

LICHFIELD DISTRICT SCOUT EXECUTIVE

29TH MARCH 2004

PRESENT: JOHN BURDETT, MILES MATILE, BOB POWELL, RALPH. E. LONG, LORRAINE BURNS, PAULINE ST JOHN, ADRIAN ROBINSON, TONY CADWALADER, ADRIENNE MOSS.

APOLOGIES: RALPH BARNARD, ANDY FLETCHER

CONGRATULATIONS:

- JB was pleased to announce that as Miles has indicated that this would be his final year as District Chairman, Adrienne Moss has accepted the DC's nomination to be Lichfield's first District Chairwoman at the next AGM;
- MM was delighted to announce that Tony Cadwallader was ACC (designate) for Network and Adrian Robinson was ACC (designate) for Fellowship.

MINUTES: Minutes of the 12th January 2004 were agreed.

PROPOSED: JOHN BURDETT
SECONDED: RALPH. LONG

(1) MATTERS ARISING:

- (a) **Insurance Policy** – Certificate for public liability has been received from County Office and passed to District secretary.
- (b) **Badge supplies**- RL confirmed that he had received a cheque for £344.20 from Uniform Plus in relation to remaining stock. JB's successful negotiations with the shop mean that they have taken complete control for all badge supplies for the District.
- (c) **Census:** BP reported: All Groups have now had their Membership figures sent to County and this was completed by the due date. The completion of the GR forms-listing membership details has been difficult and has involved a lot of contact with Groups. The 1st/8th have yet to finalise their details. The Executive thanked Bob for all his hard work in this area.
MM shared 'County' figures from the last Executive, which shows that Lichfield is now the 3rd largest District in the County moving from 4th position in 2002/2003. District membership is almost static for this year – compared with the County figure which shows a 3.5% fall to @7,700. What is positive is that Lichfield District has seen the largest growth across the County over a three-year period. Importantly, Lichfield is running the least adult vacancies particularly at the GSL/Group Chair leadership level. In all, this has been a positive year for the District – well done to all.

(2) DISTRICT COMMISSIONER'S REPORT

- (a) **NETWORK:** JB very pleased to announce that Network has re-formed led by Katrina Smith (Katrina@KHSmith.co.uk) assisted by County Adviser Nicola Leadbeater. A District meeting is to be held at the 7th HQ on 6th April. County are supporting District development of network.
- (b) **District Review:** A County team met with District members in March to review boundaries and group composition as part of the County review. Some discussions to be had about a neighbouring group but no other changes envisaged;
- (c) **Staffordshire Council for Voluntary Youth Services:** have cash for groups/District – details from JB. SCVYS has also been very helpful in supporting free First Aid Courses;
- (d) County are to fund the forthcoming regional DC's day;
- (e) **Training** – County are taking responsibility for this and have approached a number of potential Training Advisors within the District for training. (RL mentioned that he and RB had recently run an initial training course which was poorly attended); JB stated that the recent meeting he had organised in relation to the National Training programme had been very helpful and thanks to RB for his presentation;
- (f) **Finances:** JB reported that County finances might be affected by political changes within Stoke on Trent, which may mean a reduced grant. MM also mentioned that it was possible that there would be reduced funding from Staffs County as well.
- (g) **1st/8th** – both Groups are settling down and some increase in numbers. Most executive members are coming from the 1st at this time. It would be appropriate to review the situation at the AGM ready for the new September year.

(3) DISTRICT EXPLORER COMMISSIONER'S REPORT; AF had sent his apology and JB reported:

- The Explorers have piloted the risk assessment – see paragraph 6;
- 38 currently attending – good range of activities including environmental work, D of E expeditions, canoeing, Finland Jamboree, trip to the Peak District. Positive programme for this term has been planned.

(4) TREASURER'S REPORT: RL reported.

(a) **Capitation:** All Groups have paid on time this year – RL has sent the capitation money of £16,584.60 to County. Many thanks to all groups for achieving this.

- (b) **Grants:** Rebates have now been received from County Office;
- (c) **Dingy** – SCVYS have sent a cheque for £250 towards the cost of the repair;
- (d) **Year End Accounts** needed from the 8th for 2002/2003;

(e) **Current account** stands at £2,999.05 with total funds of £13,090.71

(f) **Jamboree Fund**: RL reminded the Executive that there were funds from the last World Jamboree that at this stage are ring-fenced for the next event in 2007. JB questioned whether, in the light of the 2005 Euro-Jam where we might expect attendances up to 50/60, the District may wish to sponsor this event, rather than the limited number going to the World Jamboree. The estimated cost is thought to be £460.00 per person with travelling on top. It was proposed that the District will fund the required transport. This was agreed in principle with JB to make further enquiries.

(5) SAFETY IN SCOUTING: MM reported on this:

(a) **RISK ASSESSMENTS**: Further to the last Executive which looked at the new Scout Association policy which says in P.O.R. Rule 2.3 (g) that:

“Local responsibility for the management of the Safety Policy of the Association rests with the Chairman of the appropriate County, District or Group Executive Committee”

MM/JB had prepared an implementation plan that if successful should get the District prepared for this by April/May. The Executive recognised that this was a core issue within scouting. To assist in this process the County has produced a straightforward risk assessment tool, which has been piloted at the 5th Lichfield and with the Explorer Unit. Both Bob Powell from the 5th and Andy Fletcher, DESC, have informed the Executive that the tool is very workable and easy to use and will provide Group Executive with an easy way of showing accountability in the event of an accident or health and safety incident. Next step is to organise a workshop for remaining Groups **MM to liaise with JB/AM.**

(b) **ASBESTOS**: Under Health and Safety legislation Groups/District will have to have HQs checked by a ‘*competent person*’ as to asbestos within the buildings and the maintenance of material. Identified Groups who own their own HQs are, Alrewas, Armitage, Burntwood, 1st, 6th, 7th & 8th Lichfield, & Whittington (?) At this stage District should do nothing until County has issued guidance as to possible funding. **MM to liaise and report to next Executive**

(6) APPOINTMENTS SUB-COMMITTEE: LB reported:

- (a) **Appointments**: Currently 36 awaiting CRB clearance – with 4/5 ready for interview;
- (b) **Warrants review**-this is being undertaken in conjunction with JB to set up a system to identify those leaders who will need a 5 year review.
- (c) **Interviewing panel**: Several possible names have been suggested to supplement the panel. LB to write to offer an observation evening and then to process through CRB if further interest is shown.
- (d) **Awards panel**. Four Exec members will meet to discuss due and overdue long service awards on 7th April

- (e) **Warrant review.** All warrants that become due for review must be accompanied by a completed CRB Form. This will enable ongoing checks to be made on all Leaders every five years
 - (f) **Next panel 28/4/04.**
 - (g) **Appointment Process:** Review of POR guidelines confirm that the current Lichfield process is correct – however now modified to take into account the issuing of the provisional appointment certificate.
- (7) **St George's Day:**
- All sorted – RB/BB to confirm arrangements for police.
 - Agree to increase our donation to Chase Terrace band to £125.(RL)
 - There will be considerably more dignitaries than last year- will District leaders please make small talk with them!
- (8) **NEXT MEETING 10th May 2004 for 8.00pm start at Court Drive
Accounts to be approved for AGM**