

Process for large spend property projects

We have developed the following process to ensure that Girlguiding Scotland's trustees can be fully aware (via the BM&F committee) of any potential risks posed by large capital spend, to local guiding as a going concern and to guiding more widely reputationally, should a project fail.

County executives should be aware of any building / renovation work on any property within the county, that it outside of 'normal' maintenance. Should a maintenance project be in excess of £25,000 this should be alerted to the county executive and to the Girlguiding Scotland property support group.

Any extension or new build should be alerted to the Girlguiding Scotland property support group, ahead of any work (including fundraising) taking place. This applies to projects of any size and budget. This allows the property group to advise and support local guiding with specialist knowledge.

Should any project or maintenance have a projected budget of more than £100k the property group will alert this to the BM&F committee, and any additional information or queries will be fed back to the county and to the property group. The property group, county, and the BM&F committee will stay in contact, and Girlguiding Scotland trustees will be briefed as necessary. Please refer to the Girlguiding Scotland Scheme of Delegated Authority (SoDA).

Following each property support group meeting the chair will liaise with the chair of the BM&F committee, as required, so that they can be alerted to any building or renovation projects that are likely to incur costs of £100k or more. It may be agreed that the chair of the property group be invited to attend part of a BM&F committee meeting to brief all committee members with regard to projects likely to incur significant spend.

Type of work	Cost	Who should be informed	Other action required
Any new build or extension to existing property	Any value	Girlguiding Scotland property support group (property@girlguiding-scot.org.uk)	Please complete ' New build or extension checklist '
Any work in excess of £25k (including maintenance)	> £25,000	Girlguiding Scotland property support group (property@girlguiding-scot.org.uk)	
Any work in excess of £100k (including maintenance, rebuilding, improvements, or new builds)	>£100,000	Girlguiding Scotland property support group (property@girlguiding-scot.org.uk) in the first instance. The property support group will inform the business management and finance committee (BM&F)	