

Suffolk County Scouts – Recruitment Policy

1. Introduction/context

As required by the Scouts' POR, County trustee vacancies (i.e. Appointed Trustees) will be filled by an open selection process via one or more of the following:

- i. advertising roles for applications/nominations
- ii. running elections
- iii. appointing a search group
- iv. "other locally appropriate procedures" – a term used by POR

The Board reserves the right to appoint Co-opted trustees for specific purposes/time scales without necessarily going through an open selection process.

- i. A Board trustee wishing to promote a person for a co-opted trustee appointment shall give the Board (through the County Administrator) not less than twenty working days written notice to trigger this trustee co-option process
- ii. Notice shall be made by the completion of the Proposal Form (see Appendix 1)
- iii. Any proposal to co-opt a person to the Board must be approved unanimously by the whole Board.

2. Vetting

All appointments to the Board (Appointed or Co-opted Trustees) will be dependent upon satisfactory DBS checks and references being obtained prior to the appointment being taken up.

3. The recruitment process

In making a recommendation to the County Scout Council for a trustee appointment the Board of Trustees will consider its needs in terms of the skills set required to provide a balanced forward-looking Board; this will inform the person specification.

The stages of the recruitment process will be as follows:

- i. A recruitment process timetable will be approved by the Board with confirmation of the advertising/canvassing spread to be followed which is cognisant of POR and the Board's needs
- ii. The Board will appoint a three/four-person Selection Panel (including Board Chair) to assess and short list nominations and applications received
- iii. Applications/Nominations will be received using the correct Board approved form only (see Appendix 1) - no other method will be acceptable

- iv. There will be an initial interview (in person) of all short-listed candidates by the Selection Panel (interview questions will be drawn up by the Selection Panel in consultation with the Board)
- v. The Selection Panel will provide the Board with written recommendations and reasons – whether recommending an individual going forward for consideration or not. The Board is not bound by the Selection Panel's recommendations
- vi. The Board will present nominations to the County Scout Council for appointment at its AGM

4. Board Selection Panel

The Board Selection Panel will consist of three/four Trustees (including the Board Chair) appointed by the Board.

The Selection Panel has the following responsibilities:

- i. to sift, evaluate and shortlist applications/nominations cognisant of any predetermined criteria for the role and provide reasons for advancement of applications/nominations to the Board
- ii. to identify unsuitable applicants and provide reasons for non-advancement
- iii. to conduct interviews of those shortlisted
- iv. to provide written recommendations for the Board including Panel's reasons to advance applications/nominations for Council approval

5. The canvassing audience

Using agreed methods of canvassing and mindful of the skills set needed in alignment with the approved timetable the Board will reach out to:

- i. appropriate organisations/associations
- ii. local communities – Parish Councils etc.
- iii. Groups & Units of the County – as a means of reaching parents of YPs
- iv. Group and District Trustee Boards
- v. any other openings considered relevant and appropriate

to advertise and canvass for applications/nominations from business, charities, including parents of YPs. Unless the recruitment material specifies otherwise the Board will actively seek applications from those with no uniformed role in Scouting.

6. Final selection and approval route for applications/nominations

The final selection will be a two-phase process.

- i. Board review

The Board will review the Selection Panel's recommendations and establish whether any further interviews or further information is needed prior to making a decision.

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ii. Approval process

The Board will make a nomination to the County Scout Council at the AGM. Applications which are deemed unsuitable (by either the Selection Panel or the Board) to be advanced (see 3.v and 4.ii) will not reach the County Scout Council

Appendix 1

County Trustee Application/Nomination form

(Candidates who wish to apply (and those wishing to nominate someone) for the role of Appointed or Co-opted Trustee of Suffolk Scouts are asked to use this form to submit their application/nomination)

| | |
|---|--|
| Section 1A Applicant's/Nominee's personal details* | |
| Full name | |
| Mobile number | |
| Email address | |
| Scouting role | |
| Occupation | |
| Section 1B Nominator's personal details* | |
| Ful name | |
| Mobile number | |
| E-mail address | |
| Occupation/Scouting role | |
| Section 2 Referees <i>The applicant/nominator is asked to give details of 2 referees who are willing to support this application/nomination. Referees should have known the applicant for a minimum of 2 years and must be over 18 years of age.</i> | |
| Referee 1 | |
| Full name | |
| Mobile number | |
| Email address | |
| | |
| Referee 2 | |

| | |
|---|--|
| Full name | |
| Mobile number | |
| Email address | |
| | |
| The applicant is asked to confirm that each referee has been contacted by the applicant and have agreed to prove a reference | |
| | |
| Section 3 Personal statement <i>(in the space below the applicant is asked to outline details of why he/she should become an Appointed Trustee of Suffolk Scouts. Reference should be made to relevant professional and voluntary experience and relevant skills</i> | |
| | |

Section 4*

Nominator's statement *(in the space below please outline details of why the nominee has the skills and is a suitable person to be an Appointed Trustee of Suffolk Scouts. Reference should be made to relevant professional and voluntary experience and relevant skills*

The applicant/nominator* should return the completed application form to the County Administrator at: county.admin@suffolkscouts.org.uk

* delete or mark "Not applicable" in these parts as appropriate

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