committee Panel that interviews that applicant.

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- e) The Appointments Advisory Committee Panel members will assess the following areas:
- i. **Values and policies:** that the applicant is aware of and accepts (and by personal example is prepared to uphold and promote) the values and policies of The Scout Association – including making the Scout Promise if appropriate.
  - ii. **Role:** that the applicant understands the requirements of the role and is able and willing to carry it out.

#### **4. Making Appointments**

##### **4.1 Personal Enquiry**

- a) No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. See POR Rules 3.26, 4.28 and 5.19.

##### **4.2 Age Limits**

- a) The minimum age for all appointments is 18.  
b) There is no maximum age for appointments.

##### **4.3 Membership of the Movement**

- a) Some roles require the applicant to become a Member of the Movement. These roles are indicated in Table 1 under the “Membership” column as “Member”.
- b) Some roles require the applicant to become an Associate Member of the Movement. These roles are indicated in Table 1 under the “Membership” column as “Associate Member”. In these cases, the applicant may choose to become a Member if he or she wishes.
- c) Some roles do not require Membership or Associate Membership. These roles are indicated in Table 1 under the “Membership” column as “None”. In these cases, the applicant may choose to become a Member or an Associate Member if he or she wishes.

##### **4.4 The Procedure for Making Appointments**

###### **4.4.1 Elected and Nominated Trustees, Presidents, Deputy Presidents and Vice Presidents**

- a) All applicants standing for election or nomination as a trustee must be eligible as a charity trustee. It is the responsibility of the line manager as defined in Table 1 to ensure that the applicant is aware of this requirement.
- b) Chairman, Treasurer and Secretary Appointments may not be held by Leaders, Managers or Supporters.
- c) When the relevant electoral body has elected a member of the Executive Committee or agreed the nomination of a member to the Executive Committee, the following process takes place.
- d) The role description must be agreed with the line manager as defined in Table 1.
- e) Within two weeks of the election or nomination, the applicant must initiate a Personal Enquiry.
- f) The applicant must complete and sign Form AA after being made aware of the following by the line manager as defined in Table 1:
- i. Purpose and Method of the Association;
  - ii. Fundamentals of Scouting;
  - iii. Religious Policy;
  - iv. Equal Opportunities Policy;
  - v. Safety Policy;
  - vi. Child Protection Policy;
  - vii. Anti-Bullying Policy;
  - viii. responsibilities and commitments of the appointment;
  - ix. training obligations of the appointment; and

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- x. the procedure for the appointment of adults.
  - g) The completed Form AA must be sent to the Appointments Secretary. On receipt of the Form AA the Appointments Secretary will:
    - i. enter the details from the Form AA on the online member admin area at [scouts.org.uk](http://scouts.org.uk); and
    - ii. ensure that any enquiries required are completed.
  - h) On receipt of a satisfactory response to the Personal Enquiry, the appointment is confirmed and the Appointments Secretary informs the applicant.
  - i) If the response to the Personal Enquiry is not satisfactory, the Appointments Advisory Committee will consider the matter and may refuse the appointment. In some cases Headquarters may refuse an application on receipt of an adverse criminal record check.
  - j) Once the appointment is confirmed the applicant will receive an appointment card directly from Headquarters.
  - k) If the applicant is being re-elected or re-nominated without any break in service then a new Personal Enquiry and Form AA are not required, unless it has been five years since the last Personal Enquiry when a further criminal record check is required.

#### **4.4.2 Co-opted Trustees, Advisers, Assessors and Administrators**

- a) Before an application is made for an appointment, the line manager (as defined in Table 1) must discuss the appointment with the applicant including agreement of the role description.
- b) All applicants for a co-opted trustee position must be eligible as a charity trustee. It is the responsibility of the line manager (as defined in Table 1) to ensure that the applicant is aware of this requirement.
- c) All applications for an appointment must be made on Form AA. The applicant must complete and sign Form AA after being made aware, by the line manager (as defined in Table 1), of the:
  - i. Purpose and Method of the Association;
  - ii. Fundamentals of Scouting;
  - iii. Religious Policy;
  - iv. Equal Opportunities Policy;
  - v. Safety Policy;
  - vi. Child Protection Policy;
  - vii. Anti-Bullying Policy;
  - viii. responsibilities and commitments of the appointment;
  - ix. training obligations of the appointment; and
  - x. the procedure for the appointment of adults.
- d) The completed Form AA must be sent to the Appointments Secretary. On receipt of the Form AA the Appointments Secretary will:
  - i. enter the details from the Form AA on the online member admin area at [scouts.org.uk](http://scouts.org.uk); and
  - ii. ensure that any enquiries required are completed.
- e) If the response to the Personal Enquiry is not satisfactory, the Appointments Advisory Committee will consider the matter and may refuse the appointment. In some cases Headquarters may refuse an application on receipt of an adverse criminal record check.
- f) On receipt of a satisfactory response to the Personal Enquiry, the appointment is considered by the Approver (as defined in Table 1),
- g) Once the Approver has confirmed the appointment the applicant will receive an appointment card directly from Headquarters.

#### **4.4.3 Fellowship Members, Fellowship Chairmen, Fellowship Treasurers and Fellowship Secretaries**

- a) Membership of a Scout Fellowship is via the Appointment Process. All applications for membership must be made on Form AA. The applicant must complete and sign Form AA after being made aware, by the line manager, of the:

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- i. Purpose and Method of the Association;
  - ii. Fundamentals of Scouting;
  - iii. Religious Policy;
  - iv. Equal Opportunities Policy;
  - v. Safety Policy;
  - vi. Child Protection Policy;
  - vii. Anti-Bullying Policy;
  - viii. responsibilities and commitments of membership;
  - ix. training obligations of membership (where appropriate); and
  - x. the procedure for the appointment of Members.
- b) The completed Form AA must be sent to the Appointments Secretary (who may work with the Fellowship Secretary to administer the process). Upon receipt of the Form AA the Appointments Secretary will:
- i. enter the details from the Form AA on the online member admin area at [scouts.org.uk](http://scouts.org.uk);
  - ii. ensure that any enquiries required are completed.
- c) If there is a satisfactory final response from Headquarters to any enquiry, where required, then an Appointment Card and Welcome Pack are sent to the Fellowship Member. Notification is sent to the Appointment Secretary. In some cases Headquarters may refuse an application on receipt of an adverse criminal record check.
- d) The Appointment Secretary updates the online member admin area at [scouts.org.uk](http://scouts.org.uk) when the adult has completed Module 1 (there is no formal time limit for completion of this module).
- e) Fellowship Chairmen, Treasurers and Secretaries are normally elected from the body of Members of the relevant Fellowship. The appointment of Fellowship Chairmen requires the approval of the relevant appointing manager. Each Fellowship must document its local arrangements for the election or appointment of Fellowship Chairmen, Treasurers and Secretaries. Following an election the details of the appointment holders must be forwarded to the Appointment Secretary for recording on the online member admin area at [scouts.org.uk](http://scouts.org.uk).

#### **4.4.4 All Other Appointments**

- a) A person may apply for: an appointment or a change of appointment.
- b) Before an application is made for an appointment, the line manager (as defined in Table 1) must discuss the appointment with the applicant including agreement of the role description.
- c) All applications for an appointment must be made on Form AA. The applicant must complete and sign Form AA after being made aware, by the line manager, of the:
  - i. Purpose and Method of the Association;
  - ii. Fundamentals of Scouting;
  - iii. Religious Policy;
  - iv. Equal Opportunities Policy;
  - v. Safety Policy;
  - vi. Child Protection Policy;
  - vii. Anti-Bullying Policy;
  - viii. responsibilities and commitments of the appointment;
  - ix. training obligations of the appointment; and
  - x. the procedure for the appointment of adults.
- d) The completed Form AA must be sent to the Appointments Secretary. Upon receipt of the Form AA the Appointments Secretary will:
  - i. enter the details from the Form AA on the online member admin area at [scouts.org.uk](http://scouts.org.uk);
  - ii. ensure that any enquiries required are completed;
  - iii. obtain any references required; and
  - iv. arrange for the applicant to meet with the Appointments Advisory Committee Panel as soon as possible.



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- e) If the applicant's character and background are not known, or if the applicant is returning to Scouting after a period of absence, the Appointments Secretary must arrange for at least two references in writing to be obtained to ascertain the person's suitability. References must be obtained using Form RF.
  - f) In the event that the referee has given any indication that the applicant may not be suitable for an appointment, the Appointments Secretary should inform the Appointments Chairman and arrange to contact the referee in confidence to establish further details.
  - g) In the event of such references establishing that the person is not suitable for an adult appointment, full details must be sent by the Appointments Secretary to the Records Manager at Headquarters in a letter marked "Private and Confidential". The relevant Commissioner must be informed.
  - h) The Appointments Secretary will agree with the applicant a suitable date and time for the applicant to meet the Appointments Advisory Committee Panel.
  - i) The Appointments Secretary will make the following available to the Appointments Advisory Committee Panel before it meets the applicant:
    - i. any report received from Headquarters in reply to any Personal Enquiry;
    - ii. any relevant information from references; and
    - iii. the information gathered on Form AA.
  - j) When the Appointments Advisory Committee Panel has met with the applicant, it will inform the Appointments Secretary of its decision.
  - k) If there is any uncertainty over the Appointments Advisory Committee Panel's approval of the appointment, the Appointments Chairman must be informed. The Appointments Chairman may decide to convene a meeting of the Appointments Advisory Committee to decide on what further steps should be taken to make a decision on the applicant.
  - l) If the application is approved by the Appointments Advisory Committee Panel or a subsequent meeting of the Appointments Advisory Committee, the references are satisfactory, there is a satisfactory final response from Headquarters to the Personal Enquiry and the District, County or Regional (Scotland) Commissioner (as appropriate) agrees, the Appointments Secretary updates the applicant's record on the online member admin area at [scouts.org.uk](http://scouts.org.uk) with the details to issue a Provisional Appointment. In some cases Headquarters may refuse an application on receipt of an adverse criminal record check.
  - m) The Provisional Appointment is for a period of five months.
  - n) An adult may not have any involvement in Scouting where a current report from a professional or statutory source suggests that the individual is not a fit and proper person to hold a position in Scouting.
  - o) All reasonable practicable steps must be taken to ensure that those appointed to a role in Scouting are fit and proper persons.
  - p) In all cases of doubt concerning the suitability of an individual the District, County or Regional (Scotland) Commissioner (as appropriate) and Appointments Advisory Committee must err on the side of caution and not appoint. The welfare and safety of young people must be the over-riding factor.
  - q) During the Provisional Appointment, the Appointments Secretary must wait for the applicant to have completed the *Getting Started* Adult Training modules before updating the applicant's record on the online member admin area at [scouts.org.uk](http://scouts.org.uk) with the details to issue a full appointment. An appointment card will then be issued to the applicant and an appointment certificate sent to the District, County or Regional (Scotland) (as appropriate) for presentation.
  - r) If the Appointments Advisory Committee does not support the application, the Appointments Secretary will inform the District, County or Regional (Scotland) Commissioner (as appropriate) who, if accepting the Appointments Advisory Committee's conclusion, must submit, with the Appointments Secretary, a full report to Headquarters, marked "Private and Confidential".
  - s) If the District, County or Regional (Scotland) Commissioner (as appropriate) does not accept the conclusion of the Appointments Advisory Committee, the application must be considered

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and reviewed by the Chairman of the relevant District, County or Regional (Scotland) Executive Committee. The Executive Committee Chairman's decision is final.

- t) In exceptional circumstances Headquarters may, notifying the responsible District, County or Regional (Scotland) Commissioner, refuse to issue an appointment.

#### **4.5 Provisional Appointments**

- a) A Provisional Appointment allows an adult volunteer to start getting involved in Scouting whilst completing the appointment process.
- b) Provisional Appointments expire five months from the date of issue.
- c) A Provisional Appointment may be renewed only once by the District Commissioner, County or Regional (Scotland) Commissioner (as appropriate) in consultation with the relevant Appointments Advisory Committee. If at the end of the renewed Provisional Appointment period the applicant has failed to complete the requirements below then the appointment is cancelled.
  - i. During the period of Provisional Appointment the relevant *Getting Started* modules must be completed.
- d) Ultimate responsibility for ensuring that the Provisional Appointment stage is successfully completed, including ensuring that minimum safety standards are met, rests with the line manager during the Provisional Appointment period.

#### **4.6 Full Appointments**

- a) A Full Appointment will be issued when an adult has satisfactorily completed the appointment process.
- b) On issue of a Full Appointment an adult will receive an appointment card directly from Headquarters.
- c) An adult holding a Full Appointment may have unsupervised access to young people in accordance with The Scout Association's Child Protection Policy.
- d) Any appointment may, in exceptional circumstances, be refused by Headquarters.

#### **4.7 Presenting the Certificate of Full Appointment**

- a) Certificates of Full Appointment must be presented by the District, County or Regional (Scotland) Commissioner (as appropriate) or their nominee as soon as possible after receipt.
- b) At the presentation of the certificate, adults who are to become Members of The Scout Association are invested and make or reaffirm the Scout Promise.

#### **4.8 Induction**

- a) The person specified in the column entitled "Responsible for Induction" in Table 1 will ensure that the applicant is given a full induction into the role starting when the applicant has agreed to apply for the appointment.

#### **4.9 Training**

- a) All appointed adults must undertake the training as specified in the column entitled "Training Obligations" in Table 1.
- b) For those appointed adults that must complete a Wood Badge, if it is not completed within three years of the Full Appointment, the appointment may be cancelled by the relevant District, County or Regional (Scotland) Commissioner acting together with the Appointments Advisory Committee. Where the Appointments Advisory Committee and the relevant District, County or Regional (Scotland) Commissioner agree that there are genuine extenuating circumstances, one further period of up to two years may be allowed for the completion of the Wood Badge.
- c) For the Wood Badge to be awarded, an up to date first aid certificate (a minimum of First Response) must be held.

### **5. Reviewing Appointments**

- a) The purpose of the review is to determine whether:

- i. the appointment is to continue for another period; or
  - ii. the appointment is to be cancelled; or
  - iii. the adult will apply for a different role.
- b) The appointee's line manager is required to carry out a formal review at the end of each period of the appointment (or earlier if required by the relevant commissioner).
- c) The appointee must hold an up to date first aid certificate (a minimum of First Response) at the point the review is undertaken. Adults are encouraged to maintain a first aid certificate at all times.
- d) At a point no less than three months before an appointment is due to be reviewed, the Appointments Secretary will:
- i. send the review form, Appointment Review (Form AR) to the person carrying out the review; and
  - ii. notify the person concerned that his/her appointment is due to be reviewed.
- e) After the review has been held the person carrying out the review will record the details on Form AR (including the recommended outcome of the review) and pass the completed form to the Appointments Secretary.
- f) The Appointments Advisory Committee and the relevant District, County or Regional (Scotland) Commissioner together consider the completed Form AR and reach a decision on the review of the appointment.
- g) The Appointments Advisory Committee records the decision.
- h) The following table gives details of the line manager for each appointment who will carry out the review:

<b>Appointment</b>	<b>Carry out review</b>
Group appointments.	Group Scout Leader.
District appointments (not reporting to the District Commissioner).	Line manager of the individual.
District appointments reporting to the District Commissioner (including Group Scout Leader).	District Commissioner.
County/Area/Regional (Scotland) appointments (not reporting to the County/Area/Regional (Scotland) Commissioner).	Line manager of the individual.
County/Area/Regional (Scotland) appointments reporting to the County/Area/Regional (Scotland) Commissioner.	County/Area/Regional (Scotland) Commissioner.
Members of Executive Committees.	Not applicable due to election/nomination process at the AGM.

- i) The following appointments may be held by the same individual for a maximum of two consecutive five year periods: County Commissioner, Deputy County Commissioner, Regional Commissioner (Scotland), District Commissioner or Deputy District Commissioner.
- As guidance it is suggested that this rule also be applied to Scout Network Commissioners, District Scout Network Leaders, County Training Managers, Assistant County Commissioners, Assistant Regional Commissioners (Scotland), Assistant District Commissioners and District Explorer Scout Commissioners.
- j) On the appointment of a County Commissioner, all appointments held at County level (including those of District Commissioners) will be subject to review.
- The review must be completed within six months of the County Commissioner's appointment.

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- k) On the appointment of a District Commissioner, all appointments held at District level including Explorer Scout Leaders will be subject to review.

The review must be completed within six months of the District Commissioner's appointment.

## **6. Ceasing to hold an Appointment**

- a. An appointee may resign an appointment by notifying the relevant Group Scout Leader or Commissioner.
- b. On ceasing to hold an appointment, in the case of satisfactory service, the Appointments Secretary will cancel the appointment on the online member admin area at [scouts.org.uk](http://scouts.org.uk).
- c. In the case of an individual with satisfactory service who has resigned due to moving out of the District, County or Region (Scotland), the Secretary enters the adult's new address on the online member admin area at [scouts.org.uk](http://scouts.org.uk), if known.
- d. If the adult's service has been unsatisfactory, Form CS must be completed and be sent to Headquarters via the District, County or Regional (Scotland) Commissioner as appropriate.
- e. On receipt of the Form CS, Headquarters will cancel the appointment.

## **7. Cancellation or Non-renewal of Appointments**

- a. The relevant Commissioner and the Appointments Advisory Committee, acting together, may cancel or not renew any appointment on one or more of the following grounds:
- the appointee agrees to resign when notified that a recommendation is to be made for the cancellation or non-renewal of the appointment;
  - the appointee has failed within the time limits satisfactorily to complete Adult Training appropriate to the appointment including *Ongoing* learning;
  - the appointment is not to be renewed following review;
  - the appointee has ceased or failed to perform the duties of the appointment satisfactorily;
  - it becomes evident that the appointee no longer accepts the fundamental principles of the Movement;
  - it becomes evident that the appointee is not a 'fit and proper' person in respect of the Association's Policies and Rules;
  - the adult does not hold a current first aid certificate (a minimum of First Response) if they hold a Leader, Manager or Supporter appointment;
  - the appointee has or is likely to bring the name of the Association into disrepute;
  - the appointment should be terminated following the closure of a Group, Explorer Scout Unit, District Scout Network or a Section.
- b. Additionally, in the case of provisional appointments, that:
- the appointee has failed to complete the requirements of the provisional appointment.
- c. In exceptional circumstances Headquarters may, in consultation with the relevant Commissioner, cancel or refuse to renew an appointment.

**Table 1: Appointments**

Appointment	Line manager to help make the application	Approver	Appointing Manager	Responsible for induction	Training Obligations	Minimum Membership
<b>GROUP</b>						
Group Scout Leader	District Commissioner or nominee	District Appointments Advisory Committee.	District Commissioner or nominee	District Commissioner or nominee	Wood Badge required	Member
Assistant Group Scout Leader Section Leader Assistant Section Leader	Group Scout Leader	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Wood Badge required	Member
Section Assistant	Group Scout Leader	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Modules 1 and 3 required	Associate Membership
Group Chairman	Group Scout Leader	Group Scout Council at the AGM*	Group Scout Council	Group Scout Leader	Module 1 required	None
Group Secretary Group Treasurer	Members of the Group Scout Council	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	Module 1 required	None
Other Elected Group Executive members	Members of the Group Scout Council	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	Module 1 required if unsupervised access to young people	None
Nominated Group Executive members	Group Scout Leader	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	Module 1 required if unsupervised access to young people	None
Co-opted Group Executive members	Group Chairman	Group Executive Committee	Group Executive Committee	Group Chairman	Module 1 required if unsupervised access to young people	None

<b>Appointment</b>	<b>Line manager to help make the application</b>	<b>Approver</b>	<b>Appointing Manager</b>	<b>Responsible for induction</b>	<b>Training Obligations</b>	<b>Minimum Membership</b>
Group Administrator	Group Chairman	Group Executive Committee	Group Executive Committee	Group Chairman	Module 1 required	None
Group Adviser	Group Chairman	Group Executive Committee	Group Executive Committee	Group Chairman	Module 1 required	Associate Member
Group Skills Instructor	Group Scout Leader	District Appointments Advisory Committee.	District Commissioner or nominee	Group Scout Leader	Module 1 required	Associate Member
Group President Group Vice President Group Deputy President	Group Chairman	Group Scout Council at the AGM*	Group Scout Council	Group Chairman	Module 1 required	None
Group Fellowship Chairman	Group Scout Leader	Group Fellowship Members	Group Scout Leader	Group Scout Leader	Module 1 required	Associate Member
Group Fellowship Treasurer and Secretary	Group Fellowship Chairman	Group Fellowship Members	Group Fellowship Chairman	Group Fellowship Chairman	Module 1 required	Associate Member
Group Fellowship Member	Group Fellowship Chairman	District Appointments Secretary/Group Fellowship Secretary	Group Fellowship Chairman	Group Fellowship Chairman	Module 1 required	Associate Member
<b>DISTRICT</b>						
Deputy District Commissioner	District Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	District Commissioner or nominee	Wood Badge required	Member

<b>Appointment</b>	<b>Line manager to help make the application</b>	<b>Approver</b>	<b>Appointing Manager</b>	<b>Responsible for induction</b>	<b>Training Obligations</b>	<b>Minimum Membership</b>
Assistant District Commissioner District Scouter District Explorer Scout Commissioner	District Commissioner or nominee	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Wood Badge required	Member
District Scout Network Leader	District Commissioner or nominee (in conjunction with the County Scout Network Commissioner)	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Wood Badge required	Member
District Explorer Scout Leader Explorer Scout Leader Assistant Explorer Scout Leader	District Explorer Scout Commissioner	District Appointments Advisory Committee.	District Commissioner or nominee	District Explorer Scout Commissioner	Wood Badge required	Member
Unit Assistant	District Explorer Scout Commissioner	District Appointments Advisory Committee.	District Commissioner or nominee	District Explorer Scout Commissioner	Modules 1 and 3 required	Associate Member
District Chairman	District Commissioner or nominee	District Scout Council at the AGM*	District Scout Council	District Commissioner or nominee	Module 1 required	Associate Member
District Secretary District Treasurer	Members of the District Scout Council	District Scout Council at the AGM*	District Scout Council	District Chairman	Module 1 required	Associate Member

<b>Appointment</b>	<b>Line manager to help make the application</b>	<b>Approver</b>	<b>Appointing Manager</b>	<b>Responsible for induction</b>	<b>Training Obligations</b>	<b>Minimum Membership</b>
Elected District Executive members apart from the Secretary and Treasurer	Members of the District Scout Council	District Scout Council at the AGM*	District Scout Council	District Chairman	Module 1 required if unsupervised access to young people	None
Nominated District Executive members	District Commissioner or nominee	District Scout Council at the AGM*	District Scout Council	District Chairman	Module 1 required if unsupervised access to young people	None
Co-opted District Executive members	District Chairman	District Executive Committee	District Executive	District Chairman	Module 1 required if unsupervised access to young people	None
District Appointments Chairman	District Chairman	District Executive	District Executive	District Chairman	Module 1 and module 37 required	None
District Appointment Advisory Committee members and Secretary.	District Appointments Chairman	District Executive	District Executive	District Appointments Chairman	Module 1 and module 37 required	None
District Administrator	District Chairman	District Executive Committee	District Executive	District Chairman	Module 1 required	None
Explorer Scout Administrator	District Explorer Scout Commissioner	District Appointments Advisory Committee.	District Commissioner or nominee	District Explorer Scout Commissioner	Module 1 required	None
District Adviser	District Chairman	District Executive Committee	District Executive	District Chairman	Module 1 required	Associate Member
District Skills Instructor	District Commissioner or nominee	District Appointments Advisory Committee	District Commissioner or nominee	District Commissioner or nominee	Module 1 required	Associate Member



<b>Appointment</b>	<b>Line manager to help make the application</b>	<b>Approver</b>	<b>Appointing Manager</b>	<b>Responsible for induction</b>	<b>Training Obligations</b>	<b>Minimum Membership</b>
District President District Vice President District Deputy President	District Chairman	District Scout Council at the AGM*	District Scout Council	District Chairman	Module 1 required	None
District Fellowship Chairman	District Commissioner	District Fellowship Members	District Commissioner	District Commissioner	Module 1 required	Associate Member
District Fellowship Treasurer and Secretary	District Fellowship Chairman	District Fellowship Members	District Fellowship Chairman	District Fellowship Chairman	Module 1 required	Associate Member
District Fellowship Member	District Fellowship Chairman	District Appointments Secretary/ District Fellowship Secretary	District Fellowship Chairman	District Fellowship Chairman	Module 1 required	Associate Member
<b>COUNTY</b>						
Deputy County Commissioner Assistant County Commissioner Scout Network Commissioner County Training Manager County Scouter	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Wood Badge required	Member
District Commissioner	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Wood Badge required	Member

<b>Appointment</b>	<b>Line manager to help make the application</b>	<b>Approver</b>	<b>Appointing Manager</b>	<b>Responsible for induction</b>	<b>Training Obligations</b>	<b>Minimum Membership</b>
Scout Network Leader	Scout Network Commissioner	County Appointments Advisory Committee.	County Commissioner or nominee	Scout Network Commissioner	Wood Badge required	Member
County Chairman	County Commissioner or nominee	County Scout Council at the AGM*	County Scout Council	County Commissioner or nominee	Module 1 required	Associate Member
County Secretary County Treasurer	Members of the County Scout Council	County Scout Council at the AGM*	County Scout Council	County Chairman	Module 1 required	Associate Member
Elected County Executive members except the Secretary and Treasurer	Members of the County Scout Council	County Scout Council at the AGM*	County Scout Council	County Chairman	Module 1 required if unsupervised access to young people	None
Nominated County Executive members	County Commissioner or nominee	County Scout Council at the AGM*	County Scout Council	County Chairman	Module 1 required if unsupervised access to young people	None
Co-opted County Executive members	County Chairman	County Executive	County Executive	County Chairman	Module 1 required if unsupervised access to young people	None
County Appointments Chairman	County Chairman	County Executive	County Executive	County Chairman	Module 1 and module 37 required	None
County Appointment Advisory Committee members and Secretary	County Appointments Chairman	County Executive	County Executive	County Appointments Chairman	Module 1 and module 37 required	None.

<b>Appointment</b>	<b>Line manager to help make the application</b>	<b>Approver</b>	<b>Appointing Manager</b>	<b>Responsible for induction</b>	<b>Training Obligations</b>	<b>Minimum Membership</b>
Scout Network Administrator	Scout Network Commissioner	County Appointments Advisory Committee.	County Commissioner or nominee	Scout Network Commissioner	Module 1 required	None
County Administrator	County Chairman	County Executive	County Executive	County Chairman	Module 1 required	None
County Adviser	County Chairman	County Executive	County Executive	County Chairman	Module 1 required	Associate Member
County Assessor	Relevant Assistant County Commissioner or County Adviser	County Executive	County Executive	Relevant Assistant County Commissioner or County Adviser	Module 1 required	Associate Member
County Skills Instructor	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Module 1 required	Associate Member
County President County Vice President County Deputy President	County Chairman	County Scout Council at the AGM*	County Scout Council	County Chairman	Module 1 required	None
County Fellowship Chairman	County Commissioner	County Fellowship Members	County Commissioner	County Commissioner	Module 1 required	Associate Member
County Fellowship Treasurer and Secretary	County Fellowship Chairman	County Fellowship Members	County Fellowship Chairman	County Fellowship Chairman	Module 1 required	Associate Member
County Fellowship Member	County Fellowship Chairman	County Appointments Secretary/County Fellowship Secretary	County Fellowship Chairman	County Fellowship Chairman	Module 1 required	Associate Member

<b>Appointment</b>	<b>Line manager to help make the application</b>	<b>Approver</b>	<b>Appointing Manager</b>	<b>Responsible for induction</b>	<b>Training Obligations</b>	<b>Minimum Membership</b>
Child Protection Co-ordinator	County Commissioner or nominee	County Appointments Advisory Committee	County Commissioner or nominee	County Commissioner or nominee	Module 1 required. HQ approved CPC training within one year of appointment. Ongoing refresher training.	Member
County Safety Co-ordinator	County Chairman	County Appointments Advisory Committee	County Executive	County Chairman	Module 1 required	None
Local Training Manager County Trainer	County Training Manager	County Appointments Advisory Committee	County Commissioner or nominee	County Training Manager	Wood Badge required	Member
Local Training Administrator	Local Training Manager	County Appointments Advisory Committee	County Commissioner or nominee	Local Training Manager	Module 1 and 30 required	None
County Training Administrator	County Training Manager	County Executive	County Commissioner or nominee	County Training Manager	Module 1 and 30 required	None
Training Adviser	County Training Manager	County Appointments Advisory Committee	County Commissioner or nominee	County Training Manager	Module 1 and 25 required	None
<b>SCOTLAND</b>						
Regional Commissioner (Scotland)	Chief Commissioner of Scotland or nominee	Scottish Council of the Association	Chief Commissioner of Scotland or nominee	Chief Commissioner of Scotland or nominee	Wood Badge required	Member
Assistant Regional Commissioner (Scotland)	Regional Commissioner or nominee	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Wood Badge required	Member

<b>Appointment</b>	<b>Line manager to help make the application</b>	<b>Approver</b>	<b>Appointing Manager</b>	<b>Responsible for induction</b>	<b>Training Obligations</b>	<b>Minimum Membership</b>
District Commissioner (Scotland)	Regional Commissioner or nominee	Regional Appointments Advisory Committee	Regional Commissioner or nominee	Regional Commissioner or nominee	Wood Badge required	Member
Regional Chairman (Scotland)	Regional Commissioner or nominee	Regional Scout Council at the AGM*	Regional Scout Council	Regional Commissioner or nominee	Module 1 required	Associate Member
Regional Treasurer (Scotland) Regional Secretary (Scotland)	Members of the Regional Scout Council	Regional Scout Council at the AGM*	Regional Scout Council	Regional Chairman	Module 1 required	Associate Member
Elected Regional Executive Members excluding Treasurer and Secretary (Scotland)	Members of the Regional Scout Council	Regional Scout Council at the AGM*	Regional Scout Council	Regional Chairman	Module 1 required if unsupervised access to young people	None
Regional Appointments Chairman (Scotland)	Regional Chairman	Regional Executive	Regional Executive	Regional Chairman	Module 1 and module 37	None
Regional Appointments Advisory Committee Members including Secretary (Scotland)	Regional Appointments Chairman	Regional Executive	Regional Executive	Regional Appointments Chairman	Module 1 and module 37 required	None
Regional Administrators (Scotland)	Regional Chairman	Regional Executive	Regional Executive	Regional Chairman	Module 1 required	None
Regional Advisers (Scotland)	Regional Commissioner	Regional Executive	Regional Executive	Regional Commissioner	Module 1 required	Associate Member

<b>Appointment</b>	<b>Line manager to help make the application</b>	<b>Approver</b>	<b>Appointing Manager</b>	<b>Responsible for induction</b>	<b>Training Obligations</b>	<b>Minimum Membership</b>
Regional Skills Instructors (Scotland)	Assistant Regional Commissioner (Adult Training)	Regional Appointments Advisory Committee	Assistant Regional Commissioner (Adult Training)	Assistant Regional Commissioner (Adult Training)	Module 1 required	Associate Member
Regional President and Vice Presidents (Scotland)	Regional Chairman	Regional Executive in conjunction with the Chief Commissioner of Scotland	Regional Executive	Regional Chairman	Module 1 required	None
Regional Fellowship Chairman (Scotland)	Regional Commissioner	Regional Fellowship Members	Regional Commissioner	Regional Commissioner	Module 1 required	Associate Member
Regional Fellowship Treasurer and Secretary (Scotland)	Regional Fellowship Chairman	Regional Fellowship Members	Regional Fellowship Chairman	Regional Fellowship Chairman	Module 1 required	Associate Member
Regional Fellowship Member (Scotland)	Regional Fellowship Chairman	Regional Appointments Secretary/Fellowship Secretary	Regional Fellowship Chairman	Regional Fellowship Chairman	Module 1 required	Associate Member
Regional Training Adviser (Scotland)	Assistant Regional Commissioner (Adult Training)	Regional Appointments Advisory Committee	Assistant Regional Commissioner (Adult Training)	Assistant Regional Commissioner (Adult Training)	Module 1 and Module 25 required	None

Notes: \*Approval of these appointments would normally take place at the relevant Council AGM, however this could instead take place at an Extraordinary Meeting of the relevant Council.