



**Hereford & Worcester
County Scout Council**
Registered Charity number 505004



Census & Subscriptions 2016

As previously communicated by The Scout Association, adult volunteers in Scouting (including Network Members) will no longer be charged an annual membership subscription, starting with the 2016 Census (31st January 2016). To guarantee a neutral income at all levels, it stands to reason that the annual membership subscription for each young person will have to increase, but overall levels (at National and County levels) will remain the same.

At the time writing (2nd December 2015), the following is the status:

- a. Headquarters are expected to issue in mid-December letters with passwords and instructions to allow access to the on-line Census system to District Secretaries and DCs (similarly to County Secretary and CC).
- b. Headquarters have informed the organisation that the National subscription for young people will be £25.50 – less a 50p rebate for timely completion of the Census and early payment.
- c. The County Executive agreed (September 2015) that the County subscriptions would be £7.25 – e-mail sent out on the 21st September to all Districts, including a spreadsheet to show the change (based on 2015 Census numbers) per Group.
- d. Districts should have set their draft 2016/17 budget and corresponding subscriptions (which may include a discount for early payment). Note: for Explorer Members you may want to have an increased subscription so that, in the absence of a Group infrastructure, there are funds available to pay for things like equipment. A similar situation can arise with Network Members, but for these the principle of 'pay to play' should apply, i.e. no subscriptions.
- e. The amount you therefore levy on Groups and Units per young person under 18 on the 31st January 2016 will be the sum of b through d, i.e. £32.75 (less a 50p rebate for early completion & payment) plus whatever you agree in your District.
- f. All Districts have already confirmed their structure / hierarchy on Compass (Headquarters database) to be correct.
- g. We must complete and approve all Census collection by the 20th February 2016 and all payments must be received by Hereford & Worcester County by 27th March 2016 at very latest (to qualify for the 50p discount).

Census Timetable

This year, all the online Census data for the County must be complete and approved by the **20th February 2016 at the very latest**. We are therefore issuing the following timetable:

- a. Groups must complete their online Census data by 31st January 2016, i.e. the date of the Census.
- b. Districts must check and approve all their Group's Census and enter all their online Census data by 7th February 2016

- c. County will check and approve all District's Census and enter all their online Census data by 14th February 2016
- d. Region will check and approve County Census by 20th February 2016
- e. Following the 20th February, County will issue an e-mail reminder to each District to be clear of the subscription due by the 27th March 2016 (in order to qualify for the 50p discount).

This gives us no more than a couple of days grace in case of slip ups or minor problems – so please make sure you adhere to the above.

Requirements

1. Once again the County is trusting all Districts to complete the Census process correctly and in accordance with POR.

POR Rule 4.5 Annual Census

- a. The number of Members and Associate Members must be returned in an annual census of the Group or District.
- b. A list of the names and addresses of Members in a Group at the date of the annual census must be collected by the Group and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- c. A list of the names and addresses of Members of Explorer Scout Units in the District must be collected by the District and passed to the District Secretary who in turn will pass a copy to the County Secretary.
- d. A list of the names and addresses of members of a District Scout Network must be collected by the District and passed to the District Secretary who in turn will pass a copy to the County Secretary.

Please make sure that you have the above information and once you have it, confirm that for your District. As in previous years, Hereford & Worcester County will not require this information from you (but you do need to confirm that you have it).

2. **Waiting Lists.** Please remember to only include those on the 'joining list' (they have reached the core age for the section that they are waiting to join) and not those on a 'register of interest' (who have not yet reached the core age range for the section they want to join). For further details please see FS155058 (link: <https://members.scouts.org.uk/supportresources/2007/managing-joining-lists>)
3. Please remember that **youth members transferring between sections** at census time be included in the census numbers of the section which they are moving into. They must not be omitted!
4. Please don't let Groups / Units **under report on Young People and over report on adult volunteers.**

Grants for new Sections

Districts and Groups should register new sections in time for census - a real sweetener is the extra grant that is available to them. Any new section will get their start up grant – if they apply for it. If they do apply then they will automatically receive a supplement to help towards the membership fee, subject to certain conditions laid out. It is really easy as it does not have to be applied for it is automatic if the start-up grant is given based on the census figures.

Some Good Practice

From my experience, annual Census collection and the payment of annual subscriptions is sometimes a fraught process, but is also often a missed opportunity. This paper reiterates what is required to be done and attempts to capture some best practice which you may choose to use.

The collection of the once a year Census and Membership lists creates a wonderful opportunity to make sure that:

- Your District Directory is up to date for all adults.
- Changes on Compass are known and actioned (by then DC/CC, Appointment secretaries and Superusers should have access).

Any queries please get back us as soon as possible.

Many thanks

Derek Barnes
Hereford & Worcester County Commissioner