



Ministry of Defence

Mr K Holden

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HEADQUARTERS AIR COMMAND Air Command Secretariat

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Dear Mr Holden,

Thank you for your e-mail of 24 October 2012 to the Air Cadets Organisation (ACO) requesting information recorded in the minutes of the Air Cadet Management Board (ACMB) where decisions were made to operate sanctions against Squadrons for non submission of form 60 by Civilian Treasurers. This has been considered as a request for information in accordance with the Freedom of Information Act 2000 (FOIA).

I can confirm that the MOD does hold information within the scope of your request. In addition to the minutes of the ACMB some of the information within the scope of your request is recorded in minutes of the Finance & General Purposes F&GP Committee of the Air Cadet Council and this has been included in the reply under section 16 of the FOIA. Section 16 requires authorities to provide advice and assistance where possible. Please note all personal information has been redacted in accordance with section 40 of the FOI Act, information which is personal data whose release is governed by the Data Protection Act.

The following extract is taken from the record of decisions of the ACMB dated 8 Mar 12:

ITEM 14 – ITEMS FOR THE NEXT MEETING/AOB

32. Rgnl Chairman – Requested the next ACMB discuss the failure of Sqns to submit F60 under the Charities Act.

Decision. To be discussed at the F&GP Meeting.

Action. COS

The following extract is taken from the minutes of the F&GP Committee meeting dated 3 April 2012



ITEM 3. REVIEW OF ONGOING RECORD OF DECISIONS

b. **Possible ATC GPF Support for Administration Costs at Sqn Level** – [REDACTED] advised that, as agreed at the October meeting, the grants had been paid to ATC Wings for further allocation to the squadrons and detached flights that had fulfilled the criteria set – namely produce F60s in the stated timeframe. Wings would retain any un-used funds. Wg Cdr [REDACTED] advised considerable disquiet with regard to the completion of F60s but also the attendant management of a number of squadron civilian committees across all Regions. Wg Cdr [REDACTED] advised that pressure had been applied to committees by Regional Chairmen to ensure compliance but the main issue is how to deal with defaulting squadrons. He stated that the role of the Wg Ex O in managing F60s had declined in some areas (noting gapped posts) and so the role of the Regional and then Wing Chairmen was increasingly important. He advised that a disappointing 31 out of 186 squadrons in SW failed to comply by 31 Dec 11 (now reduced to 12) but that the problem was nationwide. Robust management of squadron committees and leadership within them was inconsistent. Accordingly a revised process has been drafted, agreed by the Regional Chairmen, as persuasion alone had been ineffective. It will reduce the timeframe available with all F60s now required by 31 Jul 12 (previously set at 30 Sep 12) in order to be eligible for the £50 administrative grant. Once HQAC initiates the process, Wgs prepare a spreadsheet and the Wg Chairman is informed on 1 May of those squadrons yet to file a F60 for the year ending 31 Mar 12. In early June the Wg Chairman/OC Wing will write formally to the squadrons in default and if the forms are not received by 1 September further sanction, in addition to the non-payment of the grant, will be invoked. The committee supported the proposal that in this scenario all non-parade activities by the squadrons in non-compliance would be suspended until the F60s for FY11-12 (and/or FY 10-11) were received at the Wg HQ. Gp Capt [REDACTED] noted the possible detrimental effect on cadets but the meeting concluded that pressure from uniformed colleagues would ensure that the civilian committees met this requirement and the sanction would not be necessary.

5. **Decisions.** It was agreed that:

b. Admin grant (£50 per squadron) has been paid to the Wgs and will continue. However all squadrons failing to present F60 for FY11-12 (or indeed FY10-11) to the Wg HQ by 31 Jul 12 would be suspended from undertaking any non-parade activities. New guidance and support will also be offered to squadrons as appropriate. ROD 4/10 & 2/12 refers.

Action. ACFO

The following extract is taken from the record of decisions of the ACMB dated 20 Sep 12:

ITEM 12 – F60

20. Comdt advised the number of F60s outstanding was reducing daily. It was agreed the threatened introduction of sanctions for those Sqns who did not complete F60 had driven positive behaviour. Issues remained ongoing in most Regions with particular challenges in SNI Region.

Decision: Rgnl Chairman (CE) would identify those sqns across the ACO who had yet to submit their F60s, aiming to rectify by end Sep 12, or agree an action plan. SNI would aim to complete by 31 Oct 12.



Action. Rgnl Chairman (CE)

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Head of Corporate Information, 1st Floor, Zone N, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.gov.uk>

Yours sincerely,

Air Command Secretariat

