



March 2010

issued for: UMC Chairs and Unit Management Teams

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

Welcome to Unit Management Team Matters

Action / Further Reference

Welcome to the fourth UMT Matters. As the new boating season starts in earnest I wish you all the very best in your very considerable efforts to support the Sea Cadets in the coming season. I have continued my visits to some of your units and never cease to be impressed with all the work that occurs to support the Sea Cadets.

- I would welcome any further feedback on this newsletter to: jparker-jones@ms-sc.org
- UMT matters issued in March, June, Sept, & December

Insurance: changes

Action / Further Reference

Please note that there are **changes** as to how the MSSC will handle insurance from April 2010. The benefits of the revised arrangements include: reduce unnecessary bureaucracy for units; provide direct access to insurance advice for units; use Westminster to provide comprehensive insurance data; continue to minimise costs to Units and the MSSC.

From April 2010 all claims will be handled direct with Heath Lambert. Contact details are as follows:

Boats(claims, quotes or changes):Gareth Jones, Tel:0151 224 8112 or GJONES@heathlambert.com

Minibuses (claims, quotes or changes): Gareth Farman tel: 01603 828307 or GFARMAN@heathlambert.com

All other claims (not boats or minibuses): Jodie Saunders Tel: 01793 46 8372 or JSaunders@heathlambert.com

All other types of insurance: Stephanie Carey or Chris Bond Tel: 0207 560 3050 or mssc@heathlambert.com

All incidents should be notified to Heath Lambert within 7 days to avoid any breaches of policy terms and conditions. They will give advice on handling the claim or who you should contact within the MOD. The **claims form (SCC I1)** is available on the T&A website and when used should be sent to the relevant contact shown above. Use it when you think you may need to make a claim and don't wait for additional information to become available.

During April 2010 your **premium details** will be sent to you by Heath Lambert. During April and May details from your insurance returns will be entered onto **Westminster**, and from June your unit should be able to make changes through Westminster as you acquire new boats, equipment or changes are made to buildings and its contents.

The **contact for Insurance premium payments is:**

Carol Whiteford Tel: 01403 327714 or cwhiteford@heathlambert.com

Under these new arrangements the Insurance Officer, Ian Spence will no longer be involved and should not be contacted. If you need to discuss insurance at HQ, please contact J Parker-Jones. Full details are contained in the revised ASCR 10, available on the T&A website, [http://www.scheadquarters.com/Regulations\\$1Publications/ASCR](http://www.scheadquarters.com/Regulations$1Publications/ASCR)

- UMT to note changes to handling of insurance for 2010/11 and beyond
- Contact details for claims and advice are shown here and are on the T&A website (ASCR 10)
- The claims form SCC I1 is available on the T&A website <http://www.scheadquarters.com/Forms>
- Heath Lambert will send out details of your premiums in April
- Arrangements are in hand to encourage and enable Units to pay by Direct Debit, rather than Standing Order. There will be no charge for DD.
- Unit Insurance details will be on Westminster and from June units should be able to make changes on line. Guidance and support will be available nearer the time

Building improvements – Annual Fund

Action / Further Reference

Since the last newsletter the expected MOD funding, has been added to the Annual Fund and BMDs are now identifying units and earmarking funding to support units in their improvement projects, largely based on the critical and health and safety issues identified in the UKBS survey. This additional funding is very good news and our planning assumptions are that this will continue for the following three years. From June 2010, BMDs will begin identifying which units should be included in the next phase of support.

- Full details of the revised Annual Fund are @ www.scheadquarters.com/Unit-Management/Fundraising/Annual-Fund
- Units should use this funding within 12 months. Any queries contact your BMD

Safeguarding – Child Protection

Action / Further Reference

The **latest guidance** on the Vetting and Barring Scheme was published in March 2010 and is available on the ISA website. This confirms earlier advice in our newsletters and changes will be made to reflect relevant aspects in SCRs. In brief the requirements are:

- o From July 2010 new volunteers will need to be ISA registered
- o Between 2011-15 existing volunteers to be ISA registered
- o Existing volunteers must have a Disclosure check (CRB, AccessNI or Disclosure Scotland) in order to remain in the SCC beyond 1 November 2010
- o Disclosure checks (AccessNI, Disclosure Scotland or CRB) will be carried out during ISA registration
- o Applies to those teaching, training, transport or supervision once a week or 4 or more times a month or overnight
- o Applies to Trustees of children's charities (all UMC members)
- o Costs (ISA £28/CRB £36), although free for volunteers
- o Single application form to cover ISA/CRB/AccessNI
- o Unit chairs are legally responsible to ensure volunteers are ISA registered before joining a unit
- o **Arrangements apply for England, Wales & N Ireland.** Similar arrangements due in Scotland in late 2010

Details of the revised CRB/ISA form and guidance notes are available on the T&A website and copies will be available from Area from June.

- Details of the latest guidance is @ www.isa-gov.org.uk
- Details for Scotland will be @ www.disclosurescotland.co.uk/publications/
- UMC chairs should ensure that new volunteers have ISA registration prior to starting at the Unit. All existing volunteers must have a Disclosure check (CRB, AccessNI or Disclosure Scotland) in order to remain in the SCC beyond 1 November 2010.
- UMC chairs are responsible for ensuring volunteers are ISA registered and are liable if a volunteer is on the ISA barred list or isn't ISA registered
- Details for obtaining and completing the new CRB/ISA forms are on the T&A website @ <http://www.scheadquarters.com/Home> in the March 2010 bulletin

Data security

Action / Further Reference

You will be aware of concerns in government about the general level of **data security** and especially the protection of personal information. The MOD have re-inforced this message and have sought our support. The RN complete similar courses.

Two sets of support material will be provided. **Protecting Level 1** material is an interactive training package that is for completion by all current and future users of Westminster. Existing users will need to complete this during April and May 2010. The course can be completed within an hour, followed by a short test of about 20 minutes.

Protecting Level 0 is for other volunteers (instructional staff and UMC members) and is a presentation to be delivered by the Unit, by a suitable person who has successfully completed the Level 1 course. This may be the CO/OiC, Chairperson or other appropriate person.

- UMC chairs, COs and OiCs will be asked to complete the Level 1 course of instruction and to arrange delivery of Level 0 to all other volunteers in their Unit
- Further details and how to get access to the course material will be posted on the T&A website in April
- Any queries please contact me on jparker-jones@ms-sc.com

Ofsted survey of Third Sector Organisations

Action / Further Reference

A number of units in England may be asked to complete this survey to help inform Local Authorities on safeguarding. It is not compulsory.

- It is a matter for each unit to decide to complete or not