



## June 2010

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issued for: UMC Chairs and Unit Management Teams

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issued by: John Parker-Jones, Director of Business Management and the Area Business Management Directors (BMDs)

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### Welcome to Unit Management Team Matters **Action / Further Reference**

**Welcome to UMT Matters...** designed to **support** your work, **inform** you of matters that will be relevant to a large number of you and to **communicate** key messages to you regularly. If it is not doing this please let me know and with any suggestions for improvement.

Many of you are very busy with fund-raising, repairs to buildings or new build projects and running the units, as well as supporting your Sea Cadets during the height of season's activities. Your efforts are much admired and appreciated.

I would welcome feedback, to: [jparker-jones@ms-sc.org](mailto:jparker-jones@ms-sc.org) or via your Area BMD

Previous UMT matters are @ <http://www.scheadquarters.com/Unit-Management/UMT-Newsletter>

### Westminster

### **Action / Further Reference**

A number of recent examples have demonstrated how critical the **information on Westminster** is and how important it is to have it recorded accurately. One typical example will suffice: there was the need to contact parents urgently and this was achieved through getting immediate access to the **Next of Kin** details on Westminster and being able to notify and arrange for the parents to get to a hospital with all due speed. The provision and integrity of this type of information shows how valuable this Management Information System designed to meet the needs of Cadet Forces is proving to be. It went live in May 2007 and has been progressively enhanced and developed since then. The system is entered through the public internet, allowing use of it from any internet capable PC running a web browser and support is provided to every unit for universal Sea Cadet coverage.

Westminster is the system for supporting the SCC in running and managing the Corps. It is an **essential support for volunteers** to use according to the role they perform. It has a wide range of uses, including recording volunteer and cadet details in order to support safeguarding, our duty of care, meet charity law requirements and help provide assurance to the Royal Navy and the MSSC Trustees.

It has **specific functions** for recording disclosure checks and safeguarding requirements, for documenting training qualifications, for personal information including next of kin and medical conditions, for recording all assets that require insurance and showing service records of all craft. The security of personal data on Westminster is a high priority and users are required to successfully complete the **Protecting Level 1 course** before being given access. Permissions to read and edit information are controlled and determined by role. **"How to Guides"** are available as well as support from volunteers who specialise in its use. The Westminster system is a key element to help run an efficient modern volunteer organisation and volunteers are encouraged and supported to make the most of it.

Chairs of UMCs have permissions to read and edit Adult records of people at their units and to read only their unit cadet records. They also have add and update permissions for estate assets, as well as vehicles and boats. **Support is available** to help you.

UMTs are encouraged to make the best use of Westminster to help run their unit

Support to get started and to get your password is through your Area Staff Officer for IT

To get access to the Protecting Information Level 1 course go to: <http://www.scheadquarters.com/Bulletin-Archive/2010/May>

The "How to Guides" are available on Westminster

Note that guidance on how to read, add and amend unit insurance details via Westminster will be made available to you from August

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## Insurance: changes

### Action / Further Reference

Very many thanks to the majority of chairs who have responded to the changes in insurance and have arranged the return of **Direct Debit** orders to Heath Lambert (HL). Those few that have not done so, please do so – it is not too late. Best contact is Carol Whiteford at HL. Progress is being made to get all your insurable assets on **Westminster** and this should be available from August. This will mean you can view, alter or add items that you want to have insured, such as the new Trinity 500. Instructions on how this can be done will be sent to you before the system goes live.

For those units that own the **Trinity 500**, you must notify the boats insurance contact: Gareth Jones. The premium which will be minimal for six months or less, will be added to next year's premium.

- UMT to note contact, claims and advice details and changes to handling of insurance for 2010/11 and beyond are in the March newsletter and ASCR 10
- Arrange Direct Debit payments to Heath Lambert if not done so, via [cwhiteford@heathlambert.com](mailto:cwhiteford@heathlambert.com) or phone 01403 327714
- Call Gareth Jones 0151 224 8112 or notify [GJONES@heathlambert.com](mailto:GJONES@heathlambert.com) if you now own a unit Trinity 500

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## Building improvements – Annual Fund

### Action / Further Reference

BMDs are now identifying which units should be included in the next phase of support for part funding from the Annual Fund. See link for details of the Annual Fund. Annual Fund projects, including UKBS works can still be considered for support. In the first instance contact your Area BMD with details to see if your project is eligible for support.

- Details of Annual Fund @ [www.scceheadquarters.com/Unit-Management/Fundraising/Annual-Fund](http://www.scceheadquarters.com/Unit-Management/Fundraising/Annual-Fund)
- Units should aim to use this funding within 12 months

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## Safeguarding – Child Protection

### Action / Further Reference

On the 15 June the Home Secretary announced that ISA registration, due to start in July would be stopped whilst a **review and re-modelling** of the Vetting and Barring Scheme (VBS) (England, Wales and Northern Ireland) back to proportionate and common-sense levels. The scale, scope and timing of this has not been announced. Certain aspects of the **VBS remain in place**: The referral process for cases to be sent to the ISA remains, as does the duty of the MSSC to make referrals; the MSSC remains liable if they take on volunteers or employees who are on the ISA barred lists; the revised new CRB/ISA application form is to be used from July

The implications of this **changes little** to our current arrangements:

- o Existing and new volunteers (instructional staff and UMC members) must have a Disclosure check (CRB, AccessNI or Disclosure Scotland) in order to be part of the SCC
- o The new CRB/ISA application form to cover CRB/AccessNI, must be used from July and stocks are available through Area Offices as fast as CRB can supply them

The Scottish Parliament announced similar arrangements in The Protecting Vulnerable Groups Scheme (PVG Scheme) which will start from 30 November 2010. It will be managed by Disclosure Scotland.

- Details of this are @ <http://www.crb.homeoffice.gov.uk/> and also @ [www.isa-gov.org.uk](http://www.isa-gov.org.uk)
- Details for Scotland are @ [http://www.disclosurescotland.co.uk/pvg\\_index.html](http://www.disclosurescotland.co.uk/pvg_index.html)
- Details of the impact of the PVG Scheme for Scotland on the MSSC will be published separately later in the year
- UMC chairs should ensure that all existing and new volunteers must have a Disclosure check (CRB, AccessNI or Disclosure Scotland) in order to be part of the SCC
- Details for obtaining and completing the new CRB/ISA forms are on the T&A website @ <http://www.scceheadquarters.com/Home> in the March 2010 bulletin

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## Annual Accounts

### Action / Further Reference

The annual returns for **Accounts** to comply with charity legislation and MSSC requirements are now due. Annual returns should be sent to the Charity Regulator (by 31 December to the Office of the Scottish Charity Regulator, and 31 January to Charity Commission) with a **copy to Area office** following formal adoption at the Unit's AGM (guidance and forms on T&A website). **Accounts should be completed as close to end of financial year as possible**. See website for guidance and templates on submission of accounts and help is available through your Area BMD and from the Piers Vimpany, Director of Finance.

- <http://www.scceheadquarters.com/Unit-Management/Finance>
- UMT Chairs to submit draft unadopted accounts to Area office **as soon as they are available** and final accounts immediately following the AGM (by 1 Nov 2010 at the very latest, and from June if possible)