

Suffolk County Scouts – Events Policy

1. Introduction

This policy supersedes the County Expeditions Policy agreed by the former County Executive Committee on 24 June 2010 relative to expeditions both in the UK and Overseas.

This policy relates to events going forward and includes both events (whether ad-hoc events or through the Board's annually approved budget) that are promoted by or delivered in the name of Suffolk Scouts

Events staged in partnership with external bodies (i.e. outside of Suffolk Scouts) will be considered on their own merits and outside of this policy.

2. Interpretation

"Board" means Suffolk County Scout Council Trustee Board.

"Board Acceptance Letter" means a hard copy letter or an electronic communication addressed to the Event Leader giving the Board's confirmation that it accepts (subject to the conditions therein) to underwrite the Event to the financial limit specified therein which shall be substantially in the form set out in Appendix 2.

"Event" means the particular event specified in the Event Notification Form.

"Event Leadership Team" means the team appointed to organise plan control and deliver the Event under the direction and supervision of the Event Leader.

"Event Date" means the date/s during which the event specified in the Event Notification Form will take place.

"Event Leader" means the Scouting volunteer heading the planning team responsible for planning and delivering the Event.

"Event Notification Form" means the form set out in Appendix 1 as revised from time to time by the Board.

3. Purpose

- i. This policy sets out the procedure to be followed to obtain the Board's acceptance of a financial liability by the underwriting (in full or part) of an Event as detailed in the Board Acceptance Letter.
- ii. This policy is in place to ensure the Board can be shown to have exercised due diligence before it accepts any financial liability to underwrite (in whole or part) for any event delivered in the name of Suffolk Scouts.

- iii. Unless exceptional circumstances prevail, a Board acceptance cannot be sought retrospectively.
- iv. A Board Acceptance Letter does not carry any acceptance or agreement to fund the event by grant or other subsidy.

4. Procedure

- i. To seek Board acceptance for the financial underwriting in whole or in part for an event the Event Leader shall provide the County Administrator no later than nine months before the proposed Event Date with a completed Event Notification Form countersigned by the County Lead Volunteer whose signature in this instance is given for the purpose *only* of enabling the Event Notification Form to go forward to the Board for consideration. The County Administrator shall arrange for the completed Event Notification Form and its accompanying documents to be put to the Board for its consideration at the earliest opportunity.
- ii. Without Board acceptance the Board accepts no financial liability or other responsibility for any financial loss on an Event.
- iii. Until the Board has given an unconditional approval or a conditional approval by issuing a Board Acceptance Letter for the Event there shall be no expenditure in respect of the Event nor shall any contract or conditional contract be made in the name of the Event or Suffolk Scouts with any third party relating to the Event.
- iv. A Board Acceptance Letter for an Event shall be taken as confirmation by the Board that it will underwrite the Event subject (in all cases)
 - a. to the County Lead Volunteer's continuing approval for the Event to take place;
 - b. compliance with the terms of this policy;
 - c. to any conditions set out in the Board's Acceptance Letter and
 - d. being in compliance with [POR Chapter 9 – Activities](#) (see link).
- v. The Event Leader shall prior to submitting a completed Event Notification Form have established an Event core planning team comprising a minimum of an Event treasurer whom, if possible, will be participating in the Event and an administration supporter in addition to themselves.
- vi. In circumstances where the Board determines that the Event planning is proceeding in a manner contrary to the conditions contained in the Board Acceptance Letter (and iv above) or the planning team is acting in a manner which exposes the Board to additional risk unforeseen at the time an approval was given for the Event the Board reserves the right to withdraw its financial underwriting for the Event.
- vii. The Event treasurer and the Event Leader shall keep the County Lead Volunteer fully apprised of all aspects concerning the planning for the Event who in turn shall keep the Board apprised.

- viii. A budget shall be provided to the County Administrator for the Board's information by the Event treasurer as follows:
- a. to accompany the Event Notification Form;
 - b. at the date when the Event fee has been fixed but before it is made public;
 - c. in the event of a major deviation from the budget as last presented to the Board
 - d. three months before the Event Date.
- ix. When the Event participant fee is fixed it must include a non-refundable contingency sum to be included, but not identified as such, in the Event price to the participants.
- x. The amount of the contingency sum will depend upon the level of financial risk to the Board which of itself will vary depending upon the nature of the Event and its programme of activities. The Board acting on the advice of the County Treasurer reserves the right (notwithstanding the guidance below) to amend the level of the contingency fund requirement.
- For an Event outside of the UK, the Board will expect the budget to show a ten per cent (10%) contingency and for those Events in the UK the budget to show a five per cent (5%) contingency.
- xi. The Event Leader or nominee shall make arrangements for the Event insurance quotation detailing the risks and sums insured to be provided to the County Administrator. The Event Leader shall confirm to the Board that the insurance quotation does in the opinion of the Event Leadership Team adequately cover the necessary insurable risks for the Event. Once the Board concurs that a quotation is acceptable (in terms of the financial liability flowing from the Board's Acceptance Letter) the County Administrator shall confirm in writing to the Event Leader who will then put such cover in place without delay and thereafter provide the County Administrator with written evidence thereof.
- xii. The Event Leader is required to provide the Board with such information as it shall reasonably require from time to time as to progress concerning the Event's planning and its financial standing.
- xiii. The Event treasurer will file a final Event income and expenditure account including all receipts/vouchers etc., with the County Treasurer no later than three months after the end of the Event. Where a final account cannot be provided an explanation must be given to the Board with regard to any outstanding matters which prevent "sign-off". The Event treasurer and Event Leader may in such circumstances have a further three months within which to provide a complete and final set of Events accounts.
- xiv. The Board has responsibility for the oversight and scrutiny of safety and safeguarding matters for County events. To assist the Board meet its obligations the following commitments are required of the Event Leader and/or the Event Planning Team as part of the approval process for any Event captured by this policy:

- a. the Event Leader and or the Event Planning Team will provide both the County Lead Volunteer and the County Administrator with an electronic copy of the Event's full risk assessment as approved by the Event Leadership Team no later than 3 months before the Event Date; and
- b. electronic copies of any variations to the approved risk assessment in the form of a full and complete updated risk assessment which must be marked up with its revision date and highlighting the variations it records; and
- c. the Event Leader will respond promptly to any observations concerning the approved or varied risk assessment as raised by either the County Lead Volunteer or the County Administrator.

For the avoidance of doubt this scrutiny process does not result in an approved risk assessment. Approving the risk assessment for a County event as an operational matter rests with the Event Leader and or the Event Planning Team, albeit subject to this scrutiny requirement.

Appendix 1

Event Notification Form

The term “Event” is used in this form to generically cover expeditions and any other events.

Event Name	
The Event’s objectives	
Section(s) included	
Intended maximum YP participants	
Is the event in the County Programme Y/N.	
Date/duration of Event	
Event Venue	
Event Leader	
Name of the individual who will be the contact with the Board	
Names and roles of those acting as the Event Leadership Team	
Event draft programme is attached	
Event draft budget is attached	

Event Leader			
Name			
Membership No.		Date	
Signature			
Authorisation for consideration by County Board - CLV			
Name			
Membership No.		Date	
Signature			
County Admin			
Date received by County Administrator			
Date presented to the County Board			

Appendix 2

Board Acceptance Letter template

To:

Date:

Event: XXXXXXXXXXXXXXXX("the Event")

Dear XXXX,

I am pleased to inform you that the County Trustee Board having considered the information provided in your Event Notification Form dated XXXXXX and its supporting documentation, viz: XXXXX [list docs] has agreed to underwrite the costs of the Event subject to compliance with the following conditions:

- A. underwriting is to a financial cap not exceeding XXXXXXXX pounds (£XXXX.XX);
- B. on-going conformity with the County's Events Policy for the time being in force;
- C. [set out any further conditions]

Please be aware that failure to adhere to the above conditions could lead to the Board's financial support being withdrawn.

Yours sincerely,

Name

County Administrator
(on behalf of the County Board of Trustees)