

## **PARTNERSHIP AGREEMENT between DRINGHOUSES SCOUT GROUP and YORK EBOR SCOUT DISTRICT for the provision of Explorer Scouting at NORDIC and YORVIK EXPLORER SCOUT UNITS**

### **Introduction:**

This partnership agreement has been created in accordance with the Scout Association's Policy, Organisation and Rules with particular reference to Rule 3.16 Partnerships with Explorer Scout Units and Rule 4.8 Explorer Scout Unit Partnerships with Groups.

This document is not intended to create legal relations.

This partnership agreement should be reviewed annually, or whenever one or more of the signatories to the Agreement changes.


From here on in, Dringhouses Scout Group shall be referred to as 'The Group', Yorvik Explorer Scout Unit and Nordic Explorer Scout Unit shall be referred to as 'The Units' and York Ebor Scout District shall be referred to as 'the District'.

### **Outline:**

This partnership agreement sets out the parameters for The Units to continue delivering the provision of Explorer Scouting within The District. The day to day running of and delivery of The Unit's programmes shall not be covered in this agreement. This agreement will outline the resources, facilities and support that The Group will provide and the how both unit's finances are arranged as well as support The Units will provide to The Group

### **Details:**

1. This Support Agreement is between **DRINGHOUSES SCOUT GROUP** and **YORK EBOR SCOUT DISTRICT** (for the provision of Explorer Scouting) and **YORVIK and NORDIC EXPLORER SCOUT UNITS**.
2. Membership of The Units is open to **ALL BETWEEN THE AGES OF 14 AND 18**.
3. Management of The Group is the responsibility of the Group Scout Leader.
4. Management of the activities of the Explorer Scout Unit is the responsibility of an **ASSISTANT GROUP SCOUT LEADER (AGSL)** who will be appointed by The Group to co-ordinate effectively between The Group and The Units, the AGSL will report to **THE GROUP SCOUT LEADER**.

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5. Management of the Explorer Scout Units rests with the **DISTRICT EXPLORER SCOUT COMMISSIONER (DESC)**.
6. All leaders of The Units agree to comply with The Scout Association's Policy Organisation and Rules and the additional Group policies which can be found here: <http://dringhousescouts.org.uk/group-policies/>.

### Effective liaison between the Group and the Units is important.

7. All leaders from The Units are invited to attend the following meetings:
  - Whole Group Leaders Meetings
  - The Group AGM (as members of The Group's Scout Council)
8. The Unit's Explorer Scout Section Leaders are invited to become ex-officio members of The Groups' Executive Committee and to attend Executive Committee meetings should they wish to opt in at the annual AGM (or they can opt in between AGM meetings by contacting the Group Chair directly, in writing, to request to become a member of the Executive Committee). Executive Committee members will also become Trustees of the Group.
9. All Patrol Leaders within The Units are invited to be members of The Scout Council and attend the AGM.
10. The section leaders will notify the AGSL (Explorers) of any planned camps, the NAN form being passed with the risk assessments for the camp to the GSL prior to being sent to the DESC.
11. Upon joining all leaders of the Units will be given The Group's induction book, which is a guide the Group's buildings, processes, policies and where to find them.

### Links between Scout and Explorer sections

12. The **SCOUT LEADERS** and the **EXPLORER SCOUT LEADER** will ensure that effective transfer of Members takes place. The aim is for **ALL** Scouts to become Explorer Scouts.
13. The Group joining/ moving on co-ordinator will facilitate the movement between sections by monitoring the section sizes of The Units and contacting the SCOUT and EXPLORER SCOUT Leaders regarding moving on as Scouts near 14 years of age. Moving on will typically happen at the beginning of a term or half term. Scouts younger than 14 years old will only move up by exception, the aim is to move up at the start of the term nearest their 14<sup>th</sup> birth date.
14. Explorer Scout Leader(s) will be invited to the Group Section Leader Meetings, which will happen at least **three** times a year (once per term). The role of the Section Leader' Meetings is to:
  - Promote liaison between the sections and specifically to aid:
    - Moving up between sections
    - Link-up activities between sections

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- To keep the Group Management Team advised of the financial and other resource requirements of the programme
15. A Scout may choose to join any Explorer Scout Unit. This Agreement does not mean that Scouts should only join the Unit partnered with this Group. Additionally, a Scout may join more than one Explorer Scout Unit.

## Finances

16. The Group will meet the financial obligations and running costs of The Units.
17. The Group will, in the event of the Unit's closure, have ownership of **ANY AND ALL EQUIPMENT OR MATERIALS PURCHASED BY OR DONATED TO THE UNITS WITHIN THE DURATION OF THIS AGREEMENT OR THAT HAVE BEEN PURCHASED WITH GROUP FUNDS**. Any equipment pre-dating this agreement will revert to **THE DISTRICT SCOUT COUNCIL**.
18. **THE GROUP** will manage **THE UNIT'S** finances. It will provide annual accounts, and pay the Headquarters membership fee, along with any other fees to the District Treasurer.
19. Members of The Units or their parents will pay Subs to The Group via the parent portal in OSM. The value and schedule of the payments will be identical to those in place for all other sections in the Group and will change (increase or decrease) as agreed at Executive Committee meetings of The Group. Consideration will be given to the Subs charged by other Units in the District to avoid any significant disparity arising.
20. The Units will be allocated a termly budget at the first Exec meeting after the AGM (as are all other sections within the Group). Un-spent budgets can be carried over to the next term, but not beyond the end of the last term in the school year. I.e. The unused budget from the autumn term can be carried forward to the spring term and added to that terms budget amount, the unused budget from the spring term can be carried forward to the summer term. Any unspent budget from the summer term cannot be carried forward. The budget will not be exceeded without written consent in advance from The Group Treasurer.
21. The Unit's leaders will create a budget for any camps and events and make these available to the Group Treasurer in advance. All camps and events should break even and allow for contingency in case of unanticipated expense. Payment for camps and events will be taken via the OSM parent portal, unless there is prior agreement with the Group Treasurer.
22. Any requests for the purchase of equipment should be forwarded to The Group Quartermaster, who will then approach The Group Treasurer for approval, approval may also be required from The Group Executive Committee. Purchase of equipment by leaders is not permitted. All items purchased remain the property of The Group.

23. Leaders of The Units will be reimbursed for reasonable out of pocket expenses for sundries (excluding the purchase of equipment unless agreed in advance, as detailed in point 22 above).

### Equipment, Facilities and Resources

24. The Units will meet at **THE SCOUT HUT, ST EDWARD THE CONFESSOR CHURCH, TADCASTER ROAD, YORK YO24 1QG** which The Group occupies under license from the Diocese of York. The financial arrangements for providing the meeting place are: **THE UNIT WILL PAY NO RENT FOR THE DURATION OF THIS AGREEMENT.**

25. Yorvik Explorer Scout Unit will normally meet during term time from **19:45HRS UNTIL 21:30HRS ON WEDNESDAYS.** Nordic Explorer Scout Unit will normally meet at **19:45HRS UNTIL 21:30HRS ON MONDAYS.** The Units may also use the meeting place at other times, provided the booking procedure is followed.

26. The Scout Group will provide The Units with access to the following resources: **USE OF VEHICLES, USE OF EQUIPMENT AND STORES.** Subject to The Group's booking procedures for their use

27. All Explorer Scout Leaders, Assistant Leaders and Section Assistants will be provided with Group email Addresses and access to Group systems such as G-Suite and Workplace.

28. Members of the Explorer Scout Units will wear the following neckerchief: **YORK EBOR SCOUT DISTRICT (SCOUT PURPLE WITH WHITE BORDER, WITH EBOR BADGE).** Young people who are also a member of a Scout Group (e.g. as young leaders) may additionally wear their Groups' neckerchief.

29. Details of the Units membership shall be stored and maintained using **Online Scout Manager (OSM).** Access to OSM will be provided by **THE NORTH YORKSHIRE SCOUT COUNTY** with additional features being provided by **THE GROUP.** The Units will have the same features in OSM as all other sections in The Group. Other than The Unit's leadership team, access will also be available to the following roles within The Group in line with The Group's data policy:

- DESC (read only access)
- Group Scout Leader (admin access)
- AGSL for Explorers (admin Access)
- Group Administrator (admin access)
- Group Chair (read only access)
- Group Treasurer (read only access to personal details, attendance & Events, read write access to financials)
- Group Secretary (joining/ moving up co-ordinator) (read write access to personal data and attendance)

Explorer Section Leaders will not have admin access to OSM, but will have full access to all other features for all the Units.


30. **THE GROUP** will supply The District with the relevant census return details in line with current procedures for The Group's other sections.
31. The **ASSISTANT GROUP SCOUT LEADER (EXPLORERS)** (on behalf of the **GROUP SCOUT LEADER**) in conjunction with the **DISTRICT EXPLORER SCOUT COMMISSIONER** will ensure that both Units meet the minimum standards of an Explorer Scout Unit as Stated in the Scout Association's Policy, Organisation and Rules: Rule 4.7o.
32. The **DISTRICT EXPLORER SCOUT COMMISSIONER, EXPLORER SCOUT LEADERS** and **ASSISTANT GROUP SCOUT LEADER (EXPLORERS) (ACTING ON BEHALF OF THE GROUP SCOUT LEADER)** will ensure that the operation of the unit is in accordance to the Scout Association's Policy, Organisation and Rules.
33. **THE GROUP SCOUT LEADER** (or delegated manager) will ensure that all leaders of the unit obtain a valid disclosure from DBS, in line with POR.
34. **THE GROUP SCOUT LEADER** will ensure that all new leaders are assigned a Training Advisor to complete the mandatory training modules.

## Young Leaders

35. The Group will appoint a section leader to facilitate the training and development of the **EXPLORER SCOUT YOUNG LEADERS (ESYL)** in The Group. Their role is to co-ordinate all the ESYL in the Group (including those volunteering for the **DUKE OF EDINBURGH'S AWARDS**) ensuring their even distribution across the younger sections as appropriate for their age. This section leader will report to the **AGSL (EXPLORERS)**. The Group will invite the Group ESYL to the Section Leader meetings (as defined in section 14 above).
36. The Explorer Scout Young Leader Section Leader will register new ESYL with The District and ensure they complete Module A in a timely manner.
37. The Explorer Scout Young Leader Section Leader will liaise with the District ESYL Leader and DESC to ensure collaboration across units in the District
38. The Explorer Scout Young Leader Section Leader will facilitate ESYL attending training within the District. The goal being attainment of the Young Leader Belt for those ESYL that wish to work towards it.

## Group Activities

39. The Unit's Leaders will assist The Group in the following activities:
  - The Annual Group Fair
  - The Annual Group Camp
  - Community Events (such as the Acomb Wood Clean-up in 2019, the Hob Moor Clean-up in 2018). These events are bi-annual and are intended to support our local community.

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40. The Unit's Leaders will be invited to the following social activities:

- Group Leader Camps
- Groups Christmas Meals
- Group Leader Social Events

41. The Unit's leaders will pass suitable photos and stories to The Group's social media co-ordinator for publication on social media.

42. The Unit's members will be invited to the annual Group Camp

43. The Unit's members will be invited to help with Group fundraising activities for example:

- Bag packs
- Collections and the Station

This agreement will come into force in **JULY 2020** and will be reviewed in **JUNE 2021** or if there is a change of any of the persons holding the roles below:

## Signatures

### For The Group:



GROUP SCOUT LEADER (ACTING): David Thorne (830639)



ASSISTANT GROUP SCOUT LEADER (EXPLORER SCOUTS): Max Butler (734070)


### For The Units:



YORVIK ESU DISTRICT SECTION LEADER (EXPLORERS SCOUTS): Andy Elliott (11948241)



NORDIC ESU DISTRICT SECTION LEADER (EXPLORER SCOUTS): Mike Laing (12035679)


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**For The District:**

*Nigel J. White*

DISTRICT EXPLORER SCOUT COMMISSIONER: Nigel White (212693)

**Date:** 1<sup>st</sup> October 2020

 The logo for Dringhouses Scout Group, featuring a stylized green and blue star with a hand holding a torch, surrounded by the text 'DRINGHOUSES SCOUT GROUP'.	Dringhouses (PC) Scout Group, York Registered Charity Number: 1064151 Explorer Scout Partnership Agreement Version 1.0 4 <sup>th</sup> July 2020	PUBLIC	Page   7 of 6
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