

# Partnership Agreements



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0845 300 1818

## What is a Partnership Agreement?

A Partnership Agreement is a simple written agreement between an Explorer Scout Unit, the District and the Partner of the Explorer Scout Unit.

It has four main tasks:

1. To outline the links between the Explorer Scout Unit and its Partner
2. To outline the liaison between the Explorer Scout Unit and its Partner
3. What equipment, facilities and resources (including financial) are to be provided
4. When the Partnership Agreement should be reviewed

A Partnership Agreement is **not** a legal agreement but a simple document outlining the broad agreement between an Explorer Scout Unit and its Partner. It is open to review and alteration by mutual consent.

## When should a Partnership Agreement be used?

A Partnership Agreement should be completed whenever there is a long-term link between an Explorer Scout Unit and a Scout Group or other Scouting entity (such as a camp site or Scout activity centre).

A Partnership Agreement may not be set up with an organisation not affiliated to the Scout Association.

## Who should complete the Partnership Agreement?

As the Scout District is responsible for the provision of a balanced programme for Explorer Scouts and also the opening and closure of Explorer Scout Unit, it is usually the District, the Explorer Scout Unit and the Partner who jointly complete the Partnership Agreement.

In practice this will usually mean that the following people will meet to agree the details:

- The District Explorer Scout Commissioner, the Explorer Scout Leader and Group Scout Leader will meet to agree the detail for an Explorer Scout Unit linked to a Scout Group
- The District Explorer Scout Commissioner, Explorer Scout Leader and Camp Site Warden or Activity Centre Manager if the Partner is not a Scout Group.

Common sense should be used if the above examples are not appropriate to the specific local circumstances.

## The five easy stages to completing a Partnership Agreement.

Attached are two examples of Partnership Agreements. One is written for a Group Partnership the other as an Activity Centre Partnership. The content of both is similar. Please use the Partnership Agreement that is most appropriate to the local circumstances and amend the detail accordingly. Below is an easy to read explanation of the detail of the agreement.

### Stage 1 - The Introduction

This section outlines:

- Who the agreement is between, usually the District, Explorer Scout Unit and Scout Group or Activity Centre
- Who may be members of the Unit. This will normally be any member of the Scout Association unless, exceptionally, the Unit is linked to a closed sponsored Group. (Please note that all new Explorer Scout Units are mixed unless the Explorer Scout Unit is partnered with a closed sponsored Group.)
- A statement confirming that the management of the Group/Activity Centre is the responsibility of the Group Scout Leader or Activity Centre Manager as appropriate and that management of the Explorer Scout Unit is the responsibility of the District. **The detail of this section may not be amended.**

### Stage 2 - The Liaison

This section outlines the committee meetings that members of the Explorer Scout Unit may attend and who can attend them (for example the Explorer Scout Leader and an Explorer Scout may be invited to Group Executive Meetings)

This section of the agreement should also outline any additional meeting between Leaders and/or managers that should take place and the frequency of those meetings.

### Stage 3 - The Links

This is mostly appropriate for Units that are in partnership with a Scout Group. It outlines the 'links' between the Scout Troop and Explorer Scout Unit and how those 'links' will be maintained.

The usual linking procedure can be found in Unit Essentials and this should be followed where possible.

This section should be adapted to meet local circumstances.

### Stage 4 - Facilities and Resources

This section outlines:

- The financial arrangements between the Unit and the Partner. Unit members will pay the District, County and HQ levy direct to the District Treasurer and therefore the financial arrangements included in this agreement relate to use of buildings and equipment. This section should also outline any fund-raising that the Unit will be expected to assist with or undertake for the Partner.
- The facilities that will be provided to the Unit by the partner. This may include meeting room facilities, time of meetings, other resources that the partner will make available to the Unit such as camping equipment, other activity equipment, storage space etc.
- This section should also outline any booking procedures that should be followed and any discounts that may be provided to the Explorer Scout Unit for use of facilities outside of the normal usage.
- The resources that the Unit will provide to the Partner.
- Any additional commitment that the Unit may have to the Partner. An example may be assistance with the District Water Activity weekend if the partner is a water activity centre.
- Any other Partnership Agreement that the Explorer Scout Unit has established. This is important as it can show that the Unit may have commitments to another Partner that will need to be taken into consideration when making amendments to the agreement.
- Whether the Unit may wear Group Scarves

### Stage 5 - The Review

As with all agreements it is important that they are reviewed on a regular basis.

The Partnership Agreement must be reviewed at least annually and whenever any of the signatories to the Agreement changes.

This will ensure that all key parties to the Partnership Agreement are happy with the details and have a clear understanding of the relationship between the Unit, District and Partner.

### **Where to find further information**

Unit Essentials

Explorer Scout Office at Gilwell Park –

020 8433 7100

The Info Centre – 0845 300 1818