

District Constitution, and the Financial and Governance Appendix

Governance

Constitution of Lowry District Scout Council

The Lowry District Scout Council is the electoral body, which supports Scouting in the District. It is the body to which the District Executive Committee is accountable.

Membership of the Lowry District Scout Council (hereinafter referred to as Scout Council) is open to:

- Commissioners; District Leaders, Scouters; District and Group Active Support Managers
- Administrators, Section Assistants, Skills Instructors, Advisers, all Explorer Scouts, persons elected or reselected annually by the Scout Council on the recommendation of the District Commissioner and the District Executive Committee.

At the District Inaugural Annual General Meeting in 2016 it was agreed that the quorum for the meeting of the Scout Council be 25.

The County Commissioner and County Chairman are ex-officio members of the District Scout Council.

Membership of the Scout Council ceases upon the resignation of the member, the dissolution of the Council, the termination of membership by Headquarters following a recommendation by the County Executive Committee, or the suspension of members following the District Commissioner (and County Commissioners) decision.

The Scout Council must hold an Annual General Meeting (AGM) within six months of the financial year end to:

- receive and consider the Annual Report of the District Executive Committee, including the annual statement of accounts;
- approve the District Commissioner's nomination of the District Chair and nominated members of the District Executive Committee;
- elect a District Secretary
- elect a District Treasurer;
- elect members to the District Executive Committee;
- appoint an independent examiner or scrutineer as required

The District Executive Committee

The District Executive Committee exists to support the District Commissioner in

- meeting the responsibilities of the appointment and to provide support for Scout Groups, and Explorer Units
- At the District inauguration AGM of 2016 it was agreed that the quorum for a meeting of the District Executive Committee be 7 members.

The District Executive Committee consists of:

Ex-officio members:

- the District Chair;
- the District Commissioner;
- the District Secretary;
- the District Treasurer;
- the District Explorer Scout Commissioner;
- the District Scout Network Commissioner;

- the District Youth Commissioner.

Nominated members:

- persons nominated by the District Commissioner and must be approved at the District AGM, as a collective.
- persons nominated need not be members of the District Scout Council and their number must not exceed that of the elected members.
- five nominations total

Elected members:

- persons elected at the District AGM, which is subject to a resolution by the District Scout Council. Names to sent in writing to the District Secretary (or District Chair in their absence) at least one calendar month before the District AGM.
- Elected members may serve for a term of 3 years, before having a break in service of a further 3 years.

Co-opted members:

- The Executive Committee shall have the power to co-opt person/s to serve as a member/s of the Executive Committee usually for a special event or activity. No one may be co-opted as a member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. A co-opted member of the Executive Committee shall remain in this position until the next District Annual General Meeting.

The County Commissioner and the County Chairman have the right of attendance at meetings of the District Executive Committee.

The District Executive Committee may establish any sub-committees that it deems necessary. Sub-Committees consist of members nominated by the Committee.

The District Commissioner and the District Chairman will be ex-officio members of any sub-committee of the District Executive Committee.

Any fundraising committee must include at least two members of the District Executive Committee, in addition to the ex-officio members. No Section Leader or Assistant Leader should serve on such a fundraising sub-committee.

The Scout District is an educational charity. Members of the District Executive Committee are the charity trustees of the Scout District.

Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as charity trustees.

Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

Charity trustees are responsible for complying with all the legislation applicable to charities.

Lowry Scout District is registered as a charity in England and Wales and is required to make an annual return to the Charity Commission. The Registered Charity Number is 514098

The District Executive Committee is responsible for:

- promoting the development of Scouting in the District and arranging for harmonious co-operation with other organisations;
- the raising of funds and the administration of the District's finance and property, including Explorer Scout Units any Lowry Network and Lowry Active Support Units;
- appointing a District Appointments Advisory Committee, Appointments Chair and Appointments Secretary as per POR: The Appointment Process;
- appointing other sub-committees and their chairmen as the Committee may require;

- supervising the administration of Groups, particularly in relation to finance and the trusteeship of property;
- attending to District administration, particularly:
 - matters relating to Leader, Manager and Supporter appointments;
 - the appointment of Section Assistants and Skills Instructors, Administrators and Advisers;
 - registrations, membership of the Movement, appointing an Assistant Secretary as Badge Secretary for the District;
 - the presentation of an Annual Report and annual statement of accounts to the AGM of the District Scout Council.

Appendix 1 - Finance and Governance

Salford Legacy Fund Trust

This trust is an investment of funds raised and accumulated over a period 40 years by Salford District Scout Council Executive Committee. The fund was for many years invested in line with the Salford District financial policy.

At the merging together of Salford District with Swinton and Pendlebury District, Greater Manchester West County Scout Council agreed that the Lowry District would be the beneficiary of the Trust, and retain all controlling rights of the capital fund, and return accumulated.

The Salford Legacy Fund Trust (hereinafter referred to as Legacy Fund) is a separate trust that will managed by an Executive Committee separate to Lowry District's Executive Committee containing the following ex-officio positions:

- the District Chair for Lowry District Scout Council
- the District Commissioner for Lowry
- the District Treasurer for Lowry District Scout Council

The Legacy Fund is a capital asset and the capital funds are restricted for a period of 20 years (at the time of writing this will be until **[21st November, 2039]**). However, the return on investment from the Legacy Fund will be used for running and supporting the District.

The account will be reviewed every two years, to ensure the return on investment and benefits are providing the best value at that time. Consideration will be made to ensure the investment is made in an ethical and moral manner. The ongoing maintenance and governance of the Trust will be via the ex-officio positions, and not the District Executive Committee. However, after the period of 20 years has elapsed, the District Executive Committee will regain full control of the fund.

Financial Policies

The District's policy is to use the funds from the Legacy Fund, District Membership Fee, and any other income to fund District events, administration, meetings, and support Groups in activities such as leader training and to ensure the District is growing and developing. The District has a commitment to pay an annual rental fee to the 43rd Salford Group for use of its building "The Den" as a District Headquarters.

The Trustees must also identify any risk to this policy and take action to protect the District's finances from the risk.

Should the District spend more than its income then it will instigate methods to ensure that there is no erosion of its funds. An increase of the District Levy will not be ruled out in such an event.

Financial Aims

The Executive Committee recognises the hard work of its leaders and endeavours to provide financial support, wherever it can, to ensure they are able to maximise the quality of experience of the Beavers, Cubs, Scouts, Explorers, and Network members in Lowry District.

Financial Plan

The Executive Committee runs a cash flow plan for all expected events as a way to plan and authorise expenditure to enable the District to meet its annual budget. The Assistant District Commissioner's (ADCs) and any Group/Unit requiring funding should make application to the Executive Committee who will add it to the financial plan if authorised.

The application for finance should be made in the autumn (September-December) for the following January to December. At this time a review of the current year should be made.

If any event is not on the financial plan then it will not be funded by the District.

Guidelines/Rules on expenditure as decided by the Executive Committee.

- To pay for all District events including administration, meetings, and half the fees for all groups representing the District at County events.
- Consideration of a contribution towards the cost of those selected to represent the District at major events such as Jamborees.
- Consideration of a contribution for leaders for training for those who are complying with the Rules for Groups/Units applying for District Financial Aid for Training.
- Make advance payments for trips/events and await return of funds raised from the event. The price of such trips/events should be set by the ADC to ensure the maximum attendance but if possible, make a surplus but any shortfall will be paid by the District.
- Where deemed viable Guarantee Payments for attendance of major events such as Jamborees in case of any shortfall of funds from elsewhere.
- Support attendees of major events by providing loans for advance scheduled payments, fundraising, and assist the attendees in fundraising.

Guidelines/Rules on Management of Finances and Executive Governance for Groups/Units

All Groups/Units operating within Lowry must adhere to the following guidelines/rules. These have been outline in the Policies and Organisational Rules document provided by The Scout Association, along with local operating procedures set out by the Executive Committee. These rules will be monitored and enforced by the District Commissioner (or their appointee) on behalf of the District Executive Committee.

- Group Treasurer's must submit a copy of their accounts within 14 days of their Annual General Meeting. The accounts must be submitted to the District Treasurer (treasurer@lowrydistrict.org.uk)
- All Agenda's and Minutes for Group Executive Committee meetings must be emailed to the District Chair (chair@lowrydistrict.org.uk) and District Commissioner (dc@lowrydistrict.org.uk) who have a Right of Attendance at each meeting.
- For Group Annual General Meetings, a formal invite should be made to the District Chair or Commissioner who will attend on behalf of the District. It should be noted that the District Representative should have an opportunity to make a small remark on the performance and standing of the Group.

- For Explorer/Network Units, finances are managed by the District Executive Committee. They will utilise a separate current account operated within Lowry District Scout Council's CAF Account. The District Executive will be the sole signatories (as Trustees') on the account, with Section and Assistant Section Leaders acting as authorisers for payments. There is a mandatory £5.00 account charge which is payable to the Unit.
- Explorer/Network Units are permitted to operate a Partnership Agreement with Groups, however the agreement is only limited to the use of building hire, leaders, and equipment use. The Governance of the Unit is still the responsibility of the relevant Commissioner (Explorer Scout Commissioner or Network Scout Commissioner) and the District Executive Committee.
- For Units, a report must be submitted to the relevant Commissioner, and Treasurer every three months. The report must contain the following information: accounts containing income and expenditure for the last three months, a current statement of numbers (and any upcoming movements), along with a summary of what you have achieved and any upcoming events.

Rules for Groups/Units applying for District Financial Aid, including Training.

To any Group/Unit experiencing times of financial hardship.

In times of any form of financial hardship the District will consider providing support in the one or more of the following ways;

- A financial contribution;
- A loan to be repaid at a later date;
- combination of both the above.

Any Group/Unit experiencing financial hard-ship should contact the District Commissioner and explain the problem and the reason for it occurring. The Group/Unit will have to supply 12 months bank statements, along with their full accounts.

For adults who wish to attend a training course for mandatory/wood-badge/permit training:

- Finance will be provided for authorised expenditure only. If an event takes place that is not authorised then the District will not contribute.
- For Groups/Units making application for adult leader training the sooner the application is made the more likely it is to be accepted due to budget constraints. Applications must be made in the first instance by email to training@lowrydistrict.org.uk preferably before the start of the next year. Application must clearly state who the training is for, what the training is, when the training is likely to take place, estimated cost and if known who is to provide the training. The application will be analysed by the Local Training Manager and submitted to the Executive Committee for consideration. In the absence of a District Training Manager then the District Commissioner will take this responsibility.
- The contribution by the District towards the training may not be 100%. All mandatory training will be considered but in certain types of training only one person per Group/Unit will be funded:

All mandatory training will be financed in full by the Group/Unit. Upon confirmation of course completion, the Group/Unit can then apply for a grant of £5.00 towards the cost of training (per adult volunteer). This is subject to satisfactory financial management of assets, and a mandatory submission of accounts to the District Treasurer each financial year. Any training outside of this remit will need to be applied for in writing to training@lowrydistrict.org.uk .It will be reviewed on a case-by-case basis by the District Executive Committee. This training grant could be up to 100% of the costs and an agreement may be made.

For District Officials:

All mandatory training for District Officials and appointments (with the exception of Group Scout Leaders) will be financed in full by the District Scout Council. With regards to the District Explorer Scout Leaders (and their assistants) this is subject to satisfactory management of assets, and a mandatory submission of accounts to the District Treasurer each financial quarter. Any training outside of this remit will need application in writing to . It will be reviewed on a case-by case basis by the District Executive Committee.

- The Group/Unit should make the payment for the course and has the option to apply for a training grant once the training has taken place. For first aid courses a District contribution of £5 will be made on application by the Group/Unit.
- To be successful the training will have to provide a contributory skill to the District.
- If the applicant leaves their position within the District, then they may be asked to repay a percentage of the initial cost. The terms of the funding will be decided in advance, so all parties are fully aware of their obligations.
- If any applicant for funds fails to attend the training then the applicant/Group/Unit will be responsible to pay for the training.
- Funding will not be given to any Group/Unit that has not submitted a copy of its latest financial accounts to the District Treasurer. (POR requirement).

Rules relating to the use of CAF Bank Business Cards

Use of the Business cards are restricted to:

- Payments that are on the financial plan and therefore have been approved by the Executive Committee
- Any emergency payment not on the plan requires approval of the District Commissioner or the Deputy District Commissioner (in their absence) before the payment is taken to the payment procedure.

Payment procedure and dual authorisation system.

- The Treasurer will hold a small sum (Circa £50) in the CAF cash current account. This also protects our funds from any kind of fraud and minimises any chance of misuse if a card is lost or stolen.
- The District Commissioner has a discretionary expenditure amount of Circa £500.00, without further authorisation of the Executive Committee. This will be explained and rationalised as soon as possible to the Executive Committee.
- In the event of an emergency, the District Commissioner reserves the authority to make any payment deemed necessary to ensure the safety of young people, adult volunteers, members of the public, and property. Wherever possible, this will be in discussion with the Chair and/or Treasurer. The likelihood of this clause coming into effect is minimal, and all attempts to minimise cost for the District (including calling on insurance premiums) should be made.
- When a card holder is planning to make a payment then the treasurer is notified and a sum to cover the payment will be transferred from the CAF Gold account. As with all payments if the Treasurer has had no previous notification, they will refer to the District Commissioner (or Deputy District Commissioner (in their absence) before any transfer is made and notification is given to the card-holder that funds are in the account to cover the payment.

Membership of the District Executive Committee

Ex-Officio

- District Chair - Paul Wilson
- District Commissioner - Ryan Swailes
- District Treasurer - Sharmila Clarke
- District Secretary - VACANT
- District Explorer Scout Commissioner - VACANT
- District Youth Commissioner - Joshua Macdonald
- District Scout Network Commissioner - Joshua Macdonald

Nominated by the District Commissioner

- Adela Ramsbottom - Group Scout Leader (24th Swinton)
- Justin McDonnell - Local Training Manager
- Martin Maynard - Group Treasurer (43rd Salford)

Elected by the District Scout Council

- Lynn Harman - Parent Representative [Elected on May 22nd 2019]
- Paul Mullineux - Group Scout Leader (14th Swinton) [Elected on May 22nd 2019]
- Steve Woodcock - Group Scout Leader (3rd Pendlebury) [Elected on May 22nd 2019]
- James Samson - Representative (82nd Salford) [Elected on May 22nd 2019]

Co-Opted by the District Executive Committee

- Ann Salt - Vice President & Appointments Chair