

1. INTRODUCTION

The DERBY EAST DISTRICT, hereinafter referred to as 'the District', forms part of THE DERBYSHIRE SCOUT COUNCIL and was registered with the approval of the County Commissioner in 1964. Scout Registration Number 11307.

The District is led by the **District Lead Volunteer**, who is appointed by the **County Lead Volunteer**, and managed by the District Trustee Board. They are accountable to the District Scout Council for the satisfactory running of the District.

The District will operate within and abide by the Policy Organisation and Rules, (POR) of the Scout Association and the **District Lead Volunteer** will be supported by:

- District Trustee Board
- District Leadership Team
- Administrators and Advisors

2. THE DISTRICT SCOUT COUNCIL

2.1 Ex officio members

- 2.1.1 All Members and Associated Members of the Scout Association, registered in the Scout District
- 2.1.2 All Explorers including Young Leaders and members of the District Scout Network
- 2.1.3 Parent/Carers of Explorers
- 2.1.4 A representative from the District Troop Leadership Forum
- 2.1.5 The County **Lead Volunteer** and the County Trustee Board Chairman

2.2 Annual General Meeting; The District Scout Council must hold a meeting within 6 months of the end of the financial year to:

- 2.2.1 Receive the Annual Report including a statement of accounts as produced by the District Trustees.
- 2.2.2 Set the amount of a District levy per youth member to be paid for the following year
- 2.2.3 Elect a Chair and Treasurer to the District Trustee Board
- 2.2.4 Elect **Appointed** Trustees to the District Trustee Board
- 2.2.5 Elect a group Scouter to represent the District on the Derbyshire County Scout Council and any other bodies that require District representation
- 2.3.6 Appoint an Independent Examiner as appropriate in accordance with The Charities Act 2016
- 2.2.7 May appoint, or confirm appointment of a District President
- 2.2.8 Adopt or re-adopt the District Constitution
- 2.2.9 Confirm the dates of the District financial year

2.2.10 Agree the quorum for each of the meetings of:

- The District Scout Council – minimum attendance of 12 members plus 3 of the District Trustees
- Sub committees – as required
- **The Quorum for the District Trustee Board is one third of membership plus one.**

2.2.11 The District Trustee Board can call a General Meeting of the District Scout Council at any time by giving a minimum of 14 days' notice to Trustees

3. THE DISTRICT TRUSTEE BOARD

3.1 The District Trustee Board exists to support the District **Lead Volunteer** in meeting the responsibilities of the appointment and to provide support for all Scouting in the District. The County **Lead Volunteer** and the County Chairman have the right of attendance at any meeting held.

3.2 The District Trustee Board consists of:

3.2.1 Ex officio members:

- The District Lead Volunteer
- The District Youth Lead

3.2.2 **Appointed Trustees: Persons nominated by any member of the District Scout Council to meet the skills required by the Trustee Board.**

- **The District Chair**
- **The District Treasurer**
- **4 Appointed Trustees to meet the criteria agreed by the District Trustee Board**

3.2.3 Co-opted members: Persons co-opted by the District Trustee Board for a particular task for a one-year period. **If the task takes longer than one year it will be covered by a member of one of the District Teams.**

3.2.4 The District Trustees has the option to appoint a Vice Chair

3.2.5 **Appointed members of the District Trustee Board are elected by the District Scout Council at the AGM for a period of 3 years. They can be re-elected twice thereby serving a maximum of 9 years**

3.2.7 The District Chair and Treasurer cannot hold a uniformed appointment in the District.

3.2.8 The District Chair will arbitrate in any dispute

3.3 Members of the District Trustee Board are the 'Charity Trustees' of the Derby East District, which is an educational charity. No member must be disqualified from being a Charity Trustee, as defined in the Charities Act 2016

3.4 The District Trustee Board must act in the best interests of the District, acting with reasonable care and skills to be confident that the District is:

3.4.1 Carrying out its purpose for the public benefit

3.4.2 Manage the District's resources responsibly

3.4.3 Complying with The Scout Association's Policy, Organisation & Rules (P.O.R)

3.4.4 **Ensuring the Key Policies are in place and acted upon**

3.4.5 Young people are meaningfully involved in decision making at all levels

3.5 The District Trustee Board will:

3.5.1 **Ensure the implementation of the District Safety Policy ensuring all groups manage and implement their own safety policy**

3.5.2 Supervising the administration of groups particularly in relation to finance, safety and the trusteeship of property

3.5.3 Ensuring that all members of the District Trustee Board and of Group Trustee Boards complete the mandatory training for Trustees within 5 months of Appointment and any further mandatory training as required

3.5.4 Ensuring that all adult members of the District comply with current legislation in respect of Data Protection and the mandatory training for GDPR (Data Protection General Regulations May 2018)

3.6 District administration

3.6.1 **A District Administrator will be appointed as a member of the District Support Team to support all District teams including the Trustee Board Duties will include**

3.6.2 Registration and membership of the Movement

3.6.3 Preparation of the Annual Report with the Statement of Accounts to the Annual General Meeting of the District Scout Council

3.6.4 Reviewing annually, or when required the District Constitution

3.6.5 Ensuring all mandatory policies are approved, managed and reviewed accordingly

3.7 The District **Lead Volunteer** and the District Chair are ex officio members of all sub committees

4. THE DISTRICT LEADERSHIP TEAM

4.1 The District Team consists of:

- The District Lead Volunteer
- District Youth Lead
- District Trustee Board Chair
- District Programme Team Lead
- District Support Team Lead
- District Volunteering & Development Team Lead
- Group's Lead Volunteers
- District Safety Advisor

4.2 The District **Leadership** Team meets as frequently as is necessary with the aims as set out in POR advising the District Trustee Board on relevant matters.

4.3 All District appointments are automatically reviewed on the appointment of a new District **Lead Volunteer**

5. District Advisors may be appointed by the District Trustee Board as laid down in POR.

6. HONORARY DISTRICT PRESIDENT

6.1 Derby East District recognises the office of a District President.

An appointment will be made:

6.1.1 If recommended by the District Trustee Board and endorsed by the Annual General Meeting of the District Scout Council.

6.1.2 For a period of 3 years, or for a specific period of a project that the President is tasked with.

6.1.3 A president will not have any other appointment in Scouting

6.1.4 No executive function is associated with this role; no Trustee responsibilities.

6.1.5 The appointment will be reviewed at the end of the fixed period and or on the appointment of a new District Lead Volunteer

6.1.6 A DBS application will be made before confirming the appointment

7. CONDUCT OF MEETINGS

7.1 All meetings will be face to face circumstances prohibit and necessitate a virtual meeting. The District Chair will approve this principle as per POR.

7.2 At meetings of the District Scout Council and the District Trustee Board only members as specified in sections 2.1, 3.2.2 and 3.2.3 may vote.

7.3 All meetings will be conducted in accordance with and recognise the law and procedure of meetings.

7.4 Decisions are made by a simple majority. In the event of an equality of votes being cast the Chair does not have the casting vote and in such a case the resolution will not have been carried.

7.5 Members of the District Scout Council and the District Trustee Board will not be entitled to vote on any decision when they would have a pecuniary or other vested interest in its outcome.

7.5.1 A declaration of interest must be made at the start of the meeting

7.5.2 The Chair will decide whether the interested person may make any representations prior to the decision being made

7.5.3 The Chair will decide if the interested person needs to leave the room whilst discussion and or voting takes place on the relevant decision.

8. GANG SHOWS - Derby East District supports the production of a staged performance

8.1 A Gang Show status is awarded by the Scout Association but the production may be shared jointly with Girl Guiding Derbyshire South East

8.2 As per POR the District **Lead Volunteer**, with support from the District Trustee Board has overall responsibility for the production.

8.3 The District Trustee Board will nominate two members of the Committee to represent Derby East District on the *Gang Show Commissioning Committee (GSCC)*, alongside two Commissioners from Girl Guiding for a term of 3 years. Two terms can be served.

- 8.4 The purpose of the GSCC will be set out in the Terms of Reference for the Organising Committee which will have been approved by the Derby East District Trustee Board.
- 8.5 ALL adult participants in the revue will be members of the Scout Association and comply with the process for appointments or will be members of Girl Guiding and comply with their appointment process.

9. AMENDMENTS TO THE CONSTITUTION

- 9.1 The District Trustee Board may incorporate changes affecting the Scout District resulting from amendments to the Scout Associations’ “Policy, Organisation and Rules” within the District Constitution

Reviewed by the District Trustee Board on 10 June 2024

Approved by the District Scout Council at the AGM on xx July 2024

Signed by the District Chair:

Next review due June 2025

APPENDIX A DERBY EAST DISTRICT TRUSTEE BOARD

KEY POLICIES

	Document	By Whom	Frequency	Month	AGM
District Policies					
1	District Constitution	Trustee Board	Annual	May/June	Yes
2	Authorising Activities	Programme Team	Annually	Feb/March	No
3	Finance Procedures	Finance Comm	Annually	April/May	No
4	District Events Procedure	Finance Comm	Annually	April/May	No
5	GDPR Statement	Trustee Board	Biennially	Sept/Oct	No
6	Safety Policy	Leadership Team	Biennially	Feb/March	No
7	InTouch Policy	Leadership Team	Biennially	Feb/March	No
8	Framework: Explorers	Programme Team	Biennially	Sept/Oct	No
9	Framework: Network	Programme Team	Biennially	Sept/Oct	No
10	Model Partnership Agreement	Programme Team	Biennially	Sept/Oct	No
Scout Association Policies					
1	Equal Opportunities	Leadership Team	Biennially	May/June	No
2	Religious Policy	Leadership Team	Biennially	May/June	No
3	Safeguarding Policy	Leadership Team	Annual	Feb/March	No
4	Vetting	Leadership Team	Biennially	Feb/March	No
5	Youth Anti Bullying	Leadership Team	Biennially	Sept/Oct	No