

ScoutsCymru
CONSTITUTION
October 2016



ScoutsCymru Constitution - Version History

The Constitution						
Title		Version	Date	Changes	Author	
ScoutsCymru Constitution		3	13.03.2016	<ul style="list-style-type: none">Name change from ScoutsWales to ScoutsCymru.Altered Chairman/men to Chair(s)Addition of Regional Commissioners	Chris Hollis	
The Schedules						
No.	Title		Version	Date	Changes	Author
1	Volunteer Operational Structure		5	13.03.2016	Brought into line with actualities. Name Change	
2	Volunteer Governance Structure		3	13.03.2016	Name Change	
3	Definition of Cymrawd Member		3	13.03.2016	Name Change	
4	Terms of Office		3	13.03.2016	Name Change	
5	The Procedure for Nominations, Elections, Postal Ballots and Results		3	13.03.2016	Name Change	
6	Terms of Reference for Committees		-	-	-	
6a	Finance and Resources		5	10.10.2020	Reviewed & updated	
6b	Yr Hafod		4	10.10.2020	Reviewed & updated	
6c	Cornel		4	10.10.2020	Reviewed & updated	
6d	Appointments Advisory Committee		4	10.10.2020	Reviewed & updated	
6e	The Appointments Process		5	13.03.2016	Name Change	
6f	Business & Projects Committee		1	06.10.2018	New Committee	
6g	SWAT (ScoutsCymru Water Activities Team)		2	10.10.2020	Reviewed & updated	
6h	Nominations & Governance Committee		1	10.10.2020	New Committee	
6i	Risk Committee		1	10.10.2020	New Committee	
7	Collegiate Regions in Wales		3	13.03.2016	Name Change	
8	Statement of Internal Financial Control		4	06.10.2018	Reviewed & updated	
9	Management of Assets		3	13.03.2016	Name Change	

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ScoutsCymru

Constitution

This constitution was adopted by ScoutsCymru (formerly ScoutsWales and prior to that “The Welsh Scout Council”) at the Annual General Meeting held on 05.11.2016 and is intended to supersede and replace the “Constitution of ScoutsWales” dated 18.10.2014.

IT BEING AGREED THAT:

- A. In accordance with the Policy, Organisation and Rules of The Scout Association “POR” (as amended from time to time), ScoutsCymru adopts the Fundamentals and Key Policies relating to Religion, Equal Opportunities, Safety, Child Protection, Anti-Bullying and Development. In addition, ScoutsCymru has adopted a Welsh Language Scheme.
- POR can be found on The Scout Association’s web site and the Welsh Language Scheme can be found on the ScoutsCymru’ web site or can be obtained from the ScoutsCymru’ office.
- B. Any anomaly or question of interpretation arising with regard to the rules herein and the Schedules shall be interpreted in accordance with the POR.
- C. Any addition, alteration or amendment to the main body of this Constitution shall only be effective if approved by both the Board of ScoutsCymru and the Board of The Scout Association (UK) whereas any addition, alteration or amendment to the Schedules shall only be effective when approved by the Board of Trustees of ScoutsCymru.

1. Establishment of ScoutsCymru as Scouting Country Headquarters for Wales

- 1.1. ScoutsCymru (formerly known as ScoutsWales) was established in 1925 by The Scout Association in pursuance of its Royal Charter 1912 (as amended).
- 1.2. ScoutsCymru is an autonomous, not-for-profit organisation registered as an educational charity (Charity Number 522572).
- 1.3. ScoutsCymru shall be bound in all respects by Statute Law as it applies in Wales, by POR and by the rulings and decisions of The Scout Association.

2. The Purpose of ScoutsCymru

The Purpose of ScoutsCymru is:

- To actively engage and support young people in their personal development, empowering them to make a positive contribution to society;
- To provide support to the volunteer management structure in Wales;
- To provide a distinctive Welsh identity for Scouting in Wales;
- To provide a Welsh forum for consultation within the Movement;
- To authorise and administer a programme of events and badges particular to Wales;
- To generate sufficient funds, including the charging of an annual membership fee, to support the business of ScoutsCymru.

3. Structure of Scouting in Wales

- 3.1. Scouting in Wales is organised in Scout Groups, Scout Districts, Scout Areas and Country Headquarters. These 'units', each of which are formed and operate as separate charities, also establish a local support network which provides:
- Support for the delivery of the Scouting youth programme;
 - Support and training for adult roles;
 - Support for the training of Young Leaders;
 - Channels for communication;
 - Opportunities for youth members and adults to make decisions and take responsibility.
- 3.2 Operational Scouting
- Operational Scouting is led by the Chief Commissioner for Wales (wherever used, this term shall include the plural where more than one Chief Commissioner has been appointed). The Chief Commissioner is assisted and supported by a team of volunteers with defined responsibilities. (See Schedule 1 – ScoutsCymru Volunteer Operational Structure).

4. Governance

- 4.1 ScoutsCymru is governed by the ScoutsCymru Board of Trustees which relies on many different people to be able to govern well – volunteers, advisors, staff and others with an interest or stake in ScoutsCymru(stakeholders).
- 4.2. A trustee board provides good governance and leadership to ScoutsCymru by:
- Understanding their role;
 - Ensuring delivery of organisational purpose;
 - Working effectively both as individuals and as a team;
 - Exercising effective control;
 - Behaving with integrity;
 - Being open and accountable.

For Governance Structures – See Schedule 2 – Volunteer Governance and Committee Structure.

5. The Council of ScoutsCymru

- 5.1. The Council of ScoutsCymru (The Council) is the formal, electoral and representative body led by the Chief Commissioner for Wales who is the ex officio Chair of The Council.
- 5.2. The management functions of The Council are delegated to a Board of Trustees (The Board).
- 5.3. The Chief Commissioner, the Chair of the Board of Trustees and the Board of Trustees are accountable to The Council for the satisfactory management of ScoutsCymru.
- 5.4. Membership of The Council is open to:
- (i) Ex officio Members
- The Chief Scout of the United Kingdom;
 - The UK Chief Commissioner;
 - The Chair of the UK Board of Trustees;
 - The President of ScoutsCymru;
 - Vice Presidents of ScoutsCymru;
 - The Chief Commissioner for Wales;
 - The Chair of the Board of Trustees;
 - Treasurer of the Board of Trustees;

- The Secretary of the Board of Trustees (unless the Secretary is employed by ScoutsCymru);
- Deputy Chief Commissioner(s) (if appointed);
- Vice-Chair of the Board of Trustees (if appointed);
- Assistant Chief Commissioner(s) (if appointed);
- ScoutsCymru Advisers;
- Regional Commissioners (if appointed);
- The Area Commissioner and one Deputy Area Commissioner (if appointed) for each Area in Wales;
- The President, Chair, Secretary and Treasurer of each Area Scout Council in Wales;
- All members of the Board of Trustees of ScoutsCymru;
- Any member of the Scout Movement in Wales who is a member of the Council of The Scout Association.

(ii) Appointed Members

- One Scouter appointed annually by each Area Scout Council in Wales;
- One Trustee, other than an Area office bearer, from either an Area, District or Group Executive, appointed annually by each Area Scout Council in Wales;
- One representative between the ages of 18 and 25 years appointed annually by each Area Scout Council in Wales.

(iii) Invited Members (Non- voting)

- All employees of ScoutsCymru;
- Such persons as the Board of Trustees or the Chief Commissioner for Wales shall from time to time decide. These may include representatives of any organisations with whom ScoutsCymru works e.g. GirlGuiding Cymru, DofE Wales, religious bodies, Local Authorities;
- Cymrawd members (See Schedule 3 Definition of Cymrawd Member).

5.5 Appointments, Nominations and Approvals (See Schedule 4 – Terms of Office)

(i) The President

The President is nominated by the Chief Commissioner and approved by The Council and will serve for an agreed period. It is an honorary appointment without portfolio, but from time to time the President may be requested to carry out particular tasks by the Chief Commissioner and the Chair of The Board.

(ii) Vice Presidents

Vice Presidents are nominated by the Chief Commissioner and approved by The Council and will serve for a period as stated in Schedule 4. This is an honorary appointment without portfolio.

(iii) The Chief Commissioner for Wales

- The Chief Commissioner role can be undertaken on a sole or joint basis. Where undertaken on a joint-basis, the particulars of the role-sharing shall be agreed between the said Chief Commissioners;
- The Chief Commissioner is appointed by the UK Chief Commissioner following the HQ appointment process;
- The Chief Commissioner will act as Chair of the Council of ScoutsCymru and be responsible for the appointment of the Chair of The Board and, in consultation with the Chair, is also responsible for the appointment of certain other members of The Board;

- The Chief Commissioner through an appropriate appointment process, may appoint a Deputy Chief Commissioner, Assistant Chief Commissioners, Commissioners Wales and such Chairs of Wales Project Teams as may be appropriate. These Commissioners and Chairs are personal assistants of the Chief Commissioner, appointed to assist in carrying out the functions of the role;
- Through the Headquarters appointment process, the Chief Commissioner is responsible for recommending the appointment of Regional Commissioners and Area Commissioners in Wales. The Chief Commissioner is responsible, with Regional Commissioners (if appointed), for supporting Area Commissioners in providing Scouting for young people.

5.6 Meetings of the Council

5.6.1 The Annual General Meeting (AGM)

- (i) The Council shall meet at least once every year to receive reports, to elect Officers, and to authorise amendments to its own Constitution.
- (ii) The Council must hold an Annual General Meeting within nine months of the end of each financial year to:
 - Note the Annual Report of the Board of Trustees, including the annual statement of accounts;
 - Approve the Chief Commissioner's appointment of the Chair of the Board of Trustees as necessary;
 - Approve appointed members of the Board of Trustees as necessary;
 - Approve the appointment of a Treasurer as necessary;
 - Elect a Secretary (unless the Secretary is employed by ScoutsCymru);
 - Note the result of the elections for members to the Board of Trustees;
 - Appoint an auditor, or as required by Charity legislation;
 - Elect certain members of The Board and confirm their appointments;
 - Authorise any proposed amendments of the Constitution and/or note amendments to the Schedules of the Constitution;
 - Approve the co-option of Board members to fill any vacancies in the event of there being insufficient number of persons elected.

5.6.2 Extraordinary General Meetings of the Council

An Extraordinary Meeting of The Council may be called at any time if requested by the Chief Commissioner, the Chair of the Board of Trustees or any fifteen members of The Council acting collectively.

5.6.3 Procedure at Meetings of the Council

- (i) At least twenty-one days' notice of all meetings of The Council shall be given to its members in such manner as The Council or the Board of Trustees may from time to time decide. The accidental omission to give notice to any member in the prescribed manner shall not invalidate the meeting.
- (ii) Subject to Clause (i), no business shall be transacted at any meeting of The Council unless twenty-one days prior notice has been sent to members. However, if any business is admitted to the meeting as urgent by the Chief Commissioner, or Chair of the Board of Trustees, two thirds of the members present may sanction its inclusion.
- (iii) The quorum for all meetings of The Council is 25% of its membership, which must include either a Chief Commissioner, or the Chair of the Board of Trustees.
- (iv) The procedure for Elections, Nominations, Postal Ballots and Results can be found in Schedule 5 - The Procedure for Nominations, Elections, Postal Ballots and Results.

6. The Board of Trustees of ScoutsCymru

6.1 The Board is the delegated strategic and operational decision-making body which carries out the business of ScoutsCymru and is responsible for ensuring good Governance.

- (i) The Board is responsible for the management of the affairs and administration of ScoutsCymru activities in accordance with the requirements of Charity legislation and POR. In particular, The Board must ensure that accounts are kept of the assets, credits and liabilities of ScoutsCymru, approve the annual budget and shall present an annual report and audited accounts to the Annual General Meeting of the Council.
- (ii) The Board also supports the Chief Commissioner in meeting the responsibilities of the role.
- (iii) The Board shall have the power to fill any vacancy on The Board until the next Annual General Meeting of The Council.
- (iv) The Chair of The Board is appointed by the Chief Commissioner and approved at the next Annual General Meeting of The Council.
- (v) The eligibility or otherwise of members to serve as Trustees is subject to the requirements of any prevailing legislation.
- (vi) All members are eligible to serve for the prescribed period (see Schedule 4 – Terms of Office).
- (vii) The Board may establish any committee that it deems necessary and delegate any of its powers to the committee as required. The Committee should include at least one Board member. At least half of the members of the committee should be members of the Scout Movement in Wales. The Chief Commissioner for Wales and the Chair of The Board have a right of attendance at any of the committees established by The Board (see Schedule 2 Volunteer Governance and Committee Structure). For Terms of Reference for all Committees see Schedules 6.(a) – (d)
- (viii) For the avoidance of doubt, any such committee or task and finish group of such committee shall remain responsible and accountable to the Board of ScoutsCymru.
- (ix) The Board will, from time to time, define which Scout Areas are deemed to be in North, Mid & West Wales, and South Wales for election purposes (see Schedule 7 - Definition of Collegiate Regions in Wales).

6.2 The Board consists of:

(i) Ex officio Members (Voting Trustees)

- The Chair;
- The Treasurer;
- The Secretary (unless the Secretary is employed by ScoutsCymru);
- The Chief Commissioner for Wales;
- One Deputy Chief Commissioner (if appointed);
- The elected person from Wales to the Board of Trustees of The Scout Association;
- The Chair of each ScoutsCymru Training and Scout Centre.

(ii) Elected Members (Voting Trustees)

- Up to six members of the Scout Movement in Wales elected at the Annual General Meeting of The Council being from the 3 Collegiate Regions of Wales as currently defined in Schedule 7;
- Up to four members of the Scout Movement in Wales between the ages of 18 and 25 elected at the Annual General Meeting of The Council;
- Any proposal to change the maximum number of elected members must be the subject of a resolution by The Council;
- The election of members shall be in accordance with Schedule 5.

(iii) Appointed Members (*Voting Trustees*)

- Following selection, up to four persons may be appointed at any time, by the Chair in consultation with the Chief Commissioner, to meet the skill requirements of The Board; their appointments must be approved at the next Annual General Meeting;
- Persons appointed need not, at the time of their appointment, be Members or Associate Members of the Scout Association, provided always that those so appointed, accept to become at least Associate Members on their approval by the Council at the following Annual General Meeting.

(iv) Co-opted Members (*Voting Trustees*)

- The Board may co-opt members as required;
- The number of co-opted members and appointed members taken together must not exceed the number of elected members.

(v) Invited Members (*Not Trustees, Non-voting*)

- The President of ScoutsCymru;
- The Senior Staff Officer;
- Executive Secretary/Office Manager (who may be the Secretary to The Board);
- Any other person deemed appropriate for The Board's current business may be invited at the Chair's discretion.

(vi) Right of Attendance (*Not Trustees, Non-voting*)

- Any Regional Commissioner, Area Commissioner or Area Chair may exercise a right of attendance at meetings of The Board on giving at least seven days' notice to the Secretary. They may also make a request, or be invited by the Chair, to address The Board on any relevant matter;
- Any other member of ScoutsCymru has the right to attend meetings of The Board and put forward matters for discussion by The Board, without the right to speak or vote, on giving at least fourteen days' notice to the Secretary.

6.3 Appointments, Nominations and Approvals

(i) The Chair of The Board

- The Chair of The Board is appointed by the Chief Commissioner and approved at the Annual General Meeting of ScoutsCymru.
- The Chair, in consultation with the Chief Commissioner, may appoint any member of The Board to be Deputy Chair, subject to the approval of a majority of its members;
- If a Deputy Chair has not been appointed and the Chair of the Board is not available, the members present shall choose one of their number to be Chair of that meeting.

(ii) The Treasurer

- The Treasurer is appointed by the Board of Trustees and approved at the Annual General Meeting of The Council;
- The Treasurer is responsible for the administration of the finances and accounts of ScoutsCymru and for advising The Board on financial and investment policy.

(iii) The Secretary

- The Secretary may either be appointed by the Board and approved at the Annual General Meeting of the Council or may be an employee of ScoutsCymru;
- The Secretary will normally act in that capacity for both The Council and The Board and, if the appointment has been by election, will be an ex officio voting member of both bodies. If the Secretary is employed by ScoutsCymru, attendance at meetings will be as an invited, non-voting Member and not as a Trustee.

(iv) ScoutsCymru Advisers and Assessors

ScoutsCymru Advisers and Assessors are appointed by the Chief Commissioner in consultation with members of the appropriate team, as required. All appointments to be approved at the next meeting of The Board.

(v) The Elected member from Wales on the Board of The Scout Association

One seat on the Board of Trustees of The Scout Association is reserved for an elected member from Wales. The nomination and election procedures will be the same as those applying to all other elected seats on the Board of the Scout Association and will be administered by The Scout Association in accordance with the rules prevailing at the time.

6.4 Meetings of the Board

- 6.4.1 The Board must meet on at least three occasions per year excluding the Annual General Meeting of The Council.
- 6.4.2 No person shall be eligible for election, appointment or co-option to The Board who is in the paid employment of ScoutsCymru.
- 6.4.3 The quorum for all meetings of The Board is one third of its membership, plus one (in line with current Charity Commission recommendations), which must include either the Chief Commissioner for Wales or The Chair of The Board. A simple majority of Trustees present must be members of the Scout Movement in Wales.
- 6.4.4 Decisions are made by a simple majority of votes of those present at the meeting. In the event of an equal number of votes being cast on either side in any issue, the Chair does not have a casting vote and the matter is taken not to have been carried.
- 6.4.5 The Chief Commissioner, in consultation with The Chair of The Board, shall be deemed to have full authority to act in the name of The Board between its ordinary meetings, subject to such directions as may be issued by The Board. (See Schedule 8 Limits of Authority).
- 6.4.6 All trustees are expected to attend all meetings of the Board and Committees of which they are members. Should a member miss three consecutive Board meetings, without due cause accepted by the Board, they will be deemed to have resigned.
- 6.4.7 The Board will notify The Council six months before the Annual General Meeting which elected positions will become vacant.

6.5 Extraordinary Meetings

An Extraordinary Meeting of the Board may be called at any time by the Chief Commissioner and the Chair and/or by three members of the Board.

6.6 Committees of the Board of Trustees

- 6.6.1 The Chairs and members of all Committees are appointed by The Board and each Committee must include one or more members of the Board.
- 6.6.2 If the Chair of the Committee is not available, the members of the Committee present shall choose one of their number to be Chair for that meeting.
- 6.6.3 Any Committee may co-opt additional members subject to the approval of the Board, but at least half of its members should be members of the Scout Movement in Wales.
- 6.6.4 The Chief Commissioner for Wales and the Chair of The Board have right of attendance of any Committee established by the Board.
- 6.6.5 Each Committee reports to the Board and makes recommendations, unless it has received authorisation by the Board to act executively. Committees must provide regular operational and financial reports to the Board.

- 6.6.6 The frequency of meetings of Committees will be agreed by the members of each Committee in line with its brief from the Board.
- 6.6.7 The Board may from time to time establish other committees/task and finish groups, which shall remain responsible and accountable to the Board. (See Schedules 6 (a) – (d) Committee Terms of Reference).
- 6.7 Retirement or Cancellation of Membership of The Board of Trustees
- 6.7.1 All members of The Board retire at the Annual General Meeting after their term expires. (See Schedule 4 – Terms of Office.)
- 6.7.2 The Chair (notwithstanding the Terms of Office stated in Schedule 4) will be subject to review, following the appointment of a new Chief Commissioner.
- 6.7.3 Elected members of the Board between the ages of 18 and 25 years shall retire at the Annual General Meeting of the Council held in the third year after the year in which they were elected. They shall be eligible for re-election for up to a further and final period of three years. All 18-25 year old Trustees must retire at the Annual General Meeting following their 25th birthday.
- 6.7.4 Any member of the Board shall vacate office and immediately cease to be a member if:
- The member is disqualified from acting as a Trustee of a Charity by virtue of any Act of Parliament or Statutory Regulation currently in force;
 - The member ceases to hold the office or possess the necessary qualifications to be a member of The Board;
 - At a meeting of The Board, properly convened for the purpose, a majority of two thirds of the members present and voting resolve by ballot that an elected or appointed member should retire.
 - In the reasonable opinion of the Board, the member has brought or is likely to bring ScoutsCymru and/or The Scout Association into disrepute.
 - The member resigns by notice in writing.

7. Management of Assets

As a Registered Charity, ScoutsCymru is required to act strictly within the provisions of Charity legislation.

7.1. Finance

The Treasurer shall administer the finances and keep the accounts of ScoutsCymru under the direction of The Board and in accordance with the financial reporting regulations for charities and the rules of The Scout Association.

7.2. Property and Securities

- The Board shall have the delegated authority to purchase or acquire any property, rights or privileges and dispose of any property, rights or privileges, that are owned by ScoutsCymru;
- Any land, securities, monies or other properties requiring a documentary title, which may be owned or acquired by ScoutsCymru, shall be held in trust on its behalf by The Scout Association Trust Corporation. Any other monies, properties or securities owned or acquired by ScoutsCymru must be held in a proper account in the name of ScoutsCymru and administered by the Board or a person or persons authorised by The Board. (See Schedule 9 Management of Assets);
- The Training and Scout Centre's at Yr Hafod and Cornel are the responsibility of ScoutsCymru and are managed by their Management Committees. Trusteeship is vested in The Board.

7.3. Disposal of Assets at Closure

If ScoutsCymru (known by this or any other name) ceases to exist as an organisation within the Scout Association, all resources, funds, land and property which it owns, or which by virtue of POR, it does or may become entitled to, will, subject to law, pass automatically to The Scout Association which shall use or dispose of these assets at its absolute discretion.

8. Trustee Liability

Trustees shall be entitled to be indemnified in respect of the consequences of their lawful actions and/or omissions and decisions by the assets of the Trust. Trustee roles shall also be covered by the Trustee Indemnity Insurance arranged and administered by The Scout Association.

9. Amendments to The Constitution

- No alterations, additions or amendments to the Constitution shall be made, unless at least three months' notice, setting out the proposed alteration, addition or amendment, has been sent to all members of the Council;
- Any such alterations, additions or amendments to the Constitution, must be carried by a vote in favour by two thirds of the members present at the Annual General Meeting or a meeting of the Council called for that purpose.

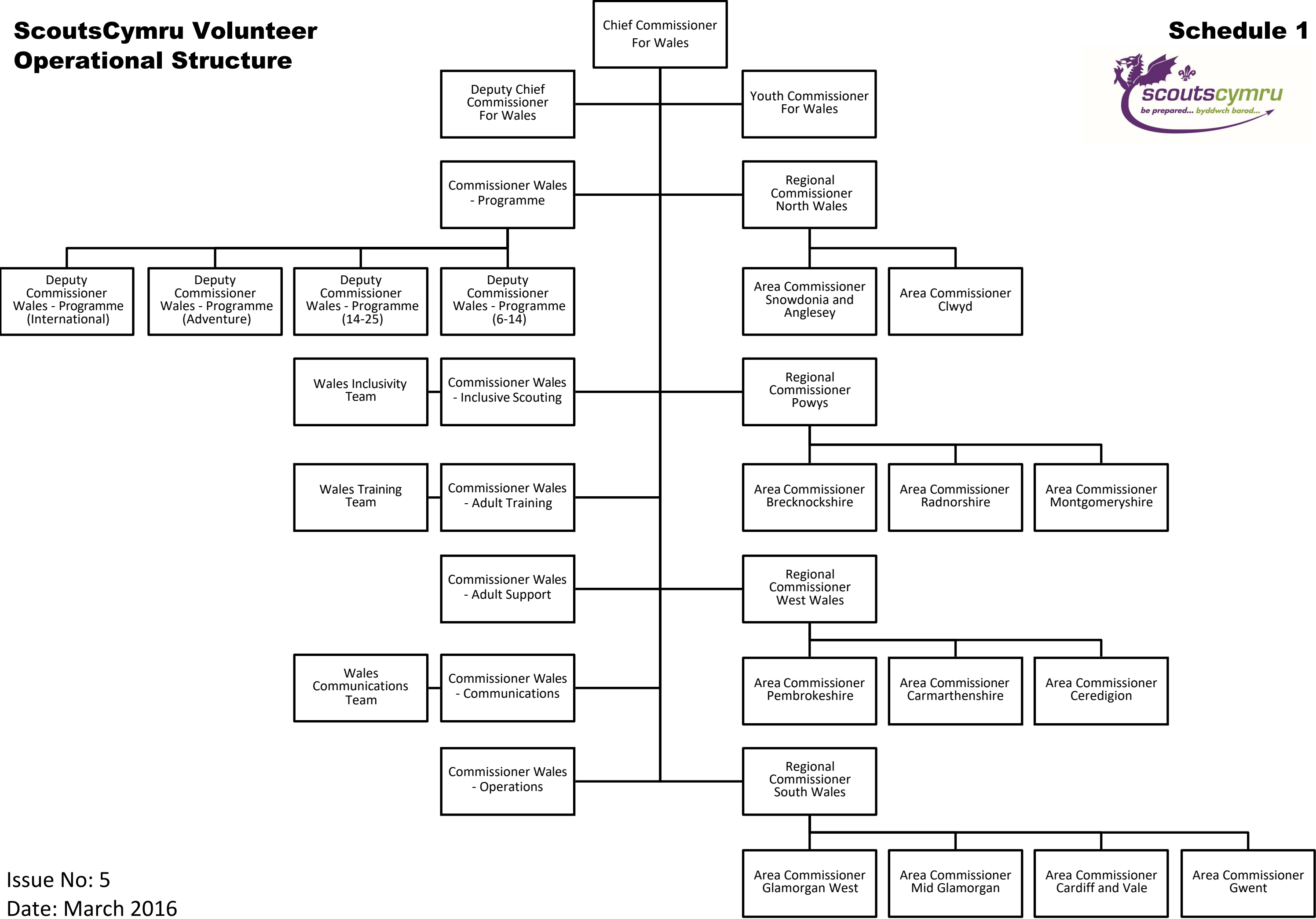
10. Schedules to The Constitution

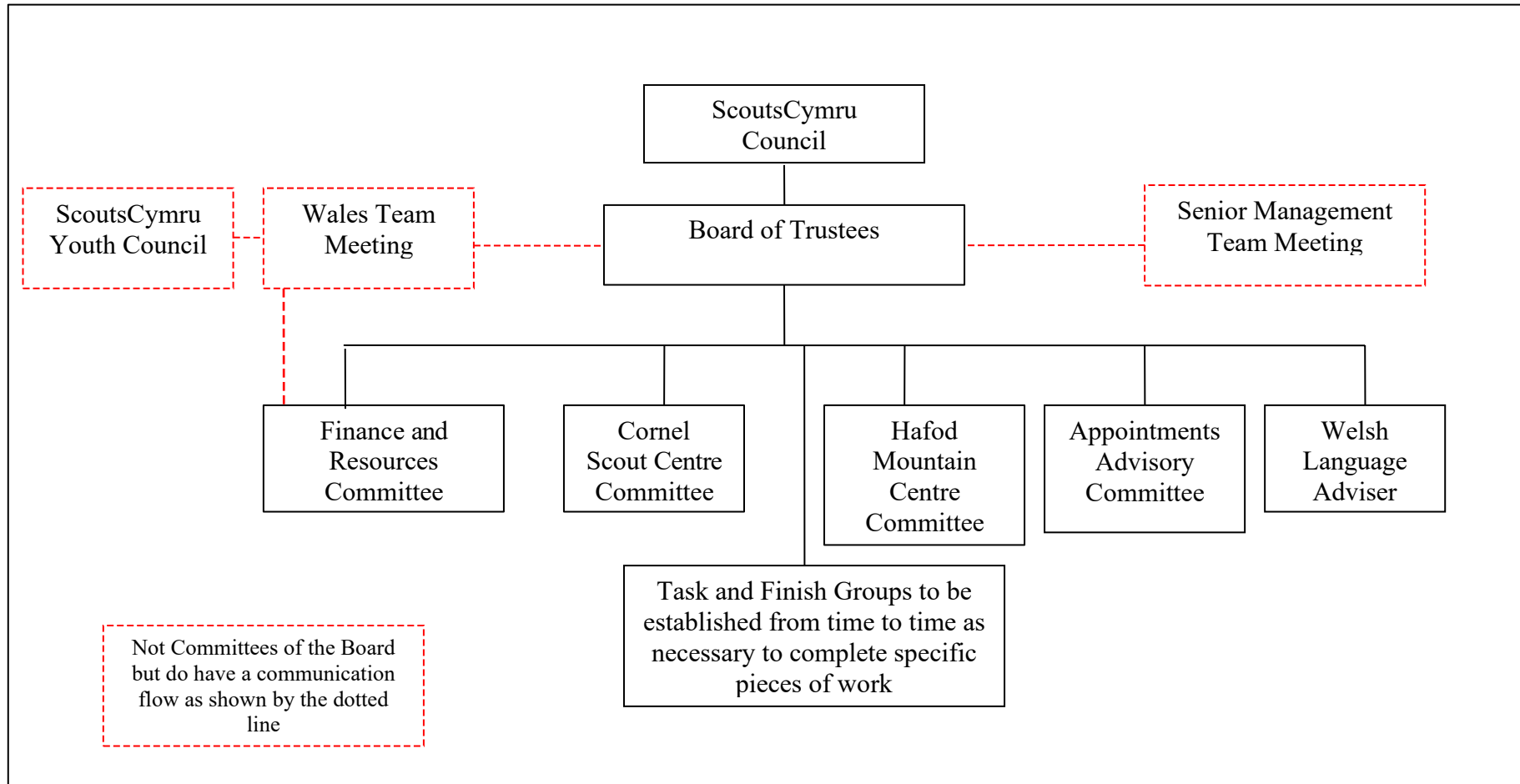
10.1. The Schedules to the Constitution shall have the purpose of clarifying any matter set out in the Constitution.

- (i) The Board shall have power to amend, correct, extend or replace the Schedules at any time, provided that:
 - No changes are made which would give rise to a conflict between the Schedules and the Constitution;
 - In any case of doubt or ambiguity the Schedules shall so far as possible, be interpreted to be consistent with the provisions of the Constitution and POR of The Scout Association;
 - Due and relevant consultation has taken place with the Regional and Area Commissioners.
- (ii) Changes to the Schedules shall have effect immediately following the passing of any relevant resolution by the Board, but they shall not be binding upon any person directly affected by any change until that person shall have received express notice of the making of the resolution.
- (iii) A revised copy of the Schedules shall be sent to members of The Council for noting at the next Annual General Meeting of The Council and:
 - The revised copy may incorporate all such changes as may have taken place whether or not made on a single occasion;
 - The Annual General Meeting of The Council shall not be required to ratify the revised Schedules;
 - The Schedules do not need to be sent to the Board of The Scout Association for approval.

ScoutsCymru Volunteer Operational Structure

Schedule 1





Definition of
Cymrawd Member

Cymrawd Member is the name used for an Associate Member of ScoutsCymru.

Membership is open to any person who has retired from a ScoutsCymru appointment.

These include:-

Presidents

Life Presidents and Vice Presidents

Chief Commissioners for Wales

Youth Commissioner

Deputy Chief Commissioners

Assistant Chief Commissioners

Commissioners Wales

Deputy Commissioners Wales

Chair of the Board

Board Members

Chairs of any Committee

Advisors

Assessors

Regional Commissioners

Area Commissioners

Media Manager

And anyone at the discretion of the Chief Commissioner and the Chairman

Members will pay the ScoutsCymru membership fee as defined each year by the Board of Trustees.

Members do not need to be members of the Scout Association.

Members will be invited to the AGM each year and other events as appropriate.

Terms of Office

The following terms of office are given for holders of office or appointments on the Board of Trustees:

- | | |
|---|--|
| • The President | By agreement |
| • Vice Presidents (unless Life Vice Presidents) | Five years, renewable |
| • The Chair of the Board of Trustees | Three years, renewable up to six years, and annually thereafter up to a maximum of ten years |
| • The Treasurer | Three years, renewable up to six years, and annually thereafter up to a maximum of ten years |
| • The Secretary
(unless employed by ScoutsCymru) | Three years, renewable up to six years, and annually thereafter up to a maximum of ten years |
| • Elected Trustees | Three years renewable up to six years. May be re-elected after a two year lapse. |
| • Appointed Trustees | Three years renewable up to six years. May be reappointed after a two year lapse |
| • Chairs of Committees | Three years, renewable up to six years. |
| • Chair of Training and Scout Centre's | Five years renewable up to ten years and annually thereafter. |
| • Co-opted Trustees | Annually. |
| • Representatives on outside bodies | Annually, renewable up to six years. |

The Procedure for Nominations, Elections, Postal Ballots and Results.

1. Election of Members of the Board of Trustees

- (i) There are ten seats on the Board for Elected Members, allocated as follows:
 - Two seats for persons from North Wales;
 - Two seats for persons from Mid & West Wales;
 - Two seats for persons from South Wales;
 - Four seats for members between the ages of 18-25 from any part of Wales.
- (ii) All Elected Members (as with all other members of the Board) must bring appropriate skills to the Board and exercise responsibility as a Trustee for the good of Scouting in Wales, and not just one part of the country.
- (iii) All terms of office are effective from the date of the Annual General Meeting unless determined otherwise (Schedule 4 – Terms of Office).
- (iv) All Elected Members may serve for three years. If they wish to continue, they must then seek re-election for a further and final period of three years. Once a total of six years has been served as an elected member of The Board in any of the categories above, there must be a break of at least two years before re-election is sought.
- (v) Any Member or Associate Member of the Scout Association in Wales over the age of 18 years, at the date of the Annual General Meeting, may stand for election to the Board.

2. Nomination process

- (i) To be nominated for election, a Candidate must be proposed and seconded by any current member of The Council.
- (ii) A Candidate may stand for one seat only and must be a member of the Scout Movement in the appropriate part of Wales.
- (iii) On the nomination Form the candidate will be invited to outline the skills they can bring to the Board of Trustees

2.1. All members of The Council will be eligible to cast votes for all Candidates, irrespective of which part of Wales they come from.

2.2. Election information and nomination forms will be circulated to all members of the Council at least four months before the Annual General Meeting.

2.3. Not less than thirty-five days before the Annual General Meeting of The Council, the Board will appoint two Election Officers to deal with matters relating to the election of the members of the Board. The Election Officers must not be voting members of the Council or the Board, but may be employees of ScoutsCymru. Two Deputy Election Officers will also be appointed to cover the possible non-availability of the Election Officers.

2.4. The Election Officers will verify that the persons nominated and their proposers and seconders are all appropriately qualified. They will also ascertain whether the number of nominations exceeds the numbers of vacancies for elected membership of the Board, and if so, make preparations for an election.

- 2.5.** Not less than twenty-eight days before the Annual General Meeting, the Election Officers will send to every member of the Council a voting paper showing the names of those persons who have been proposed and seconded, together with an envelope addressed to the Election Officers at the ScoutsCymru Office and with the words "VOTING PAPER" clearly printed on the face.
- Each voting paper must bear a statement that only those votes received at the Office by noon on the day before the Annual General Meeting of the Council will be held to be valid.
 - Each envelope received at the Office, must be placed unopened in the ballot box, and a record kept of the number of envelopes deposited.
 - On the day before the Annual General Meeting, the Election Officers will open the ballot box and count the unopened envelopes to ensure that the total number equates with the number of envelopes deposited. The Election Officers, together, will then open the envelopes contained in the ballot box, and count and record the votes cast in favour of each person nominated.
 - The Election Officers will then prepare a certificate containing a record of the numbers of voting papers received and of the votes cast. This certificate will be placed in a sealed envelope clearly marked: "Annual General Meeting of the ScoutsCymru Council, (Year), Election of Members of the Board." At the same time the Election Officers will prepare and seal a second envelope containing the voting papers received.
 - Both envelopes, unopened, will be in the possession of the Election Officers at the Annual General Meeting of the Council.

3. The Election Result

- The Election Officers or their Deputies must be in attendance at the Annual General Meeting in order to answer any questions which may be put in connection with the conduct of the postal voting.
- At the Annual General Meeting the Election Officers will open the envelope containing the certificate referred to in paragraph above, and hand it to the Chair of The Council who will read aloud the results of the election to the members of The Council present. The Candidates with the highest number of votes, and who hold Scout appointments in those parts of Wales where vacancies have been notified, will be declared elected.
- Unless a question is put at the Annual General Meeting which makes further reference to the voting papers necessary, they must be destroyed by the Election Officers.



FINANCE AND RESOURCES COMMITTEE

TERMS OF REFERENCE

1. Members

- 1.1. The committee shall be between 8 and 11 members, including
 - 1.1.1 The chair who must be a trustee, will be appointed by the board
 - 1.1.2 The Treasurer of ScoutsCymru
 - 1.1.3 At least 2 members of The ScoutsCymru Board of Trustees (Board) with relevant financial experience, one of whom should be aged 25 or under
 - 1.1.4 At least 1 member of the Wales Team with relevant financial experience
 - 1.1.5 At least 1 independent member with relevant financial skills and experience
 - 1.1.6 The Head of Operations
- 1.2. Appointments to the committee will be confirmed each year at the board meeting after the AGM

2. Quorum:

- 2.1. One third of the membership (rounded using the standard mathematical principles) plus one other member including at least the Treasurer or the Chair.

3. Frequency

- 3.1. At least three meetings per annum

4. Rights of attendance

- 4.1. The Chair and all members of the Board, the Chief Commissioner of Wales, the chairs of Hafod and Cornel have a right of attendance in a non-voting capacity.
- 4.2. Any others, by prior notice to and with the permission of the Committee Chair, may also attend in a non-voting capacity.
- 4.3. Attendance of committee meetings is permitted via electronic means e.g. MS Teams

5. Purpose

- 5.1. To consider, to advise on or determine, as appropriate, the strategies and policies for the effective and efficient use of ScoutsCymru's financial, physical, and human resources, and to be responsible to the Board of Trustees for ensuring the solvency of ScoutsCymru and the safeguarding of its assets.

6. Strategies

- 6.1. To consider, to advise or determine as appropriate, ScoutsCymru's strategies relating to finance, human resources, health and safety, estates, facilities, IT systems ensuring alignment with ScoutsCymru's strategy.

7. Remit:

The Finance and Resources Committee is responsible to the Board for:

- 7.1. The monitoring of ScoutsCymru policies on all financial, HR, Health & Safety and associated matters including the reserves policy, investment policy and financial controls such as expenses policy, making recommendations to the Board as appropriate.
- 7.2. Reviewing and monitoring all such policies, making recommendations to the board as appropriate.
- 7.3. Recommending to the Board of Trustees an annual budget for ScoutsCymru and the level of the ScoutsCymru Membership Subscription.
- 7.4. Regularly reviewing performance against budget and plan and generally taking responsibility on behalf of the Board for overseeing all financial aspects of the Charity's operations so as to ensure short- and long-term viability.
- 7.5. Contributing to the development of and monitoring the performance of ScoutsCymru long term financial strategy.
- 7.6. Approving the strategy and asset allocation of ScoutsCymru' investments, monitoring the performance of the investment managers and periodically reviewing their appointment.
- 7.7. Reviewing ScoutsCymru statutory accounts and debating these with the external auditors (whilst the committee has responsibility for this it may delegate the debating action to the Treasurer and/or the Chair of the Committee)
- 7.8. Monitoring, appraising performance and making policy recommendations to the Board in respect of Cornel and Hafod in North Wales, SWAT and any other revenue generating activities.
- 7.9. Monitoring, appraising and making recommendations to the Board in respect of property owned or used by ScoutsCymru.
- 7.10. The annual review of the salary package for all staff and associated benefits.
- 7.11. The periodic review of the total reward structure.
- 7.12. Oversight of all other human resources activities in relation to employed staff.

- 7.13. Attending to all matters relating to Health and Safety affecting ScoutsCymru and its employed staff.
- 7.14. Monitoring (at least every six months), reviewing and acting in relation to risks associated to the Committee
- 7.15. Approving and monitoring of budgets and financial liabilities of ScoutsCymru Board approved projects in conjunction with the Business and Project Committee.
- 7.16. Administration of ScoutsCymru Grant Scheme applications.
- 7.17. Considering, and (where appropriate and within the Committee's delegated authority) approving, all decisions and recommendations made by other Committees of the Board or the Senior Staff Team which involve substantial expenditure outwith approved budget limits by reference to the list of authorities decided by the Board from time to time.
- 7.18. Any other work delegated to it by the Board.

8. External Advice

- 8.1. The committee may seek the services of such external advisers as they consider necessary to fulfil their responsibilities.

9. Reporting

- 9.1. Minutes of all Committee meeting (or a summary of the Minutes approved by the Committee Chair) will be circulated to the Board.

10. Authority

The Committee is authorised:

- 10.1. To seek any information, it requests from any employee or volunteer in order to perform its duties; and
- 10.2. To require the attendance of any employee or volunteer at a meeting of the Committee (or at a meeting of any part of the Committee arranged for a specific purpose) as and when required.



YR HAFOD SCOUT MOUNTAIN
TRAINING CENTRE COMMITTEE
TERMS OF REFERENCE

1. Chair

- 1.1. The Chair will be appointed by the Board through a process determined from time to time by the Board of Trustees; the Chair will become a Trustee of ScoutsCymru.

2. Vice Chair, Secretary, Treasurer,

- 2.1. The above roles will be appointed by the Committee and agreed annually by the Trustees of ScoutsCymru.

3. Members

- 3.1. Chair
- 3.2. Vice Chair
- 3.3. Secretary
- 3.4. Treasurer
- 3.5. Booking Contacts (House and Course)
- 3.6. Warden
- 3.7. Staffing Person
- 3.8. Other persons with relevant skills appointed by the Committee
- 3.9. A young Association member between the ages of 18 and 25

4. Quorum

- 4.1. One third of the membership rounded up (using standard mathematical principles) plus one other member including at least the Chair, Vice Chair or Chairs nominee.

5. Frequency

- 5.1. At least three meetings per annum

6. Rights of attendance: (non-voting)

- 6.1. The Chair of the Board of Trustees; the Chief Commissioner of Wales.
- 6.2. Any other persons at the discretion of the committee Chair

7. Remit

7.1. The Hafod Scout Centre Committee is responsible to the ScoutsCymru Board of Trustees for the management of the Centre in a safe, sustainable and self-financing manner by:

- 7.1.1. Providing high quality Mountaineering Instruction, NGB courses and Training and Assessment for Scout Activity Permits. for Scouts and Scout Leaders.**
- 7.1.2. Providing high quality indoor accommodation for Scouts, Guides and other organised groups.**
- 7.1.3. Recommending to the ScoutsCymru Finance and Resources Committee an annual budget as part of a 5 year plan for the Centre and the accommodation charges for the following financial year in order to ensure that routine maintenance, repairs and minor improvements are funded by Hafod's own resources.**
- 7.1.4. Forwarding quarterly financial statements to ScoutsCymru Finance and Resources Committee.**
- 7.1.5. Agreeing expenditure proposals where those up to a pre agreed limit (£2,500 in 2015) may be approved by the Centre Chair and those above must be submitted to the ScoutsCymru Finance and Resources Committee for approval.**

Expenditure included in the submitted budget does not need further approval from the Finance and Resources Committee provided:

 - o Sufficient income is being generated to fund the expenditure, or**
 - o This expenditure can be fully funded from the Activity Centre's reserves, whilst still maintaining the required minimum level.**

Where it is intended to seek external funding from grant giving bodies etc. for major improvements, the approval of ScoutsCymru Finance and Resources Committee must be sought prior to any application.
- 7.1.6. Maintaining a minimum financial reserve as specified by ScoutsCymru (£5,000 in 2012) to provide resilience for unexpected expenditure or cost.**
- 7.1.7. Attending to, as far as reasonably practicable, all matters relating to Health and Safety affecting the Centre, its users, maintainers and those managing the Centre.**
- 7.1.8. Ensuring that suitable insurance is in place for risks arising from ownership and operation of the Centre.**
- 7.1.9. Maintaining the Centre Risk Register to monitor and specify appropriate action to control or mitigate any risks identified, forwarding this at least annually to the ScoutsCymru office for inclusion in the full Risk Register.**
- 7.1.10. Forwarding brief 6 monthly and annual reports to the ScoutsCymru office for inclusion in the Trustees meeting agenda.**

- 7.1.11. Providing an efficient booking facility, giving preference to Scout and Guide bookings over non Scout bookings. Non Scout bookings will incur an uplifted charge over Scout and Guide booking.**
- 7.1.12. Managing the bookings for training courses and accommodation so as to maximize the full potential of the hostel.**
- 7.1.13. Working with Snowdonia National Park, Natural Resources Wales, the National Trust and other regulatory bodies to ensure that the Centre does not impact negatively on the National Park.**
- 7.1.14. Maintaining a suitable relationship with our neighbours such that users are not subjected to nuisance or hazard.**
- 7.1.15. Completing any other actions delegated to it by the Board of Trustees.**



**CORNEL SCOUT CENTRE COMMITTEE
TERMS OF REFERENCE**

1. Chair

- 1.1. The Chair will be appointed by the Board through a process determined from time to time by the Board of Trustees; the Chair will become a Trustee of ScoutsCymru.**

2. Vice Chair, Secretary, Treasurer, Booking Contact, Warden

- 2.1. The above roles will be appointed by the Committee and agreed annually by the Trustees of ScoutsCymru.**

3. Members

- 3.1. Chair**
- 3.2. Vice Chair**
- 3.3. Secretary**
- 3.4. Treasurer**
- 3.5. Booking Contact**
- 3.6. Warden**
- 3.7. Assistant Wardens**
- 3.8. Other persons with relevant skills appointed by the Committee**
- 3.9. A young Association member between the ages of 18 and 25**

4. Quorum:

- 4.1. One third of the membership rounded up (using standard mathematical principles) plus one other member including at least the Chair or Vice Chair**

5. Frequency:

- 5.1. At least three meetings per annum**

6. Rights of attendance: (non-voting)

- 6.1. The Chair of the Board of Trustees, the Chief Commissioner of Wales and the Area Commissioner of Snowdonia and Anglesey or their nominee.**
- 6.2. Any other persons at the discretion of the committee Chair.**

7. Remit:

- 7.1. The Cornel Scout Centre Committee is responsible to the ScoutsCymru Board of Trustees for the management of the Centre in a safe, sustainable and self-financing manner by:**
 - 7.1.1. Providing high quality camping and indoor accommodation for Scouts, Guides and other organised groups.**
 - 7.1.2. Recommending to the ScoutsCymru Finance and Resources Committee an annual budget as part of a 5 year plan for the Centre and the accommodation charges for the following financial year in order to ensure that routine maintenance, repairs and minor improvements are funded by Cornel's own resources.**
 - 7.1.3. Forwarding quarterly financial statements to ScoutsCymru Finance and Resources Committee.**
 - 7.1.4. Agreeing expenditure proposals where those up to a pre agreed limit (£2,500 in 2015) may be approved by the Centre Chair and those above must be submitted to the ScoutsCymru Finance and Resources Committee for approval. Expenditure included in the submitted budget does not need further approval from the Finance and Resources Committee provided:**
 - o Sufficient income is being generated to fund the expenditure, or**
 - o This expenditure can be fully funded from the Activity Centre's reserves, whilst still maintaining the required minimum level.**
 - 7.1.5. Where it is intended to seek external funding from grant giving bodies etc. for major improvements, the approval of ScoutsCymru Finance and Resources Committee must be sought prior to any application.**
 - 7.1.6. Maintaining a financial reserve as specified by ScoutsCymru (£5,000 in 2012) to provide resilience for unexpected expenditure or cost.**
 - 7.1.7. Attending to, as far as reasonably practicable, all matters relating to Health and Safety affecting the Centre, its users, maintainers and those managing the Centre.**
 - 7.1.8. Ensuring that suitable insurance is in place for risks arising from ownership and operation of the Centre.**
 - 7.1.9. Maintaining the Centre Risk Register to monitor and specify appropriate action to control or mitigate any risks identified, forwarding this at least annually to the ScoutsWales office for inclusion in the full Risk Register.**
 - 7.1.10. Forwarding brief 6 monthly and annual reports to the ScoutsCymru office for inclusion in the Trustees meeting agenda.**
 - 7.1.11. Providing an efficient booking facility, giving preference to Scout and Guide bookings over non Scout bookings. Non Scout bookings will incur an uplifted charge over Scout and Guide booking.**
 - 7.1.12. Managing the site bookings such that generally the site occupancy is up to 80 users and that during the camping season campsite bookings take preference over hostel bookings.**

- 7.1.13. Working with Snowdonia National Park, Natural Resources Wales and other regulatory bodies to ensure that the Centre does not impact negatively on the National Park or SSSI.
- 7.1.14. Maintaining a suitable relationship with the grazier of Centre land and other neighbours such that users are not subjected to nuisance or hazard.
- 7.1.15. Completing any other actions delegated to it by the Board of Trustee



**SCOUTSCYMRU
APPOINTMENTS ADVISORY COMMITTEE
TERMS OF REFERENCE**

1. Members

1.1. The Committee shall have up to 7 Members, including:

- 1.1.1. Independent Chair**
- 1.1.2. Trustee – Elected Member**
- 1.1.3. Trustee - 18-25 Member**
- 1.1.4. TeamCymru - Commissioner Wales People**
- 1.1.5. Team Cymru - Regional Commissioner**
- 1.1.6. Team Cymru – Area Commissioner**
- 1.1.7. Head of Strategy**

1.2. Members of the Committee shall be appointed by the Board, on the recommendation of the Nominations and Governance Committee

1.3. The Committee Chair shall be recommended to the Board of Trustees, by the Nominations & Governance Committee. The appoint holder ideally will not hold another role within TeamCymru, Board of Trustee or ScoutsCymru Staff Teams and in their absence, one other member from the Committee shall be selected by the Committee, in conjunction with the Chair of Nominations and Governance Committee to act as Chair for that meeting.

1.4. The Chair shall be appointed for a term of three years, after which they can be reappointed for a further three-year term; to a maximum of six years total.

1.5. The Committee Chair shall become an ex-officio member of the Nominations and Governance Committee on appointment for the duration of their term.

2. Quorum

2.1. 50% of the membership (subject to declaration of any conflict of interest) including at least one member of the Board and one member of Team Cymru.

3. Secretariat

3.1. The Appointments Secretary for Wales will provide the secretariat for the Committee and shall have right of attendance at its meetings but as a non-voting member.

4. Frequency

4.1. At least two meetings per annum.

5. Format of Business

5.1. The Committee is able to conduct its business via electronic means which includes Email and/or Video Conferencing and this for the Chair to decide on the appropriate format for the business at hand.

6. Voting

6.1. The Committee will strive for a consensus around matters which require a decision. In the absence of consensus, matters arising at any meeting shall be decided by a majority of votes of those present (see 2. Quorum above). In case of any equality of votes, the Chair shall not have a second or casting vote. Instead, the motion must be deemed not to have been carried.

7. Remit

7.1. The Appointments Advisory Committee is responsible to the Nominations and Governance Committee for

7.1.1. Appointments Matters

7.1.1.1. Carrying out the role of Appointments Committee, in line with the Process of the ScoutsCymru HQ Appointments Committee including:

7.1.1.1.1. Processes for search, selection, and appointment;

7.1.1.1.2. Monitoring of induction and training (including completion of Wood Badge where relevant)

7.1.1.1.3. Appointment Review

7.1.1.1.4. Cancellation of Appointments

7.1.1.1.5. The delegated authority includes the following appointments:

7.1.1.1.5.1. Commissioner Wales and Deputies

7.1.1.1.5.2. Youth Commissioner (Wales) and Deputies

7.1.1.1.5.3. Regional Appointments (Wales)

7.1.1.1.5.4. Contingent Leaders and Deputies

7.1.1.1.5.5. Other members of the SCHQ Teams with line management responsibility.

7.1.2. Awards and Recognition

7.1.2.1. The Committee, on behalf of the Nominations and Governance Committee shall, in normal circumstances, act as the Wales Awards Advisory Group (WAAG).

7.1.2.1.1. support the Commissioner Wales in the consideration of applications for the Chief Scout's Commendation for Good Service, Award for Merit, Bar to the Award for Merit and Silver Acorn and to make recommendations to the Chief Scout on their behalf.

7.1.2.1.2. be proactive in the promotion of the Awards Scheme.

- 7.1.2.1.3. facilitate an ongoing review of adults who may be eligible for nomination.
- 7.1.2.1.4. proactively collate evidence for applications for Scouting awards in order to support the Commissioner Wales with applications for Bar to the Silver Acorn and Silver Wolf, Gallantry and Meritorious Conduct Awards, as well as evidence to support national honour applications.
- 7.1.2.1.5. help the Commissioners Wales to promote external national honours and other awards schemes locally.
- 7.1.2.1.6. liaise with the Area Awards Advisory Group (where one is in place) to ensure any national applications meet with the deadlines required.
- 7.1.2.1.7. help support local presentation events as appropriate, if required.
- 7.1.2.1.8. provide an annual awards summary report to the ScoutsCymru Nominations and Governance Committee.
- 7.1.2.1.9.

7.1.3. Other

- 7.1.3.1. Undertake any other work delegated to it by the Nominations and Governance Committee.

8. Reporting

- 8.1. The Chair shall report to the Nominations and Governance Committee on the Appointments Advisory Committee's proceedings at the next Nominations Governance Committee meeting after each Appointments Advisory Committee meeting.

9. Authority

- 9.1. The Committee is authorised:

- 9.1.1. To seek information it requires from any volunteer or employee in order to perform its duties; and
- 9.1.2. To request the attendance of any volunteer or employee at a meeting of the Committee as and when required.

Approved by the Board of Trustees 26th September 2020

Board of Trustees

Appointment	Line manager to Help make the application	Approver	Relevant Commissioner or body	Responsible for Induction	Getting Started Requirement for full appointment	Training obligations	Minimum membership	DBS required
President	Chair of the Board with the Chief Commissioner	The Council of ScoutsCymru at their AGM/EGM	The Council of ScoutsCymru	The Chair of the Board or nominee	No Requirement	Module 1	None	No
Chair of the Board	Chief Commissioner	The Council of ScoutsCymru at their AGM/EGM	The Council of ScoutsCymru	The Chief Commissioner or nominee	No Requirement	Module 1 (within 5 months)	Associate Member	Yes
Treasurer	Chair of the Board	The Council of ScoutsCymru at their AGM/EGM	The Council of ScoutsCymru	The Chair of the Board or nominee	No Requirement	Module 1 (within 5 months)	Associate Member	Yes
Elected members to the Board	ScoutsCymru (see the Constitution)	The Council of ScoutsCymru at their AGM/EGM	The Council of ScoutsCymru	The Chair of the Board or nominee	No Requirement	Module 1 (within 5 months)	Associate Member	Yes
Nominated members to the Board	Chief Commissioner with the Chair	The Council of ScoutsCymru at their AGM/EGM	The Council of ScoutsCymru	The Chair of the Board or nominee	No Requirement	Module 1 (within 5 months)	Associate Member	Yes
Co-Opted members to the Board	Chief Commissioner with the Chair	Board	Board	The Chair of the Board or nominee	No Requirement	Module 1 (within 5 months)	Associate Member	Yes

Chief Commissioners Team								
Appointment	Line manager to Help make the application	Approver	Relevant Commissioner or body	Responsible for Induction	Getting Started Requirement for full appointment	Training obligations	Minimum membership	DBS required
Deputy Chief Commissioner	Chief Commissioner	Appointments Advisory Committee	Chief Commissioner	Chief Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and mandatory training modules as required	Member	Yes
Youth Commissioner	Chief Commissioner	HQ Appointments Advisory Committee	Chief Commissioner	Chief Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and mandatory training modules as required	Member	Yes
Assistant Chief Commissioner or Commissioner Wales	Chief Commissioner	Appointments Advisory Committee	Chief Commissioner	Chief Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and mandatory training modules as required	Member	Yes
Deputy Assistant Chief Commissioner or Deputy Commissioner	Chief Commissioner or relevant Assistant Chief Commissioner or Commissioner Wales	Appointments Advisory Committee	Chief Commissioner or relevant Assistant Chief Commissioner or Commissioner Wales	Assistant Chief Commissioner or Commissioner Wales	Modules 1, 2 and 4	Wood Badge and mandatory training modules as required	Member	Yes
Regional Commissioner	Chief Commissioner	HQ Appointments Advisory Committee	Chief Commissioner	Chief Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and mandatory training modules as required	Member	Yes
Area Commissioner	Chief Commissioner, Regional Commissioner or Nominee	HQ Appointments Advisory Committee	Regional Commissioner	Chief/Regional Commissioner & Chief Officer or nominee	Modules 1, 2 and 4	Wood Badge and mandatory training modules as required	Member	Yes

Chief Commissioners Team								
Appointment	Line manager to Help make the application	Approver	Relevant Commissioner or body	Responsible for Induction	Getting Started Requirement for full appointment	Training obligations	Minimum membership	DBS required
ScoutsCymru Advisors	Chief Commissioner or Commissioner Wales - Programme	Board	Board	Commissioner Wales - Programme or nominee	No Requirement	Module 1 (within 5 months) Module 25 (NA) for Nights Away Advisers	Associate Member	Yes
ScoutsCymru Assessors	Chief Commissioner or Commissioner Wales –Programme or Wales MAP	Appointments Advisory Committee	Chief Commissioner or Commissioner Wales –Programme	Commissioner Wales - Programme or nominee	No Requirement	Module 25 (Activity Assessors or Scout Show Assessors) Module 1 Required	Associate Member	Yes
ScoutsCymru Skills Instructors	Chief Commissioner or Commissioner Wales - Programme	Appointments Advisory Committee	Chief Commissioner or Commissioner Wales - Programme	Chief Commissioner or Commissioner Wales - Programme	No Requirement	Module 1 (within 5 months)	Associate Member	Yes
ScoutsCymru Safeguarding Awareness Coordinator	Chief Commissioner	Board	Board	Commissioner Wales –Adult Support	No requirement	Module 1 (within 5 months) and HQ approved training within one year of appointment. On-going refresher training	Associate Member	No
Scout Active Support Manager	Chief Commissioner or nominee	Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	Modules 1, 2 and 4	Wood Badge and First Aid Certificate required	Member	Yes
Scout Active Support Member	Scout Active Support Manager or nominee		Scout Active Support Manager or nominee	Scout Active Support Manager or nominee	No Requirement	Module 1 (within 5 months)	Associate Member	Yes
Wales Safety Co-ordinator	Chair of the Board	Appointments Advisory Committee	Board	The Chair of the Board or nominee	No Requirement	Module 1 (within 5 months)	Associate Member	No
ScoutsCymru Media Manager	Chief Commissioner or nominee	Appointments Advisory Committee	Chief Commissioner or nominee	Chief Commissioner or nominee	No Requirement	Module 1 (within 5 months)	Associate Member	No

ScoutsCymru Training and Scout Centres								
Appointment	Line manager to Help make the application	Approver	Relevant Commissioner or body	Responsible for Induction	Getting Started Requirement for full appointment	Training obligations	Minimum membership	DBS required
Chair	Chair of the Board	Board	Board	Chair of the Board or nominee	No Requirement	Module 1 (within 5 months)	Associate Member	Yes

Appointments Advisory Committee								
Appointment	Line manager to Help make the application	Approver	Relevant Commissioner or body	Responsible for Induction	Getting Started Requirement for full appointment	Training obligations	Minimum membership	DBS required
Chair Appointments Advisory Committee	Chair of the Board	Board	Board	Chair of the Board or nominee	No Requirement	Module 1 (within 5 months) and Module 37 required	Associate Member	No
Appointments Advisory Committee Members	Chair of the Appointments Advisory Committee	Appointments Advisory Committee	Board	Chair of the Appointments Advisory Committee	No Requirement	Module 1 (within 5 months) and Module 37 required	None	No

ScoutsCymru Training Team								
Appointment	Line manager to Help make the application	Approver	Relevant Commissioner or body	Responsible for Induction	Getting Started Requirement for full appointment	Training obligations	Minimum membership	DBS required
ScoutsCymru Trainer	Chief Commissioner or Commissioner Wales Adult Training	Appointments Advisory Committee	Chief Commissioner or Commissioner nominee	Commissioner Wales Adult Training	No Requirement	Module 1 (within 5 months) and one or more of the following modules (depending on role description) Module 27, Module 28, Module 29	None	No
ScoutsCymru Training Adviser	Chief Commissioner or Commissioner Wales Adult Training	Appointments Advisory Committee	Chief Commissioner or Commissioner nominee	Commissioner Wales Adult Training	No Requirement	Module 1 (within 5 months) and Module 25 (TA)	None	No



Business & Project Committee Terms of Reference

Chair

The Chair (normally the Commissioner Wales – Operations), will be appointed by the Chief Commissioner for Wales and Chair of the Board of Trustees through a process determined from time to time by the Wales Team;

Secretary

A person (non voting) will be appointed by the committee to act as secretary.

Members

The Committee shall have a minimum of 5 members (2 Wales Team, 2 Trustees and Chair) comprising:

- Committee Chair
- Those holding a Commissioner Wales appointment
- At least two persons aged 25 or under (in addition to any person aged 25 or under who is a member under another listed member category).
- At least two members of the Board of Trustees (in addition to the Committee Chair, and any trustee in the aged 25 or under member role).
- Regional Commissioners
- Head of Operations
- Head of Strategy

Quorum

One third of the membership (rounded using the standard mathematical principles) plus one other member including at least the Committee Chair, 1 Wales Team Member, 1 Trustee.

Frequency

A minimum of four meetings a year, at least a month prior to the Board of Trustees meeting.

One of these meetings is required to be in person meetings

Invited to Attend (non voting)

The Chair of the Board Trustees.

Chief Commissioner for Wales.

Youth Commissioner for Wales (if appointed), or the Chair of the Youth Council.

Any others, by prior notice to and with the permission of the Committee Chair.

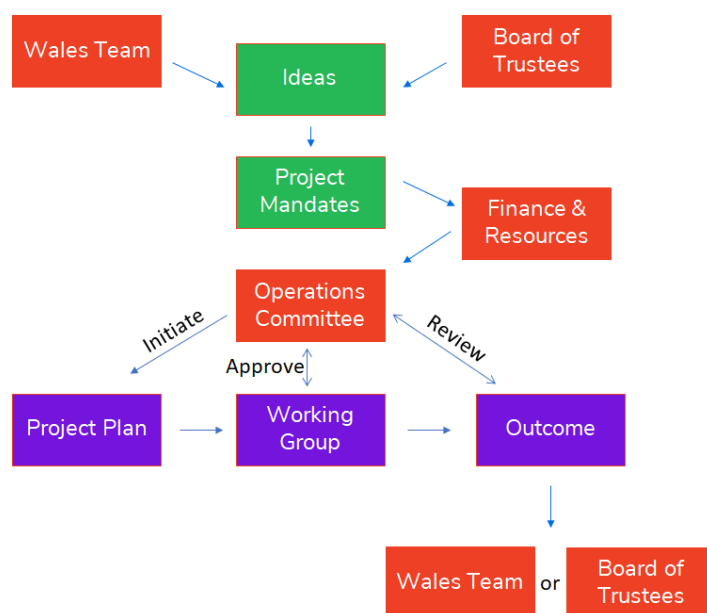
Remit

The Operations Committee will report to the Wales Team & Board of Trustees for:

1. Maintaining and Monitoring plans to implement the Vision and Strategy for ScoutsCymru.
2. The monitoring of ScoutsCymru Operational projects that are owned by the Wales Team, to ensure they are: -
 - On time
 - On budget
 - Have the correct resources
3. All new Projects: -
 - Are requested on the ScoutsCymru Project Mandate template and have all the relevant information complete and correct.
 - Projects will use the process flow below.
4. Ensure retrospective Projects are recorded on the Plan.
5. The Committee can authorise the use of pre-approved Project Contingency Funds only.
6. The Committee has the authority to either cancel or postpone a project if it is deemed that resources could be used more productively elsewhere.
7. To delete a project completely from the Operational Plan, the committee needs the authorisation from Chief Commissioner, Chair of Trustees, Chair of the Operations Committee and Chair of Finance & Resources.
8. The Committee will not manage any of the projects; it is there for monitoring and reporting purposes only
9. Monitoring, reviewing and taking action in relation to risks allocated to the Committee as agreed with the Wales Team and Board of Trustees, and reporting accordingly.

Method:

The Committee shall follow the process flow below:

**Reporting:**

If the Project is running outside tolerances of time and/or finance, it will be reported to the next meeting of the Board of Trustees.



**SCOUTSCYMRU WATER ACTIVITIES TEAM
ACTIVE SUPPORT UNIT (SWAT)
TERMS OF REFERENCE**

1. Chair

- 1.1. The Chairperson will be appointed by the Members of the ScoutsCymru Waters Activities Team members at every 2nd AGM.**
- 1.2. Chairperson may serve a maximum of three terms**

2. Committee Membership.

- 2.1. The following roles will be appointed to the Committee and agreed biennially by the ScoutsCymru Waters Activities Team members.**

3. Members

- 3.1. Chair**
- 3.2. Vice Chair**
- 3.3. Event coordinator & Treasurer**
- 3.4. South Wales assistant coordinator**
- 3.5. Assistant coordinator Paddlesports**
- 3.6. Assistant coordinator Sailing**
- 3.7. Senior Paddlesport Instructor & Coordinator**
- 3.8. Senior Sailing Instructor**
- 3.9. A young Association member between the age of 18 and 25**
- 3.10. Other persons with relevant skills appointed by the Committee**

4. Quorum.

- 4.1. One half of the membership rounded up (using standard mathematical principles) plus one other member including the Chair or Vice Chair.**

5. Frequency

- 5.1. At least two meetings per annum.**

6. Rights of attendance (non-voting).

- 6.1. The Chair of the Board of Trustees, The Chief Commissioner of Wales, The Assistant Chief Commissioner (Activities) have the right of attendance in a non-voting capacity.**
- 6.2. Any other persons at the discretion of the committee.**

7. Remit.

- 7.1. The ScoutsCymru Water Activity Team (SWAT) Committee is responsible to the ScoutsCymru Board of Trustees for the management of its activities in a safe, sustainable, and adequately financed manner by:**
 - 7.1.1. Providing an Annual Programme of high quality activities in the field of canoeing, Kayaking, Sailing and other waterborne activities to National Governing Body (NGB) standards.**
 - 7.1.2. Forwarding quarterly statements to ScoutsCymru Finance and Resources Committee.**
 - 7.1.3. Maintaining a minimum financial reserve, as agreed by ScoutsCymru, to provide resilience for unexpected expenditure or cost.**
 - 7.1.4. Attending to, as far as is reasonably practicable, all matters relating to Health and Safety affecting course members, and the instructional and support staff.**
 - 7.1.5. Maintaining its assets in good order.**
 - 7.1.6. Co-operating with other regulatory bodies to uphold the good name of the Scout Association.**

8. SWAT Membership.

- 8.1. This is open to any person holding NGB qualifications or TSA Permit in our field of activities.**
- 8.2. Membership is open to event service team: Catering, Transport, Communications, and site services.**
- 8.3. All Membership is by invitation only and persons must be over the age of 18 yrs old.**
- 8.4. If not already a Member of The Scout Association, the proposed person must be prepared to be so by completion of the necessary forms and training to become a Skills Instructor or SAS Member within the Association.**
- 8.5. Members are responsible for maintaining their own development and training and membership of their respective NGB in order to keep their qualifications up to date.**
- 8.6. Continued membership of SWAT will be based on attendance at the ScoutsCymru events and can be withdrawn at any time by a decision of the SWAT Committee or SAS Managers.**



**SCOUTSCYMRU
NOMINATIONS & GOVERNANCE COMMITTEE
TERMS OF REFERENCE**

1. Members

1.1. The Committee shall have between 7 & 10 Members, including:

- 1.1.1. The Chair of ScoutsCymru Board of Trustees**
- 1.1.2. The Vice Chair of the Board of Trustees**
- 1.1.3. Up to 2 members of the Board, one of which to be a Trustee (18-25)**
- 1.1.4. Team Cymru - Chief Commissioner of Wales**
- 1.1.5. Team Cymru - Youth Commissioner**
- 1.1.6. The Chair of the SCHQ Appointments Advisory Committee**
- 1.1.7. Up to 2 Senior Staff Members**
- 1.1.8. 1 independent member selected for expertise**

1.2. Non-Ex-officio Members of the Committee shall be appointed by the Board, on the recommendation of the Chair of the Committee

1.3. The Committee Chair shall be a Vice Chair of the Board (except when the Committee is dealing with the matter of succession to that Board Vice Chair ship). In the absence of the Committee Chair, the Chair of the Board will chair the meeting, and in their absence, one other member from the Committee

2. Quorum

2.1. 50% of the membership (subject to declaration of any conflict of interest) including at least one member of the Board and one member of Team Cymru.

3. Frequency

3.1. At least two meetings per annum.

4. Voting

4.1. The Committee will strive for a consensus around matters which require a decision. In the absence of consensus, matters arising at any meeting shall be decided by a majority of votes of those present (see 2. Quorum above). In case of any equality of votes, the Chair

shall not have a second or casting vote. Instead, the motion must be deemed not to have been carried.

5. Rights of Attendance

5.1. Any other member of ScoutsCymru has the right to attend meetings of the committee and put forward matters for discussion by the Board, without the right to speak or vote, on giving at least fourteen days notice to the the Secretary.

6. Remit

6.1. The Nominations and Governance Committee is (subject to any specific conditions within the current ScoutsCymru Constitution) responsible to the Board for:

6.1.1. Nomination Matters

6.1.1.1. Regularly reviewing the structure and composition of the Board (including the skills, expertise and diversity of the member of the Board), identifying any gaps, making recommendations to the Board for any changes and preparing a succession plan.

6.1.1.2. Giving full consideration to succession planning for the following roles and being responsible to the Board for identifying and nominating, for the approval of the Board and ensuring, as relevant, compliance with Regulatory requirements, appointments of the following:

6.1.1.2.1. Chair of the Boardⁱ

6.1.1.2.2. Vice Chair(s) of the Board

6.1.1.2.3. Chief Commissioner of Wales (in conjunction with UKHQ AAC)ⁱⁱ

6.1.1.2.4. Head of Operations

6.1.1.2.5. Head of Strategy

6.1.1.2.6. The Treasurer

6.1.1.2.7. President

6.1.1.2.8. Any Vice President

6.1.1.3. Identifying, ensuring as relevant, compliance with Regulatory requirements and the current ScoutsCymru Constitution, then making the appointments of the following:

6.1.1.3.1. Appointed Member, Boardⁱⁱⁱ

6.1.1.3.2. Managers of ScoutsCymru Scout Active Support Units

6.1.1.3.3. ScoutsCymru Advisors

6.1.1.4. Recommending to the Board those who should be appointed to Chair each of the Board Committees

6.1.2. Appointments Matters

6.1.2.1. Monitoring the work of the SCHQ Appointments Advisory Committee which has delegated authorities for:

6.1.2.1.1. Processes for search, selection, and appointment;

6.1.2.1.2. Monitoring of induction and training (including completion of Wood Badge where relevant)

6.1.2.1.3. Appointment Review

6.1.2.1.4. Cancellation of Appointments

6.1.2.1.5. The delegated authority includes the following appointments:

6.1.2.1.5.1. Commissioner Wales and Deputies

6.1.2.1.5.2. Youth Commissioner (Wales) and Deputies

6.1.2.1.5.3. Regional Appointments (Wales)

6.1.2.1.5.4. Contingent Leaders and Deputies

6.1.2.1.5.5. Other members of the SCHQ Teams with line management responsibility.

6.1.2.2. Appointing, in consultation with the relevant Chair, the members of each Board Committee.

6.1.2.3. Approving the appointment of any Ambassadors.

6.1.3. Governance Matters

6.1.3.1. Keeping under review and advising the Board on ScoutsCymru's governance arrangements, including monitoring developments in governance good practice and making recommendations to the Board regarding compliance.

6.1.3.2. Developing processes and a schedule for regular review of the effectiveness of the Board and its Committees and reporting the outcomes and any recommendations to the Board.

6.1.3.3. Ensuring that an appropriate Board member induction and development programme is in place based on ScoutsCymru's strategic plan and the Board member appraisals.

6.1.3.4. Developing and monitoring implementation of regular appraisal of Board and Committee members. Preparing and keeping under review a Governance Document which records the governance procedures and practices established by the Board.

6.1.3.5. Develop and maintain dialogue and a working relationship with The Scouts Headquarters Governance Team, ensuring that governance in ScoutsCymru is in step with governance developments and requirements across Scouting in the UK.

6.1.4. Other

6.1.4.1. Monitoring (at least every six months), reviewing and taking action in relation to risks allocated to the Committee by the Risk Committee and reporting to the Risk Committee accordingly.

6.1.4.2. Undertake any other work delegated to it by the Board.

7. Reporting

7.1. The Chair shall report to the Board on the Committee's proceedings at the next Board meeting after each Committee meeting. The Chair has discretion to decide whether Minutes of any meeting (or any summary of the Minutes) should be circulated to the Board.

8. Authority

8.1. The Committee is authorised:

8.1.1. To seek information, it requires from any volunteer or employee in order to perform its duties; and

8.1.2. To request the attendance of any volunteer or employee at a meeting of the Committee as and when required.

ⁱ Subject to election at the Annual General Meeting, where required by the Constitution.

ⁱⁱ Chief Commissioner of Wales is a UKHQ appointment on the recommendation of UK Chief Commissioner.

ⁱⁱⁱ Subject to appointment at the Annual General Meeting, where required by the Constitution.



SCOUTSCYMRU

RISK COMMITTEE

TERMS OF REFERENCE

1. Members

1.1. The Committee shall have between 6 and 9 members, including:

1.1.1. At least 2 members of ScoutsCymru's Board of Trustees (the Board) with relevant skills and experience;

1.1.2. At least 1 member of TeamCymru;

1.1.3. At least 1 person aged 25 or under;

1.1.4. At least 1 independent member¹ with skills and experience of risk management issues and practices;

1.1.5. The Head of Strategy.

1.2. Members of the Committee shall be appointed by the Appointments Committee, in consultation with the Chair of the Committee.

1.3. Appointments to the Committee shall be for a period of up to 3 years (or, if shorter, until end of term as member of the Board), subject to appraisal, and extendable by no more than one additional 3 year period, so long as (where relevant) the Committee member continues to be aged 25 or under or independent.

1.4. The Board shall appoint the Committee Chair, who must not be the Chair of the Board or of any other Board Committee. In the absence of the Committee Chair, the remaining members present shall elect one of themselves to chair the meeting.

1.5. The secretariat for the committee shall be provided normally by the Governance and Projects Administrator or another staff member as agreed by the Chair of Committee and Head of Strategy.

2. Quorum

2.1. 50% of the membership including at least one member of the Board.

¹ Independent means someone who is at the date of appointment or at any time during their term of office, a member of the Board of Trustees, Senior Staff or TeamCymru.

3. Frequency

- 3.1. At least 4 meetings per annum, one of which must be face to face.

4. Voting

- 4.1. The Committee will strive for consensus around matters which require a decision. In the absence of consensus, matters arising at any meeting shall be decided by a majority of votes of those present (see Quorum above). In case of an equality of votes, the Chair shall not have a second or casting vote. Instead, the motion must be deemed not to have been carried.

5. Rights of attendance

- 5.1. The Chair and all Members of the Board, the Chief Commissioner of Wales, the Youth Commissioner of Wales and the Head of Operations have right of attendance in a non-voting capacity.
- 5.2. Any others, by prior notice to and with permission of the Committee Chair, may also attend in a non-voting capacity.

6. Remit

- 6.1. The Risk Committee is responsible to the Board for:
- 6.1.1. Keeping under review, and advising the Board on the effectiveness of, policies and procedures for risk identification, assessment and management in ScoutsCymru and its activities
 - 6.1.2. Annually reviewing ScoutsCymru's approach to risk management, in line with TSA's guidance on Risk Management and, if appropriate, recommend to the Board changes or improvements to key elements of its processes and procedures.
 - 6.1.3. Providing a report to the Board annually indicating how ScoutsCymru has complied with good practice with regard to effective risk management.
 - 6.1.4. Ensuring that the identification and evaluation of key risks that threaten the achievement of any of the Organisations strategic objectives is carried out, and that a register of these risks is maintained.
 - 6.1.5. Identifying the strategy in place to manage such risks, including identification of appropriate risk owners, and monitoring the satisfactory operation of the management strategy.
 - 6.1.6. Satisfying itself that other risks are being actively managed, with the appropriate strategies in place and working effectively.
 - 6.1.7. Overseeing and advising the Board on ScoutsCymru's current risk exposures and future risk strategy.

6.1.8. In consultation with the Finance & Resources Committee, recommending to the Board the report to be included in ScoutsCymru's annual report concerning risk management.

6.1.9. Liaising with the Finance & Resources Committee (and where appropriate ScoutsCymru's external auditors) to agree the remit, method and frequency of any testing of financial controls as appropriate.

6.1.10. Contributing to raising awareness of risk generally across the Organisation and maintaining the profile of risk management.

6.1.11. Addressing such other matters related to risk as may arise from time to time.

7. Reporting

7.1. Minutes of all Committee meetings (or a summary of the Minutes approved by the Committee Chair) will be circulated to the Board.

7.2. The Committee will produce, for the approval of the Board, a report of its activities and TSA's risk management process and key risks to be included in TSA's annual report.

8. Authority

8.1. The Committee is authorised:

8.1.1. To seek any information it requires from any ScoutsCymru employee or volunteer in order to perform its duties; and

8.1.2. To require the attendance of any ScoutsCymru employee or volunteer at a meeting of the Committee (or at a meeting of any part of the Committee arranged for a specific purpose) as and when required.

Definition of Collegiate Regions in Wales

- North Wales –
Snowdonia and Anglesey; Clwyd and Montgomeryshire
- Mid and West Wales –
Ceredigion; Radnor; Brecknock; Carmarthenshire; Pembrokeshire
and Glamorgan West
- South Wales –
Gwent; Cardiff and the Vale of Glamorgan; Mid Glamorgan



Statement of Internal Financial Control

For budgeted expenditure:

The budget for a given financial year is approved annually by the Board of Trustees. Specific project budgets, in addition to the annual budget, may be approved by the Board of Trustees as and when required. For expenditure incurred under an approved budget heading:

- The Head of Operations or the Head of Strategy may authorise for payment a single invoice or expense claim up to £2,000.
- 1 of the Treasurer or Chair of the Finance & Resources Committee, along with 1 of the Head of Operations or Head of Strategy, may authorise for payment a single invoice or expense claim in the region of £2,001 up to £10,000.
- 1 of the Chair and the Chief Commissioner, with 1 of the Treasurer or Chair of the Finance & Resources Committee, along with 1 of Head of Operations or Head of Strategy, may authorise for payment a single invoice or expense claim in the region of £10,001 up to £20,000.
- Full board approval is required to authorise a single invoice or expense claim greater than £20,001.

All payments (whether made by cheque or bank payment) require dual authorisation. Payments of approved expenditure are initiated by either the Finance Administrator or the Head of Operations and approved/countersigned by either the Chair of the Finance & Resources Committee or the Treasurer.

Credit Cards

Credit cards will be given to following roles, along with the stated credit limit:

- Chief Commissioner - £1,000
- Head of Operations - £5,000
- Head of Strategy - £1,000

For unbudgeted expenditure:

The Chair and the Chief Commissioner may act together to authorise unbudgeted expenditure (but see below for specific unbudgeted expenditure relating to ScoutsCymru "Office Costs") between meetings of the Board. Such exceptions should be noted in the minutes of the next Board Meeting.

In the event of it being necessary to authorise unbudgeted expenditure between meetings the Chair and the Chief Commissioner may collectively authorise expenditure up to a

maximum of £2,000 (This may be a series of payments or a single payment but in all events is limited to a maximum of £2,000 between meetings). This authorisation must come in the form of an email from each of the Chair and Chief Commissioner to the:

- Head of Operations who will organise the payment and record the decision
- Treasurer for information

In the extremely unlikely event that the above limit proves inadequate the limit may be increased to

£5,000 which will then require the additional approval of the Chair of the Finance & Resources Committee and the Treasurer.

This authorisation must come in the form of an email from each of the Chair, Chief Commissioner, Chair of the Finance & Resources Committee and Treasurer and be sent to the Head of Operations who will organise the payment and record the decision.

In connection with any other matters requiring decisions between Board Meetings the Chair and the Chief Commissioner should always act within the best interests of Scouting and where appropriate, should seek additional advice and input.

For unbudgeted expenditure in excess of £5,000 Board approval will be required.

For unbudgeted expenditure specifically relating to ScoutsCymru "Office Costs" only, the Finance & Resources committee have the authority to approve expenditure up to £10,000. For ScoutsCymru Office Cost expenditure above £10,000 Board approval will be required.

Management of Assets

ScoutsCymru assets include Yr Hafod, Cornel, a Drascombe Gig and equipment of the various ScoutsCymru Activity Teams

Each Activity Team is responsible for submitting a list of their equipment to the Finance Committee, organising insurance through the office and any maintenance required. All accidents should be reported, in line with current POR requirements and also to the Chief Officer via the ScoutsCymru office.

Yr Hafod and Cornel

1. The Training and Scout Centre's at Yr Hafod and Cornel are the responsibility of ScoutsCymru, and trusteeship is vested in The Board. They aim to be self-financing.
2. The day-to-day management of each property is delegated to its own Management Committee. The Chair of each Committee is appointed by the Board and is a Trustee.
3. The financial year of each of the Management Committees shall end on 31 March, and the accounts shall be consolidated into the accounts of ScoutsCymru.
4. The Chairs of each of the Management Committees shall provide the following information, as and when required by the Board:
 - A copy of the Income and Expenditure Budget for the coming year and the recommendations as to the proposed level of fees;
 - A two/three year forward plan of expected income and expenditure;
 - A list of all equipment held by the Centre and its location;
 - A list of the names and current addresses of all members of the Management Committee;
 - A report of the usage of the Centre for the previous year.
5. All funds and monies (except for small amounts required for immediate use) shall be held in a designated bank account. The Mandate shall require two signatures on cheques. Six persons shall be authorised to sign cheques, two of whom shall be the Chief Commissioner and the Treasurer of ScoutsCymru.
6. Within the agreed budget, each Management Committee shall have authority to discharge accounts for normal running expenses within the limits of their cash resources. Any capital expenditure, above the agreed limit of £2,500.00, including replacements, must be authorised by the Board of ScoutsCymru.
7. Management Committees or any persons associated with a Training/Scout Centre are not permitted without the authority of ScoutsCymru to:
 - Incur any liability not covered in Paragraphs above
 - Carry out any alterations or extensions to the structure of the Centre above the agreed financial limits;

- Submit any proposal relating to alterations, extensions or improvements to any other body or persons;
- Incur an overdraft on its bank account or obtain extended credit;
- Submit any application for grant aid, sponsorship or funding from any other external source without reference to the Board of Trustees.

8. Each Management Committee shall ensure that:

- In carrying out its activities, Statute Law and Regulations, including POR, are complied with in all respects;
- An Accident Report Book is maintained at the Training/Scout Centre;
- All accidents occurring at or on activities based at the Training/Scout Centre on ScoutsCymru official courses/activities are recorded in the Accident Report Book. People are encouraged to report all near misses;
- The Training/Scout Centre clearly displays information as to the whereabouts of the nearest telephones, emergency services etc and that such information is supplied when confirming bookings;
- Each Training/Scout Centre shall have up-to-date certificates duly signed by an authorised person or officer relating to the inspection and authorisation for use of all in-centre equipment and services;
- Climbing and hill-walking equipment or any other equipment supplied from or by the Centre will be inspected by each group leader when issued.

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