

SURREY COUNTY SCOUT COUNCIL

CONSTITUTION

and

TERMS OF REFERENCE

of the

SURREY COUNTY SCOUT COUNCIL

THE COUNTY BOARD OF TRUSTEES

August 2025

Charitable objectives

Our purpose is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

The County Trustee Board is responsible for the governance of the charity.

Although the County Trustee Board is responsible for the charity, it is accountable to the County Scout Council.

The County Scout Council has no Trustee responsibilities.

The County Scout Council

Membership of the County Scout Council does not provide any membership status of the Scouts.

County Scout Council membership

a) The ex officio members of the County Scout Council are people who are members by virtue of their role in the Scouts:

- all adult members with a role in the County
- all District Lead Volunteers from the County
- all District Youth Leads from the County
- all District Trustee Board Chairs from the County
- all District Trustee Board Treasurers from the County
- two representatives from each District Scout Council, selected by the District Scout Council at their AGM
- a representative of the County Troop Leadership Forum, selected from amongst the membership of the Forum
- a representative of the County Explorer Forum, selected from amongst the membership of the Forum
- a representative of the Scout Network, selected from amongst the membership of the Scout Networks in the County
- the Regional Lead Volunteer

b) The appointed members of the County Scout Council are other supporters of the County appointed by the County Scout Council on the recommendation of the County Lead Volunteer and the County Trustee Board. The number of appointed members must not exceed the actual number of ex officio members (see also (e) below). A County Scout Council does not need to have any appointed members.

c) The community members of the County Scout Council are representatives of the local community appointed because of their role rather than by name. For example, Girlguiding, religious bodies, schools or Education Authorities, Parish or Local

Authorities, and other youth organisations. They are not required to be members of the Scouts. They are appointed by the County Scout Council on the recommendation of the County Lead Volunteer and the County Trustee Board. The number of community members must not exceed the number of ex officio County Scout Council members (see also (e) below).

d) Membership of the Scout Council ends when the:

- member resigns
- member no longer qualifies as a member of the Scout Council
- County Scout Council is dissolved
- County Scout Council membership is terminated by UK Headquarters following a recommendation by the relevant Trustee Board.

e) The total number of appointed and community members of a County Scout Council must not exceed the number of ex officio members.

f) Appointed members of a County Scout Council must each have a fixed period for their appointment of not more than three years. Subsequent reappointments are permitted.

g) Community members of a County Scout Council are initially appointed for a term of one year, though they may be renewed annually at the AGM.

h) Trustee Board administration must ensure that appointed County Scout Council Members are recorded locally in the minutes of the County Scout Council meeting which appoints them (normally the AGM). County Scout Council members (whether ex officio or appointed) must not be recorded as County Scout Council Members on The Scout Association's membership system.

The quorum for a County Scout Council meeting is 25 as agreed by the County Scout Council at the AGM.

The County Trustee Board

The County Trustee Board is a team of volunteers who work together, as charity Trustees, to make sure the Scouts is run safely and legally. At the heart of their role is a focus on strategy, performance and assurance.

Effective Trustee support helps other volunteers run the Scout programme that gives young people skills for life.

Members of the County Trustee Board must act collectively as charity trustees of their charity, and in the best interests of the charity's members.

Governance roles must be distinct to help manage conflicts of interest. This means that the roles of County Chair and County Treasurer must be kept separate and be done by two different people.

The County Trustee Board must act in the charity's best interests, acting with reasonable care and skill and take steps to be confident that:

a) The charity is:

- well managed
- carrying out its purposes for the public benefit
- complying with the charity's governing document and the law
- managing the charity's resources responsibly

b) the charity is operating compliant with POR and the local charity regulator, including effective management of each of the Key Policies listed in Chapter 2 of The Scout Association Policy, Organisation and Rules

c) young people are meaningfully involved in decision making at all levels

d) the County has sufficient resources (funds, people, property and equipment) available to meet the planned work of the County, including delivery of the high-quality programme and resource requirements of the training programme (Rule 4.1.3 of The Scout Association Policy, Organisation and Rules)

The County Trustee Board members must themselves collectively:

a) develop and maintain a risk register, including putting in place appropriate mitigations

b) ensure that the County's finances are properly managed, including development and maintenance of appropriate budgets to support the work of the County

c) maintain and manage:

- a reserves policy for the charity including a plan for use of reserves outside the 'minimum'
- an investment policy for the charity
- a public benefit statement for the charity

d) ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the County is properly protected and maintained

e) ensure the appointment and management and operation of any subcommittees, including appointing a Chair to lead the sub-committee. This should normally be one of the County's Trustees.

f) ensure that effective administration is in place to support the work of the County Trustee Board

g) appoint any co-opted members of the County Trustee Board

h) ensure transparency of operation, including:

- prepare and approve the Annual Accounts and arrange their examination by an auditor, independent examiner or scrutineer (as appropriate) and as appointed by the County Scout Council at their AGM
- prepare and approve the County Trustees' Annual Report (which must include the Annual Accounts and include the report from the auditor, independent examiner or scrutineer)
- present the approved County Trustees' Annual Report and Annual Accounts to the County Scout Council for their consideration at the County's AGM
- following the County AGM, ensure that a copy of the County Trustees' Annual Report and Accounts is sent to UK Headquarters (email to finance@scouts.org.uk) and, if a registered charity, is filed with the appropriate charity regulator (if the regulator's rules require it).

i) take responsibility for the County's adherence to Data Protection Legislation recognising that, dependent on circumstances, it will at different times act as a Data Controller and as a Data Processor

j) individually and collectively maintain confidentiality regarding County Trustee Board business

k) put in place annually an open and transparent selection process to recommend to the County Scout Council appropriate persons to be appointed as members of the County Trustee Board, including Chair and Treasurer. Vacancies for appointed Trustees only occur at the end of their period of appointment (for example, a Trustee may have been appointed for three years and so does not need to be re-appointed at the end of years 1 and 2).

l) where staff are employed:

- act as a responsible employer in accordance with the Scouts' values and relevant legislation
- ensure that effective line management is in place for each employed staff member and that these are clearly established and communicated

- ensure that appropriate specific personnel insurance is in place A County Trustee Board may create sub-committees it deems necessary to support its governance function.
- The County Trustee Board must ensure that for any sub-teams it appoints:
 - a. its purpose is governance-focused and not operational
 - b. its members are agreed and approved by the County Trustee Board
 - c. the County Trustee Board Chair is an ex officio member
 - d. the County Lead Volunteer is an ex officio member

Sub-team members are not Trustees of the County unless they are already members of the appointing Trustee Board.

All sub-team members must be recorded on the membership system.

To support effective governance and share good practice, the County Chair and Treasurer should create a support network amongst the District Chairs and Treasurers of the County.

The County Trustee Board should comprise a maximum of 12 Trustees (the total of all ex officio, appointed and co-opted Trustee categories), with a minimum of five Trustees. The maximum number of Trustees should be agreed by the County Scout Council at its AGM.

Each ex officio, appointed and co-opted member of the County Trustee Board is a charity Trustee of the County. People invited to attend, or with right of attendance, may be present at the meeting but are not charity Trustees and have no voting rights.

All Trustees must complete learning as specified in Chapter 16 “Roles Table of The Scout Association Policy, Organisation and Rules”.

The County Trustee Board and its sub-committees should have at least two Trustees aged between their 18th and 25th birthdays.

The administration of the Trustee Board may be provided by one or more persons as appropriate to the County.

Members of the County Trustee Board

- a. The County Lead Volunteer and the County Youth Lead are ex officio members of the County Trustee Board.
- b. There is only one ex officio Trustee role for a Lead Volunteer, so where there are joint role holders for County Lead Volunteer, the role holders must decide, in discussion with the County Chair, which of them will be the ex officio Trustee. However, each County Lead Volunteer role holder must be eligible to be

a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

- c. There is only one ex officio Trustee role for a County Youth Lead, so where there are joint role holders for County Youth Lead, the role holders must decide, in discussion with the County Lead Volunteer and the County Chair, which of them will be the ex officio Trustee. However, each County Youth Lead role holder must be eligible to be a Trustee (as specified in Chapter 16 of The Scout Association Policy, Organisation and Rules).

The appointed members of the County Trustee Board are persons appointed by the County Scout Council at the County's AGM. This will follow a selection process initiated and overseen by the County Trustee Board.

The County Trustee Board meetings are chaired by the County Chair. If the County Chair is unable to be present, they may appoint a delegate to chair a meeting of the County Trustee Board subject to such appointment being approved at the start of the meeting by a majority of the members present at the meeting.

Only members of a County Trustee Board as defined in POR Rule 5c.3.4 may vote in meetings of the County Trustee Board.

The quorum for a meeting of a County Trustee Board is one third of the Trustees (ex officio plus appointed plus co-opted) plus one.

If there is no quorum present at a meeting of the County Trustee Board, the meeting will be closed and reconvened at the earliest available appropriate date.

In the case of sub-teams of the County Trustee Board, the quorum for each sub-team will be set by the County Trustee Board, based on the size of the sub-team and the complexity of its task(s).

Decisions are made by a majority of votes cast by those present at the meeting. In the event of an equal number of votes being cast on either side, the meeting's Chair does not have a casting vote and the matter is taken not to have been carried.

In order to discharge their responsibilities, the County Trustee Board may meet by video conference as well as face to face when agreed by the County Chair. This includes 'hybrid' meetings, where some members are present at an agreed meeting place and others join by telephone or video.

Where urgent matters arise between scheduled meetings of the County Trustee Board and if it is not practicable to convene a meeting of the County Trustee Board, then an electronic voting method (such as email) is allowed for decision making of the County Trustee Board when deemed appropriate by the County Chair. In such circumstances at

least 75% of the members of the County Trustee Board must approve the decision, and the outcome of the voting must be reported at, and recorded in the minutes of, the next County Trustee Board meeting.

Finance

The County Trustee Board will ensure that proper financial planning and budgetary control is operated, and the County Leadership Team will be consulted on the financial planning of the County's activities.

All expenditure not covered within the County Trustee Board's budget, or its contingencies must be approved by the Trustee Board to ensure that any financial liability incurred can be met.

When entering into any financial or contractual obligation or commitment with another party, the persons concerned should make it clear to the other party that they are acting on behalf of the charity and not in a personal capacity.

A statement of accounts will be prepared annually and be scrutinised, independently examined or audited as appropriate.

The County Trustee Board will ensure copies of the annual report and accounts are sent to the England and UK Headquarters within the 14 days following the County's Annual General Meeting at which the annual report and accounts were received and considered.

A copy of the annual report and accounts will also be sent to the Charity Commission, within ten months of the financial year end.

The annual statement of accounts will account for all monies received or paid on behalf of the County. This will include all County Teams and sub-teams.

At each AGM of the County Scout Council an auditor, independent examiner or scrutineer, as appropriate, will be appointed. The County will decide if it needs an auditor, independent examiner or scrutineer,

Unbudgeted Expenditure

Urgent unbudgeted expenditure (not relating to Bentley Copse) up to a maximum of £3000 may be approved by any three of the County Lead Volunteer, County Chair, County Treasurer and one other Trustee.

- i . Urgent unbudgeted expenditure in excess of £3001 must be approved by the Board of Trustees

Bentley Copse

Finance and preparation of accounts

1. The financial year of Bentley Copse will be the same as that of Surrey County Scout Council, currently 1st April to 31st March.
2. The latest position on the revenue receipts for Bentley Copse will be reported at each meeting of the Trustee Board...
3. The County Treasurer will produce final accounts for Bentley Copse. They should be submitted to The Trustees in time for inclusion in the Surrey County Scout Council's Annual Report and Accounts to be submitted to the Annual General Meeting of the Surrey County Scout Council.

Bentley Copse - Authorities - budgeted expenditure

The Centre Manager may authorise any individual item of budgeted expenditure up to £1,500.

Any expenditure in excess of £1,500 for any one project must be authorised as follows:

- Over £1,500 and up to £3,000 - County Lead Volunteer
- Over £3,000 - by three of the following - County Chair, County Treasurer, County Lead Volunteer or one other trustee.

The above authorities apply to signing of contracts with commitments up to one year. Contracts with commitments (i.e. no break-clause or with a minimum committed expenditure) over one year should be approved in line with the authority shown above for expenditure over £3,000.

Bentley Copse - Authorities - unbudgeted expenditure

Unbudgeted expenditure required in an emergency up to £1,500 must be approved by the County Lead Volunteer.

Any urgent unbudgeted expenditure between £1,500 and £3,000 must be approved by three of the following - County Chair, County Treasurer, County Lead Volunteer or one other trustee.

Urgent unbudgeted expenditure in excess of £3,001 must be approved by The Board of Trustees.

Remuneration Committee

Terms of Reference

1. To ensure the professional staff employed by Surrey County Scout Council are rewarded fairly and differentially according to their contribution to the County, both in achieving their objectives and in developing their competencies.
2. To keep under review the criteria for, and the award of any bonus or other incentive.
3. To provide a strategic steer to the Board of Trustees on pay issues to inform the annual budgetary process.

Membership

The following persons are members of the Remuneration sub-committee:

County Lead Volunteer
County Chair
County Treasurer
A member of the Trustee
Board

The Line Manager for the staff employed at Bentley Copse should be consulted in respect of the staff employed at Bentley Copse Activity Centre.

The Line Manager for the staff employed in the County Office should be consulted in respect of those members.

Where staff are employed in any of their role's (eg Growth and Development), the relevant line manager should be consulted in respect of those members..

Meetings

The Remuneration Sub-Committee will meet at least once a year and at such other times as may be necessary. The annual meeting will take place in time for any annual pay increase to take effect from the 1 April.

Quorum

Three substantive members of the Remuneration Sub-Committee will be deemed to be a Quorum.

Funds

Forster Memorial Fund

The Forster Memorial Find was established in 1938 when Mrs FR Hill gave £1,000

to the Scout Association in memory of her father, Sir Ralph Forster Bt. The capital being invested with the income to be used annually to help an individual Scout (if possible from Surrey) in training for a career. In 1997, the Fund was handed over by the Scout Association to Surrey County Scout Council to administer.

The purpose of the Fund (which includes any undistributed balances from previous years) is to be used to provide relevant financial support to individual Scouts, Explorer Scouts and Network Scouts (in all cases under the age of 25) in Surrey. It is to enable them to further their careers or citizenship, to be interpreted as to include retraining in the event of enforced career changes. This may include the legitimate cost of undertaking parts of the following

Chief Scouts Award

Queens Scout Award

Explorer Belt

Duke of Edinburgh's Award

Adult Training when incurred as part of the above.

Applications will only be considered from individuals who will need to state how the Grant will be used to assist with a future career or retraining.

Under no circumstances will applications be considered from Scout Groups, Scout Troops, Explorer or Network Scout Units. Retrospective applications will also not be considered.

Details about the Forster Memorial Fund which replicates the above details, and which contains an application form is available to download from the County website.

Staff in the County Office will arrange for applications to be considered by the County Lead Volunteer, County Chair, and County Treasurer whose collective decision shall be final. The outcome of applications received will be reported to the next meeting of the County Board of Trustees.

County Lead Volunteer's Discretionary Fund

The County Lead Volunteer's Discretionary Fund exists to help with individual cases of hardship to enable a member of Surrey Scouts to take part in a Scouting activity in which they would not otherwise be able to participate.

Applications for grants from the Fund may only be made by the appropriate District Lead Volunteer and should be sent to the County Office. There are no forms to complete. Applications must show the activity that the young person would like to participate in, the relevant costs of that activity and why help is being asked for to enable the person to take part in that activity. The County Lead Volunteer in consultation with the County Chair and County Treasurer will consider applications.

Grants made from the County lead Volunteer's Discretionary Fund will be reported, in broad terms and in confidence, to the next meeting of the County Board of Trustees.