



## Module 11

# Administration

## A Review of the Module



adult training

Module 11 provides information and best practice on how to manage administrative tasks in Scouting.

### Key Objectives

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. State the importance and value of maintaining accurate records and accounts.</li><li>2. List the records that need to be maintained within their Section, Group, District or County and the ways they can be stored and managed</li><li>3. Keep records in accordance with the Data Protection Act, POR or other relevant legislation and regulations.</li></ol> | <ol style="list-style-type: none"><li>4. Describe the various adult application forms and what they are used for.</li><li>5. Explain the financial responsibilities and procedures relevant to their role in their Section, Group, District or County.</li><li>6. Outline the insurance arrangements for Section, Group, District or County activities, events, property and/or equipment, as relevant to their role.</li></ol> |
|---|---|

### How to use this review sheet:

- This sheet is NOT an alternative to Module 11 training.
- It can be used by Training Advisers to help decide if training is required.
- It can be used as a review for those who have attended or completed Module 11 training.

August 2018

### Resources

There is a considerable amount of useful material on the [scouts.org.uk](https://www.scouts.org.uk) website. Go to Members/Training/Learners/Learning Materials/Administration (11) and review the Associated reading.

### Data Protection (GDPR)

Adults in all Scouting appointments need to be able to effectively align with the 2018 GDPR legislation. The subject may appear to be very daunting. Possibly the best way to understand what GDPR means to you is the e-learning which is available at <https://members.scouts.org.uk/supportresources/4800>. Topics covered are Personal Data, Individuals' Rights, Consent, Accountability & Governance. *GDPR training is now a mandatory module for all appointments.*

### Validation

**To validate this module the learner will need to complete one of the following:**

- 1) Demonstrate accurate and appropriate maintenance of administrative and financial records relevant to your role, in accordance with Policy, Organisation and Rules and the Data Protection Act/GDPR.
- 2) Any other ideas, subject to agreement with a Training Adviser.



## Module 11: Administration

Maintaining accurate records and accounts is essential for the smooth running of Scouting. Administrative tasks can be shared out. Everyone needs to work together to ensure that administrative tasks are being completed effectively and in a timely manner. All Sections, Groups, Districts and Counties/Regions must ensure that they are abiding by the General Data Protection Regulations (GDPR).

**Depending on your role, you may be responsible for one or more of the below:**

### Tasks Involving Youth Member Records

- Maintaining personal and contact information of youth Members and their parents/guardians
- Maintaining joining lists and registers of interest
- Monitoring attendance and progress towards badges and awards
- Completing the annual census return

### Tasks Involving Adult Member Records

- Maintaining personal and contact information of adults Members
- Maintaining records on roles held, training completed, reviews due, disclosures issued and permits held
- Completing the annual census return

## Financial Management

### Good Practice

- Requiring a minimum of two signatures for any withdrawals: online banking must provide the electronic equivalent of this.
- Using an annual budget as a financial tool for the year ahead. The relevant Executive Committee approves budgets, so they will need to know what events/expenditures are planned.
- Preserving accounting records (including supporting receipts and claim forms) for at least six years, in line with HM Revenue and Customs requirements.

### Bad Practice

- Paying money received into a private bank account: Individual Sections and Units can have their own accounts if agreed and accounted for by their Executive Committee.
- The absence of a clear expenses policy identifying what can be reimbursed and what cannot. All expense claims should have supporting receipts attached, an indication of what event they relate to and where appropriate be properly authorised by the Executive Committee.

## Insurance

For resource material and specific advice contact Unity (Scout Insurance Services) [www.scoutinsurance.co.uk](http://www.scoutinsurance.co.uk)

### Arranged by The Scout Association:

- Personal Accident and Medical Expenses
- Public Liability
- Trustees Liability

### Groups/ Districts need to arrange:

- Owned buildings
- Contents and Equipment
- Motor
- Money
- Travel

### Non-Member Cover Available:

- Cover for non-Members (e.g. helpers)
- Children who are non-Members (e.g. accompanying parent at camp)
- Non-members using Scout equipment

## GDPR in a Nutshell

**Personal Data:** “any information relating to an identified or identifiable person”

**Six principles:** personal data must be

- processed lawfully, fairly and in a transparent manner
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate and up-to-date
- retained only for as long as necessary
- processed in an appropriate manner to maintain security

**Main rights of individuals:**

- the right to be informed
- the right of access
- the right of rectification
- the right of erasure

**Consent:**

- acquire “positive opt-in” consent
- make withdrawing consent easy
- parental/carer consent for young people’s data

*This is not a comprehensive list. See the elearning module.*