

Preparing for the Future Form AR (Chester District)

THE REVIEW PROCESS

Note: Further information on completing the form can be found on page 8 of the 'Finding Out How Volunteers Are Getting On' review booklet available from: <http://www.chesterscouts.org.uk/member-info/> or [scouts.org.uk/review](http://www.chesterscouts.org.uk/review)

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.

Line Manager - It's important at a review meeting to create the right atmosphere – you'll want to hold a relaxed, two way discussion. Make sure that both you and the volunteer have enough time to discuss everything you want to and that you won't be interrupted. When choosing a location, think also about distance, accessibility, refreshments and comfort.

FORM TO BE COMPLETED BY THE LINE MANAGER AND SIGNED BY THE VOLUNTEER AND THE LINE MANAGER

SECTION A: ABOUT THE VOLUNTEER:

Name: Membership Number:
Appointment: Group:
Date of Review: Start date of appointment:

SECTION B: ABOUT THE REVIEW:

Line Manager Name:

SUMMARY OF REVIEW

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

How are things at the present? Have any plans not been completed?

Options for the future - What additional support would benefit them in their role?

Agreeing future goals or action plan:

FOR APPROPRIATE APPOINTMENTS:

First aid certificate – date of expiry:		Ongoing learning – number of hours undertaken since last formal review:	
Approved safeguarding training – date of completion:		Ongoing learning – methods:	Course/online/other
Approved safety training – date of completion :		Valid DBS disclosure – date of expiry:	

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: Volunteer:

Please return this form to the District Commissioner as soon as possible so that the necessary follow up (Appointments Advisory Committee, membership database updates, etc) can be carried out without delay

