|  |
| --- |
| Girlguiding [county name] County executive[Date] [Time][Venue]  |
| **Time** | **Item Number** | **Item** | **Purpose** | **Action** | **Facilitators** | **Papers/preparation needed** |
|  |  | **Welcome**  | Outline of agenda items |  |  |  |
|  |  | **Apologies** | Note any apologies for absence |  |  |  |
|  |  | **Minutes of [meeting name]**[meeting date]  | To consider any amendments **(please submit these in advance of the meeting)**. To approve as a true and fair record. | Approve |  |  |
|  |  | **Matters arising**1. Action log
2. Any other matters
 | To review the progress of actions agreed at the previous meetings.To consider any other matters arising not covered elsewhere on the agenda | DiscussDiscuss |  |  |
|  |  | **Governance and compliance** | * Review progress on implementation of the county action plan
* Monitor performance of key actions in county plan against targets
* Review OSCR submissions and defaulters identified by finance team and consider feasible next steps
* Monitor compliance with Girlguiding Policies in respect of recruitment particularly PVG and references, Safe Space and First Response training and review of any concerns which have been brought to the attention of the Trustees
* **[Add in any ‘annual’, ‘six-monthly’ or ‘as and when’ items]**
 | Discussion / Decision / Approval (as appropriate) |  |  |
|  |  | **Volunteers** | * Monitor progress on all activities to support volunteers in relation to County Action Plan (e.g. learning and development opportunities, induction, on-going support in districts/divisions, thanks & recognition etc)
* **[Add in any ‘annual’, ‘six-monthly’ or ‘as and when’ items]**
 | Discussion / Decision / Approval (as appropriate) |  |  |
|  |  | **Girls** | * Review of Events and Activities report including project plans and budget monitoring
* Monitoring of progress on projects in relation to County Action Plan
* **[Add in any ‘annual’, ‘six-monthly’ or ‘as and when’ items]**
 | Discussion / Decision / Approval (as appropriate) |  |  |
|  |  | **Membership growth** | * Review growth plan (using GO reports) and adjust as necessary
* Consider any emerging opportunities for growing membership (e.g. new housing developments, partnerships with other third sector organisations etc)
* **[Add in any ‘annual’, ‘six-monthly’ or ‘as and when’ items]**
 | Discussion / Decision / Approval (as appropriate) |  |  |
|  |  | **Finance, property and staff** | * Monitoring of budget, money in bank and investments
* Monitoring of budgets for teams/committees (revise as necessary)
* Consider reports on individual properties including any issues, requests etc.
* **[Add in any ‘annual’, ‘six-monthly’ or ‘as and when’ items]**
 | DiscussDiscussDiscussion / Decision / Approval (as appropriate) |  |  |
|  |  | **Communications** | * Review PR activity report (covering both internal and external communications including impact and cost/benefits)
* External communication –future needs
* **[Add in any ‘annual’, ‘six-monthly’ or ‘as and when’ items]**
 | Discussion / Decision / Approval (as appropriate) |  |  |
|  |  | **AOCB** | If you have any items that you would like included here, please let the chair and minute taker know in advance of the meeting. | Discussion |  |  |
|  |  | **Date of next meeting** | Propose date of next meeting: [ ]  | Agree |  |  |
|  |  | **Close** |  |  |  |  |

**Appendix**

Items to be included on County executive agendas on a ‘Six monthly’, ‘Annual’ or ‘As and when required’ basis.

1. **Governance and compliance**

**Annually**

* Approve the County Action Plan for the coming year, including the county calendar, having consulted with all members
* Review the county constitution to ensure it continues to meet the needs of the county and amend if required
* Review county structure and revise if necessary to ensure that it can deliver on the County Action Plan
* Review progress against the county plan for the previous year
* Confirm that terms of reference are in place for all county committees, teams and task and finish groups including details of decision-making responsibilities, ensuring they continue to meet the needs of the county
* Review project plans and budgets for county committees, teams and task and finish groups
* Review safeguarding concerns and compliance for the previous year to identify any strategic issues and make any adjustments as necessary
* Ensure that an adequate annual process is in place to scrutinise unit/district/division accounts and that where required OSCR returns are filed timeously

**6-monthly**

* Review risk log detailing the key risks for your county (this will include for example finance, property, volunteers, safeguarding, events and activities)

**As and when required**

* Vacant county roles – agree arrangements for advertising/succession planning
* Ensure terms of reference are in place for any new county committees, teams, task and finish groups and property management committees including details of decision-making responsibilities
* Ensure any new county committees, teams and task and finish groups have project plans and budgets where appropriate
* Ensure any new trustees have undertaken Trustee Training
* Receive reports to county executive on the monitoring of compliance in respect of recruitment and vetting
* Ensure a system is in place to ensure volunteers are aware of the process for them to raise safeguarding concerns
* Ensure a plan is in place to harmonise account end dates across the county if these are different (if not already done)
* Review the county executive/district/division structure and ensuring that it continues to meet the needs of the county
1. **Volunteers**

**Annually**

* Ensure that volunteers have the opportunity to have a say on their learning and development needs
* Ensure there is a county calendar detailing where volunteers can access learning and development opportunities
* Ensure a process is in place for a warm welcome for volunteers and review progress throughout the year
* Approve a communication plan to promote thanks and recognition, and encourage nominations for internal and external awards
* Review uptake and effectiveness of arrangements for welcome, induction and on-going support and any impact on membership trends
1. **Girls**

**Annually**

* Approve a calendar of young member events ensuring that at least one event is in place for the girls in all of the sections.
* Consider event proposals submitted including budget and starter for 10 forms

**As and when required**

* Review evaluation of all county events and any lessons learned
* Ensure that necessary risk assessments and adequate insurance is in place for all county events
* Ensure that young members have been consulted on what events to have and where possible have been given the opportunity to assist in event planning and delivery
* Confirm opportunities are made available to participate in events outwith the county
1. **Membership growth**

**Annually**

* Approve an annual growth and retention plan with measurable actions
1. **Finance, Property & Staff**

**Annually**

* Approve the county annual budget (based on information provided by the Finance and Property Committee/Team and Treasurer)
* Approve delegated levels for expenditure for committees/teams
* Set the county annual subscription in light of budget required to deliver County Action Plan for the coming year
* Monitor process of collection of subscriptions and oversee management of any non-payment
* Ensure that a process is in place to identify any cleansing of membership numbers in order to avoid payment
* Approve the county annual accounts and ensure that these are independently examined
* Ensure that the county OSCR return is filed within the required 9 months of year end
* Approve the updated list of properties held by the county, districts, divisions and jointly with scouts
* Confirm that property accounts are accounted for at the appropriate guiding level
* Confirm that insurance cover is in place and adequate for property, events, travel etc.
* Review county investment policy (if applicable) and revise as necessary
* Request and review all annual reports from management committees / county teams to determine any potential issues and risks

**As and when required**

* If making investments ensure that professional advice is sought and that this is considered by the trustees before decisions are made
* Make adequate provision for any paid staff including recruitment and succession planning
* Confirm that all paid staff have a written contract, job description and annual review to discuss performance
1. **Communications**

**As and when required**

* Agree a communications plan for events, activities etc.
* Ensure volunteers are aware that learning and development expenses are a legitimate unit expense but signposting where other sources of funding are available if required
* Ensure regular reminders are given to volunteers detailing who to approach for help and support
* Ensure all county appointment vacancies are openly advertised