



South Leicestershire

DISTRICT SCOUT EXEC(SLDSC) MEETING

DATE: 6TH JUL 2020 TIME: 19:30

Minutes

FINAL FOR PUBLICATION

VENUE: ONLINE VIA ZOOM

Item (order covered, numbered from agenda)	Description	Who needs to take action and what needs to be done. Information	By when	Finish time
		Procedural		
1 a	Welcome especially to new members Exec roles	The Chair welcomed our new members. The Exec introduced themselves to each other with a brief outline of their role. The District Youth Commissioner Team (DYCs) were invited to ask questions as needed.		19:41
1 b	Apologies			19:41
		Financial accountability & stability		
4a	Treasurer's report	<p>a) Treasurer, gave an overview of the financial situation and then shared his thoughts on the direction needed for the District and the Treasurer's role.</p> <p>I) Nottingham BS account is now closed and the money moved into the Barclays account.</p> <p>II) No new income since Covid lockdown in March. Looking at the receipts and payments; the Treasurer highlighted the notable transactions - money out to OSM and in from grants.</p> <p>III) Treasurer will look at procedures especially for the campsite. We should move to bank transfer /online banking to make receiving payments easier.</p> <p>IV) Keep on top of expenses.</p> <p>V) The Treasurer proposed the creation of a finance sub-committee; to include the administrator for District Explorers/Network, Campsite treasurer or chair and a Group representative (one person or on a rota)</p> <p>DECISION: Formation of a finance sub-committee was agreed by all</p> <p>ACTION: Treasurer to progress the formation of a finance sub-committee and report back next meeting; who should be part of the committee, develop terms of reference and so on, ahead of an interim amendment to the constitution being made for approval at 2021 AGM.</p> <p>NB The DESC was in touch during the meeting with one of the Explorers leadership team who has volunteered to join the finance committee.</p>	August /September meeting	19:55

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4 b	TSA (The Scout Association) messaged about census numbers (October not January) and impact	<p>Treasurer has noted in a communication from The Scout Association (TSA) that the census numbers for 2021 will be based on the October numbers rather than January numbers. Other timescales remain the same. DC confirmed this and will communicate it to GSLs in his next meeting.</p> <p>ACTION: DC to communicate to GSLs.</p> <p>A question was asked when there would be a decision on national and county capitation amounts. More details will no doubt be shared over the coming weeks, so we will carry this forward to our September meeting.</p>	Next GSL meeting	
5	<p>Appointments Committee</p> <p>Corrected by Sec. 10/08/2020</p>	<p>Group support</p> <p>If any new appointments come through; they will be need to interviewed via an online video meeting, however, no appointment committee meetings have taken place since last meeting.</p> <p>Appointments Secretary, is no longer in role, but has agreed to assist in helping the new Appointments Secretary, as and when a new one is appointed, to aid the transition of a new person into the role.</p> <p>Appointments Committee Chair, will stay in place in name only, until such time as a replacement is found.</p> <p>Hopefully, a new Chair and Secretary can be found soon so the appointments process can resume (with a new Chair and Secretary) when face-to-face Scouting resumes.</p>		19:56
		Facilities and events		
5	Campsite Committee	Campsite general update and financial report – No change since last meeting.		19:57
2	<p>AOB matters to be raised</p> <p>1. Return to face to face scouting</p>	<p><i>NB: Any discussions noted here should not be used as advice for approving Groups to restart meetings. All the processes required by the Government and The Scout Association (TSA) must be followed. This is a record of the discussion at the meeting and not an exhaustive list.</i></p> <p>i) DC, talked about the very recent change in status from red to amber in the UK which allows for some face to face Scouting (except in Leicestershire which is still red). More details at: https://www.leicestershirescouts.org.uk/coronavirus/getting-everyone-back-together-safely/ accessed 6/7/20, and this will be updated.</p>		DC left meeting for around 15 minutes.

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		<p>Lots of conversations happening with DC, and GSLs around Covid-readiness, risk assessments and making their meeting places safe and appropriate for hold meetings.</p> <p>ii) District will support Groups as need (although what, when, how is still to be determined) and County/ National will support Groups with costs to bring first aid kits up to Covid-ready standards.</p> <p>iii) A number of hurdles need to be passed for groups to be allowed to meet and an independent signatory to give approval. DC proposed some of the Exec, with direct scouting experience, to support on signing off Groups for Covid-readiness (indoor and outdoor meetings, per location) to be ready for Amber/Yellow status.</p> <p>Online process, with audit trail built-in. Agreed that other members Exec should not approve but be available to act independently should an escalation / complaints route be required.</p> <p>iv) <u>Issues</u> (not exhaustive): different parental expectations; extra cleaning required in Scout huts, hand-washing/sanitizing, financial impact, and so on.</p> <p>v) What could happen with a combination of face-to-face and online Scouting?</p> <p>vi) Campsite Chair asked if an assessment was needed for adults meeting (as per Government instruction). Adult volunteers and Network are adults so would only need to follow Government advice.</p> <p>vii) Also, activity risk assessment is a focus for TSA going forward with additional training coming out.</p> <p>Campsite (UCS)</p> <p>viii) Campsite plans to divide up into separate bookable areas (using temporary telephone booking) for South Leicestershire District Groups only.</p> <p>ix) Campsite team will need to plan for opening toilets or not and cleaning and having someone from the campsite present as well.</p> <p>x) Potential issues and concerns – DYC suggested one issue is: how many groups to have on-site at a time?</p> <p>xi) Further discussion will take place within the campsite committee.</p> <p>ACTION: DC and Exec to support Groups in understanding concerns, providing practical support and approving risk assessments for the return to face-to-face Scouting.</p>	Ongoing	

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		<p>ACTION: Those proposed to approve risk assessments to confirm with DC their willingness to do so.</p> <p>DECISION: Risk assessors to operate as a team, and other Exec independent for escalation if required.</p> <p>ACTION Secretary to add a regular item for District meetings; to check-in on risk assessments and approvals.</p> <p>ACTION DESC/Explorers leaders to meet and plan for Explorers.</p>	<p>ASAP</p> <p>Ongoing</p> <p>From next meeting</p> <p>Ongoing</p>	
2.2	District Youth Commissioner (DYC) team + Youth Shaped Award	<p>Two more DYCs to start in September, when they turn 18. Youth Shaped Scouting will be their focus.</p> <p>There was some discussion about the number of votes for the team of DYCs, based on equivalent roles in other Districts where it is often a single person as DYC rather than a team. To keep under review but essentially: each DYC has a vote but they have to attend the meeting to vote.</p> <p>DECISION: Each DYC to have a vote.</p>		
2.3	Group / Unit financial status including grants	Some groups have been able to take advantage and apply for grants. To be discussed further at our September finance meeting.		
2.4	Use of District email addresses	Carry forward to next meeting. Use of District emails instead of personal emails is to be encouraged.		
2.5	DYC team opportunity to 'Ask the Exec'	Covered in welcome by Chair.		
2.6	Being quorate	<p>Our quorum is currently: District Commissioner or their nominated Executive member representative. Two out of the three of: District Chair, District Secretary, District Treasurer.</p> <p>The Chair will propose an amendment to the constitution (at the next AGM) to add the following role to be in attendance for the meeting to be quorate: One District Youth Commissioner (one of the current three DYCs, going up to a one of the five DYCs from September 2020).</p> <p>This arrangement to operate in the interim.</p>		

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2.7	Changes to constitution	<p>The Chair will seek any other proposed amendments to the constitution but, so far, the following proposed amendments are:</p> <ol style="list-style-type: none"> 1. At least one DYC member to be present at each meeting for a quorum 2. Number of votes for DYC team <p>Creation of a Finance sub-committee</p>		20:40
3	Review of previous minutes	<p>The actions were reviewed and the meeting accepted the minutes as a true record. When it is possible, the Secretary will ask the Chair to physically sign a copy of the minutes.</p> <p>No comments were received about the AGM minutes so these will be presented at the next AGM.</p> <p>ACTION: Secretary to present at next AGM</p>	June 2021	20:44
9	Training update: Compliance and mandatory training changes.	<p>Direct communication now coming from TSA to remind people that DBS needs to be done and for initial training (Modules 1-3). Before anyone returns to face to face scouting, leaders must have training up to date.</p>		20:48
6	District Events	<p>No events at present. New ADC Beavers appointed. Deputy DC, explained that the proposed trip to Iceland was now cancelled and any monies refunded. A look at a lower-cost destination will be researched. Deputy DC will meet with Explorers leader to progress.</p>		20:51
8	Groups in challenging situations and Groups Health check	Covered by other discussion points		20:52
10	Safety monitoring	Covered by other discussion points		
11	Dates of meetings (see below for proposed dates)			20:57
12	Close			21:00