

UMT Matters

September 2009



issued for

UMC Chairs and Unit Management Teams

issued by

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Welcome to Unit Management Team Matters Action / Further Reference

Welcome to the second 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 (June, Sept, Dec and March). A number of you usefully provided some **feedback** on the first newsletter – you reinforced the view that it should be short, no more than two sides, found the style and content very useful, informative and readable, “a great idea”. Suggestions for changes included sending out in word format not pdf, difficult to download, could improve the referencing to actual documents. Some of the changes are reflected in this edition – which is slightly later going out in order to try and resolve a number of issues.

I have been able to attend some of your events over the summer, including the Combined Regatta at Royal Victoria Docks and seen at first hand what “serious fun” means and how competitive it gets. A huge thank you to all those involved in running and supporting all these great events for the benefit of the sea cadets.

- I would welcome any further feedback on this newsletter to: jparker-jones@ms-sc.org

Removal of Charity status Action / Further Reference

Each Area has had a number of cases where the Unit’s Charity status has been removed by the Charity Regulator on the basis of the unit’s failure to submit to the Regulator the Annual Return. This in turn means that the Trustees indemnity insurance policy no longer applies and therefore does not cover members of Unit Management Teams for the decisions they make which might prove wrong – instead they would be personally liable. There have been no claims under this policy for at least the last six years. The good news is that it is relatively easy to re-register once the Annual Return is submitted.

A number of queries have recently been raised on insurance issues, employment status of volunteers and the MOD indemnity. I thought it would be useful for you to see the CEO’s letter covering these issues. (Attached and on T&A website)

- The Charity Commission web-site is helpful in this regard: <http://www.charity-commission.gov.uk/investigations/ccmon.asp> or for Scotland <http://www.oscr.org.uk/AnnualReturn.stm>
- UMTs will wish to check that their Annual Returns have been submitted. A defaulters list is on the web-site.

Business Planning - UKBS survey Action / Further Reference

I have visited all of your Area BMDs during July and I know that they are beginning to spend time with some of you to look at what financial support can be provided to your unit to address some of the critical and Health and Safety issues, identified in the UKBS survey. I am optimistic that the additional funding from the MOD will come through and if this is the case the MSSC will have close on £0.5m this year to support you in refurbishment projects. The Area teams have identified the priority units for this phase 1 of a five year programme. Provisionally up to 52 units could be supported through this means in the next eighteen months. Phases 2, 3 and 4 will start in each of the next three years.

I know many Units are continuing to make improvements entirely through their own efforts and this is excellent work. Due to the availability of limited funds, Units should work on the assumption that they will need to fund all or most infrastructure improvements. However where funding is provided from MSSCHQ for this work it should be spent within a twelve month period, so as not to disadvantage other units that could spend the money immediately.

- The UKBS survey lends itself to structured local fundraising bids from UMTs. Guidance is available from your BMD.
- UMT Chairs will wish to assess how much work can be done at Unit and detail work that may require HQ funding
- BMDs will be in contact with UMT Chairs with Units identified as a priority for the first round of funding.

Key corporate messages: HQTMs

Action / Further Reference

The scrapping of HQTMs has been met with a positive response. Following several suggestions an e-mail will be sent to you telling you when and what the changes are as a prompt to get more detail from the Training and Admin website. It is not expected that Units print material and this should reduce the bureaucratic burden on you.

- October Bulletin can be found at @ www.scheadquarters.com.

Safeguarding

Action / Further Reference

Detailed guidance from the **Independent Safeguarding Authority** is regularly posted on the internet. Changes to MSSC policy are being developed and a referral process to the ISA has been agreed. This will not alter how safeguarding issues are dealt with in the first instance, but is a legal requirement for the MSSC to consider once a case has been dealt with in court or by internal enquiry. Currently work is continuing to ensure that all Adult Volunteers have the correct disclosures. Please encourage all your volunteers to ensure that they have applied – details are shown on Westminster. Similar arrangements will apply to Scotland, due in mid 2010.

- UMT Chairs to ensure all UMC members have disclosures as soon as possible.
- Details of ISA see: www.isa.gov.org.uk
- BMD (N) will circulate the Scottish details when available See also: <http://www.disclosurescotland.co.uk/publications/>

Insurance

Action / Further Reference

UMT Chairs will have received their revised schedules and invoices for payment and should ensure that standing orders/cheques are sent to Finance dept at MSSC HQ. In September just under 70% of Units had either fully paid or were paying through standing order.

- UMT Chairs will wish to check that premiums have been paid or direct debits arranged for their Units

Data security and protecting information

Action / Further Reference

The MOD have requested that we deliver training on this subject following a number of high profile cases involving the loss of large quantities of personal data. We are reviewing this material to make it more relevant to the MSSC and this will be put on the web-site and supported by training at District level. In the meantime please ensure that you treat personal data on cadets and volunteers as if they were your own bank account details. Look after these details securely, don't share passwords for access to Westminster, only use the information from Westminster and don't set up separate databases for longer than is relevant for the purpose it was collected.

- There is some particularly helpful guidance on Westminster, which applies more widely as well, @ <http://www.scheadquarters.com/Westminster/Home>

"Rain" tax

Some of you will have been concerned about action by some water companies to recalculate water charges based on the size (square meters) of premises and land, rather than the rateable value. This has meant a significant rise in water charges to some units. After a lot of pressure from a number of organisations, especially charities this will be examined by Parliament and legislated for in early 2010.

- The best up-date on this is at http://news.bbc.co.uk/2/hi/uk_news/8279467.stm

Recent updates/requests

The new guidance for Unit Management Teams (ASCR 11) is available on the Training and Admin website.

- @ www.scheadquarters.com under Regulations/Publications /ASCR.

Annual returns for **Accounts** to Area Office due asap.

- UMT Chairs to ensure accounts are submitted to Area Office by 1 November 2009.