

# FAQs: Appointment Process 2008



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0845 300 1818

## Changes to the process

### Why is the process changing?

In 2006, extensive consultation on the appointment process was undertaken with County/Area Commissioners, District Commissioners, some Chairs and Appointment sub-Committee members. Based on evidence received, it was agreed that a new appointment process was needed, to make a more welcoming, flexible system that would help recruit and retain more adults. The principles of the process, shown below, indicate the main objectives for changing the appointment process.

The appointment process should:

- Be a simplified appointment process;
- Be a non-threatening and welcoming route into adult membership;
- Be a suitable level of checking to bar unsuitable people;
- Have the appropriate oversight and monitoring by the trustees (the Executive Committee);
- Provide a process that for the first time recognises all adult membership in the same way; and
- Provide a requirement for the first time for mandatory training for the most important function of the approval of adult volunteers.

Based on the current good practice within the appointment process, as well as the issues that had been highlighted, a new process was put together by a Headquarters volunteer team. In 2007, 5 Counties and 1 Area took part in a

successful trial of the proposed process. A review of the trial indicated that the general principles of the process worked; some amendments were made to the process and the support resources based on the feedback received.

- The new process makes it easier to appoint adults, ensure that all adult appointments are treated equally and accommodate all relevant safeguarding checks, including the Independent Safeguarding Authority (ISA) registration, due to be launched in late 2009.

### The current appointment process works very well in my County. What are the benefits of changing over to the new system?

If you are using the current system efficiently, then the new process will compliment the work you already do and will not require significant changes. What it will give you is better local control over appointments and a reduced paper flow, because of the online operation of the system.

The changes have been made to ensure the new process is simple to understand, welcoming and supportive, and maintains safeguarding checks, whilst treating all roles in Scouting equally. The objectives of the appointment process aim to ensure:

- a non-threatening and welcoming route into adult membership;
- a suitable level of checking to bar unsuitable people; and
- a process that for the first time recognises all adult membership in the same way.

Some of these changes have been adopted already, such as the introduction of the

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Appointment Card for all appointments and the distribution of Appointment Certificates.

With the adoption of the new appointment process, adults who are awarded a provisional appointment will be sent a welcome pack directly from Headquarters. To recognise the fact that many people take on new appointments, but are not new to Scouting, the content will contain a letter that recognises their continued involvement.

The welcome pack can be viewed and downloaded online at: [www.scout.org.uk/trial](http://www.scout.org.uk/trial)

### **What are the key changes to the new appointment process?**

- Increased local management of the process, through online submission of applications and updating of records.
- A Welcome Pack, Provisional Appointment Certificate and Appointment Card, generated by information entered on the Member Admin area on [scouts.org.uk](http://scouts.org.uk) (My Backpack) locally, and sent directly to the applicant by Headquarters.
- Appointments Advisory Committees, with interview panels made up of only three members, will be formed. Members of Appointments Advisory Committees will meet with applicants prior to them receiving a Provisional Appointment. Committee members will undertake mandatory training (Module 37: *Advising on Adult Appointments*) to support them in their role.
- The role of the Appointments Secretary focuses on membership data management and ensures data is recorded locally.

### **Transition to the new process**

### **When will we change over to the new process?**

The implementation of the new process will commence on **6<sup>th</sup> October 2008**. The date you

change over will be decided by your County, but it must be by 5<sup>th</sup> October 2009.

### **How much time do we get to make the transition between the current and new processes? Whose responsibility is it to make the transition?**

Counties will have one year to make the transition between the current appointment process and the new process. By 5<sup>th</sup> October 2009, all Counties will need to ensure that the new process has been adopted.

County Commissioners, District Commissioners, and County Training Managers will need to ensure that there is a plan for the transition and that they provide support to those implementing the new process are supported within the County.

### **What support can we get from Headquarters?**

The materials that will be available with the process include:

#### **For those involved in the process:**

*The Appointment Process: Guide for Line Managers*

- A pack with information for the person carrying out the initial discussion with the volunteer to help support them through the appointment process.

*The Appointment Process: Guide for Appointments Secretaries*

- Support for the Appointments Secretary, outlining their role within the process.

*The Appointment Process: Guide for Appointments Advisory Committee Members*

- Support material for the Appointments Advisory Committee members.

*The Appointment Process: Guide to Appointing Adults*

- Support material for appointing adults to different roles.

### *The Appointment Process: Guide for Managers*

- Support material for Managers within the appointment process.

#### **For the new adult:**

- AA form
  - In a new, simpler format.
- Welcome postcard/e-Card
  - An application acknowledgement with simple information on the next steps in the process
- Welcome Pack
  - A welcome pack with some Scouting basics and role specific information which is sent to the volunteer when they gain a provisional appointment
- Appointment Card
  - Outlining an individual's appointments and review dates. This is sent at confirmation of 'full' appointment.

A new training module for the Appointments Advisory Committee members. The training module (Module 37: *Advising on Adult Appointments*) will include an accompanying DVD.

There will also be a Quick Reference Guide, which explains simply the steps of the process.

All these materials have been tested as part of the trial and will be available to coincide with the roll out of the new process.

Additionally, the website [www.scout.org.uk/appointment](http://www.scout.org.uk/appointment) has helpful information about the process.

For further information and support, contact the Scout Information Centre on 0845 300 1818.

#### **I have heard there are going to be some changes to the checking process for newly appointed adults. Where does this fit into the new process?**

The Independent Safeguarding Authority (ISA) scheme is a new government check that will be introduced in England and Wales in October 2009. It is designed to protect vulnerable adults and young people. Adults will be required to

register on the ISA scheme if they work with these groups and therefore it will be a legal requirement for all our adult appointments. Registration only needs to be completed once and will be done through the appointment process. Individuals will receive a registration number which they can use for future applications both within The Scout Association and externally. Initial ISA checks will be undertaken alongside the CRB check.

We are still waiting for full information on the ISA scheme from the government, which will be released to the Movement as soon as possible. This will not impact on the new appointment process until October 2009.

#### **I've heard that My Backpack has changed. Is this true?**

We are currently integrating the content of [scouts.org.uk](http://scouts.org.uk) and ScoutBaseUK to make it easier for you to get the information you need. Part of this work has included integrating the tools from My Backpack into the main [scouts.org.uk](http://scouts.org.uk) web pages.

This means that you no longer have to find My Backpack and log-in, but instead log into the main website. By logging into [scouts.org.uk](http://scouts.org.uk), you then have access to a number of additional tools including Programmes Online, the ability to customise your home page and access to the Membership Admin area.

#### **What is the Member Admin area at [scouts.org.uk](http://scouts.org.uk)?**

The Membership Admin area is where you can access the functions that were available through My Backpack (including viewing and editing personal, role and training information). The functionality of the Membership Admin area is the same as it was on My Backpack.

#### **Does the new process rely on the Membership Admin area (My Backpack) on [scouts.org.uk](http://scouts.org.uk)?**

The Membership Admin area is a key part of the new process. Being able to amend people's records locally gives Appointments Secretaries a vital role and helps ensure that the process can be managed efficiently at local level. Having up to

date records on the Membership Admin area provides many benefits; keeping data as accurate as possible will improve the efficiency of the process and ensure that adults receive relevant information and support for their role. The new appointment process will make use of the database as a central part of the system.

**What if our Appointments Secretary isn't computer literate?**

The role of the Appointments Secretary is integral to the new process. Inputting data onto the Membership Admin area is just one part of the role.

Although having a central point of contact is advisable, it is possible for the Appointments Secretary to delegate the task of computer management/data input to another adult. This adult must have been through the appointment process and been given a designated County or District Administrator role.

**I have heard that we will enter CRB data electronically as part of the new process. Is this true?**

In 2009, the Criminal Records Bureau (CRB) will introduce a system where CRB applications are sent to them electronically following verification by Headquarters. This will only affect the work of Headquarters' staff. More information on this will follow in 2009 and no action is required at this stage. There are no immediate plans for an electronic system in Scotland and Northern Ireland.

**Specifics on the appointment process**

**What will the introduction of the new process mean for our current Appointment sub-Committee/Appointments Secretary?**

The introduction of the new process is an opportunity for a review of the current membership of the Appointments sub-Committee. The roles of Appointments Advisory Committee members are slightly different to the current roles on the current Appointments sub-Committee and

therefore this change in emphasis, the new process and the new training requirements need to be discussed with those wishing to continue with the role.

It is important to ensure that current sub-Committee members and Appointments Secretaries are supported to welcome the new changes; although the role descriptions of both are changing, it is with the aim of improving the support they offer and building on the good practice already established.

**Will all adults (including parents and Executive Members) have to meet with the Appointments Advisory Committee?**

All adults taking up an *appointment* will have to meet with the Appointments Advisory Committee, but the process remains the same as it currently is for parents who help out occasionally, as these parents are not taking on an appointment. Similarly, they will not pay a Membership fee and will not receive any of the benefits that come with Membership of the Association.

There is a slightly different process for trustees/executive members, which does not include a meeting with the Appointments Advisory Committee.

**Who will make up the Appointments Advisory Committee?**

The Appointments Advisory Committee will be made up of a Secretary, a Chairman and a suitable number of people to enable three people to undertake the interviews. The Committee members will be appointed by the relevant Executive Committee, and will have to complete mandatory training modules before they take on the role.

**Why do all applicants need to meet with the Appointments Advisory Committee?**

The aim of the meeting is to provide an independent assessment of whether the applicant is supportive of the policies and values of Scouting and whether they understand the requirements of the role and are able to carry it out.

In changing the process to be more welcoming to new volunteers, we were keen to ensure that we maintained our current levels of checking to ensure the safety of all of our Members. By stating that only three members of the Appointments Advisory Committee meet with an applicant we believe that this element of the process will maintain our current standards, whilst making sure that the process is welcoming and friendly.

The use of the Committee as a pool of people should also mean more flexibility - different members will be able to meet the different needs of the applicants with regard to dates, times and meeting places.

Members of the Committee will also now have to complete a mandatory training module, which will ensure that members are aware of their role within the appointment process and know how to conduct an appropriate, welcoming interview with the applicant.

**Why if we now have CRB checks do we need three people to meet with a volunteer?**

The CRB check only checks whether a person has a criminal record. The purpose of the three members of the Appointments Advisory Committee meeting volunteers is to assess their suitability to for the role they have applied for in Scouting.