PREPARING FOR THE FUTURE.

Appointment Review (AR) Form

Any adult taking on an appointment in Scouting will have frequent and regular reviews of this appointment with their line manager, at least every five years.

The review is an opportunity for the adult and their line manager to discuss whether they are still happy in their role, whether they would like to continue, whether they would like to change roles or take on more/less responsibilities, or whether they would like to take the opportunity to end their role and leave Scouting.

Reviews are a natural part of Scouting and this form provides guidance and structure to help facilitate that process.

This form is to be used as part of the formal review process at the end of someone's appointment.

1. The Appointments Secretary completes Section A and sends the form to the line manager who is to carry out the review.
2. The Appointments Secretary informs the individual concerned that their appointment review is due and that the form has been sent to their line manager.
3. Following the review, the line manager completes Section B and returns the form to the Appointments Secretary.
4. The Appointments Advisory Committee considers the outcome of the review and completes Section C once a final decision has been made.
5. The Appointments Secretary will then inform the individual and their line manager of the outcome.

SECTION A: About the individual

Name

Line manager membership number (to make searching easier)

Membership number

Start date of appointment

| D | D | M | M | Y | Y |

Date of review of appointment

| D | D | M | M | Y | Y |

Appointment

Please return this form to the Appointments Secretary

Name and address of Appointments Secretary

District

County/Area/Region(Scotland)

Line manager name

SECTION B: About the review

To be completed by the line manager and signed by the individual and the line manager

Prepare for the review in accordance with the guidance in *Review: Helping Adults Choose the Right Path* available from www.scouts.org.uk.

Please contact the individual to arrange a review meeting.
Allow at least 45 minutes for the review meeting to make sure you have sufficient time.

Summary of review

What has gone well during the period since the last review? What has been most enjoyable?

Have any plans not been completed? What additional support would benefit them in their role?

Additional notes:

For appropriate appointments:

First aid certificate
Date of expiry

| D | D | M | M | Y | Y |

Approved safeguarding training
Date of completion

| D | D | M | M | Y | Y |

Ongoing learning
Number of hours undertaken since last formal review

Method
Course / online / other

Valid disclosure
Date of expiry

| D | D | M | M | Y | Y |

Recommendation (choose one):

☐ Renewal of current appointment until (maximum five years) _____

Summary of reasons and goals:

☐ Reassignment to _____
(Note, reassignment will require starting the new appointment process)

Summary of support agreed:

☐ Retirement _____

Summary of reasons:

Signed: Line manager

Signed: Individual reviewed

Date of review

| D | D | M | M | Y | Y |

Date of Appointments Advisory Committee review

| D | D | M | M | Y | Y |

To be completed by the Appointments Advisory Committee

Final outcome (choose one):

☐ **Renewal of current appointment until** _____
(maximum five years)

☐ **Reassignment** _____

☐ **Retirement** _____

Whatever the outcome, there are likely to be further actions that will need to be completed such as updating the review date on www.scouts.org.uk, cancelling roles or starting the appointment process for a new role. Use the table below to detail these actions. Please remember that if an appointment is being cancelled for an unsatisfactory reason a *Cancellation/Suspension (CS) Form* must be completed and sent to the Records Manager at Gilwell Park in a letter marked 'private and confidential'.

Summary of recommendation

Agreed actions	By whom	When
1		
2		
3		
4		
5 Line manager informed of outcome		
6 Individual informed of outcome		