

Eastern Area Memorandum 01/11

15 April 2011

Sponsor: Area Officer

REVISED AREA FUNDING AND ACTIVITY LEVELS

References:

A. Eastern Area Officer email 110331 – Policy and Budgetary Changes

Introduction

1. We are all well aware of the current economic difficulties facing the Country and the MSSC is no different. With about 45% of the current Sea Cadet Corps funding being derived directly from the MoD Grant in Aid (GIA) we need to ensure that where public money is involved every penny is spent wisely. Furthermore, with the acknowledged pressure on the defence budget and the GIA not being formally resolved until July 11, we need to have a sustainable budget in place now that can accommodate and absorb slight fluctuations in funding to reduce the impact on the Corps. I explained at the reference the need for a budget that is equitable across the UK and logical but is also auditable. To this end the CEO has established a new budgetary policy that allocates funding on the basis of activity levels for both Adult and Cadet training. This new activity based methodology is logical and welcomed, has the full support of CSC and all Area Officers and is long overdue. It also has the key advantage of focusing money in the right areas with the greater proportion allocated to Cadet training. To this end a different approach has had to be adopted within all Areas to derive funding allocations. Before everyone runs away with the idea that this is all about cuts I will dispel the myth from the outset as we in Eastern Area have been allocated almost the same budget as we had in 2010. It is merely a new culture and process that will better enable and provide for training. From 1 April 2011, money has been allocated based on a number of adult and cadet training days that we can be expected to deliver over the coming year based on the last 5 years historical data.

2. Whilst there is still some flexibility in the overall allocation, Area HQ as the enablers, will have to demonstrate through its training organisation that it is able to effectively meet and deliver the required output whilst providing an audit trail of evidence. The activity levels set for Eastern Area are outlined below for information only (see para 19) and should not unduly concern individual Units rather they are for EA HQ and DO,s guidance. Moreover, the levels themselves are derived from the historical records of the past 5 years and given that some forms of uncoded training have not been properly recorded they are only a rough guide. Once the new system has settled and more accurate data has been gathered then I expect the activity levels to become much more refined but this will take time and we will also need to establish a system for recording all training, not just the coded elements (see para 16). That said, Eastern Area as a whole has been broadly meeting the activity levels anyway. The main message is that Adults and Cadets alike should all be achieving something on a regular basis including competitions, Camps and Courses, Offshore and the occasional

Leadership course. The days of the 'Insular Unit' are now long gone and all Sea Cadet Units will be expected to engage fully across the range of activities on offer; which accords with the CEO's wish to provide 'an equitable Sea Cadet 'experience' across the whole of the UK'. At some stage I will also ensure that 'participation' is included in annual UR reports and assessments. I have also asked the Eastern Area Training team to look at how we might trade any spare capacity across Areas to ensure that all our courses are fully booked. More will follow when a proposal has been worked up and accepted by MSSC HQ.

3. Due to the late receipt of the final Budget allocations and the fact that most courses for April 11 had already been booked under the old system the new process outlined below will not come into effect until 1 May 11.

ADULT TRAINING

Mandatory Training (Core modules)

4. No fees will be charged for attending a mandatory core course but failure to attend (unless there are genuine reasons - on a case by case basis) will result in charges of £20 for the next course. In the event of more unexplained no shows then individuals will receive a letter from the AO outlining possible disciplinary action. The message is clear – mandatory training is free but underused capacity incurs HQ costs which have to be recouped for the benefit of the Corps as a whole. There is to be a minimum of 6 and maximum of 12 (unless approved by ATO) on course. If minimum numbers are not met, the course will be cancelled (or potentially offered to other Areas)

5. Mandatory training at District level will only be funded if there is no capacity for such training at Area level. If training is approved at District level, this may result in an Area course reduction.

6. VA (standard rate) will be paid to Instructors and students (if applicable) and travel to CI's up to max of 200 Miles. As of 1 May 11 the mileage allowance has also been increased from 27p to 30p per mile – yet to be formally ratified by MSSC HQ. Once the overall budget has started to mature we may need to review the policy on mileage allowance. For Core courses it is accepted that there will be 2 Instructors per Course and for FA providing there are in excess of 6 students (3 Instructor / assessors). For Field Craft we will generally provide 3 instructors depending on the number of students.

7. Units hosting Core Courses will receive a flat rate of £10 per person (Instructors and Students) (plus SCAVA) up to a maximum of £250.

Notes:

- a. Failure to attend within the stipulated time within SCR's could in extreme cases lead to dismissal.
- b. Personnel will still be required to book on WM and forward application forms to DATO.
- c. Failure to attend the course after booking will be recorded.
- d. In the event of a 'no show' then further bookings for the relevant course will be charged at £20 (on booking). In the event of two unexplained no shows the individual will receive a letter from the AO stating that if there are further occurrences disciplinary action may be taken

e. A 'no show' is where the individual fails to attend without explanation or not having given 7 days advance notification. The latest time to cancel is by 1300 the Wednesday before the Friday Start, contact must be made with the ATO / DATO; if they do not receive your cancellation then after this time, catering costs are incurred, and will be treated as a no show unless there are exceptional circumstances as decided by the ATO.

Voluntary Training

8. Voluntary training will continue to attract a course fee of £12.00 per adult per course and VA will be paid at the standard rate for instructors and a limited number of support staff. All courses are to be conducted (where possible) with 1 instructor, any exceptions to this are to be approved by ATO.

9. VA will be paid to the Instructors but no VA or travel will be approved for Students.

CADET TRAINING

10. The new MSSC funding Policy is designed to facilitate cadet training and activities to bring about efficiency in delivery of the overall cadet experience.

11. From this financial year (April 2011) funding is based on the number of training days achieved per cadet per year. To this end it has become even more important that all training days (funded or not) are recorded on Westminster.

12. The funding allocation is based on fully enrolled cadets (17 Mar 2011). Only adult costs that **enable** cadet training will be funded (this means the Instructor will receive VA). A limited number of supporting Staff will also receive VA – i.e. without a Chef the course could not run and is hence an enabler).

13. Cadet training at Area level will attract travel support subject to funding.

Training Day

14. For measurement purposes a training day is counted as:

Arrival day counted as ½ day and ½ as departure day (i.e. arrive Friday depart Sunday =1).

Days in between counted as 1 for each full day (for a WE Sat = 1) therefore a WE is 2 days.

15. It is important that all training (funded and non-funded) is captured to ensure that the SCC can use the details as evidence to support the case for continued / extra funding with our sponsors. This includes Unit, District and Area training, including RMCD. This training occurs regularly in Units but because no T17 is submitted it is lost for evidential purposes. This does not include training conducted on parade evenings.

16. Therefore, Unit CO's, DO's Trp Cdrs etc are to ensure all formal training conducted at WE's, Bank Holidays, etc are entered onto WM as a 'Course' with actual attendees (adults and cadets) recorded, along with the number of days attendance, albeit that you will not raise a T17. Units do NOT need to record courses on WM at a Unit level where cadets are attending courses organised at District, Troop, Area or

National level, since this will be picked up through the Course records set-up by District, Troop, Area or National respectively, however it is important that cadets and staff do correctly book onto those courses if they are attending.

17. This brings the added benefit that the details are available for the new Unit Review process through Westminster, and that cadet and staff service history will automatically reflect these training periods, which is especially important when older cadets want to have a record of their achievements and activities for their CVs etc.

Events

18. Events and Competitions will not attract VA except for a small number of key personnel. Some travel will be paid subject to funding.

Activity Levels

19. The following activity levels have been set for Eastern Area for the year 2011-2012:

- a. Area Cadet Training Days – 4.5 per year per Cadet
- b. National Cadet Training Days - 0.5
- c. Offshore Cadet Training Days - 0.5
- d. Events/Competitions - 0.3

Total = 5.8 days per Cadet per year.

20. Therefore on average each Cadet should be achieving broadly 6 days per cadet per year on all types of training which should not present too much difficulty. Of note only the Area training activity levels will be funded through Eastern Area HQ. The National, Offshore and Events levels will be funded through MSSC HQ. To put this into perspective if a Unit had 10 Cadets and sent one away on an Offshore week the Cadet would accrue 5 days offshore which when divided by the number of Cadets = 0.5. Hence that Unit would have achieved its target levels.

21. Adult levels have also been set in terms of Area and National mandatory and voluntary training days. Providing each adult broadly achieves 2.5 training days per year we will meet our targets.

Additional Information

22. All Districts are allocated places for the summer boating bursary at Thrapston Boat Station and as a result there has been an invisible but tangible reduction in all Districts allocations to fund the free bursary.

23. District officers are to be aware that their own travel and mileage allowances are to be taken from the District Budget.

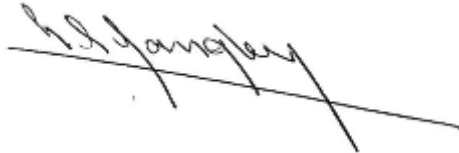
24. All Area Staff Officers travel in support of District training or events are to be supported by the District. Area Staff Officers in support of Area events will be supported by the Area.

25. In addition to the DO'S, Thrapston and Tuna allocations, there will be a small budget to support Area camps.

26. Details of allocations will be sent out to sub budget holders once the allocations have been finalised. This is expected very shortly.

27. District Officers, Thrapston, Tuna and Coy Cdr are to examine any requests for funding and allocate to best meet training needs.

28. Review this EATM 1 Sep 11

A handwritten signature in black ink, appearing to read 'E S Langley', written over a horizontal line.

E S Langley
Cdr Royal Navy
Area Officer

Annex A – Detailed Area Funding Policy dated 15 Apr 11 (Limited Distribution to DO's only)