



Hereford & Worcester County Scout Council

Registered Charity number 505004



Trustees' Annual Report

1st April 2016 to 31st March 2017

County Secretary: Rita Grimes,
16 Croome Close, Drakes Broughton, Pershore, WR10 2BH
e-mail: info@hwscouts.org.uk
Website: www.hwscouts.org.uk

Constitution:

The full name of the charity is 'Hereford and Worcester County Scout Council' and the charity registration number is 505004. The charity is an educational charity established in accordance with the Policy, Organisation and Rules (POR) of The Scout Association. The County is registered with The Scout Association, number 16100. The County Scout Council has adopted the standard constitution recommended in chapter 5 of POR and adopted the necessary associated resolutions, e.g. quorum for meetings.

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

As defined in POR, Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Trustees:

Ex Officio

Tim Janes	County Chair
Rita Grimes	County Secretary
Ian Newman	County Treasurer
Derek Barnes	County Commissioner
Nathan Read	County Youth Commissioner (from February 2017)

Elected

Matthew Fox	
Robert Williams	
Ben Clements	
Megan Debbage	(until 23/6/2016)

Nominated

Alan Lane
Robert Nichols

Other Key Roles during the year:

Deputy County Commissioner Adult Support	John Day
Deputy County Commissioner Programme & International	Ann Clark
Deputy County Commissioner Activities	Rob Williams
Assistant County Commissioner Cubs	Ben Brookes
Assistant County Commissioner Scouts	Robert Sidley
Assistant County Commissioner Explorers	Nick Mason
Assistant County Commissioner Network	Robert Williams
County Campsite (Kinver) Warden & Kinver SAS Manager	Paul Goodyear
County Activate SAS Manager	John Stribblehill
County Appointments Secretary	Faye Cook
County Safeguarding Coordinator	Val Leddington
County Presidents	Sasha and Nyree Kindred

Structure, Governance and Management

Scouting in the United Kingdom is organised in Scout Groups, Scout Districts, Scout Counties and Country Headquarters. These 'units' of Scouting provide:

- support;
- channels for communication;
- opportunities for youth Members and Leaders to make decisions and take responsibility;
- functional units through which the design and delivery of the programme can be best achieved;

As a Scout County, Hereford and Worcester is comprised of 10 Scout Districts, two County Scout Active Support Units (one supporting the County campsite at Kinver and the other, known as Activate, supporting adventurous activities, instructors and assessors) and a County Team. Scouting in the County is run by the County Team lead by the County Commissioner and supported by the County Executive (the Trustees).

The County Executive Committee manage the County infrastructure and support services, meeting roughly five times a year. The Executive Committee exists to support the County Commissioner in meeting the responsibilities of their appointment.

Members of the Executive Committee act collectively as charity Trustees of the Scout County, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association.
- Protect and maintain any property and equipment owned by and/or used by the County.
- Manage the County finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the County.

- The opening, closure and amalgamation of Districts and Scout Active Support Units in the County as necessary.
- Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chairman to lead it.
- The Executive Committee also:
- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee.
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the County Scout Council at the Annual General Meeting; file a copy with National Headquarters and submit them to the Charity Commission.
- Maintain confidentiality with regard to appropriate Executive Committee business.

Risk and Internal Controls

The County has in place systems of internal controls that are designed to provide good assurance against material mismanagement or loss. These include two independent authorisers for all payments and comprehensive insurance policies to ensure that insurable risks are covered.

The Trustees regularly review the risks to which they might be exposed and systems have been established to mitigate those risks. During the year, the Trustees have adopted the updated County risk management approach developed by The Scout Association. This involved initial review, dedicated risk assessment workshops and further review and iteration leading to a comprehensive risk register with mitigating actions and responsibilities which is regularly reviewed by the Trustees.

The County has a well-established Safeguarding Coordinator.

Contribution of Volunteers.

Scouting across Hereford & Worcester County is entirely dependent on the combined resources of thousands of adult volunteers to lead, manage, administer and support Scouting. The County greatly appreciates the generosity, time and effort given by these volunteers (and their families) and the fantastic impact that they have on delivering the fun, challenge and everyday adventure that is Scouting.

Nevertheless, the County is limited in the amount of Scouting that it can provide (directly or indirectly) by the number of adult volunteers that it has. We are therefore constantly on the lookout and proactively recruiting additional volunteers (to whom we provide full training).

The County does not employ any paid workers. Trustees of the charity have only received payments for expenses during the year.

Objectives & Activities:

The Objects of Hereford & Worcester Scout County are:

1. To support and develop Scouting in Herefordshire and Worcestershire according to the provisions of The Scout Association Policy, Organisation and Rules. This includes the provisions of training opportunities for leaders and volunteers.
2. To provide camping and activity facilities at Kinver Camp Site.

Achievements and Performance in year:

- Membership increased by 11.1% overall – the tenth successive year of growth in membership. The County's total membership now stands at 8,078 (5,771 young people and 2,307 adults). All but two Districts increased their membership and the reasons why the two Districts contracted are understood. Overall the significant increase in numbers is distorted by changes to adult membership, e.g. all Executive Members are now members and counted membership. Nevertheless the underlying trend was still a healthy increase in the number of young people and leaders.
- Throughout the year, regularly reviewed and reported on performance against the County 2014-18 Strategy Plan. Some of the items have been successfully completed, whilst others have taken longer than expected or been delayed due to a number of factors, including some beyond our control. Our greatest challenge remains the recruitment and retention of adult volunteers as managers, leaders, administrators and supporters of Scouting across the County.
- Continued improving, maintaining and managing Kinver, the County campsite. This has been regularly used by Scouts and other organisations and development of the site has continued. The organisation and management structure introduced a few years ago to strengthen the management and organisation of this great facility has proved its worth during the year and made sure that all relevant legislation has been complied with. The outsourcing to specialists of the core grass cutting and cleaning has paid dividends. Work was completed in the summer 2016 on a new, central toilet block. This has proved to be exactly what the site needed, with excellent customer feedback. Following extensive and effective fundraising the works were completed with only a modest outstanding loan repayable to the County by Kinver.
- An ever increasing range of adventurous activities were organised during the year for youth members and for instructing/assessing adults. Many of these have been fronted by our range of adventurous activity advisors and we are extremely grateful for all they done. For the second year running a County indoor climbing competition was held, was again oversubscribed and was a great success. Activate activity days & camps for Cubs and Scouts, leaders walking weekend, Scouts walking weekend, paddling and climbing evenings have again be extremely popular and received great feedback.
- Continued to provide a relevant and much appreciated programme of County events. This included Barney Beaver's 30th Birthday Challenge, a very successful Cubs Centenary Camp, Operation Bald Eagle for Scouts and the introduction of The Royal Three Counties Occasional Badge. There were also two Young Leader's Camps and County Scout Network Camps.
- Planning, appointments and selection are underway to enable the County to take a full unit to the 24th World Scout Jamboree in 2019 in North America. In addition a number from across the County have been selected to represent the UK at the 15th World Scout Moot in Iceland this summer.
- Celebration events included the Annual General Meeting and a top awards presentation afternoon.
- Ensured that the County and all Districts kept adequate records and reported them, e.g. annual Census. This included all adult volunteers (including Disclosures, roles and training) which was more of a challenge this year than most due to the introduction of mandatory process for things like Disclosures following the reintroduction of Compass (The Scout Association's membership system).
- Provided training (The Scout Association's modular training system and additional modules on Safeguarding, Safety, Young Leaders and Executive

Training) across the County. This included three residential weekend courses and a programme planned through to the end of 2019 where possible. We continue to struggle with many aspects of the introduction of the new Leadership and Management Training.

- The County website continues to grow and be used more extensively, including the master calendar of all County activities and as a central repository for County information.
- Produced and distributed across the County three editions of our “Scouting Times” newsletter for all adults and one edition of our “Training Bulletin”. In addition, all Leaders received a seasonal message of thanks in appreciation of their services and notification of the forthcoming change of County Commissioner.
- Assisted in the recruitment of adult volunteers (leaders, managers, administrators and executives) across the County.
- As well as expenditure on administration, training and support, funds have been used to support International Scouting, Skills Development, Provision of Equipment and the support of Scouting in rural Herefordshire.

The Trustees would like to acknowledge the contribution and commitment of all the volunteers who manage, lead and support Scouting throughout Herefordshire and Worcestershire that have made these achievements possible.

Financial Review:

The principal funding sources are membership subscriptions, training fees and camping and activity fees. The charity uses these sources of income to provide training and camping facilities and to carry out scouting activities.

Please see the annual accounts for the detailed financial figures.

Reserves Policy:

It is the policy of the Trustees to maintain sufficient reserves to:

- a. provide a contingency against unexpected shortfalls or cash flow problems;
- b. enable emergency loans to be made to Scout Districts or Groups;
- c. maintain and develop the Kinver camp site;
- d. provide an income in order to offset a proportion of members' subscriptions.

The Trustees consider that the reserves of the Charity should equate to between six and twelve months of the Charity's annual revenue expenditure, that is between £48,903 and £97,807 based on the accounts for the year ended 31st March 2017.

The Charity's Unrestricted Funds, excluding tangible fixed assets, at 31st March 2017 amounted to £89,391 which is in line with the trustees' policy.

Investment Policy

It is the policy of the Trustees to invest surplus funds in interest bearing bank accounts and low risk approved charity bonds.

Future Plans

The Scout County's development plan is aligned directly with The Scout Association's 2014-18 plan called 'Scouting for All'. With this plan, in addition to all the normal great Scouting and events provided across the County, in summary our plan is:

Growth:

- Aim to deliver at least 5% growth per year.

Inclusivity:

- Continue to ensure all Sections of all Groups & Units admit girls.
- Continue to improve Scouting provision in a highly deprived area of the County (as part of the Better Prepared national project).
- Work on increased ethnic membership to fully reflect local communities.

Youth Shaped:

- Build on the appointment of our first County Youth Commissioner to improve our focus on Youth Shaped Scouting throughout the County.
- Make sure we have an effective Young Leaders Leader in each District and build upon our County Young Leaders camps (which includes training).
- Maintain a great level of young people on the County Executive and focus on all Districts achieving similar.
- Ensure Youth Forums are happening in every District and as appropriate at County level.

Community:

- Aim to increase awareness of, and promotion of, all the community activities undertaken throughout the year.

There are a number of challenges to overcome to make these aims a reality; the key one of which is finding and recruiting the right adult volunteers.

Declaration:

The Trustees declare that they have approved this annual report at their meeting on the 7th June 2017.

Signed on behalf of the charity Trustees:

Signature: *Tim Janes*

Full Name: Timothy Janes

Position: Chair

Date: 7th June 2017