



# Annual Review of Leader Appointment

<b>Leader's Name:</b>	<b>Appointment:</b>
<b>Contact Phone:</b>	<b>Section:</b>
<b>Scout Manager:</b>	<b>Formation:</b>
<b>Records Check:</b> I have reviewed my Extranet printout and there <b>are/ are not</b> amendments indicated on attached sheet.	

1. **Self review** – Place a  or a number  where you rate yourself as a leader

Leader development area	Mature - I can be a PLA	Capable	Developing	Developing with assistance	Scout manager assessment
<b>Personal Example</b> (Promise & Law, Uniform, Leadership (working with others, style, delegation to youth members)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Relationships</b> (with other leaders, parents, community, youth members)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Development</b> (development of knowledge skills associated with role)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Team Work</b> (with other Section Leaders, Group Council, other Teams)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organisational skills</b> (How many activities have <u>you</u> arranged: camps, outings, special program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. **Satisfaction with your current role**

Criteria	Yes	No	Scout manager Assessment
Generally, I am enjoying my position within scouting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel that I have contributed to the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel that I am valued as part of the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel that I receive support in my role from other leaders in the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would like to continue in my current section/ team for the next 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If <b>NO</b> to any of the above satisfaction criteria, please state your reasons, issues or concerns?			
In the next 12 months I would like to undertake additional <u>Scouts</u> training– list course or activity here: 1. 2. 3.			

3. **Interests for the future**

Criteria	Yes	No	Scout Manager Assessment
I am interested / would like to know more about the Scouting positions below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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a. PLA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Another section role in the current team – detail here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Group / Regional / Expedition leadership roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Adventurous Activities team and/or Adventurous skills training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Branch committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. <b>Specialist Activity Teams:</b> Gang Show, Scout Band, Radio Team, Communications Team, Camp Cottermouth Support, Special Needs, Arts Team, Special Events, Cuboree, Other (list here):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. Additional Comments**

<p><b>Other Comments:</b> Attach additional page if required. You may care to comment on goals for the next 12 months, personal development plans?</p>	
<p><b>Scout Manager's comments/actions and recommendations</b></p>	

**5. Please indicate your acceptance/disagreement (☑) with the following**

Agree	Disagree	Statement
<input type="checkbox"/>	<input type="checkbox"/>	I acknowledge that I have discussed the contents of this individual review with my Scout Manager
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• I <b><u>am happy</u></b> with results of the review.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• I <b><u>am not happy</u></b> with the results and seek to review at the next management level.</li> </ul>
Signature of Leader		Date of Signature
Signature of Scout Manager		Date of Signature
Tri-Annual Report Attached?		Date of report
If dispute - name & signature of applicable Commissioner		Date Referred
Commissioner report enclosed?		Date of report

<b>Office use only</b>	<b>Date received</b>	
<b>Sent to Appointments Committee (if an satisfactory report)</b>		Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Date</b>
<b>Closure – Review filed in Member's personal file</b>	<b>Date</b>	



## Triennial Review of Leader Appointment

<b>Leader's Name:</b>	<b>Appointment:</b>
<b>Contact Phone:</b>	<b>Section:</b>
<b>Scout Manager:</b>	<b>Formation:</b>

### Recommendation by Scout Manager

Is an Annual report attached?  Yes  No

Following discussions with the Leader it is my recommendation that the Leader's appointment should be

1. <b>Renewal:</b> <input type="checkbox"/>
2. <b>Reassignment:</b> <input type="checkbox"/> (If this is to be within the same team, state position for reassignment to: (i.e. from CSL to ACSL, from ASL to SL etc))
Current appointment:
New appointment:
3. <b>Retirement:</b> <input type="checkbox"/>
If applicable, additional comments/reasons for recommendation:
Signature of Scout Manager
Date of Signature

### Acknowledgement by Scout Leader

I acknowledge that I have discussed the contents of this Triennial review with my Scout Manager and I have indicated my view of the report and recommendations below: ( <b>Place a <input checked="" type="checkbox"/> in appropriate Section</b> )	
I <b><u>concur with the recommendation</u></b> of the review.	<input type="checkbox"/>
I <b><u>disagree with the recommendation</u></b> and seek a review at the next management level. Comments are attached in a separate submission.	<input type="checkbox"/>
Signature of Scout Leader	Date of Signature

### Commissioner's review

<b>Name of Commissioner</b>	Date of review
<b>Commissioner's Concurrence</b>	I agree with the report recommendation Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Commissioner report enclosed?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Commissioner's Signature:</b>	Date:

<b>Office use only</b>	<b>Date received</b>
<b>Sent to Appointments Committee for consideration</b>	<b>Date</b>
<b>Closure – Review filed in Member's personal file</b>	<b>Date</b>

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### Purpose – why should you complete this?

1. The World, National and ACT Branch policies call for a review of all Adult Leader appointments in Scouting. The review is to be undertaken to ensure that the needs of; the individual Leader, the Team the Leader is a part of, and ultimately the Branch, are being met. Every three years the Leader's current appointment is to be reviewed with the aim to renew, retire or reassign the Leader in their current appointment.
2. It is appropriate that part of the Scout training ethos is that all Leaders are provided with support and guidance to assist in their ongoing development. The Branch annual review is a practical application of the Movement's commitment to all Adult Leaders in providing role and personal support as they develop as a Leader. It ensures that all Leaders have an opportunity to talk with their Scouting Manager, about their Scouting role and what a Leader would see as some achievable goals for the next 12 months.
3. The best thing about the review is that it focuses on both the development of the Scout leadership role and a Leader's personal development. By looking at both aspects, it has direct benefits in helping leaders do the job that they volunteered for — helping young people to develop physically, spiritually, emotionally, intellectually and socially.
4. The annual report should be considered an adjunct to assist the Scouting Manager's ongoing management and development of their team.

### How this form is used

5. The review is a formal record of the annual review and this gives the individual Leader a chance to highlight the positive outcomes of the year and flag areas of concern for the last 12 months; to highlight their evolving view of their membership of Scouts ACT and to highlight goals, training needs, personal development aspirations or requirements, and any other factor that impacts on the Leader's ability to be part of a team delivering the Scouting Program to our youth members.
6. This form records the discussions between the Leader and their Scouting Manager. It records the Leader's views and provides structure for their meeting. Should there be a development issue that the Leader is unhappy with or that is not being dealt with at the team level, the form provides the basis for further/ongoing discussions at the next management level. A copy of the form is retained by the Leader, the Scouting Manager and the original is placed on the Leader's file at the Branch Office.

### How to complete the form

7. Step 1 - Enter your name and section details  
Also please take the time to review your information on your Branch Extranet extract (to be provided by your Scouting Manager). Check the details and mark up your copy of the extranet printout with any information that has changed or needs to be added and is not currently recorded. Are the contact details correct? Are you still in the appointment shown? Any changes need to be passed through the Scouting Manager back to Branch for updating.
8. Step 2 - complete the self-check review  
Put a tick ✓ or numbers as appropriate in the category where you rate yourself as a Leader in each area.
9. Step 3 - Complete the satisfaction rating  
If you answer "no" to any of the criteria in Satisfaction with your current role section, please outline your reasons. What are your training needs/aspirations over the next 12 months: a specialist course, advanced wood beads, first aid? As an indicator of further training, which Elective Modules or additional training did you complete during the year? It doesn't have to be just Scout courses:



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(Certified copies of qualifications, awards, etc, should be provided to make sure you are appropriately recognised).

- 10. Step 4 - What are your interests in the future?  
This is your chance to indicate to Scouts ACT any area of endeavour that you may be interested in. Place a check mark against any area that interests you. If you need further information, your Scout Manager will assist in getting that information.

Branch can use this to identify where we may not be meeting Leaders’ requirements for information dissemination, training and evolving leadership support needs.

- 11. Step 5 - What are your goals in the future?  
What are you going to achieve in the next 12 months? What are your achievable Goals and how can Scouts help?

- 12. Step 6 - At a mutually agreed time, discuss with your Scout Manager  
After you have discussed the form and your Scout Manager has added their comments to the form, you should indicate your acceptance or not, of the Scout Manager’s comments and sign and date the form. The Scout Manager will likewise sign the form and send the form to Branch along with the Extranet extract if required.

The Scout Manager may also have to complete additional forms to update the extranet database.

If there is a dispute the Scout Manager will refer the review record to their next senior person who will contact you to arrange a time to discuss your –concerns.

Triennial review

- 13. If this is a leader’s triennial (third) review, the Scout Manager is required to complete the third page of the review and submit it together with the annual report to the Commissioner next in line from the Scout Manager undertaking the review.
- 14. The leader is to be advised of the Scout Manager’s recommendation and is to indicate their understanding of the report and the recommendations contained therein.

Confidentiality

- 15. This report will be treated in a confidential manner.
- 16. It will have a very limited distribution in accordance with the ACT Branch privacy policy. It will be placed on your personal file and retained in locked containers at the Branch Office.
- 17. The following table shows when the month in which annual reviews are due to be completed within ACT Branch.

<b>Month</b>	<b>Section Leaders processed</b>	<b>Other Leaders Processed</b>
<b>May</b>	Joeys	GLs, RCs, Special Commissioners
<b>July</b>	Cubs	Training team
<b>September</b>	Scouts	AA Team
<b>November</b>	Venturers Rover Advisers	Remaining Branch specialist teams