



Handover checklist

County / Area / Region (Scotland) Lead Volunteers

County / Area / Region (Scotland) Lead Volunteers can use this checklist to gather key information about their patch when starting their role.

They might consider having individual handover conversations with County / Area / Region (Scotland) Leadership Team Members, Lead Volunteers, Trustees, paid staff and the outgoing Lead Volunteer, as appropriate.

County characteristics

- What the County's geographical area is and what the Districts within the County are.
- How many volunteers and young people there are in the County.
- Who the key external supporters and partners are in the County, such as local businesses and organisations that work together with the local communities.

County Teams

- Overview of the County structure, its teams and sub-teams.
- Who the County Leadership Team Members are, and any relevant information about them.
- Who the County Team Leaders and Team Members are, and any relevant information about them.
- Who the County Trustees are, and how they work together with the County Teams.
- Who has County Accreditations, and if this needs to be reviewed.
- Any recruitment needed for County Teams.
- People dynamics within the County Teams.

Priorities and ongoing tasks

- What the top 5 priorities for the County Leadership Team are.
- What tasks require immediate attention.
- Overview of the County compliance with learning and criminal records checks.
- Any ongoing suspensions, complaints and incidents.

Events and meetings

- When the County Leadership Team meetings are.
- When the County Trustee Board meetings and AGM are.
- What the County events for volunteers are.
- What the County events for young people are, including Jamborees, Moots and Roverways.
- What District events there are, and which of them the County Leadership Team might want to join.
- How and when the County celebrates and recognises young people, volunteers and members of the community who support Scouts locally.

Local processes and tools

- What the main County communication channels are, and who manages them.
- What the local digital tools are (e.g. OSM, Dropbox, Google Drive), how they're used to record County information and who manages them.
- Where passwords are stored, and who has access to them.

Support for Districts

- What the top 3 priorities for each District Leadership Team are.
- What the main challenges are in each District.
- Overview of each District's Growth and Development plan.
- How the County Teams support each District.

Youth participation

- Who the County and District Youth Leads are.
- What projects the Youth Leads are leading, and what their 3 top priorities are.
- How the County Teams support the Youth Leads.

Finances

- Overview of County's finances and main sources of income.
- What the County finance policy is, and what's the process for claiming expenses.
- What the County bank accounts and investments are, who accesses them, and who the signatories are.

Properties and equipment

- Overview of buildings, campsites and estates leased and owned by the County.
- Overview of vehicles leased and owned by the County.
- Overview of who has access to County properties and vehicles, and who has their keys.
- Overview of equipment owned by the County, including for activities and any technology equipment provided to County Team Members and paid staff.

Paid staff

- Who they are and who line manages them.
- What their tasks and responsibilities are.
- What their contract is, who's responsible for paying them and where the funds come from.
- How they're keeping up to date with processes and compliant with health and safety regulations.

Historical information

- Relevant information on historical safeguarding cases in the County.
- Relevant information on historical incidents in the County.
- Relevant information on historical complaints in the County.
- Relevant information on past situations in the County that attracted media and public attention.

Growth

- Overview of the County's Growth and Development plan.
- Overview of waiting lists.
- What the previous initiatives on growth were, what worked well and what didn't.