Keeping up to date

Guidance notes for updating the Charity Register of the Charity Commission for England and Wales

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#SkillsForLife

CHARITY COMMISSION
FOR ENGLAND AND WALES

Scouts

Contents

Introduction

As charity trustees of a registered charity with the Charity Commission for England & Wales, it is your responsibility to ensure that the record for your charity on the charity register is correct and up to date.

The Charity Commission for England & Wales have recently updated their website system to make it easier for trustees to update the charity details as and when they chance rather than just annually when the annual return was submitted.

This guide is written to help Scout Groups, Districts and Counties/Areas complete the various elements on the Charity Commission for England & Wales website, making the process even quicker for members and to provide some consistence across the whole movement.

The online system is managed, run and maintained by the Charity Commission for England & Wales. Should you have any questions about the operation of the online system, please contact the Charity Commission for England & Wales.

Where to go

To update the charity register, you will need to visit the Charity Commission for England & Wales website which sits within the main Government online site; https://www.gov.uk/government/organisations/charity-commission
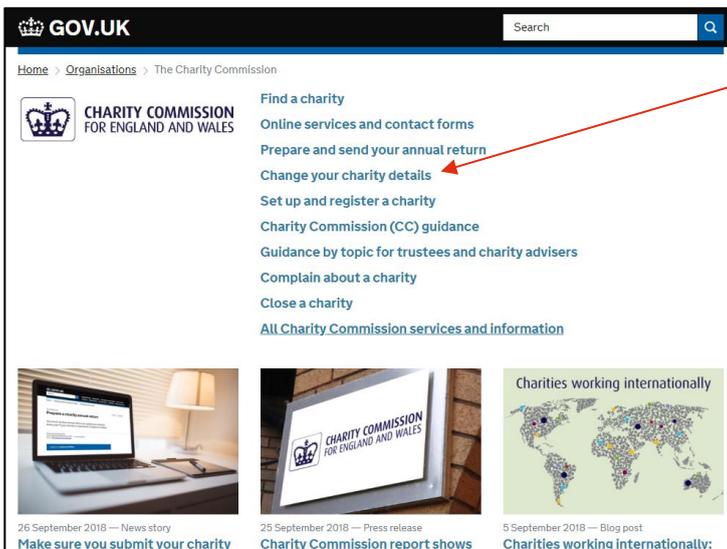
On this page there's a linked called "*Change your charity details*". Click on this to proceed to the next page where you will be able to click on the green "start" button to begin the process.

To be able to update your charity details, you will need a password specific to your charity.

If the password is not known among your Executive Committee members, you will need to contact the Charity Commission for England & Wales who will be able to provde you with a new password.

Contact details for the Charity Commission for England & Wales can be found online https://www.gov.uk/change-your-charitys-details

When you have logged onto the system, there is a help function located in the bottom righthand corner of the page. Should you need assistance, when you click on this link, you'll be provided with a code which you can give to the helpline operator who will then be able to see the screen and webpage that you are on to assist you to navigate the site.

Logging in for the first time

When you log onto the system for the first time you will be asked to complete details that are missing from the register and you will need to go through the process step by step. Having gone through this for the first time, when you log on subsequently you will be able to choose which section you wish to update.

Terms and conditions

Once you log on you'll be presented with the terms and conditions. At the bottom of this page you will be asked to enter some details and select which role you hold within the charity.

Important information

The following provides some important information about the details that need to be entered into the charity register. Make sure you read this so that you enter the correct information.

Charity Register pages

Having passed the terms and conditions and important information pages, you will be presented with a number of pages that can be navigated by using the tabs at the top of the page.

Activities & classifications	Areas of operation	Trustees and contact	Public address	Governance	Bank accounts

Simply select the tab for the details you wish to update and then click on "Edit" on the right hand side to update the section you need to. On your first time logging onto the system you will be required to progress through each page completely to ensure the information is up to date.

Activities and classifications

Activities

This information is shown to the public on the register. When you make changes it will take around 24 hours for the register to update.

Activities description   Edit
• ▶ What activities mean

Last updated - 19/07/2018

Classification of activities   Edit
• ▶ What classifications mean

What   **Who**   **How**

Last updated - 19/07/2018

Land and/or buildings   Edit
• ▶ What charitable property means
The charity does not own or lease land and/or buildings

Last updated - 19/07/2018

Activities description

This is where you need to enter a short paragraph about what the charity actually does to meet its charitable objectives. The following wording is strongly suggested.

Scout Group
As Scouts, we believe in preparing young people with skills for life. We encourage our young people to do more, learn more and be more. Each week, the [inset Group name] Scout Group give young people of [insert local area] the opportunity to enjoy fun and adventure while developing the skills they need to succeed.

Scout District
As Scouts, we believe in preparing young people with skills for life. The [insert District name] Scout District supports Explorer Scout Units and the Scout Groups across [insert local area] to encourage the young people to do more, learn more and be more. Each week, we support our members by providing the opportunity to enjoy fun and adventure while developing the skills they need to succeed.

Scout County/Area
As Scouts, we believe in preparing young people with skills for life. The [insert County/Area name] supports the Scout Districts across [insert local area] to encourage the young people to do more, learn more and be more. Each week, we support our members by providing the opportunity to enjoy fun and adventure while developing the skills they need to succeed.

Classification of activites

The next section on this page details **WHAT** the charity does, **WHO** the charity supports and **HOW** this is done. When updating this section you will select options from the list. The below images show the selections for a typical Scout Group, District and County/Area. It may be that additional items need to be selected as individual charities within Scouting may operate slightly differently.

What does your charity do?

▶ What classifications mean

☐ General Charitable Purposes

☒ Education/training

☐ The Advancement Of Health Or Saving Of Lives

☐ Disability

☐ The Prevention Or Relief Of Poverty

☐ Overseas Aid/famine Relief

☐ Accommodation/housing

☐ Religious Activities

☐ Arts/culture/heritage/science

☐ Amateur Sport

☐ Animals

☐ Environment/conservation/heritage

☐ Economic/community Development/employment

☐ Armed Forces/emergency Service Efficiency

☐ Human Rights/religious Or Racial Harmony/equality Or Diversity

☐ Recreation

☐ Other Charitable Purposes

Who does your charity help?

▶ What classifications mean

☒ Children/young People

☐ Elderly/old People

☐ People With Disabilities

☐ People Of A Particular Ethnic Or Racial Origin

☐ Other Charities Or Voluntary Bodies

☐ Other Defined Groups

☐ The General Public/mankind

How does your charity operate?

▶ What classifications mean

☐ Makes Grants To Individuals

☐ Makes Grants To Organisations

☐ Provides Other Finance

☐ Provides Human Resources

☐ Provides Buildings/facilities/open Space

☒ Provides Services

☐ Provides Advocacy/advice/information

☐ Sponsors Or Undertakes Research

☐ Acts As An Umbrella Or Resource Body

☐ Other Charitable Activities

Land and/or buildings

This is a straight forward answer of either yes or no. Select the correct option for your charity.

Areas of operation

This page is where you will need to select where your Scout Group, District or County/Area operates. You'll be presented with a list of local authority areas on the left. Select the area(s) appropriate to you and move them to the list on the righthand side.

For most Scout Groups, Districts and Counties/Areas you will not be operating outside of England and Wales. However, if you are British Scouting Overseas you will also need to select the countries and territories where British Scouting Overseas operates in.

Areas of Operation

This information is shown to the public on the register. When you make changes it will take around 24 hours for the register to update.

It is important that the register accurately reflects the area(s) trustees have chosen to operate their charity in. The area of operation may change from year to year, but if you keep your register entry up to date you are less likely to receive requests for help from outside your area.

• ▶ What area of operation means

In England and/or Wales   Edit

Kingston Upon Thames

Outside England and/or Wales   Edit

Last updated - 19/07/2018

Trustees and contact

This is the page that is likely to require the most updating. This is where all charity trustees (in Scouting these are ALL the members of the Executive Committee) must be recorded, as well as on the Scouts membership system; Compass.

Guidance

Guidance is provided on the page as to what information is publicly displayed on the Charity Register and viewable by all and how some trustees may be linked to other charities.

Trustee list

The list of currently registered trustees will be shown. If there is information missing, the website will show you. To update the information click on "Edit". If the person is no longer a trustee click on "Remove".

If you need to replace all the trustees in the list, add a new trustee first before removing all of the others as there must always be a minimum of one trustee listed on the register.

Updated trustee record

Once you have updated a trustee's information, it will be displayed in the list. On this page, their name, address, email addrss and phone number will be displayed – but only their name will be shown on the public charity register.

As well as the list of trustees, the system will allow a contact to be added who is not a trustee. For example if you are completing this for a County/Area and you have a County/Area Office with a members staff, their details could be listed here as the point of contact, should the Charity Commission for England & Wales need to contact the charity rather than contacting the Chair of the Executive Committee.

For each charity, there must be a contact listed either as a trustee or as a contact if this person is different to a trustee.

Public address

This page is where you can enter further information that will be visable to the public on the Charity Register. Previously the Charity Register had a registered address which would often be a personal home address. Now, the register has the ability to list personal addresses in the trustees list and a public viewable address for the charity on this page.

Public address

This should be the address of your meeting place or District/County/Area Headquarters if you have one. If you do not have a Headquarters building, the Executive Committee should agree which address they would like to be listed as the public address.

Telephone number

This should be a telephone number which you are happy to be displayed to the public. This could be a way in which potential new members make contact with you.

Email address

This should be an email address which you are happy to be displayed to the public. This could be a way in which potential new members make contact with you.

Charity website address

There is a section for your local website to be added here. This can provide helpful if you are applying for grant funding as funders may look at the Charity Register to find out more about your charity.

Governance

This page requires information in relation to the some of the key policies that charity has. In Scouting some of these policies are outlined in Policy, Organisation & Rules, however there are some policies which rest with the Executive Committee to manage and set. When updating this page, click on "Edit" and you will be able to choose from a "yes/no" selection for each policy.

Policies

Below is the list with the answers that should be selected. Those that are listed as "yes" below are set out in Policy, Organisation & Rules. Those with the words "local policy" might apply to some Scout charities locally.

Safeguarding vulnerable beneficiaries = YES
Complaints handling = YES
Volunteer management = YES
Risk management = YES
Conflicting interests = LOCAL POLICY
Paying staff = LOCAL POLICY
Investment = LOCAL POLICY

Regulators

In most cases there will be no regulators to set for Scout Groups, District or Counties/Areas. In a small number of cases (ie Groups providing Scouting in schools, hospitals or prisons) you may need to select the appropriate regulator.

Gift Aid

This section is a straight forward yes or no option to select. It's strongly encouraged that all Scout Groups, Districts and Counties register with HMRC to be able to claim Gift Aid on donations. For further information about Gift Aid please visit the Members area of www.scouts.org.uk.

Bank and building society accounts

This page now allows you to add the details of all of the bank accounts operated by the charity. As the guidance shows this is not shown on the public charity register and is used by the Charity Commission for England & Wales as the charity regulator.

You can update an existing account details by clicking on "Edit". An account can be removed by clicking on "Remove". To add a new account, you will need to click on "Add a new UK account" at the bottom of the page.