

# TERMS OF REFERENCE

## SAFETY & PREMISES COMMITTEE

**Version Control**

<b>01-22</b>	Rebranding Point 6 on remit added Ensuring adults in Scouting are compliant and suitably trained removed	Jan 2022	J Rickard
<b>02-22</b>	Changes to become Safety and Premises Committee	Sept 2022	J Rickard M Jenkins

# TERMS OF REFERENCE

## SAFETY & PREMISES COMMITTEE

### Purpose:

The Safety & Premises sub-Committee is established with certain responsibilities as defined below - specifically to act on behalf of (and to advise) the District Executive Committee in relation to the management of safety and compliance for the District.

It is the Trustees - the members of the District Executive Committee - who have overall responsibility for the effective management of the Charity and as such the Safety & Premises sub-committee reports to the Executive Committee and is to ensure that the latter is kept apprised of actions of the sub-Committee (see below).

### Membership:

The membership of the sub-Committee shall be:

- Chairman (appointed annually by the District Executive Committee).
- Drummers lodge sub-committee member
- Events SAS member
- Secretary
- 1 Group Scout leader
- 2 or 3 members appointed by the District Executive Committee from within the District.

At least one members of the sub-Committee shall be Trustees of the Charity. The membership of the sub- Committee will be confirmed annually by the District Executive Committee (at its first meeting after the Scout Council's Annual General Meeting).

### Right of attendance:

In addition to those listed above (and in accordance with the Constitution of the District Scout Council) the following have right of attendance at the sub-Committee:

- District Chairman.
- District Commissioner.

### Co-opted Members:

# TERMS OF REFERENCE

## SAFETY & PREMISES COMMITTEE

Up to two additional members may be co-opted annually, if they are leading (a) specific project(s) relevant to the role of the sub-Committee.

### Invited to Attend:

When there is specific item of the agenda, others may be invited to attend, in order to provide a specialist input.

### Quorum:

The quorum for the of the sub-Committee will be 1/3rd plus one of members. In the event that attendance at a meeting does not constitute a quorum, then the meeting should continue but decisions of policy should be referred to the next meeting, or agreed by email where a quorum can provide approval.

### Voting:

In accordance with the Constitution of the District Scout Council, only the specified members of the sub- Committee, present at a meeting, may vote. Decisions are made by a majority of the votes cast; in the event of an equal number of votes being cast on either side, in any issue, the chairman does not have a casting vote and the matter is to be taken as not having been carried.

### Meetings:

The sub-Committee will normally meet five times a year to ensure it discharges it duties. Additional meetings will be convened as may be required.

### Agendas and Minutes:

The sub-Committee has a Secretary who must ensure that agendas, papers and minutes are recorded and properly archived (as directed by the District Secretary). Agendas, supporting papers and minutes are to be circulated to all members of the sub-Committee (including ex-officio members).

# TERMS OF REFERENCE

## SAFETY & PREMISES COMMITTEE

Minutes of meetings of the sub-Committee (even if unconfirmed by the sub-Committee) are to be submitted to the District Secretary to be circulated to all Trustees for the next meeting of the District Executive.

### Remit:

The safety of both young people and adults in Scouting is important. A large part of this is about being organised, asking the right questions and doing things that will help safety without taking away a sense of adventure appropriate to the age group. The Safety & Premises Sub-committee support the executive to ensure the Scout Associations safety policy is upheld in Mid Cornwall Scout district.

<https://www.scouts.org.uk/por/2-key-policies/>

1. Support the planning of safe activities
2. Ensuring buildings and assets are safe and compliant with proper premises management and supporting groups in the district to do the same
3. Ensure buildings managed by the District are maintained or risks raised at the District Executive committee.
4. Managing risk assessments for District managed premises.
5. Be aware of HQ information on accident statistics, trends and controls
6. Ensure all incidents, accidents and near misses have been properly recorded and reported
7. Monitor for changes in key policies and ensure these are cascaded to relevant parties (District Commissioner, District Chair, Group Scout Leaders, Group Chairs etc.)

### Review:

These terms of reference will next be reviewed in October 2023.