



Ministry
of Defence

Army Secretariat
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Ref: FOI2019/08464/10/05

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Mr Martin Barmby
request-583456-
34f6f662@whatdotheyknow.com

9 August 2019

Dear Mr Barmby

Thank you for your email of 12 Jul, confirming your ID to go with the following request:

"Recently it was brought to my attention that West Lowland cadet force are using a volunteer agreement v2.0

This is not the official volunteer agreement, nationally issued by regional command cadet branch, but has been drafted at a local level, its called "the cadet force adult volunteer commitment agreement" locally.

In light of that could you provide the following please:-

1. *A copy of the agreement and all associated paperwork*
2. *The reason that they deem it necessary to create their own local agreement*
3. *Percentage of staff under the new agreement*
4. *Who's authority the new agreement was signed off under for issue to CFAV*
5. *number of staff dismissed under the agreement"*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000. I can confirm that the Department holds information relating to your request, the details of which can be found below.

1. A copy of the agreement and annexes can be found below. Please note that personal information has been redacted under Section 40 of the Freedom of Information Act (personal information).
2. This agreement was produced with the goal of improving attendance by enhancing understanding and clarifying roles within the organisation through a local reminder process.
3. As at 10 Jun 19, 85% of volunteers had signed the local agreement.
4. Commandant of West Lowland ACF.
5. No staff have been dismissed under this agreement. Choosing not to sign this local agreement would not result in dismissal from the Army Cadet Force (ACF). Dismissal from the ACF would only be as a result of behaviours which saw a volunteer fail the Cadet Forces Test as set out in AC 14233 The Army Cadet Force Regulations.

If you have any queries regarding the content of this letter, please contact this office in the first instance. Following this, if you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely,

Manning Leader
Army Secretariat



"Make Your
Mark"

West Lowland Battalion
Army Cadet Force
Fusilier House
Seaforth Road
AYR
KA8 9HX

Tel: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

12 February 2019


Our Reference: WL/4

CFAV AGREEMENT

Reference:

A. BSOP 1-10, Annex C & C1 attached.

1. The documents attached were derived from the recent CFAV agreement initiated by RC to ensure all volunteers were clear as to their status and the commitment required before taking on a role with the ACF.
2. Recently, we have encountered minor issues where dubiety and confusion has caused disruption to the smooth running of the battalion, and individuals. A diligent review by the senior command element decided to raise the agreement attached, for installation to Bn SOP 1-10, in the form of Annex C & C1, with the intention of clarifying direction and what is expected of a CFAV within WL Bn.
3. The Commandant has directed that the SOP go live date will be 01 Apr 2019, to that end, all CFAV's are requested to sign the attached, and return it to Bn HQ, no later than COP 22 March 2019, retaining one copy for reference. The documents will be included in all Sub unit copies of the SOP's at detachment level.
4. Both documents are there to ensure clarity for both the unit and the individual, so please read, understand and be prepared to comply with them before signing.
5. Should you have questions please direct them through your COC.



Cadet Executive Officer
for Commandant

Distribution

External: All CFAV

Internal: File

**ANNEX C TO
BSOP 1-10**

**CADET FORCE ADULT VOLUNTEER
COMMITMENT AGREEMENT**

Commitment Agreement

1. As a member of this voluntary youth organisation, you voluntarily undertake, subject to the instructions of your superior officer, to train cadets in accordance with a training programme authorised by your ACF County/Battalion/Sector and in accordance with the relevant Regulations and Instructions. (This includes any instructions contained in the ACF Regulations (Army Code 14233) as from time to time amended). You also undertake to carry out administrative or other duties as detailed. In particular, you must fully understand your responsibilities for the safety of cadets in your charge and your responsibilities to your ACF Cadet Commandant.
 2. By this agreement, you voluntarily undertake to comply with any legitimate instructions given to you by a superior officer of the ACF. By this agreement, you voluntarily undertake to complete the ACF induction and initial training in the time-frame set out in the ACF Regulations in order to have your appointment confirmed in the rank of Sergeant Instructor (SI). Failure to complete the Induction and Initial training to the satisfaction of your Cadet Commandant may result in your voluntary agreement being terminated.
 3. You will be eligible for promotion in the circumstances and on the terms set out in the ACF Regulations, as from time to time amended.
 4. You will receive a free issue of certain items of Army clothing and equipment. These articles may only be worn for ACF duties and are to be returned when you leave the ACF. You may be called on to pay for missing items or articles damaged other than by fair wear and tear.
 5. Certain allowances are permissible and these will be explained by your ACF County/Battalion/Sector Cadet Executive Officer (CEO). Some remuneration may be given in the form of Volunteer Allowance (VA) for which:
 - a. Cadets Branch, Regional Command (RC) lays down the rules including any limits on the number of VA for which you may apply in any training year, running from 1 April to 31 March the following year.
 - b. Any remuneration due will be notified through your ACF County/Battalion/Sector and will normally be paid monthly by the Service Personnel and Veterans Agency (SPVA). It will be paid at the scale for your rank as from time to time published by the Ministry of Defence (MOD). The current rate applicable to you is per day.
 - c. Payments are automated; thus if you wish to claim remuneration or allowances, it will be necessary for you to have a bank account.
- As a volunteer with the ACF, you should note that there is no entitlement to sick or holiday pay, nor is there any entitlement to paid maternity or paternity leave. You are not included in a pension scheme.
6. Either party may terminate this agreement, normally by giving the other party one-month's notice in writing. The Secretary of State may terminate this agreement without notice if, without permission of your ACF Cadet Commandant, you have not attended your ACF duties for 56 consecutive days. Your ACF Cadet Commandant is authorized to terminate this agreement, and give and receive such notice on behalf of the Secretary of State.
 7. Your voluntary service with the ACF is conditional on you completing the Baseline Personnel Security Standard (BPSS) and also Protecting Vulnerable Groups (PVG) and updating this every 5 years. In addition, should your ACF Cadet Commandant have reason to suspect you of having committed a

criminal offence that, in his opinion, would justify dismissal without notice or, if you are charged with such an offence, he may, on behalf of the Secretary of State, suspend you from duty pending investigation or the final determination of legal proceedings, as the case may be.

8. As a CFAV your continued voluntary service is conditional upon you remaining fit and suitable, in all respects, to carry out your role with, and in support of, cadets. In assessing suitability for voluntary service, such factors as health, fitness, energy, attitude, qualification and competence will be taken into account. Normally, you will be allowed to continue to serve up to your 65th birthday. However should you then wish to stay in the ACF you must become a Non Uniformed Volunteer (NUV).

9. Should you have any grievance, you should take it up with your ACF Cadet Commandant. If he cannot settle it to the satisfaction of both, within a reasonable period, you may request him to refer your grievance to the Deputy Chief Executive of your RFCA.

10. You are required to inform your ACF Cadet Commandant, in writing, within 14 days, of any significant changes to your personal circumstances that affect you carrying out your ACF role or effective administration. As a minimum, this includes change of name, permanent civilian address and medical fitness. If you wish to claim remuneration and allowances, you must also ensure that you notify any change of bank account. If in doubt of what should be reported you should seek the advice of your County/Battalion/Sector CEO.

11. Annex C1 to this SOP includes the CFAV Commitment Trigger System Matrix which clearly lays down the expected commitment from all members of the Battalion and this includes a matrix that allows the CFAV to improve and has agreed time frames.

12. CFAVs who assist at Link Detachments may be excused from the Commitment Trigger System as they are unique and could be associated to that particular Link Detachment with no further commitment required from the Battalion, this will be treated on an individual basis by the Commandant and Senior Command Team. Further they must attend the community detachment to ensure the cadets are firmly embedded.

I have read and fully understand these Terms of the Agreement.

Signature of Cadet Force Adult Volunteer:

Date:

Signature of Cadet Executive Officer:

Name: **Rank:**

Date:

For Deputy Chief Executive RFCA on behalf of the Secretary of State for Defence.

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I have read and fully understand these Terms of the Agreement

Signature of Cadet Force Adult Volunteer:

Date:

Signature of Cadet Executive Officer:

Name: Rank:

Date:

For Deputy Chief Executive RFCA on behalf of the Secretary of State for Defence.

ANNEX C1 TO BN SOP 1 - 10

CFAV ATTENDANCE / COMMITMENT AT DETACHMENT				
ISSUE	STAGE 1	STAGE 2	STAGE 3	STAGE 4
CFAV ATTENDANCE AT DETACHMENT FALLS BELOW 50% IN A MONTH	Trg Group 2 I/C & SMI Informed and they will monitor, No improvement the following month pass to Stage 2	OC Trg Group to Engage with CFAV by form of an interview, No improvement the following month pass to Stage 3	Dep Comdt to Interview, No improvement the following month pass to Stage 4	Dep Comdt to send his report to CEO for the CFAV to be discharged
CFAV ATTENDANCE / COMMITMENT AT WEEKENDS BOTH BATTALION AND TRG GROUP				
ISSUE	STAGE 1	STAGE 2	STAGE 3	STAGE 4
CFAV ATTENDANCE AT WEEKENDS	Justification must be given to Trg Group 2 I/C & SMI, This must be noted.	CFAV Attendance does not improve on next weekend, OC Trg Group to interview.	CFAV Attendance does not improve on next weekend, Dep Comdt to interview.	Dep Comdt to send his report to CEO for the CFAV to be discharged
CFAV ATTENDANCE / COMMITMENT AT ANNUAL CAMPS				
WHERE POSSIBLE EVERY CFAV SHOULD MAKE THE MAXIMUM EFFORT TO ATTEND ANNUAL CAMPS				

