



Ministry  
of Defence

Air Command Secretariat  
Spitfire Block  
Headquarters Air Command  
Royal Air Force  
High Wycombe  
Buckinghamshire  
HP14 4UE

Ref: FOI2019/01715

[REDACTED]

9 April 2019

[REDACTED]

Thank you for your email of 10 February 2019 in which you request the following information:

*"Please may I request the Minutes/RoDs of the ACMB and CEB for the calendar year 2018."*

I am treating your correspondence as a request for information under the Freedom of Information Act (FOIA) 2000.

A search for the information has now been completed within the Ministry of Defence, and I can confirm that information in scope of your request is held. This information is attached at Annex A.

Some information contained within the Air Cadet Management Board April 2018 Record of Discussion falls within scope of the qualified exemption Section 26 (1)(b) (Security) of the FOIA and has been withheld.

Therefore, a Public Interest Test has been conducted to determine whether, in all circumstances of the case, the public interest in maintaining the exemptions outweighs the public interest in disclosure. I have found that, while release of the information would promote an understanding of the Royal Air Force Air Cadets (RAFAC) organisation and the projects it undertakes, under Section 26 (1)(b), the balance lies in favour of withholding the information as releasing it could prejudice the security of the RAFAC. This is because release of this information may be useful to a hostile audience to inform their activities. Consequently, this information has been withheld.



Section 40(2) has been applied to some of the information I have attached in order to protect personal information as governed by the Data Protection Act 1998. Section 40 is an absolute exemption and there is therefore no requirement to consider the public interest in making a decision to withhold the information.

If you are not satisfied with this response or 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 Information Rights Compliance Team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto: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 normally investigate your case until the MOD internal 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,

[Original Signed]

Air Command Secretariat

6 Jun 18

20180414-ACMB\_RODs\_APR\_18-O

See Distribution

**RECORD OF DECISIONS OF THE AIR CADET MANAGEMENT BOARD (ACMB) HELD IN ROOM 3 OF THE SKYWAYS CONFERENCE FACILITY, RAF WYTON, ON WED 11 AND THUR 12 APR 18.**

Present	Air Cdre D McCafferty	Comdt RAF Air Cadets	Chair
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	Day 2 only
	[REDACTED]	[REDACTED]	Day 1 only
	[REDACTED]	[REDACTED]	Day 2 only
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	Day 1 only
	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	Sec
<b>Apologies</b>	[REDACTED]	[REDACTED]	

ITEM 1 – OPENING REMARKS
<p>1. The Comdt RAFAC welcomed everyone to the ACMB and extended a particularly warm welcome to [REDACTED], representing the OC Wg cadre. The Comdt also thanked [REDACTED] and his team for hosting all ACMB members. Apologies were accepted as above. Other representatives in attendance were accepted and detailed above.</p> <p>2. The Comdt provided a brief recap since the last ACMB:</p> <p>a. The Cadet Forces Commission (CFC) was launched on 1 Dec 17 and the Volunteer Reserve (Training) commission was relinquished the following day, except for a small minority who retained the VR(T) due to MAA requirements. The CFC launch was synchronised with the re-brand to RAF Air Cadets.</p> <p>b. RAF 100 had now started and the Comdt praised the success of the RAFAC launch event in London in Feb 18, putting on record her</p>

<p>thanks to both [REDACTED] and their teams for organising such a successful event. Also of note was the success of North Reg's recent 1000-strong parade in Doncaster attended by CoM AIR, Comdt RAFAC and Hon Gp Capt Vorderman RAFAC.</p> <p>c. Since the last ACMB, the Air Cadet Development Trust awards panel had sat again in early March. The Comdt requested that more publicity was given within the CCF, in order to raise the profile of the Trust as she had noted there were no bids from CCF cadets or CFAV. It was also noted that a donation of £12,600 had recently been received from the SW, with more expected from RAF 100. The Comdt highlighted that work had recently been completed to better shape future applications to the Trust. [REDACTED] also noted that a number of messages of thanks had been received from successful cadets.</p> <p>d. A recent meeting of the Aaron Aviation Academy Proj Board, confirmed that Simon Witts, CEO of Aviation Skills Partnership, remained confident that funding for the Academy would be secured, with a launch event planned to take place during the National Aerospace Camp in August.</p> <p>e. The future Air Cadet Aviation Offer had been briefed to Ministers. Work was in the very early stages regarding glider replacement post 2025 and the Comdt highlighted that she had articulated to Air Cdre Lee the importance of including customer consultation in this process.</p> <p>f. The Comdt reiterated the strength of non-public funds available to RAFAC for a wide range of projects to enhance the cadet and CFAV experience. The RAF Charitable Trust could potentially grant in the region of £200k per year. The GPF currently has approximately £100k of funding that may be used to over the next 3 years to enhance the delivery of the cadet experience or training of volunteers. The Comdt further highlighted that RAFAC has been nominated as the core beneficiary of the RAF100 Gala Dinner, sponsored by 3 livery companies. The Comdt recognised the difficulty in finding capacity to submit applications and then deliver projects funded through these channels, but urged all ACMB members to consider how these funds may be used during the next 3-5 years as it would be a shame to see available funds go unused.</p>	<p>[REDACTED]</p> <p>All</p>
<p><b>ITEM 2 – RECORD OF DECISIONS OF LAST MEETING</b></p>	
<p>3. The record of decisions of the last meeting was read and accepted as a true and accurate record.</p> <p>4. <b>Matters Arising</b></p> <p>a. The RCs are now all receiving the DofRS updates. <b>Closed.</b></p> <p>b. <b>Personnel issues.</b> Electronic process on updating DBS. Update: [REDACTED] has carried out a trial to see if this is more efficient than the current process, however it has proved burdensome on volunteers. Work is ongoing with [REDACTED] to change the policy to</p>	

allow RAFAC to make use of online DBS services given the imminent implementation of GDPR. **Ongoing.**

c. **Over 18 Cadets.** The Trg Package had been developed, led by [REDACTED]. The Comdt confirmed that this was a modularised training and cadets should be completing the packages applicable to themselves (AVIP). **Closed.**

d. **Corps Trg/Record of Service book F3822A.** ACMB had requested a paper detailing whether this document remained fit for purpose in a modern cadet force before offering proposed changes. There was discussion about a possible requirement for photo ID on a lanyard in line with recent sy advice. Confirmation is still required by the RAFAC Sy team following their consultation with PSyA as to what form of lanyard ID, if any, should be worn by cadets and adult volunteers. [REDACTED] proposed 3 CoAs: continue with the F3822A; costing a new ID card similar to the current CCF; or wear individual Stn- approved ID when visiting RAF establishments. It was also highlighted by [REDACTED] that the update of the F3822 should not be confused with the Sy/suitable lanyard worn ID debate. It was decided that the paper written by [REDACTED] regarding the F3822A, written in 2016, should be re-circulated to the Cmd Bd. Moreover, [REDACTED] offered to lead in setting up a volunteer working group to look at the suitability of the current F3822A and how best to capture a cadet's record of service.

**Action – [REDACTED] to recirculate the paper written by [REDACTED] in 2016 regarding the F3822A.**

**Action - [REDACTED] to setup a volunteer working group to explore the suitability of the current F3822A and look at how best to capture a cadet's record of service.**

e. **2025 Strategy.** [REDACTED] has confirmed that the development of IT has been included in the 2025 Strategy, and, in light of recent work, a security workstrand would also be included. **Closed.**

f. **JO Progression Matrix.** The JO progression matrix has now been published. **Closed.**

g. **Climbing Wall/Leadership Equipment Funding.** This RAF100 LIBOR funding has now been confirmed. **Closed.**

h. **SAPPHIRE Reporting.** RCs were encouraged to receive a brief from [REDACTED] on this process, to be aware of what is being reported on their behalf as FS DDHs.

i. **Approved insignia within RAFAC.** The ACMB approved the recommendations made by [REDACTED] for the wearing of insignia earned during prior Regular or Reservist service, which was considered appropriate to wear with RAFAC uniform. [REDACTED] was asked that these be staffed to the RAF Dress Policy Committee for them to note our intentions. With the demise of the VR(T) commission and associated removal from the jurisdiction of the AFA, it was felt that

<p>CFAV were less obliged to follow RAF dress policy but that it would still be appropriate to inform our parent Service of our intentions with regard to uniform policy. Given the sensitivity of the RAF Regt to the wearing of mudguards by non-Regular members of the Regt, [REDACTED] has requested that Comdt RAFAC engage directly with the RAF Regt [REDACTED] to gauge opinion and seek permission to allow RAF AC volunteers with former RAF Regt service to wear their mudguards with uniform. The Comdt also wished to see again, the paper written by [REDACTED] and suggested re-engagement with the new personalities within the Dress Policy Committee. <b>Ongoing.</b> <b>Sec's Note: the policy on wearing of RAF Regt mudguards has since been confirmed – refreshed by the current [REDACTED] - and [REDACTED] had been tasked with ensuring this was promulgated across the RAFAC.</b></p>	<p>[REDACTED]</p>
<p>j. <b>LIBOR Bids.</b> The LIBOR bids are still awaited following the submission last summer from individuals sqns for LIBOR funding. <b>Ongoing.</b></p>	<p>[REDACTED]</p>
<p>k. <b>NCS.</b> Following engagement in the NCS trials the Comdt confirmed that RAFAC is not committed beyond the initial trial and does not have the resources to engage further in NCS. Air cadets may still be invited to join MCCA-run courses. <b>Closed.</b></p>	<p>[REDACTED]</p>
<p>l. <b>Funding of PTS Badges.</b> A business case for consideration by the GPF to fund all PTS badges is required from [REDACTED]. <b>Ongoing.</b></p>	<p>[REDACTED]</p>
<p>m. <b>ACP 633.</b> ACP 633 has now been published by [REDACTED]. <b>Closed.</b></p>	<p>[REDACTED]</p>
<p>l. <b>Progressive Training Syllabus.</b> [REDACTED] has confirmed that all syllabi from blue thru gold are complete. [REDACTED] highlighted that there may be a gap in the Cyber Silver syllabus. The Comdt agreed to confirm this with [REDACTED]. <b>Ongoing.</b></p>	<p>Comdt, [REDACTED]</p>
<p>m. <b>AEF Opportunities.</b> [REDACTED] provided a background update on challenges surrounding AEF opportunities currently faced by SW. Following consultation between ATC/CCF aviation reps and co-operation from schools to release ATC cadets for flying opportunities in school time, a working solution has been found. However, there is more to be done to ensure both ATC and CCF cadets have equal access to flying opportunities and RAVO's will continue with this work strand. <b>Ongoing.</b></p>	<p>RAVOs</p>
<p>n. <b>Remuneration review.</b> Following the Cmd Bd event in January it was decided to suspend activity on the proposed CFAV remuneration review in order to concentrate on other strategic priorities. <b>Closed.</b></p>	<p>[REDACTED]</p>
<p>o. <b>Safeguarding.</b> The progress/results of the ongoing review carried out by Ethica Solutions and [REDACTED] and [REDACTED] team would be presented to the RAFAC Convention in May. <b>Closed.</b></p>	<p>[REDACTED]</p>
<p>p. <b>CFAV Retention.</b> Development of an exit survey to understand CFAV reasons for leaving RAFAC remains outstanding due to the</p>	<p>[REDACTED]</p>

<p>█████ post being gapped. However, this has now become more of a priority as the 3* Youth and Cadets Steering Group are also focussing on pan-CF volunteer retention. The Comdt highlighted that the Sea Cadets already have a CFAV exit survey and suggested that █████ could use it to shape the RAFAC survey. <b>Ongoing</b></p> <p>q. <b>Sqn Footprint Review.</b> The Comdt requested an update from all Reg Comdts to gain an overview of the scale of proposed and potential sqn closures or mergers to provide more sustainable sqns for the longer term. The sensitivities of this activity were acknowledged and the need to ensure Air and MoD staffs were aware prior to public announcements and consultation was key to avoid negative PR. <b>Ongoing.</b></p> <p>r. <b>ATC &amp; CCF Interaction.</b> It was highlighted that work at a local level was ongoing to ensure continued interaction in line with the 2025 Strategy. This would be a theme of the CCF brief to Convention. <b>Ongoing</b></p> <p>s. <b>Key Data Performance Indicators.</b> █████ had been looking at what type of regional level data could be produced by BADER to assist Comdt in her AFIs and upward reporting to the AOC for his Comd Circ. This data would be used to support all Regs and CCF AFI reports to ensure a standardised format. Following this work █████ proposed that the data used to supplement the reports should centre around the following headings: Staff and Cadet numbers/percentage change; numbers of DBS clearances in date; health &amp; safety awards and their percentage change; and output of flying, gliding, shooting, AT, camps and BTEC activity and percentage change. It is envisaged that prior to a regional AFI, these figures would be provided to the Reg Comdt for inclusion in their report. All AFI reports will now include a narrative (standardised headings), key data performance indicators as outlined above and a RAG produced by the Reg Comdts based on AMJ. <b>Ongoing</b></p> <p>t. <b>Cost savings.</b> Comdt RAFAC had taken an action from the previous meeting to write to RAFAC about effecting cost savings where possible. It was felt that due to a difficult year, with many significant changes affecting the organisation leaving morale of permanent staff and CFAV quite fragile, the timing was not right for such a missive and Reg Comdts would continue to work with █████ to effect efficiency savings where they could. <b>Closed</b></p>	<p>█████</p> <p>All to note</p> <p>█████</p> <p>█████</p> <p>RCs</p>
<p><b>ITEM 3 – MOD UPDATES</b></p> <p>5. MOD updates as outlined:</p> <p>a. <b>CEP.</b> There remains a high level of confidence that we will achieve the target of 230 CCF(RAF) Sections by Apr 2020. In order to meet the total, an increase of 26 CCF(RAF) Sections was required. To date, 19 new sections have been approved, with further sections requiring approval no later than Nov 18.</p>	



<p>b. <b>MOD Studies.</b> There are currently 3 studies centring around cadets. The first, by Northampton University, concentrates on the value of cadets to society. The second has been conducted by Equerries and demonstrates that academic performance at school is enhanced if you are a member of the RAF Air Cadets. The third is yet to start, but will be conducted by SoS, focusing on the effects of military ethos in schools.</p> <p>c. <b>CFC.</b> It has been agreed that those previously holding a VR(T) commission may continue to use "VR(T) retired" after their name, providing they had retired prior to the change of commission or did not convert to the CFC. Those that did transfer commissions having previously served as a VR(T) officer could no longer use VR(T) retired upon leaving the RAFAC due to a legal technicality. This was an unintended consequence of the transfer and work is ongoing to rectify the situation. The intent is to allow CFC holders who have previously held VR(T) commissions to decide which descriptor they may wish to use in retirement.</p>	<p>██████████</p>
<p><b>ITEM 4 – RESOURCES UPDATE</b></p>	
<p>6. The resource updates for this ACMB were based around the Public Budget, Manpower and the non-public GPF:</p> <p>a. <b>Public Budget and Manpower (Annex A).</b> Savings have been demanded TLB wide in-year and RAF AC will undoubtedly be required to find some savings, and we are just waiting to see what these will be from the options and impact statements submitted.</p> <p>b. <b>Workforce Planning.</b> We are currently around 9 full time CS posts above the cap for our organisation. This was permitted at Gp level as the AOC has allowed CS numbers to be flexed across the Gp. However, a number of bids for new posts or changes to established grades await a decision by the Comdt and she asked to see all bids and a mtg with ██████ and ██████ to take decisions on priority.</p> <p>c. <b>GPF Update.</b> The GPF continues in a healthy position with no major decisions taken from the last meeting, other than the required approval for funding of PTS badges (subject to BC), and £100k identified for strategic bids.</p>	<p>Comdt ██████████</p>
<p><b>ITEM 5 – CADRE UPDATES</b></p>	
<p>7. Updates from the respective cadres:</p> <p>a. ██████ (Annex B). Request for ACMB to consider the implementation of a promise; similar to that made by ATC cadets, for use by CFAV. The Comdt suggested that this promise could be made during graduation ceremonies following ATF courses, recognising that both CCF(RAF) cadets and contingent staff do not currently make a promise. It was felt that the Cmd Bd should consult their OC Wg's/contingents in order to gauge feeling within the volunteer cadre as to whether they felt making a promise appropriate. The ATF will</p>	<p>RCs</p>



also consult with upcoming initial officers/SNCO and Sqn Cdrs course members, to gauge feeling/opinion. Once views had been canvased, the [REDACTED] to coordinate a refined proposal if appropriate.

b. [REDACTED] (Annex C). [REDACTED] had produced a paper highlighting major changes/appointments within the SNCO cadre across RAFAC.

c. He requested ACMB to consider a proposal combining two policy issues: confirming promotion of CFAV only to established WO posts, and the wearing of the Royal coat of arms by all WOs in the RAFAC. Currently only senior command and Regional WOs wear the Royal coat of arms. The Comdt [REDACTED] felt that with recent re-branding to include RAFAC on all rank slides, volunteers could no longer be mistaken for Regular RAF. The current ATC WO badge is an anomaly as the only rank badge that does not reflect the parent Service. Moreover, the other Cadet Forces allow their WO equivalent to wear the badge of the parent Service. It was also thought that, given the progression required to reach the rank of WO following the removal of direct entry rank some years ago, all CFAV WOs could now be considered to have earned the right to wear the Royal coat of arms. The ACMB felt the 2 policies should be viewed separately and agreed that promotion to WO should only be to established posts, with relinquishment of the WO rank if removed from the post in due course or stepping down to an alternative rank (similar to OC Wgs stepping down and removing the wg cdr rank if then volunteering at a lower rank). The ACMB felt that [REDACTED] should be approached in order to secure parent Service endorsement and that the wider RAFAC should also be consulted.

**Action - Reg Comdts would consult with the volunteer cadre within their AOR to gauge opinion on this issue. Depending on feedback and majority view, Comdt RAFAC would assist [REDACTED] in the drafting of a note to [REDACTED] to secure his support for the preferred way forward as it was felt his buy-in was essential before advising the DPC of our intent.**

[REDACTED]  
Comdt  
RAFAC,  
Reg  
Comdts

d. [REDACTED] (Annex D). A headline of this report is the implementation of basic Sy training within RAFAC and the requirement to refresh this training annually for both cadets and CFAV. The [REDACTED] also highlighted serious concerns surrounding Ultilearn and its business continuity following the resignation of key volunteers. It was the opinion of the ACMB that alternative on-line delivery options should be explored, perhaps using non-public money, to ensure the continuity of an online training syllabus.

**Action - Given the enormity of the subject, a separate scoping meeting including the [REDACTED] and [REDACTED] would be required to assess how best to move forward with this issue. This was viewed as a CEB priority.**

[REDACTED]  
Comdt

e. **Civilian Committees (Annex E).** [REDACTED] provided an overview of his report, highlighting the ongoing efforts to ensure compliance across the Corps civilian committees. Also highlighted

was the now revised Form 60 process. There is now a drive for all current civilian committee members to register their details to BADER, this will enable RAFAC to capture, for the first time, Civ Com numbers Corps wide. An updated Civilian Committee flyer has been produced with the intention it be distributed at Sqn presentation evenings etc as recruitment aid, this will be uploaded to Sharepoint to be downloaded and reproduced at a local level. The Wg Chairs Conference will take place in June at RAFC Cranwell.

f. [REDACTED] Viking recovery aspirations are to recover 60 aircraft by 31 Mar 2019. Current risks to this program are financial, due to a finite amount of money available/increasing engineering cost and ensuring airframes are released from Babcocks and Southern Sailplanes in a timely manner. Work is ongoing with 22 Gp to streamline the recovery process and reduce cost. Currently, 31 aircraft have been recovered; 15 on the forward fleet, 8 are awaiting acceptance by Serco, 4 have reached their end of life with work ongoing to achieve life extension. 6 VGS' are currently operating with 3 aircraft at each site. [REDACTED] also provided an update on Vigilant operations. Currently 6 Vigilants have been recovered with Grob expressing an interest to recover 9 more on a cost neutral basis, however, Grob have since pulled out of the deal. Of the 6 Vigilant aircraft recovered, 3 require major repair work, which if carried out, would delay Viking recovery. The remaining serviceable Vigilant will now be subject to an accelerated withdrawal, in order to focus purely on Viking recovery.

g. [REDACTED] Since the last ACMB the CCF(RAF) Sections have been very busy attending numerous camps/events/courses across a wide spectrum of RAF AC activities, either as schools or joining the joint/combined camps etc. The expected take-up for activity discussed at the previous ACMB has taken place, with CCF places on numerous cadet activities now over-subscribed. CCF(RAF) TEST Officers will reduce from 6 to 5, with the a re-brigaded post at HQ RAFAC being established to focus on coaching and mentoring. [REDACTED] also spoke about how the CCFA are currently under-writing air fares and booking fees which is now enabling cadets, both ATC and CCF, to benefit from considerably lower cost to attend camps in Cyprus. It is also hoped that this model will roll out to further overseas camps.

#### ITEM 6 – SAFETY & SECURITY

8. The following recent incidents were brought to the ACMB attention:

a. [REDACTED] NSTR.

b. [REDACTED]. Currently investigating an incident which took place in Cyprus after cadets became unwell whilst travelling in a minibus. It is believed this may be due to suspected carbon monoxide fumes present inside the vehicle. All affected cadets were assessed by paramedics [REDACTED]. All affected cadets have made a full recovery. Following the incident, a TRiM awareness briefing was delivered to all cadets and CFAV.

c. [REDACTED] NSTR

d. [REDACTED] reported that [REDACTED] cadets and [REDACTED] from [REDACTED] became witness to a violent incident whilst on a visit to a RN training establishment. [REDACTED] praised [REDACTED] for his actions and management of all affected following the incident. [REDACTED] has been tasked to provide a group counselling session for all those affected.

e. [REDACTED] highlighted the recent evacuation of 2 cadet teams from Dartmoor during a Ten Tors practise event. An investigation has taken place which demonstrated all involved acted appropriately albeit some lessons have been identified. [REDACTED] is due to attend the next practise event and will sit in on all safety/weather briefings before seeing cadet participants off. Comdt would be attending Ten Tors this year.

f. [REDACTED] NSTR.

[REDACTED] reported that Health And Safety proposals put forward by [REDACTED] at a previous HOBs meeting have now been formalised and will be put forward to [REDACTED]

10. The Comdt advised that there were ongoing discussions with 22 Gp regarding a potential OFSTED advisory visit to HQ RAFAC to discuss safeguarding etc. Comdt RAFAC would provide a further update once more information is known.

#### ITEM 7 – RISKS

11. Risks to reputation and output are reported through the SAPPHIRE reporting process, unlike Risk to Life, injury and safeguarding which are recorded on the Risk Register under Safety and Security, although there may be some cross over. The RAFAC SAPPHIRE register risks have been grouped as follows, with a recent additional 7<sup>th</sup> group:

- a. **Accident to cadets.** This includes CFAVs and encompasses the 5 Risk to Life activities.
- b. **Child Protection and Safeguarding.** On advice from the Child Protection audit to report separately.
- c. **Defence Estate Sole user.** As the only service user for the estate if, subsequently, any environmental damage is found then RAFAC will be liable. An example was oil seepage at Kirknewton into the local farmer's field and we had to resurface the airfield.

<p>d. <b>Infrastructure.</b> Primarily a risk to output and there is a H&amp;S element to consider.</p> <p>e. <b>Provision of Gliding.</b> A risk to cadet recruitment and retention until full recovery is achieved.</p> <p>f. <b>CFAV Recruitment &amp; Retention.</b> Primarily a risk to output if insufficient staff are able to be recruited and retained to run individual sqns and activities.</p> <p>g. <b>Storage of Arms &amp; Ammunition.</b> This risk needed to be added to SAPPHIRE in order to raise the RBC.</p> <p>12. <b>Infrastructure.</b> The Comdt highlighted the change in approach by CAS towards infrastructure. Whereas previously DIO had adopted the term 'managed decline', CAS is now looking to take an 'arrest and reverse' approach to infrastructure issues following TLBs being handed back funding from DIO. However, given the state of the Regular estate, Comdt sought to manage expectations in temrs of the priority RAAC infrastructuire projects might take when compared with significant infra failings at Pahse 1 and Phase 2 training facilities.</p>	
<p><b>ITEM 8 – RAF 100 UPDATE</b></p> <p>13. The Comdt provided an RAF100 update. The RAF celebrations were launched at the Royal Albert Hall on 31 Mar, with cadets providing a guard of honour, performing ushering duties and a solo cadet reading a poem to a packed Hall. The formal launch at the RCJ the next day had also seen great cadet participation and the RAF100 Baton Relay was also providing a fantastic PR opportunity for RAFAC. LaSER are also heavily involved with supporting both the Guidlhall Reception and Dinner to be held in Apr 18.</p> <p>14. [REDACTED] highlighted the need for co-ordination of fund raising ventures such as the M&amp;S bag pack and collections during the RAF100 Static Displays in major cities, stressing the need for all 'asks' to be considered in totality to ensure coverage. The Comdt confirmed that it was "OK to say no" if cadets and CFAV were unable to cover the significant number of events we were invited to support, espec if at short notice or in school term time.</p> <p>15. The Comdt also clarified the position regarding travel at public expense to RAF100 events. It has now been confirmed that if the event in question appears on the RAF100 Matrix, those permanent staff attending assume duty status and can claim the appropriate T&amp;S. The position differs for CFAV, however, the Comdt confirmed that non-public money has been made available to re-imburse any volunteer or cadet incurring T&amp;S expense when attending a RAF100 event where the SBM advised public funding was not appropriate.</p>	<p>All</p> <p>All</p>
<p><b>ITEM 9 – Convention Update</b></p> <p>16. <b>Accommodation.</b> The Comdt confirmed accommodation priorities for the Conference. [REDACTED]</p>	



<p>██████████ All Reg Comdts, ARCs, WExOs and OC Wgs will also be provided accommodation if required. CCF now have an increased presence and have been allocated 18 places. All others including TSAs, RSAs, RAvOs and the WO cadre will be accommodated in relevant messes at RAFC Cranwell on a first come, first served basis, for which 25 rooms have been allocated.</p> <p>17. <b>Theme.</b> The theme for Conference this year will be Strategy, Safety, Security and Safeguarding. ██████████ have been working together on an outline programme. The Conference will be preceded by a casework/Ethica review brief to all Reg Comdts, ARCs and WExOs.</p> <p>18. <b>Dinner.</b> The Convention dinner will be RAF100 themed and supported by the National Concert Band and National Choir. The Comdt made requests for a volunteer to act as PMC and also for details of all dining in/out for inclusion in her speech.</p> <p><b>Action – All Reg Comdts to trawl their AORs for a volunteer to act as PMC for the RAFAC Convention Dinner. Also to provide details to the Comdt of all those within their AOR dining in/out. Sec’s Note: ██████████ subsequently volunteered as PMC.</b></p>	<p>All Reg Comdts</p>
<p><b>ITEM 10 – RAFAC 2025 Strategy</b></p> <p>19. The Comdt provided background on the 2025 Strategy and the recent Cmd Bd Away Day at RAF Linton-on-Ouse in Feb18, highlighting the importance of discussing and agreeing the priority of emerging workstrands before presenting to the Convention.</p> <p>20. <b>Convention Strategy Update.</b> Discussion took place surrounding camps/activities and the need to conduct a cost/skills analysis of ‘big ticket’ items within the Camps/Activities sphere, for example Junior Leaders &amp; the Qualified Aerospace Instructors Course. It was felt that it was important to explain to Convention that as part of the 2025 Strategy both a cost analysis and skills audit workstream would be initiated, with the aim of improving efficiency and value for money, promoting a reassuring message. Both ██████████ and ██████████ agreed to lead on the presentation to Convention. This presentation would be framed by an introduction from ██████████ setting the scene and explaining the methodology of the SWOT analysis of the 2025 Strategy. ██████████ also suggested an update to Convention on the Value our Volunteers workstrand with regard to attempts to streamline admin processes. The consensus was that this should be presented by a member of the ██████████ supported by an SME from HQ RAFAC.</p> <p><b>Action – RCs ██████████ and ██████████ to update Convention on the outcomes of the Cmd Bd Away Day.</b></p> <p><b>Action ██████████ (supported by ██████████) to update Convention on the Valuing our Volunteers workstrand, supported by ██████████ on admin burden reduction process to date.</b></p>	<p>RCs</p> <p>██████████</p> <p>██████████</p>

<p>21. <b>Cadet Alumni.</b> Given his work on cadet and CFAV CVs and his links with the Industry Forum, ██████ offered to lead work into creating a system that enables the registration of former cadets as alumni. This would not only link former cadets with the current generation, linking into the RAF100 Inspire theme, but may also provide access to skill sets and careers or sponsorship opportunities of huge advantage to the Organisation. The Comdt suggested approaching the wider RAFAC to see if any of the CFAV have experience of setting up an alumni association and also asked ██████ to discuss ██████ previous proposal for an on-line book which would have enabled an alumni facility.</p> <p><b>Action – ██████ to set up a working group to explore the setup of a RAFAC Alumni.</b></p> <p>22. <b>Convention Programme.</b> The Comdt requested a meeting with ██████ to discuss and finalise the Convention programme for release to the wider organisation.</p>	<p>█████</p> <p>Comdt ██████</p>
<p><b>ITEM 11 – AOB</b></p>	
<p>23. <b>ACC.</b> Three new members of the ACC have now been appointed; ACM Sir Glen Torpy replacing ACM Sir Michael Graydon as Vice Patron, Lord Smith of Kelvin replacing Baroness Gibson as Parliamentary representative, and Mrs Angela Owens, CE of Women in Defence, a new Vice Patron. Also of note is that John Steele QC had replaced Christopher Walkinshaw as Chair of The Air League, and therefore, will also sit on the ACC.</p> <p>24. <b>Lees/Morris Trophies.</b> ██████ proposed a discussion regarding the programming for both the Lees and Morris Trophies. It was felt by the entire Cmd Bd that the process for both trophies requires reassessment to reduce the burden on Wgs and Regions. Currently inspections and reports have to be submitted at an already very busy time of year; AFIs, Dacre, ATC 75 and Sir John Thomson competitions etc. The Comdt suggested that this should be placed as an agenda item for the following Cmb Gp face-to-face.</p> <p><b>Action – ██████ is to include this as an agenda item for the next Cmd Bd face to face meeting.</b></p> <p>25. <b>ACMB Activity Update.</b> ██████ suggested an addition to the ACMB agenda to include updates from cadet activity leads. This could be on an attendance basis depending on the focus of the ACMB, supported by a comprehensive written brief. Discussion revealed that the ACMB may not be the correct forum for these updates, and that the Cmd Bd meetings would be more appropriate, with a specific activity issue escalated to ACMB level if required. Comdt and ██████ to consider for future Cmd Gp agendas.</p> <p>26. <b>Support to Head Teachers.</b> ██████ highlighted the fact that Head Teachers within CCF schools may not be fully supporting Contingent Commanders, potentially due to a lack of awareness about RAFAC ██████ suggested that the Comdt write to all Head Teachers confirming our structure, the importance of the CCF and the CFAV within their Contingents, and the support available from RAFAC to all CCF(RAF) Contingent Commanders. The Comdt agreed to craft such a letter.</p>	<p>█████</p> <p>█████</p>

<b>Action – Comdt RAFAC and [REDACTED] to discuss how best to approach Head Teachers at CCF(RAF) Contingent Schools.</b>	Comdt
<b>ITEM 14 – DATE OF NEXT MEETING</b>  27. The date for the next ACMB meeting to be held at RAF Wyton has been set as 5/6 Sep 18.  <b>Action. [REDACTED] to provide the Wg Rep for the next meeting.</b>	All to note  [REDACTED]

*Original signed*

[REDACTED]

Annexes:

- A. Finance Report to ACMB.
- B. [REDACTED] Update.
- C. [REDACTED] Update.
- D. [REDACTED] Update.
- E. Civilian Committee Update.

Distribution:

All ACMB for onward distribution  
 [REDACTED] for upload to MOSS and BADER  
 [REDACTED] CE MSSC

Info Copy:

[REDACTED] to AOC 22 Gp

**FINANCIAL REPORT TO ACMB – ROYAL AIR FORCE AIR CADETS – BLB 4442**

**RAFAC FY 17/18 Final Outturn**

1. Public funding remained under pressure throughout FY17/18 due in the main to the application of significant efficiency wedges to TLB and Group and the impact of unfavourable currency exchange rates on the MoD Equipment Programme. TLB direction and in-year control measures (primarily the Spend Management System) sought to contain expenditure to essential core activity as detailed in the Unit Business Plan and set a hard target to remain within the limits of the forecast of outturn as reported at AP03. This was achieved across the Group with little detriment to output.

2. The outturn position achieved represented a year of continuing 'business as usual' for RAFAC with minimal negative impact on activity approval as travel and Volunteer Allowance payments related to activity levels remained reasonably consistent with recent years. It is generally believed that this is mainly due to restricted gliding opportunities as to date only a small number of VGS's have returned to pre-pause operational levels.

**AP00 FY18/19 & ABC19**

3. In preparation for another year of funding pressures (22 Group is starting FY18/19 with a £20M funding deficit related to imposed training efficiencies) Chief of Staff 22 Group conducted a series of AP00 screenings to scrutinise the funded elements of 1\* BLB Business Plans, identify areas of risk (both inside and outside of core costing), tease out potential efficiencies and to provide assurance to the AOC that the overall Group position was robust and justifiable. The RAFAC core position was accepted as taut and realistic and taken forward to 2\* screening without negative adjustment. AOC's staff advised that there is no plan to issue formal Control Totals for FY18/19 as business as usual will be managed within the broad limits of the FY17/18 outturn balanced against the agreed ABC18 year 1 position. The current SMS restrictions will remain in force in FY 18/19.

4. Whilst this seems a positive opening position for the FY it should be noted that the core funding baseline is representative of a continuing reduced level of activity with minimal anticipated increase in comparison to the recent years. Activity levels can be maintained at the 'business as usual' level as detailed in the Unit Business Plan but there is no scope for growth. On a more positive note certain important funding requirements were highlighted as included in the AP00 submission:

- Glider recovery programme in line with Air Commercial agreed funding as detailed in the Air IAC approval.
- Radioactive holdings trial (£75K)
- Approval to offset net £60K against activities to deliver Office 365 licencing requirement.

5. As previously reported, significant risks identified and reported at ABC17 have not been carried forward and as such remain unfunded:

- Weapons Storage (Issue - £1M yr 1, £0.9M yr 2, annual maintenance c£0.150M)
- Replacement Payroll System to replace Universe (Issue - estimated £0.5M)
- Removal of Radioactive Holdings (Issue – estimate £3M across yrs 1 – 3 of ABC)
- Replacement glider support contract (Risk - estimate £0.500)
- Additional Parenting Costs (Risk - estimated £0.100M)



- Fluctuations to Air Cadet Activity Levels (Risk - estimate £0.500M p.a.)

### **Workforce Planning**

6. Workforce planning issues related to Civil Service headcount caps remain an area of concern. At present RAFAC are barely managing to remain within cap by balancing known and planned vacancies against the upper limit and where necessary by seeking authority from 22 Group to balance recruitment over cap against vacancies elsewhere across the group; we are currently running at 9 posts over the 17/18 cap. This situation is not likely to remain workable in the medium to long term and it is considered highly likely that pressure will soon be applied to reduce headcount. For the short-term TLB have advised that any CS post that had been vacant for over a year without some form of recruiting action will be considered as available to cut. Amendments to establishment numbers or structures will not be supported unless a clear saving in cost or headcount (ideally both) can be demonstrated.

### **Further Developments**

7. Following the previous ACMB discussions have been held regarding the 'art of the possible' of the RAFAC BFM team provide more detailed breakdown of costs by Region. Currently the ability to analyse financial data for underlying trends is very limited as access to detailed financial reports is no longer possible post Finance centralisation however work has now begun to provide more detailed cost capture (particularly at the point of commitment), and more meaningful scrutiny of both financial reports and activity related booking data to provide the board with a more detailed understanding of cost apportionment. This is in the early stages of development and it is anticipated that it is likely to be some time before we have sufficiently accurate and meaningful data to support the strategic decision making process; a progress report will be provided to the next ACMB.

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**UPDATE – MARCH 2018**

**Recruitment** - Problem: Fewer than 75% of Units have a Chaplain (Approx 750 chaplains in post)

- Continuing to improve retention with more training and communication
- 84 new chaplains appointed in the last 12 months (92 in previous 12 months). Delays in appointment (Sep 17 to Feb 18) have led to loss of some chaplains.
- Initial Training Course at Ampert House (5-8 Sep 2018) for new chaplains. Work in hand to establish that the Course will include all of BASIC/AVIP course.

**Training** – Induction and CPD

- Ongoing review of ACP23 (Chaplains' Handbook) – online version with links suggested

**Development of Chaplaincy**

**RAF Air Cadets – Involvement with CCFs**

- [REDACTED] has responsibility for all RAF Air Cadets – ATC Units and CCF(RAF)
- Limited success in establishing links – talking with Sea Cadets/ACF chaplaincies

**Camps**

- Camp coverage by Chaplains in 2018 improved – but not complete
- Early notification of camp dates and locations was helpful
- National camps – can have more than one chaplain (ie chaplaincy team)

**Diversity of Chaplains** – Improving, but Wing Chaplains are key in local contacts (Approx 30% female and just over 50% CofE)

**Bereavement Guide** - Chaplaincy reviewing resources.

**Review of ACP23** – Review of ACP23 now underway. Aim to simplify and resource chaplains

**Communication and Resourcing**

- Facebook Closed Group for ATC Chaplains continues to develop well. Now heading for 25% of all chaplains joined.
- **Spiritual Support of Cadets** – 'Cadet Prayer Book' published in time for 2017 Camp Season. 'Tri-Service' format launched – revision and reprint planned for 2018.
- **Cadet Promise** – "I solemnly promise on my honour to serve my unit loyally and to be faithful to my obligations as a member of the Air Training Corps. I further promise to be a good citizen and to do my duty to *(God and)*\* the Queen my country and my flag." *\*May be omitted at Cadet's Choice*
- **Suggestions:**
  - To be incorporated in ceremonies/services for all adult staff and volunteers (as at St Clement Danes).
  - Amend Promise to be "Air Training Corps/RAF Air Cadets"?
  - Amend Enrolment Ceremony to include promise made, and re-made, by all.
  - To be made at Convention in May?

- **Attestation** – do all those passing through training in the ATF make an attestation or promise? (SNCOs and Officers)

**Support of Chaplaincy** – 1700 Chaplains' Badges received, all now distributed

**Safeguarding Update**

- Chaplains engaging with training at region/wing/unit level

**Recruit – Train – Develop & Support**



██████████ REPORT FOR ACMB - APRIL 2018

**Regional WO Returns:**

**Scotland and Northern Ireland**

██

Continuing to develop his team, ██████ put up a great show at the Drill National.

SNCO (RAFAC) 130 Northern Ireland (26) 16 SSDIC 6 SSDIC(A)

**North Region**

██

North Region Put on a great Display for the Nationals, developing cross border teams to help delivery a better training environment.

SNCO (RAFAC) 344 SSDIC(40) SSDIC(A) (13).

**Wales and West**

██

██████████ in post, but providing to be a fantastic asset to the Region as a whole. Already successfully building courses that benefit all wings that wish to attend.

SNCO (RAFAC) (246) SSDIC (39) SSDIC(A) (7).

**Central and East**

██

██ The Region itself is strong and will weather another change of post holder.

SNCO (RAFAC) (315) SSDIC (47) SSDIC(A)(14).

**London and South East**

██

Laser continues to lead on formal parades, a very good network of SNCO who all have the same Goals.

SNCO (ATC) (303) SSDIC (62) SSDIC(A) (16)

**South West**

██

Continuing to strive for the future, again South West has a great team of SNCO's with same objective approach.



SNCO (ATC) (280) SSDIC (55) SSDIC(A)(14)

**Corps Training WO**

[REDACTED]

[REDACTED] Continues to have issues with sharepoint ( no access).

**Corps Band Master**

[REDACTED]

[REDACTED] continues to support the National bands to maintain the high standards required.

[REDACTED]

[REDACTED]

Since the agreement at ACMB to release ACP 633 ( Band drill ) success is already being seen an with regard to standards of drill, evident at this last band camp. Thanks to [REDACTED] [REDACTED] for their hard work producing the ACP.

**The [REDACTED]**

[REDACTED]

[REDACTED] has been working extremely hard so far this year, he ahs secured the venue for the Nationals (RAF Honington) also secured the final parade for venue for this years D&C Camp (RAF Waddington) all Regional Comdts have open invitations to visit the Camp and the Parade.

[REDACTED] is also working on a system for booking onto camps through SMS system that will reduce to paper trail for cadets and staff.

[REDACTED]

A successful conference held in January for all WWO. Many ideas logged for development of our cadre, some good some bad, but providing a base line to work from

Attended the ACF conference for RSM's, presented the View from the Air. 37 RSM at the conference with a shared vision to work closer with our ranks to both train and be trained, even have agreement to share some of their facilities/assets. [REDACTED] have received contact information for their counterpart ACF.

Completed 2 work strands that have arisen from the Conference, attached. Revision to ACP 20 ACTI 304 (promotion Matrix) and Promotion to WO.

[REDACTED]

**CORPS TRAINING OFFICER'S REPORT TO THE ACMB MEETING 11-12 APR 18**

**Security**

1. Security has always been a part of the Royal Air Force subject at First Class Cadet. Due to increasing importance of personal and collective security for cadets, it has been decided to create a separate subject, aimed at Junior Cadets, with an annual refresher for all cadets and CFAVs. The training material will be available on Ultilearn and will be included in the First Class Cadet Logbook. The Ultilearn material will need to be uploaded by Ultimedia as we are unable to do it ourselves at the moment, a quote has been requested. The subject has been created by [REDACTED]

**Ultilearn Training**

2. With the departure of the [REDACTED] volunteers who were able to edit Ultilearn, all training material and assessment updates have ceased. Unfortunately [REDACTED] individuals were prepared to pass their knowledge to others. Ultilearn now appears to be at least 12 months out-of-date in several subject areas. With no means to update Ultilearn, it is critical that a small group of people are trained to do this. The plan is to receive training from Ultimedia, but this has been pending for several months without any outcome. When the team is trained, it is then planned to have a team updating session of Ultilearn and never again be in the situation where any one volunteer is solely responsible for any aspect.

**Bader SMS Training**

3. On 27 Mar 18 a Bader SMS training day was provided by [REDACTED] for TG Branch, permanent staff and volunteers. This was extremely useful and well received by all.

**Cadet Progressive Leadership Programmes**

4. The Bronze and Silver Badge Cadet Leadership courses are now available. They can be accessed, together with the Blue Leadership Badge course, from the Training Officers' Area of Bader SharePoint. The material contains a feedback questionnaire, which users of the courses are encouraged to complete. This feedback will allow programmes to be reviewed and updated as necessary.

**Camps**

5. There is continued pressure on camps because of a lack of annual blue camp places due to the drawing down of stations and/or loss of accommodation set aside for cadets. This drawdown is also affecting DTE, which has started to occur countrywide. To offset this loss of places there are more 'themed' camps (hub & spoke, cyber, radio, aerospace, etc) on selected stations where there is continued good access to facilities and accommodation. Cyprus is no longer available due to cost, but there is a good range of camps in Germany and Gibraltar. Further information on camps [REDACTED]

**Review of Junior Leaders' Course**

6. The Training Standards and Support Team will be reviewing the Junior Leaders' Course and will provide a detailed report for future development.

**Replacement of HQ RAFAC Volunteer Training Officer Posts**

7. With the departure of both [REDACTED] and [REDACTED] there is an urgent need to fill these posts. An IBN will be circulated.

## Duke of Edinburgh's Award

8. [REDACTED] with effect from 2 Apr 18.

### Cadet First Aid Training

9. There are currently 17925 ATC cadets with some form of first aid qualification, however this only represents 57% of current cadets. Regions, in order of cadet qualifications shown as a percentage of strength are; C&E 65%, W&W 61%, S&NI 59%, North 53%, L&SE 52% and SW 50%. Statistics for the CCF are not available. Further information on First Aid [REDACTED]

### TG Activity Plan

10. The 2018 TG Activity Plan is available in the Training Officers' Area of Bader SharePoint. The plan is regularly updated.

### Cadet NCO Training and Development Review

11. There are a total of 8 policy documents relating to cadet NCO selection, promotion, training and development. Several are out-of-date and some contradict each other.

12. At the Training Officers' Seminar in Oct 17, all agreed that a small working group of TOs should examine this. In Feb 18 this working group met and identified the areas that should be reviewed.

13. Key points for review:

- a. Look for a common and consistent approach to policy and guidance on cadet NCO training and development.
- b. Examine the possibilities of updating and consolidating existing policy.
- c. Seek to align with the Progressive Training Syllabus (PTS) model, where possible or desirable.
- d. Examine cadet NCO promotion policy to ensure clarity and consistency.
- e. Create standardised course training materials and delivery framework.
- f. Explore what is needed to develop Cdt FS and CWO to support them in post (not covered in any existing documents).

[REDACTED]

[REDACTED]

## **CIVILIAN COCOMMITTEE REPORT TO ACMB**

### **Non- Compliance**

1. A number of squadrons have to date not completed a constitution agreement form. A commitment has been given to the charity regulators that this action will be completed as soon as possible. The attached chart details the shortfall by approximately 80 squadrons. The chart also shows the shortfall of confirmation that trustee declaration forms are being used.

### **New report for 2018**

2. A new format for reporting civilian committee governance has been introduced for 2018. See attached.

### **Revised Form 60 Process**

3. A revised process has been distributed last month. Wing HQs are required to report progress on the receipt of completed forms using a new reporting schedule. The aim is a further attempt is to achieve full compliance by 30 June and every squadron receiving the £75 Admin Grant.

### **Registration of Civilian Committee Details on Bader SMS**

4. The recently amendment to ACP 11 requires all civilian committee members to record their personal details on SMS. The amendment also clarifies the activities requiring either an enhanced DBS or full registration.

### **Civilian Committee Recruitment 'Flyer'**

5. An updated version of the 'flyer' has been printed and is ready for distribution. An initial 3000 copies have been requested which clearly is insufficient and so the template will be distributed to all wings so that copies may be printed off in colour or black and white.

### **SW Region Bag Pack**

6. Following the lead from [REDACTED] held a regional bag pack at Morrison Stores during the last weekend of January. Over £40,000 was raised with £12,000 being donated to the Cadets' Development Fund. 50% of the collection was retained by the squadrons and £8,000 given to the Morrison chosen charity, Clc Sargent.

### **Newsletter – Mar 18**

7. A comprehensive newsletter was distributed to all squadron civilian committees via wing chairmen last month to ensure that all civilian committee members were informed of key MOMs in a uniformed and consistent form.

### **[REDACTED] Conference – 8/9 Jun 18**

8. Following the success of previous conferences held in 2014 and 2016 a third event is planned for the above dates. It is hoped that all wings will be represented. Programme will include Bader update, GDPR, Safeguarding, Corps Strategy, Monitoring and Mentoring. The AOC will formally open the Conference.

[REDACTED]  
[REDACTED]  
[REDACTED]



**to a process error, interviews were now delayed until end Nov 18; any consequent DDH gliding gap would be addressed by the Comdt and AOC.**

e. AFI season had now begun, with the first taking place in S&NI Region and concluding with N Reg. The date for the AOC's Cmd Circ was confirmed as 6 Dec 18, with a venue yet to be announced.

**Sec's Note: Venue confirmed as RAF Brize Norton.**

f. The Staff Cadet policy was about to be reviewed; HQ staffs were in the process of writing a survey to be sent to OC Sqns, Wgs and Staff Cadets who were currently 19 years old. The outcome of this will be staffed via AOC 22 Gp to CAS and the ACC and MoD would be informed of any change to policy for over 18s. At therequest [REDACTED] [REDACTED] it was confirmed that the survey would include CCF as well as ATC CFAV and cadets.

g. The planned OFSTED advisory visit on safeguarding to HQAC is scheduled to commence in Nov 18; some lower formations might be invited to contribute to this audit.

h. The UNIVERSE system was about to switch platforms. The Comdt has been assured by [REDACTED] and the BADER team that this process should go smoothly. However, for a couple of weeks processes on the new system would require testing and therefore there may be a delay in processing claims.

#### **ITEM 2 – RECORD OF DECISIONS OF LAST MEETING**

3. The Record of Decisions of the last meeting was read and accepted as a true and accurate record.

#### **4. Matters Arising**

a. **RAF Cadet Development Trust.** Information regarding the RAF Cadet Development Trust has now been publicised within the CCF. **Closed.**

b. **Personnel issues.** Electronic process on updating DBS. Work remains ongoing with [REDACTED] to change the policy to allow RAFAC to make use of online DBS services following the implementation of GDPR. **Ongoing.**

c. **Corps Trg/Record of Service book F3822A.** Covered as part of the Corps Training Officer's ACMB update. **Ongoing.**

d. **Approved insignia within RAFAC.** The ACMB had previously approved the recommendations made by [REDACTED] for the wearing of insignia earned during prior Regular or Reservist service, which was considered appropriate to wear with RAF AC uniform. [REDACTED] was asked that these be staffed to the RAF Dress Policy Committee for them to note our intentions. A response was awaited. On a related note, there had been contact from the RAF Regt Dress Policy Team regarding the wearing of RAF Regiment insignia, suggesting a different policy for RAFAC CFAV to those in Regular/Reserve service.

This had been rejected, given the wishes of the ACMB to remain aligned with the parent Service.

**Action - [REDACTED] was to be tasked with chasing a response from the DPC so that policy on insignia could be confirmed and promulgated.** [REDACTED]

e. **LIBOR Bids.** LIBOR funding had been approved and work is ongoing for the funds to be transferred to the GPF. [REDACTED] would oversee the distribution of funds to Sqns with successful bids. It was noted that, given the protracted amount of time since the bids were requested Sqns may have already purchased equipment; in that event, these sqns would still be eligible for reimbursement on the grounds that they had spent other funds for the same purpose. **Closed.**

f. **Funding of PTS Badges.** A Business Case to be submitted for consideration by the GPF was still awaited from [REDACTED] **Ongoing.** [REDACTED]

g. **AEF Opportunities.** Work continues with RAVOs to ensure equal access to flying opportunities for both ATC and CCF cadets. **Ongoing.**

h. **CFAV Retention.** A survey to understand CFAV reasons for leaving RAFAC remains ongoing. It is expected that the survey will be released in early October, with significant results seen by December. The Comdt highlighted that drawing on the experience of senior volunteers, such as OC Wgs, in order to shape the questions within this survey would be helpful. **Ongoing**

**Action – [REDACTED] to circulate draft survey questions with all RCs and Wg Cdr CCF for input.** [REDACTED]

i. **ATC & CCF Interaction.** The theme of interaction was very clearly delivered during this year's RAFAC Convention. **Closed.**

j. **Key Data Performance Indicators.** Following the inclusion of RAG assessments for all AFI reports, clarification was still awaited by the Cmd Bd as to metrics that should be provided as part of an AFI Report and also to support 1\* and 3\* SG work. [REDACTED] had circulated some suggested KPIs and all RCs were invited to comment, ensuring a focus on key data which would also be shared with the ACC, whose new members had recently requested some data on key cadet stats. **Ongoing.** [REDACTED]

k. **Lees/Moris Trophies.** Following earlier Cmd Bd it was agreed that, going forward, alternating years for Lees & Morris inspections would make the staff process less intensive and, ensure that all nominees would be visited by the Comdt as part of the inspection process. It was confirmed that 2019 would be a Lees competition year (ie small sqns), with the Morris competition scheduled for 2020. **Closed.**

l. **Letter to Head Teachers.** The Comdt agreed to attach a copy of the letter previously written by her to all Head Teachers of CCF schools. **Closed.**

Sec

<p><b>Action – Sec to attach letter to RODs for distribution.</b></p>	
<p><b>ITEM 3 – MOD UPDATES</b></p> <p>5. MOD updates as outlined:</p> <p>a. <b>CEP.</b> The target for the CEP programme remains Apr 20 and currently within CCF (RAF) there remains a high level of confidence that we will achieve the target of 230 CCF(RAF) sections by that date.</p> <p>b. <b>Safety Working Group.</b> There is an appetite within RF&amp;C for a sub 1* Working Group focussing on safety and best practise across the Cadet Forces. As an initial proposal, Comdt RAFAC had suggested to RF&amp;C that safety SMEs from the Army and Navy could be invited to a single day tri-Cadet Force Safety Conference, with a view to building on this should it be a success. [REDACTED] and his team would lead on this event, which would take place in Jun 19.</p> <p>c. <b>Cadet Healthcheck.</b> [REDACTED] provided a background update about the Cadet Healthcheck Team. Members of the team have recently visited HQ RAFAC, Aerospace Camp and are soon to visit the next Junior Leaders' Selection.</p> <p>d. <b>Cyber Training.</b> Comdt RAFAC provided an update on recent MOD discussions regarding Cyber Training for Cadet Forces, highlighting that the government intent is to grow cyber skills within Cadet Forces. It has been directed that Cadet Forces are now to work in partnership with the National Cyber Security Centre and that the only government accredited cyber training will be Cyber First. All training is currently outsourced by the NCSC to a training organisation, QA. There appears to be limited capacity to enable RAFAC to place CFAV within this training, so a 'Train the Trainer' solution may have to be implemented, in order to deliver accredited training. Funding for this had been requested by RF&amp;C.</p>	<p>[REDACTED]</p>
<p><b>ITEM 4 – RESOURCES UPDATE</b></p> <p>6. The resource updates for this ACMB were based around the Public Budget, the GPF, and Manpower:</p> <p>a. <b>Public Budget and Manpower (Annex A).</b> In-year and ABC processes have recently been completed. 22 Gp has been told that it must work within outturn of previous years, therefore, the key message going forward is to encourage all within RAFAC to consider value for money in all areas. Of considerable concern was the increased cost and poor performance of the Pheonix transport contract; these concerns have been raised by the Business and Finance team with Babcock and Air Cmd.</p> <p>b. <b>GPF Update (Annex A).</b> The GPF continues to be in a healthy position. RAFAC would be making bids to the RAF Charitable Trust to fund various projects, however, given the healthy position currently enjoyed by the GPF, the Comdt has taken the decision to approach the RAFCT for 50% of the value of any future projects, and has written to the GPF Trustees to propose match funding. These projects centre around air rifle availability/ranges and mobile adult recruiting</p>	



vehicles to be used at key national and regional events. The Comdt also highlighted areas of potential RAFCT investment including STEM/leadership equipment. Further investment for cadet aviation activity may also be sought if the DHAN for flights in non-Service aircraft is cleared, this would could pay for cadet sorties in microlight, RAFFCA or RAFGSA aircraft. This prompted discussion surrounding the use of 2FTS and RAF Syerston for JSAT purposes and its potential impact of availability of cadet flying. It is not expected that cadet flying will be impacted, however, 2FTS will issue an internal comms note detailing any potential impact and gain, this could be incorporated into the next 2FTS update.

**Action – Comdt 2FTS to issue internal comms note, either as an IBN or as part of newsletter update, to inform the wider organisation of the potential gains/impacts of JSAT flying now taking place at RAF Syerston.**

#### ITEM 5 – CADRE UPDATES

7. Updates from the respective cadres:

a. [REDACTED] (**Annex B**). Following consultation of those attending courses at ATF, the majority were content with the proposal that new CFAV should make the same promise as cadets during their course. There remained a question from the Cmd Bd as to how this promise would be incorporated into ATF courses, whether it be included as part of the Course or, during graduation ceremonies. It was decided that ATF staff should incorporate the promise as part of new entrant courses, but the decision as to where it best fits, be that during the Course or graduation ceremony would remain with them.

b. [REDACTED] **Annex C** [REDACTED] produced a paper and provided a verbal update highlighting major changes/appointments within the SNCO cadre across RAFAC.

c. Following the paper previously submitted to the ACMB to consider promotion of CFAV to established WO posts only, there was significant discussion surrounding the potential morale impact of this change on CFAV. This discussion covered many different variables, all of which require significant exploration and consultation. The Comdt directed [REDACTED] and the Secretary to capture a synopsis of the discussion for the ACMB to subsequently confirm OOC which direction policy for WOs should take.

**Action – ACOS Spt and Sec to capture a synopsis of the discussion and present to Cmd Bd for decision.**

d. The Comdt provided a background update to the WO rank badge issue. Reg Comdts, the WO volunteer cadre and FTRS WOs across RAFAC had been consulted with the response splitting those consulted into three distinct groups: one third would not wish to change the current policy, another third advocated giving the Royal Coat of Arms to all Wg WOs or having some other form of time qualification in rank; and the remaining third would wish to align all WOs across RAFAC with the rank badge associated with the parent Service. It was felt that the option to align with the parent Service

could be seen as a good news story across RAFAC. It was decided that a paper would be staffed to AMP via [REDACTED] advocating alignment to the parent Service and the rationale behind the decision. However, the decision of the parent Service would be respected and it was by no means guaranteed that AMP would accept the preferred option.

**Action - Comdt RAFAC would staff a paper to AMP, via [REDACTED] advocating the change of WO rank badges across RAFAC in order to align with the parent Service.**

Comdt

e. **Corps Trg Off (Annex D).** Following the Ultilearn issue highlighted at the previous ACMB, a RAG assessment surrounding SME identification had been completed. Following discussion, [REDACTED] agreed to produce a 'wish list', to be distributed to Regional Comdts, to highlight where SME input would be beneficial. Ultimedia's [REDACTED] is keen to hold a meeting with the Comdt, to offer technical assistance around Ultilearn, which the Comdt was happy to host.

**Action - Corps Trg Off to arrange meeting.**

f. A significant discussion took place around the standardisation of NCO training across the ATC. An IBN had previously been written and the Comdt requested that this was recirculated in an effort to reinvigorate this workstream.

**Action - [REDACTED] to redistribute previous IBN concerning the standardisation of NCO training.**

g. The 3822 had been updated with revised content and was being reviewed by HQ staffs. It would be printed and distributed soon; [REDACTED] agreed to circulate the proof copies of the revised 3822 to Cmd Bd members.

**Action - Sec will circulate the revised document via ACMB RODs**

Sec

h. **Civilian Committees (Annex E).** [REDACTED] provided an overview of his report, highlighting ongoing efforts to ensure compliance across the Corps civilian committees. The Civilian Committee flyer has now been produced and will be distributed to each Wg in due course. All Civ Comm members are now inputting their details on BADER, which would enable RAFAC to have greater visibility, for the first time, of all Civ Comm members. [REDACTED] New financial processes were being worked through in order to reduce the amount of cash/cheque financial transactions for Civ Comms.

i. **2FTS.** By the end of the year, 2FTS aims for 6 VGS sites to be operational, with 3 aircraft at 5 of these sites, allowing 2FTS to deliver the maximum output possible at these locations. The 6<sup>th</sup> site, RAF Syerston, would have 7 aircraft available, which would give resilience of spare aircraft to the other 5 sites. This left 3 further sites; Swanton Morley, Kenley and Predannick to be recovered. These sites await DIO and RFCA delivery. In terms of glider recovery, 2FTS are currently pushing hard to recover 50 aircraft, total, by 31 Mar 19.

<p>j. [REDACTED] Integration between CCF and ATC continues to grow. The summer has seen another successful camps season, with visits to Cyprus, Gibraltar and ACLC. From a finance perspective, given that the CCF does not have access to the GPF, the CCF had created a virtual RAFA Branch which enables schools to support a recognised charity, but also provides a means of raising funds enabling an "access for all" philosophy across the CCF, something which was becoming more and more important as more state schools joined those in the independent sector with CCFs. This would hopefully benefit not just CCF, but also ATC cadets.</p>	
<p><b>ITEM 6 – SAFETY &amp; SECURITY</b></p> <p>8. The following recent incidents were brought to the ACMB attention:</p> <p>a. <b>2FTS.</b> NSTR.</p> <p>b. [REDACTED] NSTR.</p> <p>c. [REDACTED] Recent near miss regarding heat injury. Investigation work ongoing and lessons identified will be shared with RC colleagues as DDHs.</p> <p>d. [REDACTED] suggested the title of this item should also include Safeguarding for future ACMB meetings, in order to demonstrate this remained amongst the top priorities. This was agreed by ACMB members.</p> <p><b>Action – Sec to include Safeguarding within the Safety &amp; Security item for futher ACMBs.</b></p> <p>e. <b>CCF.</b> [REDACTED] explained that CCF are currently experiencing long lead times for procuring Wet Bulb Globe Thermometers for cadet activity. An interim solution of using hand held WBGT is being investigated.</p> <p>f. [REDACTED] highlighted recent issues surrounding summer camp activity, all of which remain under investigation.</p> <p>9. [REDACTED] updated that, due to recent changes Defence wide to the Duty Holder process, RAFAC have submitted a case through the AOC to CAS to maintain the current DDH structure as it was felt by all that it worked well within the organisation and provided a strong focus on safety for staff, CFAV and cadets.</p> <p>10. [REDACTED] highlighted the requirement for additional access to Risk Assesment training given the current gapping of the RSA post. The Comdt requested that [REDACTED] scope with [REDACTED] the possibility of Risk Assessment training being given to identified volunteers, who could then be authorised to train others to the same standard, in order for Regions to benefit from greater business continuity in this key area of safety delivery.</p>	<p>Sec</p> <p>[REDACTED]</p>

<p>Action – ██████ to speak with ██████ to scope the possibility of up to 2 SQEP volunteers per Region being authorised to deliver Risk Assessor training within RAFAC.</p>	
<p><b>ITEM 7 – RISKS</b></p> <p>11. ██████ provided a risks update. The top five risks for RAFAC reported on SAPPHIRE remain as follows:</p> <ul style="list-style-type: none"> <li>a. <b>Accident to cadets.</b> This includes CFAVs and encompasses the 5 Risk to Life activities.</li> <li>b. <b>Defence Estate Sole user.</b> As the only service user for the estate if, subsequently, any environmental damage is found then RAFAC will be liable. An example was oil seepage at Kirknewton into the local farmer's field and we had to resurface the airfield.</li> <li>c. <b>Infrastructure.</b> Primarily a risk to output and there is a H&amp;S element to consider.</li> <li>d. <b>Provision of Gliding.</b> A risk to cadet recruitment and retention until full recovery is achieved.</li> <li>e. <b>CFAV Recruitment &amp; Retention.</b> Primarily a risk to output if insufficient staff are able to be recruited and retained to run individual sqns and activities.</li> </ul>	
<p><b>ITEM 8 – RAF 100 UPDATE</b></p> <p>12. The Comdt provided a RAF100 update. Highlighted was the huge participation of cadets in the 10 Jul celebrations, where as many as 1000 cdts were actively engaged in RAF100/fundraising activity. There has also been significant cadet involvement in the RAF100 Baton Relay and Aircraft Tour.</p> <p>13. ██████ provided background to the RAF100 legacy project, updating that RAFAC would be involved in the ongoing 'inspire' initiative.</p> <p>14. The Comdt also clarified the position regarding Joint Venture and the RAFAC bid for up to £2m to build accommodation to accompany the Aaron Aviation Academy at RAF Syerston. This bid had been submitted as a wider youth facility as well as being utilised by cadets, it was hoped that by submitting this way there would be greater chance for success once the bid reaches JV level.</p> <p>15. LIBOR money had now been received and would be used to re-furb/purchase climbing walls and fund cadet expeds. Donations from the Livery Company Guildhall RAF100 Dinner are still awaited and the artwork auction is likely to raise in the region of £60k. Money is also awaited from RAF100 from the M&amp;S Bag Pack and 22 separate experiential prizes have been offered by RAF units which will be distributed across RAFAC following a draw at HQAC.</p>	
<p><b>ITEM 9 – Strategy/Directive Updates</b></p>	

<p>16. <b>Mission Directive.</b> The Comdt provided an update on the new Mission Directives for both 22 Gp and RAFAC. The Comdt highlighted that the RAFAC Mission Directive poster format should be on display in all Sqns and she would expect all senior staff and CFAV to be aware of the content of the Directive since it outlined the strategic objectives we seek to achieve over the next 7 years.</p> <p>17. <b>2025 Strategy.</b> The main priority that had emerged from the 2025 Strategy was a requirement to review all national camps and major course activity and their standardisation to improve access/allocations/value for money/transport and administration. A meeting would be held on 3 Oct 18 at Cranwell to discuss these themes with the RAFAC Cmd Bd and selected senior volunteers and HQ staff.</p> <p>18. <b>RAFAC Alumni.</b> [REDACTED] provided an update on the Alumni project. A ProjO had been identified and would be working with key individuals with a view to presenting a working and sustainable proposal for consideration idc.</p> <p>19. <b>Business/Industry Forum.</b> The Comdt updated on recent progress by [REDACTED] to refresh and reenergise this Forum to build partnerships and provide opportunities and pathways for cadets within business and industry. The next mtg would be in Oct 18 and the focus would be on the Cadet Development Trust workstrands.</p>	
<p><b>ITEM 11 – AOB</b></p> <p>20. <b>Royal Patron Update.</b> Following a recent meeting with Palace staffs the Comdt advised that The Duchess remains keen to visit the (soon to be) refurbished AT Centre at Windermere and also hopefully participate in cadet AEF. Dates would be floated with her staffs to see if a visit in 2019 could be arranged.</p> <p>21. <b>Governance Review.</b> The Comdt provided a background brief and talked through the recently designed governance organogram explaining the various governance pillars covering risk, performance etc. This organogram seeksto capture the integral role the Command Board has within the ACMB and its function to route major policy decisions to the ACMB for approval. All monthly Command Board meetings would now be formalised with agenda and a record of decisions to provide further transparency to the ACMB. CCF structures proved too difficult to map across to the ATC with clarity so the organogram focussed on ATC governance but recognised where CCF interface was necessary, eg at ACMB and ACC level. [REDACTED] expressed concern that the emergence of the Comd Board, manned by senior permanent staffs only, could marginalise the Civ Comm Pillar and volunteers. The Comdt sought to reassure him and the CFAV members of the ACMB that the Comd Board would be directed to consult where appropriate with CFAV and Civ Comm representatives and that major policy changes would be staffed to the ACMB, with major expenditure proposals staffed to the GPF Trustees via the Committee.</p> <p>22. <b>Parachuting.</b> [REDACTED] wished to clarify the position on Parachuting within RAFAC. [REDACTED] confirmed that cadets may conduct parachute training at any Joint Service Parachute Centre, however, there remains limited</p>	

<p>opportunity in the north of the UK for parachuting. This led to questions as to whether British Parachuting Association affiliated clubs could be used for cadet static line parachuting, following the correct assurance processes through 22 Gp. [REDACTED] offered to do some scoping work as to whether this may be feasible.</p> <p><b>Action – [REDACTED] to look at the feasibility of assuring BPA sites for static line parachuting as part of cadet activity.</b></p>	<p>[REDACTED]</p>
<p><b>ITEM 14 – DATE OF NEXT MEETING</b></p> <p>23. The next ACMB meeting will be held in April 19.</p> <p><b>Action. [REDACTED] to provide the Wg Rep for the next meeting.</b></p>	<p>All to note</p> <p>[REDACTED]</p>

Original signed

[REDACTED]

Annexes:

- A. Finance Report to ACMB.
- B. [REDACTED] Update.
- C. [REDACTED] Update.
- D. [REDACTED] Update.
- E. Civilian Committee Update.

Distribution:

All ACMB for onward distribution  
 [REDACTED] for upload to MOSS and BADER  
 Copy to [REDACTED]

Info Copy:

[REDACTED] AOC 22 (Trg) Gp

## FINANCIAL REPORT TO ACMB – ROYAL AIR FORCE AIR CADETS – BLB 4442

### FY 17/18 Outturn

1. Public funding remained under close control throughout FY17/18 due in the main to the application of significant efficiency wedges to TLB and Group and the impact of unfavourable currency exchange rates on the MoD Equipment Programme. TLB direction and in-year control measures (primarily the Spend Management System) sought to contain expenditure to essential core activity as detailed in the Unit Business Plan and set a hard target to remain within the limits of the forecast of outturn as reported at AP03. This was achieved across the Group with little detriment to output, albeit primarily due to the ongoing down-turn in RAFAC activity levels rather than any targeted reduction. It is generally accepted that this was mainly due to restricted gliding and flying opportunities as to date only a small number of VGS's have returned to pre-pause operational levels.

### FY 18/19

2. 22 Group BFM reported an opening Group position for FY18/19 reflecting a £20M funding deficit related to imposed training efficiencies. Chief of Staff 22 Group consequently sought to provide assurance to the AOC that the overall Group position was robust and justifiable via a series of AP00 screening sessions in which each BLB position was scrutinised with detailed analysis of the funded elements of 1\* BLB Business Plans, assessment of areas of risk (both inside and outside of core costing), and identification of potential efficiencies. The RAFAC core position was accepted as realistic and justifiable, and was taken forward without negative adjustment. In line with TLB practice AOC's staff subsequently advised that there was no plan to issue formal Control Totals for FY18/19 as business as usual will be managed against Business Plan activity within the broad financial limits of the FY17/18 outturn balanced against the agreed ABC18 year 1 position.

3. Despite the generally positive appearance of this opening position the core funding baseline is representative of a continuing reduced level of activity with minimal anticipated increase in comparison to recent years. Activity levels can be maintained at the 'business as usual' level as detailed in the Unit Business Plan but there is no scope for growth. On a more positive note, certain important funding requirements were highlighted as included in the AP00 submission:

- Glider recovery programme in line with Air Commercial agreed funding as detailed in the Air IAC approval.
- Radioactive holdings trial (£75K)
- Approval to offset net £60K against activities to deliver Office 365 licencing requirement.
- Phase One of the weapons storage security alarm programme (Included in the CDEL Works Programme: £1M)

### ABC 19

4. Baseline setting work for ABC 19 began week commencing 18 Jun 18 culminating in the RAFAC 1\* Pillar screening being held 25 Jul 18. In accordance with Group guidance we submitted an ABC to reflect business as usual in line with the Unit Business Plan rolling forward, largely unchanged.

During the screening process we justified our current position with a tacit agreement to further develop cost benefit analysis with a strong focus on value for money in order that we are able to maintain current expenditure levels to mitigate against future cost growth. This should be achievable as part of ongoing strategy work, particularly the specific focus on activity costs and the associated value analysis. It was noted however that significant issues & risks identified and reported at ABC18 remain unfunded and may present future funding challenges if offsets or alternative solutions cannot be found. These were discussed during the screenings and treated as detailed below:

- Replacement Payroll System to replace Universe (Issue - estimated £0.5M procurement and implementation): Remains at risk pending further scoping work and submission of a Business Case.
- Removal of Radioactive Holdings (Issue – estimate as high as £3M across yrs 1 – 3 of ABC): Work on the initial scoping is now under way. Future funding requirement will be revisited in line with the outcome of this initial work.
- Replacement glider support contract (Risk - estimate £0.500M p.a.): Absorbed into core costing.
- Additional Parenting Costs (Risk - estimated £0.100M p.a.): Absorbed into core costing at risk.
- Fluctuations to Air Cadet Activity Levels (Risk - estimate £0.500M p.a.): Removed at risk.

### **Workforce Planning**

5. Workforce planning issues related to Civil Service headcount caps remain an area of uncertainty. At present RAFAC average strength is above the revised cap and is being balanced against known and planned vacancies elsewhere across the group (we are currently running at 9 posts over cap). TLB workforce team continue to counsel that any CS post that has been vacant for over a year without some form of recruiting action will be considered as available to cut but to date no such action has been enforced. Any proposed amendments to establishment numbers or structures are however very unlikely to be supported unless a clear saving in cost or headcount (ideally both) can be demonstrated.

### **Further Developments**

6. Work continues to explore the scope of the RAFAC BFM team to obtain more detailed breakdown of activity costs by Region. Currently the ability to analyse financial data for underlying trends is very limited as access to detailed financial reports is no longer possible post Finance centralisation. Efforts are however underway to provide more detailed cost capture (particularly at the point of commitment), and more meaningful scrutiny of both financial reports and activity related booking data to provide the board with a more detailed understanding of cost apportionment. This is still in the early stages of development and it is anticipated that it is likely to be some time before we have sufficiently accurate and meaningful data to support the strategic decision-making process.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



**AIR TRAINING CORPS GENERAL PURPOSES FUND CHARITABLE INCORPORATED  
ORGANISATION – BRIEF FOR ACMB 5 SEP 18**

24 Aug 18

**Background**

The ATC General Purposes Fund Charitable Incorporated Organisation has the same mission and aims as the ATC and is specifically for cadet activity that is not supported by public funds including sports and welfare. The fund supports ATC adult personnel and cadets.

**Income**

The funds income and expenditure for a FY is circa £1.5M derived from subscriptions, investments and donations.

**Expenditure**

The principal activities supported by the fund are: 7 Corps Sports (athletics, soccer, rugby, cross-country, swimming, netball and hockey), BTEC in Aviation Studies for all cadets, Duke of Edinburgh Award to bronze, silver and gold levels for all cadets, Regional and Wing Activity Centres – support for equipment for 13 Regional Activity Centres (RAC) to enhance the cadet syllabus, Personal Accident Insurance for all cadets and all adult volunteers (to Scheme A), Production of the "Air Cadet" Magazine, International Air Cadet Exchange, Flying Scholarships (primarily from income from restricted donations), Corporate Clothing for Civilian Instructors and Chaplains (polo shirts) along with grants for Sports Facilities, Squadron Admin, RAC and Sports Equipment.

**Budget/Current Position**

As at Jul 18 the Trustees have forecasted at total income of £1.1M in subscriptions and donations with an equivalent spend. The income figure will be boosted for FY 18/19 with restricted donations from the RAFCT including Motivational Flying Opportunities, Aerospace Camps and IACE branded kit along with a RFCA WM donation for cadet flying experience and RAF 100 expeditions. The fund also has some £300K (Will Trust, Grants and agreed Projects) held and committed for future overseas expeditions that fulfil the specific criteria etc.

The fund is in a healthy financial position at the start of the FY with expected early spend for Corps Sport, Training Ground activities, Sports Grants, BTEC and DofE.

To date as at Jul 18 – income is £484,774.32 with net actual spend of £393,740.86 with £450K holding in Trusts, on-going projects and cash flow.

**Future Plans**

To mark the important milestone of the RAF Centenary this year the Trustees have made available some funding for events/parades/activities to enable cadet involvement, additionally the RAF 100 team have agreed to fund certain training projects and overseas expeditions. As with all new projects a Business Case was required to justify the expenditure (both public and non-public), this funding will subsequently be subject to strict scrutiny by the National Audit Office.

The Trustees are looking forward to another productive year continuing support for leadership courses, flying courses, BTEC in Aviation Studies, Duke of Edinburgh Awards, the International Air Cadet Exchange programme, Administration Grants for squadrons, the continuation of the funding of the "Air Cadet" magazine and the ATC insurance schemes. The Trustees have reviewed their "roundel" to depict the priority spending for the fund for this and the coming years. New areas of the curriculum are being developed to ensure that air cadet training remains relevant, modern and fun - cyber, Science, Technology, Engineering and Maths (STEM) training courses have been delivered and, alongside the established band camps, the RAF Air Cadets National Choir is going from strength to strength as well as significant growth in the Drill &

Ceremonial arena and the Aerospace camps. These areas have been added to the roundel of activities to ensure they are supported financially where appropriate.

The Trustees also agreed to continue to fund 12 (12-hr) Flying Scholarships, 2 overseas expeditions along with the expeditions funded from the Anne and John Singleton legacy fund. However, the Trustees are conscious of the potential impact of the Strategic Defence and Security Review and may need to reconsider their priorities in terms of agreed activities and the way the Fund supports cadets in the future. The Commandant RAFAC has a robust RAFAC Strategy to take the organisation to 2025 and beyond. The Strategy is aimed at ensuring that the RAF Air Cadets endures as a world class uniformed youth organisation and will review the key elements of the cadet and adult volunteer experience.

Finally, the Trustees have recruited two further independent Trustees who were formally appointed to the Board at the 20 Jul 18 meeting (Sir David Tweedie and [REDACTED] with one further Trustee to be identified. The increase of Trustee strength from five to seven is to ensure that the best interests of the Fund are represented and it is hoped that this will increase the diversity of the Trustees.

#### **Donations to the Fund for FY 18/19**

The Corps has benefitted greatly from various donations (received and pledged) including:

- **HRH The Duke of Edinburgh** - General - £1K - pledged for Nov 18.
- **RAFCT** - Motivational Flying and Gliding Opportunities = total £50K - £25K in FY 15/16 and £17.5K FY 16/17 leaving £7.5K to come in FY 18/19.
- **RAFCT** - Equipment to support Aerospace Camps - £10K – received Jun 18.
- **RAFCT** - IACE Branded Equipment and Clothing (for 3 years) - £4,242 x 3 = £12,726 - First and second instalment received, third due in FY 18/19.
- **RAFCT** - "Air Cadet" magazine sponsorship £10K - pledged.
- **BAE Systems** have pledged £15K per annum for 3 years (total £45K) - received.
- **Sir Michael Marshall** £475 for the prize for the winner of the Marshall Trophy.
- **Authors Wg Cdr Ray Kidd and Ms Denise Parker** have donated all the royalties from the Horizons Book (History of the ATC) issued in 2014 (50% to IACE and 50% to Educational Bursaries) £1,779.83 so far.
- **The Aviation Skills Partnership** - RAFAC Convention £2.5K.

Further significant funding is anticipated during this financial year from the **Guildhall Dinner** and artist **Mr Jeremy Houghton**.

**UPDATE – SEPTEMBER 2018**

**Recruitment** - Problem: Fewer than 75% of Units have a Chaplain (Approx 750 chaplains in post)

- Continuing to improve retention with more training and communication
- 84 new chaplains appointed in the last 12 months (92 in previous 12 months). Delays in appointment led to loss of some chaplains

**Training** – Induction and CPD

- Initial Training Course at Amport House (5-8 Nov 2018) for new chaplains (held annually)
- Ongoing review of ACP23 (Chaplains' Handbook)
- **Safeguarding** - Chaplains engaging with training at region/wing/unit level

**Development of Chaplaincy**

**RAF Air Cadets – Involvement with CCFs**

- [REDACTED] has responsibility for all RAF Air Cadets – ATC Units and CCF(RAF)
- Limited success in establishing links – talking with Sea Cadets/ACF chaplaincies

**Other Cadet Forces**

- Other chaplaincies are different in structure and numbers (80 Army and 300 Sea Cadet chaplains)
- Policies and training for chaplaincy poorly established by comparison with Air Training Corps
- Contact made with the Bishop to the Forces (Rt Revd Tim Thornton, based at Lambeth Palace). The Bishop has offered to meet [REDACTED] and to discuss ways of his helping RAF Air Cadets

**Camps**

- Camp coverage by Chaplains in 2018 improved – but not complete
- Early notification of camp dates and locations was helpful
- National camps – chaplaincy teams seem to have been valued (eg RIAT and D&C)

**Diversity of Chaplains** – Improving, but Wing Chaplains are key in local contacts (Approx 30% female and just over 50% CofE)

**Communication and Resourcing**

- Facebook Closed Group for ATC Chaplains continues to develop well. Now heading for 25% of all chaplains joined (15% in July 2017)
- **Spiritual Support of Cadets** – 'Cadet Prayer Book' published – revision and reprint planned for 2019
- **Cadet Promise** – Review in separate paper (dated 22 Jul 17)

### **Support of Chaplaincy**

- **Chaplains' Badges** - received and distributed, new supply being arranged
- **Membership Cards** – were available via BADER but issued under the generic title of 'Civilian Instructor'. New stock of 'Chaplain's cards being arranged for issue.

### **Recruit – Train – Develop & Support**



REPORT TO ACMB – SEPTEMBER 18

	Notes	Actions
1	<p><b>Regional WO Returns:</b></p> <p><u>Scotland and Northern Ireland</u></p> <p>Continuing to develop his team, although the reduction of some of his staff from key roles is challenging. SNCO (RAFAC) 130 Northern Ireland (26) 16 SSDIC 6 SSDIC(A)</p> <p><u>North Region</u></p> <p>No Report sent on this occasion</p> <p>SNCO (RAFAC) 344 SSDIC(40) SSDIC(A) (13).</p> <p><u>Wales and West</u></p> <p>Already successfully building courses that benefit all wings that wish to attend. is continuing from where started, with great enthusiasm.</p> <p>WO (59) Fs (48) Sgts (161) SSDIC (20) SSDIC(A) (11) potential (21)</p> <p><u>Central and East</u></p> <p>made a great start building on that which is already there, the future is looking good for C&amp;E</p> <p>WO(94) Fs(73) Sgt(140) SSDIC(40) SSDIC(A)(13) potential (13)</p> <p><u>London and South East</u></p> <p>Laser continues to lead on formal parades, a very good network of SNCO who all have the same Goals. Strong and steady as always.</p> <p><u>Surrey Wing</u></p>	

	<p><b>SNCO (ATC) (303) SSDIC (62) SSDIC(A) (16)</b></p> <p><b><u>South West</u></b></p> <p>████████████████████</p> <p>Continuing to strive for the future, again South West has a great team of SNCO's with same objective approach.</p> <p>██</p> <p><b>SNCO (ATC) (280) SSDIC (55) SSDIC(A)(14)</b></p>	
2	<p>██████████</p> <p><b>No Report this time.</b></p>	
3	<p>██████████</p> <p>██</p> <p>██████ continues to support the National bands to maintain the high standards required.</p> <p>██████████████████</p> <p>██</p> <p><b>No Report this time</b></p>	
4	<p>██████████</p> <ul style="list-style-type: none"> <li>• A successful year to date.</li> <li>• Planning meetings for D&amp;C (future Developments)</li> <li>• RAFAC Conference.</li> <li>• Outstanding, Revision to ACP 20 ACTI 304 (promotion Matrix) and Promotion to WO.</li> <li>• Currently sourcing a venue for CACWO dinner (potentially January) to coincide with WWO conference.</li> </ul>	
5	<p><b>Concerns:</b></p> <ul style="list-style-type: none"> <li>• ACP 1358C Causing major concerns especially with changes in uniform and conflicting IBN.</li> <li>• Potential issues arising from RAF policy change on beards and tattoos.</li> <li>• Update status on SNCO promotion Matrix update.( not all wings following current process)</li> <li>• Royal Coat of Arms Review.</li> </ul>	

6	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] has been working extremely hard again this year, a successful D&amp;C Parade, a great opportunity for all Staff and Cadets.</p> <p>[REDACTED] has also secured RAF Honington for the Nationals again this year, 17<sup>th</sup> &amp; 18<sup>th</sup> November 2018. Cadets and Staff to be accommodated at Bodney Camp (STANTA)</p>
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[REDACTED]

**REPORT TO THE ACMB MEETING 5-6 SEP 18**

RAG Cadet Progressive Training Syllabus Update Chart

1. Version 3 of the report is enclosed. Some subjects are moving forward, but others have restricted movement due to Utlilearn access. All areas for improvement or further development are a high priority.

SME Engagement

2. I was asked to provide a list of active cadet syllabus SMEs, together with CFAV subject and desk leads. This is enclosed. It may come as a surprise just how few SMEs are supporting the cadet syllabus, but there are more at the moment than in the past and a further 4 volunteers are in the process of deciding what support they can give, so are not on the list yet.

First Class Cadet Logbook

3. The First Class Cadet Logbook has also been revised to include the new personal security aspects (Run-Hide-Tell and Cyber Security) and the removal of the Vigilant. The non-BTEC subjects have had the signature boxes removed to reduce the volunteer admin burden. It is with Serco Media Graphics at RAF Cranwell and it is hoped that it will start to become available on demand from mid-September, as both hard and soft copy interactive versions. The logbook will no longer be personalised to an individual cadet but it will have a space on the front to write a name and squadron number. This will allow larger print runs to be completed by Cranwell Graphics and for stocks to be held by Regional HQs.

F3822 Cadet Record of Service Booklet

4. The F3822 has been completely updated and is with Crown Commercial Services (CCS) approved print management company (CDS). The projected delivery is early Oct 18 and stocks will be sent to Regional HQs to hold as stock.

Utlilearn

5. Despite what was said at the CEB, the free programme update has still not been done. Without the opportunity to use the current version it is proving very difficult for us to update the content, which is critical to delivering and assessing the cadet syllabus.

6. I have been speaking with [REDACTED]. The update will be available from mid-week commencing 3 Sep, but how it will be done is up to our IT Department. He is very keen to discuss with the Comdt the way forward, which I think is an excellent starting point for achieving the development the organisation needs.



### RAF100 National Aerospace Camp

7. Apart from a truly spectacular set of activities and opportunities for cadets, several areas of the cadet training syllabus were directly supported, from principles of flight, to propulsion, airframes, navigation, radio, cyber and wide range of STEM and aviation-related events.

### Super Camps

8. I visited both weeks of the Super Camps at Wretham. It was pleasing to see a significant number of badges and certificates being earned (notably leadership, radio and swimming). In addition to the busy camp programme engagement was largely aviation based with visits to RAF Honington, RAF Marham and the US Air Force at Mildenhall. Visits were also undertaken to the aviation museum at Duxford, Marshall Aerospace in Cambridge and the Aviation Skills Partnership in Norwich.

### UCAS points development with Pearson

9. [REDACTED] and attended a meeting with the President of Pearsons and some of his senior management team to look at the possibilities of UCAS accreditation for the Cadet Experience. Whilst it would be nice to have this for the wider and softer skills, UCAS points are earned for an academic level of achievement. At this stage, it would appear that the BTEC Level 2 Diploma in Aviation Studies could be the most likely vehicle on which to develop Level 3 (A-level) content. Whilst the First Class Cadet and Leading Cadet syllabus is appropriately at Level 2 (GCSE), the Senior Cadet and Master Air Cadet syllabus contains a set of STEM subjects (propulsion, airframes, navigation, etc) which could possibly be developed towards a Level 3 standard, or better still, a Level 2 and 3 option to cater for a range of abilities and aspirations.

10. I have created and run Level 3 UCAS accredited courses in the past, so I do not underestimate the work needed, nor the barriers to be overcome. Amongst the challenges are; providing an increased level of learning and evidencing this, managing external assessment and increased costs. The first detailed scoping meeting with Pearson is at RAF Cranwell on 14 Sep.

### Open University Space Project

11. By now, most Rgnl Comdts will have had a flavour of this project, currently called the Open University Launch Pad Space Award [REDACTED] and [REDACTED] visited the OU on 4 Jul 18 to view the syllabus outline and content. A follow up meeting was attended by [REDACTED] and I, together [REDACTED] on 3 Aug 18 to have a detailed view of the work completed so far. Our host was [REDACTED]

[REDACTED] It was also an opportunity for a small group of cadets to trial some of the material, which was a valuable experience for the OU.

12. The OU is the UK's leading space science institution and any material from them has this kudos, with the major benefit that they are creating it, will update it and host it. What is currently available is an extremely engaging and an excellent package.

13. There could be various options for its deployment. The most obvious of these is a free standalone distance learning package. However, other options could be integration into the cadet training syllabus (particularly Rocketry, Satellite & Data Comms and Air Power), or as a separate subject. Currently, the modules are in a completed format that does not easily lend it towards a progressive set of smaller courses, but that is something that will be investigated further to make it more compatible with progressive training.

#### Aston University

14. [REDACTED] visited Aston University Engineering Academy CCF to view their classroom lesson video system. There is an aim to video the RAF Section Instructor Cadets delivering Air Cadet syllabus subjects to their cadets. Peer-to-peer delivery is a very strong learning method. Their state-of-the-art technology could provide an immersive learning environment that may be transferable to the wider Air Cadets. Video-based immersive learning is also being planned in other settings and using other technologies.

#### Oxford Aviation

15. [REDACTED] had an interesting meeting with [REDACTED] of the newly formed Oxford Aviation Training at Kidlington Airport. [REDACTED] so has some understanding of our needs. He is willing to make appropriate training material available to us for free. It could be downloadable as SCORM compliant packages and could be uploaded on to Utilearn. The opportunity to have current aviation industry learning material available to support the cadet training syllabus is very promising.

16. We have already had some material from them in the past in their previous incarnation. We are not looking for them to create material for us, but to be able to use some of the interactive and immersive training material that is available. We have had these sorts of offers before that have not materialised into anything, for various and sometimes good reasons. However, some branding of the material they provide and an advert in the Air Cadet magazine seems a small price to pay, if they come through with the goods.

[REDACTED]

CIVILIAN COMMITTEE REPORT TO ACMB – 5/6 SEP 18

**1. Wing and Regional Chairmen’s Conference**

A very successful conference was held at Cranwell on 8/9 Jun 18. All relevant matters were raised and discussed and delegates are now more aware of current issues and policy changes. Guest speakers included Comdt, ACOS, [REDACTED]

**2. Civilian Committee ‘Flyer’**

Civilian committee numbers continue to fluctuate with too many squadrons having insufficient or no committee members. A revised recruitment flyer has been printed and currently is being distributed directly to wings (2000 copies per wing). The leaflets are intended to be given out to potential committee members at squadron presentation evenings.

**3. Implementation of Change Initiatives**

We continue to gather completed constitution agreement forms and confirmation that trustee declaration forms are being utilised. At Conference the wing chairmen committed to complete this outstanding action by 24 Dec 18.

The following chart depicts the position wef from 16 Aug 18.

REGION	Constitution Agreement Form X	Trustee Declaration Confirmation Y	REGION	Constitution Agreement Form X	Trustee Declaration Confirmation Y
<b>S&amp;NI</b>			<b>W&amp;W</b>		
N Ireland	[REDACTED]	[REDACTED]	No1 Welsh	[REDACTED]	[REDACTED]
SE Scot	[REDACTED]	[REDACTED]	No 2 Welsh	[REDACTED]	[REDACTED]
W Scot	[REDACTED]	[REDACTED]	No 3 Welsh	[REDACTED]	[REDACTED]
Highland	[REDACTED]	[REDACTED]	Staffs	[REDACTED]	[REDACTED]
NE Scot	[REDACTED]	[REDACTED]	Merseyside	[REDACTED]	[REDACTED]
			WMW	[REDACTED]	[REDACTED]
	5			5	
<b>C &amp; E</b>			<b>LASER</b>		
SE Mid	[REDACTED]	[REDACTED]	Kent	[REDACTED]	[REDACTED]
Trent	[REDACTED]	[REDACTED]	London	[REDACTED]	[REDACTED]
WarksBhm	[REDACTED]	[REDACTED]	Middlesex	[REDACTED]	[REDACTED]
HertsBucks	[REDACTED]	[REDACTED]	Surrey	[REDACTED]	[REDACTED]
BedsCambs	[REDACTED]	[REDACTED]	Sussex	[REDACTED]	[REDACTED]

NorfolkSuff	█	█	Essex	█	█
	3			35	
<b>North</b>			<b>SW</b>		
CE Yorks	█	█	Dorset Wilts	█	█
CLancs	█	█	Bristol Glos	█	█
SW Yorks	█	█	Devon Somerset	█	█
GTRMCR	█	█	Plym Cornwall	█	█
DNL	█	█	HLOW	█	█
			TV	█	█

Number of completions/number of squadrons in the wing X/Y

Total constitution agreement forms outstanding to date is 48

#### 4. Changes to the Trustee Declaration Form

Wef 1 Aug 18 the Charity Commission have added to the number of reasons why individuals may be disqualified from holding a position as a charity trustee. Our Form 002 has been amended and distributed to all squadrons and updated on Bader. It will be in operation at the subsequent AGM of each squadron.

#### 5. Access to SMS

It has now been agreed that certain civilian committee members who have a Bader account may be authorised access to SMS provided that there is a genuine need eg squadron treasurers. An advisory note has been sent from HQAC to all WExOs for information.

#### 6. Libor Payments

In November 2017 cadet forces at unit level were given two weeks to submit applications for grants issued from Libor payments. It was indicated that £0.5m was available and that applicants would be notified in April 2018. Following the receipt of bids it was suggested that due to the number of quality submissions the RAFAC was likely to receive a larger allocation of funding. In July it was confirmed that £0.368m had been awarded against RAFAC bids. The explanation for the shortfall was from MOD that it was easier to allocate proportionately to the size of each force (irrespective of the number of applications made). Given the earlier announcement this seems to be unreasonable. It is understood that HQAC has now proposed allocations and informed the Treasury and yet to date no announcements have been made and squadrons are unaware as to whether or not their bid has been successful.

#### 7. Personal Data on SMS

It has now been accepted across the civilian committee cadre that all individuals must submit their basic personal information for inclusion on SMS. Form 001 applies.

#### 8. Form 60 Progress

Despite the introduction of a revised F60 Process the number of squadrons who failed to submit a completed F60 by the 30 Jun 18 was disappointingly at similar levels to previous years. See table below:

**Number of Squadrons, by Region by Wing who did not Submit F60 Returns by 30 Jun 18 by Region by Wing and therefore did not receive the £75 Grant.**

Wing/Region	C&E	N	L&SE	SW	W&W	S&NI	TOTAL
1	0	0	0	0	3	1	
2	3	3	0	1	4	*	
3	4	9	2	2	4	*	
4	5	10	4	3	6	*	
5	7	10	6	5	6	*	
6	8	—	6	6	6	—	
<b>TOTAL</b>	27	32	18	17	29	1	
<b>No. of SQUADRONS</b>	169	165	159	152	156	15	816

\*Scottish Squadrons returns not due until end of September

If we assume that the total number of squadrons within the Corps is 909, less those located in Scotland (93) then the % of nil returns is 120/816 or 14.7%. **Conversely 85.3% have complied.**

By the first target date of 30 Jun 17 124 squadrons had failed to comply. At the same point in 2017 150 squadrons had not complied, in 2016, 150 squadrons, and in 2014 98 squadrons. Statistically little change although a very small reduction.

**Number of Squadrons who did not Submit F60 Returns by the 31 Aug 18 by Region by Wing.**

Wing/Region	C&E	N	L&SE	SW	W&W	S&NI	TOTAL
<b>Total Wef 30 Jun 18</b>	27	32	18	17	29	1	120
<b>24 Aug 18</b>	5	8	1	5	16	0	
<b>No. of SQUADRONS</b>	169	165	159	152	156	15	816

If we assume that the total number of squadrons within the Corps is 909, less those located in Scotland (93) then the % of nil returns is 35/816 or 4.3%. **Conversely 95.7% have complied wef 29 Aug 18.** N.B. There remain 2 days before suspensions are applied.

**9. [REDACTED] – North Region**

We welcome the election of [REDACTED] as the new [REDACTED] following the retirement of [REDACTED]. We wish [REDACTED] long and healthy retirement.

**10. Court Hearing Result**

The ex-Treasurer of 93 (Bath) Squadron was due to attend Bristol Crown Court on 21-23 Aug 18 on charges of theft. This is a long running dispute the alleged theft took place in 2014/15 and involved misuse of a debit card and siphoning of cash. The day before the case was due to be heard the defendant changed her defence arguments and the case was deferred for further investigations. A pre-hearing review is scheduled for 13 Sep 18.

**11. Financial Transactions**

The concept of reducing or eliminating both cash and cheque transactions was discussed at length at the recent Conference. It is clear that squadrons and wings are at differing levels of advancement and so at the moment changes are being considered at local levels. The Vision would be for all squadrons

to have dual signature on-line bank accounts, for cadet subscriptions to be withdrawn from squadrons by direct debit and for wings to invoice squadrons to pay for camps and other organised activities on a monthly basis.

It is also hoped that HQAC will accept electronic transfers rather than cheques.

Progress will continue to be monitored and reported.

#### **12. Identity Cards for Civilian Committee Members**

It is understood that agreement in principle has been agreed to issue identity cards to Regional and Wing Chairmen and to committee members whose unit is located on RAF sites. If this is the agreed position could I enquire as to the timescale?

██████████

██████████████████

12 Nov 18

See Distribution

**RECORD OF DISCUSSION OF RAFAC TRAINING CUSTOMER EXECUTIVE BOARD (CEB) HELD ON 7 NOV 18**

Name	Post	Role
[REDACTED]	[REDACTED]	Chairman [REDACTED]
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	Sec
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	

**ITEM 1 – WELCOME**

1. The Chairman welcomed the CEB members and proceeded to Matters Arising.

**ITEM 2 – MATTERS ARISING**

2. **Para 2. Fatigue Policy.** Driver fatigue policy was included in ACTO 150. The Sec would continue to liaise with [REDACTED]

3. **Para 6a.** The 'defects list' for the L144, including sights and butts issues had been taken up by the [REDACTED] and a Repair Instruction with schedule had been implemented.

4. **Para 6b.** Units were no longer needed to report defects through the RAFAC HQ. Defects were to be reported through parent armouries.

5. **Para 6c.** RCs had actioned

6. **Para 9.** [REDACTED] stated that there would not be a bespoke RCO course for the L144. Those attending would be required to attend the Short-range (SR) course but would only live-fire the weapon-type applicable to them. Once a formal letter was received from [REDACTED] would

**ACTIONS**

Sec

[REDACTED]

promulgate a RAFAC IBN to outline the arrangements for applying to and attending the SR courses,

7. **Para 13.** This action was completed. However, there were questions regarding the bids process with some units gaining far greater allocations than others as well as allocations being granted for ammunition that the RAFAC shouldn't be using. SATTs had an allocation of 3,000 blank rounds, yet the whole of the rest of SW had only 3,480 rounds, yet W&W had 18,560 rounds and Junior Leaders had 52,200 rounds allocated - 41% of the Corps allocation. It was suggested that there could be a review of the policy of the use of non-public ammunition as the .22 allocation appeared to have been reduced by c70% across the Corps (everyone seemed to have a broadly pro rata allocation, so the split was seen to be 'fair' if small). Given that the L144s were finally rolling out, there would be an upsurge in shooting. It was felt that there was a requirement to review the allocation of blank that had been made for 2019/20 and re-distribute the finite resource in a fairer manner (potentially pro rata). It was decided that there was a need to delete the items that had been bid for erroneously, given that the only approved cadet natures are 5.56 blank and Smoke Signal - irrespective of qualification held. It was suggested that a review into the RAFAC ammunition bids process was undertaken.

8. **Decision.** It was decided that [REDACTED] would:

- a. Review the allocation of blank that had been made for 2019/20 and re-distribute the finite resource in a fairer manner. [REDACTED]
- b. Delete items from the bids that were no longer approved for cadet activities. [REDACTED]
- c. Review the RAFAC ammunition bids process. [REDACTED]

9. **Para 19a.** RCs had actioned.

10. **Para 19b.** The [REDACTED] had sent a red-amber-green report listing the courses on Ultilearn and highlighting their status. It was requested that an update be provided to the CEB members indicating a priority list for the update of courses on Ultilearn.

11. **Decision.** It was decided that [REDACTED] would liaise with [REDACTED] [REDACTED] to provide an update to the CEB members indicating a priority list for the update of courses on Ultilearn.

12. **Para 19c.** The Sea Cadets had moved away from Ultilearn and were now using the DLE.

13. **Para 22a(1).** Completed.

14. **Para 22a(2).** One Fieldcraft Instructor Trainer (FCI(T)) course had been programmed in 2019 but additional courses could be added if demand was high enough. It was asked what the criteria would be for allocating



**ACTIONS**

places if demand was high. [REDACTED] suggested that it was generally done on a first come-first served basis but that he would look at how to prioritise applications if demand for the course was high.

15. **Decision.** It was decided that [REDACTED] was to look at determining a prioritisation system if demand was high for the FCI(T) course.

16. **Para 22a(3).** [REDACTED] undertook to investigate the possibility of scheduling courses during the Easter holidays for 2020 and beyond.

17. **Paras 26a,b,c.** Completed

18. **Para 28a.** It had been agreed ex-committee that parachuting would be allowed at all UK-military JS parachuting centres. Civilian centres were only to be used by RAFAC if formally inspected and approved by HQ 22Gp.

19. **Para 28b.** The Sec had amended the ACTO 54 but was to submit an IBN.

20. **Para 31.** Completed. Further information in Item 5.

21. **Para 38.** ACTO 11 would be the best place to promulgate the direction that all non sqn-based activities were to be recorded and authorised on SMS. It would be included as part of the work ongoing to review ACTO 11 and produce a Training Directive.

22. **Para 38b.** Completed.

**ITEM 3 - SAFEGUARDING**

23. **Safeguarding Training Review.** [REDACTED] stated that the recent Safeguarding Training Review Report dated Sep 18 had prompted a look at all levels of the safeguarding training that was being carried out by RAFAC. Work was in its early stages but initial analysis identified 4 levels of training to include induction, role specific, safeguarding management including Child Protection Advisers (CPAs) and HQ training (policy development). There would also be T3 training for CPAs as well as formal refresher training. Though further work was required, greater use of on-line training was anticipated. It was expected that revised induction and refresher training would be ready by Apr 19.

24. **Ofsted.** AOC 22 Gp had commissioned Ofsted to carry out welfare and Duty of Care visits (inspections) to RAFAC units to ensure that safeguarding/child protection practises were fit for purpose. The inspectors would visit the RAFAC HQ, 2 x RHQ, 2 x Wg HQ and 6 x sqns throughout Jan 19. It was requested that 2 regions be nominated to host the inspections, each nominating a Wg HQ and 3 x sqns. [REDACTED] undertook to host the visits. The Sec would contact [REDACTED] with more details of the visits and to request the nominated units.

**ACTIONS**

Sec

25. **Decision.** The Sec was to contact [REDACTED] to provide more details of the visits and to request the nominated units.

**ITEM 4 – ATF UPDATE**

26. [REDACTED] stated that 13 InVals had been conducted since the last CEB: 3 x OIC, 5 x SSIC, 3 x SCC and 2 x SLC. All courses were highly regarded. Key points from the InVals were as follows:

- a. The Security briefing was useful but needed more time. The briefing was given an extra 15 minutes.
- b. It was felt that the safeguarding presentation was a repetition of the AVIP and needed to be more role-specific including more scenario-based exercises. The ongoing training review would take InVal comments into consideration.
- c. SLC delegates believed that the course should be longer than the 3.5 days to facilitate more time for further discussion, possibly to a full 4 or 5 days. [REDACTED] asked approval from the CEB to carry out an ExVal of past SLC delegates to determine their views and to report to the next CEB. The CEB agreed to approve the action.

27. **Decision.** It was decided that [REDACTED] was to carry out an ExVal of previous SLC delegates to determine views about extending the length of the SLC. He would report to the next CEB.

**ITEM 5 – TG UPDATE**

28. **Fieldcraft Policy.** The draft fieldcraft policy had been submitted. [REDACTED] suggested that rather than giving an age limit for cadets using weapons that it should state that age limits should align with extant shooting policy. All agreed. It was also suggested that the policy states the type of blank ammunition and pyrotechnics that can be used. The policy already contained this information as a footnote. [REDACTED] was concerned that the practise of “blagging” ammunition from other sources (such as Army units), could lead to the risk of bills arriving at HQ RAFAC that it had no ability to pay. It was accepted that those bills had not been received hitherto, but it was understood that accounting for such commodities as ammunition and ORP was changing and that costs could articulate to the receiving UIN. HQ RAFAC accepted the risk of this happening, but were prepared to tolerate it until such time as it manifested itself. It was agreed by the CEB that the fieldcraft policy was to be approved and implemented in Jan 19 (subject to the change above) and that the Sec was to produce an agreed RAFAC IBN to announce this.

29. **Decision.** It was decided that the Sec was to produce and promulgate an agreed RAFAC IBN to announce the new fieldcraft policy in Jan 19.

Sec

**ACTIONS**

30. **Junior Leaders (JL) Review Report.** [redacted] stated that he was to meet with [redacted] to discuss the findings of the report. He said that he would address the perceived 'culture' of JL, the output standards expected and the delivery model to achieve these, the training, finance and administration including accreditation. He undertook to report progress at the next CEB. There was concern that some of the language and tone used by some instructors, though perhaps tolerated a number of years ago, would be considered inappropriate today. It was considered essential to ensure that inappropriate language and behaviour was eliminated during JL. [redacted] undertook to brief [redacted] about what is to be expected by JL instructors.

31. **Decisions.** It was decided that [redacted] would:

- a. Liaise with [redacted] to address the perceived 'culture' of JL, the output standards expected and the delivery model to achieve these, the training, finance and administration including accreditation and to report progress at the next CEB. [redacted]
- b. Brief [redacted] on expected standards of all JL instructors. [redacted]
- c. Take forward the re-design of the JL course, ensuring that the course is conducted in a resource-aware manner. [redacted]

31. **PLCE and Helmets on JL.** The new fieldcraft policy stated that cadets should only wear approved cadet helmets and PLCE whilst conducting fieldcraft. It was questioned whether the JL course was compliant with the policy. There was general acceptance that it would be seen as invidious if an exception were made for one specific course. Whilst it was contended that all cadets participating were older, and hence could be regular service personnel and hence could wear the same as a regular, this was considered unsustainable as, unlike regulars, the cadets would not have undergone any medical assessment prior to participation and the Corps would be open to accusations of a failure to follow its own policy should a cadet become injured (either immediately or in the future). [redacted] undertook to liaise with [redacted] to discuss the development of course specifications listing definitive activities and equipment to ensure that they were equipped in accordance with the policy and that training was conducted safely at all times.

32. **Decision.** It was decided that [redacted] would liaise with [redacted] to discuss the development of course specifications listing definitive activities and equipment to ensure that they were equipped appropriately and conducted safely at all times iaw current fieldcraft policy. [redacted]

33. **Extended Sqn Footprint (ESF).** The question was raised regarding the policy for authorising an ESF. Some Wgs were operating a process to apply for an ESF, but it had not been possible to determine the policy. No-one was aware of the actual policy, and one would be necessary to support a likely increase in demand for fieldcraft training on Sqn Parade Nights.

34. **Decision.** [redacted] undertook to determine whether a published policy

**ACTIONS**

existed, and if not to ensure one was issued to clarify such issues as proximity, duration of the authorisation, minimum document set required as well as the need for TOPL in conjunction.

35. **Cadet Progression on Cadet Weapon Systems.** A number of change proposals regarding the cadet progression on cadet weapon systems had been submitted prior to the meeting. Those proposals from [REDACTED] are at Enclosure 1 and a follow-up note from [REDACTED] is at Enclosure 2. [REDACTED] registered his concern about lowering the age limit of cadets based on advice he received from his shooting officer but the consensus was that the proposals should be accepted but that an age limit should not be imposed and that the criteria for cadets able to fire cadet weapon systems (L98A2 and L81A2) was based on completion of 1st Class Cadet training and final approval by an RCO on the range. It was agreed that the L86A2 was out of scope and should be removed from cadet publications.

36. **Decisions.** It was decided that [REDACTED] was to arrange for cadet shooting publications to be updated to:

- a. Include the proposed changes to regarding the L98A2 and L81A2. [REDACTED]
- b. To remove L86A2. [REDACTED]

37. **Classification Syllabus – Engineering Content.** There did not appear to be a coordinated approach to a vast number of STEM activities throughout the organisation. It was stated that [REDACTED] as lead for RAF Ground Training, had advocated the exploitation of engineering units training materials. It was also felt that commercial companies could be approached to provide similarly up-to-date and innovative solutions. It was felt that a strategy could be developed to provide a better framework that could guide CFAVs into focussing efforts, including within the classification syllabus. [REDACTED] undertook to look into the matter and report back to CEB members.

38. **Decision.** It was decided that [REDACTED] would look into the feasibility of developing a STEM strategy and report back to CEB members. [REDACTED]

**ITEM 6 – LEADERSHIP TRAINING**

39. **Warwick Business School.** [REDACTED] had developed links with the Warwick Business School and had negotiated with them the opportunity for CFAVs to study for a Level 7 Diploma in Leadership. The 3 modules to be studied over 2 years were taken from Warwick’s MBA and Masters programmes. The Diploma could be offered to 40 students for £5.4K per head. [REDACTED] sought the views of the RCs to determine if they believed there would be enough uptake amongst the volunteers and staff. There was some concern about whether the studying would distract volunteers from activities and whether this could be achieved through CVQO. The Diploma was very much an academic course

**ACTIONS**

and not vocational which was CVQO's emphasis. [REDACTED] stated that he would explore finance options for potential students such as bursaries, RAFAC Development Trust etc. It was agreed [REDACTED] could survey the volunteers to determine the potential uptake.

40. **Decision.** [REDACTED] undertook to survey cadet forces volunteers and staff to determine the possible uptake for the Warwick Business School offer.

**ITEM 7 - RISK**

41. **Driver Fatigue.** [REDACTED] reminded the meeting about the impact of driver fatigue and all agreed that cdrs should remain vigilant and brief staff and CFAVs about the dangers of driving whilst tired and the potential impact on conducting activities afterwards.

**ITEM 8 - AOB**

42. **DDH Status.** The Chairman updated the CEB members on the duty holder status for-risk to life activities. The Safety Centre was taking to CAS the RAFAC's view that the DDH concept should remain as it currently is with this organisation.

43. **DofE Diamond Fund.** [REDACTED] stated that the DofE Diamond Fund had agreed £7160 to purchase tablets that would make e-DofE more accessible to CFAVs and cadets. The tablets would be issued by [REDACTED] to [REDACTED]

44. **Inappropriate Language.** [REDACTED] was asked to hasten the RAFAC HQ response to 2185 (Wareham) Squadron following their complaint about inappropriate language to cadets used by CFAVs at this year's Supercamp.

45. **Decision.** It was decided that [REDACTED] would provide a RAFAC HQ response to OC 2185 (Wareham) Squadron, through [REDACTED].

46. **Space Syllabus.** [REDACTED] said that work on a producing a space syllabus was in its early stages. An OU on-line course had been developed and the intention was to split it into modules to provide a progressive training package. Airbus UK had offered to help.

47. **Training Officers' Conference.** [REDACTED] stated that he had heard of a recent Regional Training Officers Conference and asked for feedback. [REDACTED] would liaise with the [REDACTED] to gain feedback.

ACTIONS

**ITEM 9 – NEXT MEETING**

48. The next Ground CEB would be arranged for May or Jun 19.

Sec

[REDACTED]  
for [REDACTED]

Distribution:

Chairman and TDA - [REDACTED]  
TRA - Comdt RAFAC  
RAFAC Regional Comdts

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## **Cadet Progression on to the L98A2, L81A2 and L86A2**

Recommendations for change

### **Introduction**

All cadet weapon systems require cadets (and CFAVs) to have completed Initial Weapon training, passed a Weapon Handling test (in the preceding six months) and be considered sufficiently mentally and physically mature before undertaking live firing.

Three weapon types (the L98A2, L81A2 and L86A2) have additional pre-requisites. This document proposes some changes to these pre-requisites, primarily to assist with the provision of shooting opportunities to cadets.

These changes are being requested by Wings & Regions, to provide greater flexibility in areas where all types of Shooting may not be available. They were also discussed at last year's Specialist Training Team OC's working group.

### **L98A2**

Currently, to be eligible to fire the L98A2 rifle, cadets are to meet the following criteria:

- a) Have reached 14 years of age and First Class Cadet Standard.
- b) Be considered to be sufficiently mature mentally and physically
- c) Have successfully completed either the Air Rifle Marksman Test (CLF2) or the Small Bore Rifle Marksman Test (CLF2 in Ref F) to Trained Shot standard, or hold a minimum of a legacy Squadron Marksman on the Air Rifle or Small Bore Rifle.

In areas where the roll out of the L144A1 (.22") rifle is experiencing problems, and/or the Air Rifle is not well established, cadets are unable to fire the L98A2 due to being unable to achieve point c above. This is proving particularly frustrating in areas where the L98A2 is the most readily available form of shooting.

### **Proposed Changes**

1. Remove point c) and allow the L98A2 to be the first rifle that a cadet fires.
2. Change point a) by reducing the minimum age to 13 years.

Best practice would remain that where possible, cadets would fire air rifle and/or .22 before progressing to the L98A2 (and make use of DCCT if available). However, cadets aged 13+ would have the opportunity to shoot using the L98A2 if that is the only/most readily available shooting opportunity.

Direct progression to the L98A2 is managed effectively in the ACF, and the new RAFAC progressive lessons are widely acknowledged (by both Region Command and the SASC) to be far superior to the ACF shooting syllabus. In addition, the RAFAC Shooting infrastructure has evolved significantly (increased quality and professionalism of the SATTs, the new HQ shooting teams and the addition of the TSAs) since these pre-requisites were last reviewed.

### **L81A2**

Currently, to be eligible to fire the L81A2 rifle, cadets are to meet the following criteria:

- a) Have reached 14 years of age and First Class Cadet Standard.
- b) Be considered to be sufficiently mature mentally and physically
- c) Have successfully completed either the Air Rifle Marksman Test (CLF 3) or the Small Bore Rifle Marksman Test (CLF4 in Ref F) to Marksman standard, or hold a legacy Wing Marksman on the Air Rifle or Small Bore Rifle.

In areas where the roll out of the L144A1 (.22") rifle is experiencing problems, and/or the Air Rifle is not well established, cadets are unable to fire the L81A2 due to being unable to achieve point c above. Whilst the L81A2 is not a suitable platform for use in general purpose shooting in the same way as the L98A2, there are cadets missing out on the chance of participating in competitions due to having insufficient access to Air Rifle &/or .22.

### **Proposed Changes**

1. Remove point c) and allow the L81A2 to be the first rifle that a cadet fires, or at least reduce the number of air rifle/.22 lessons that need to be completed before the L81A2 can be fired.
2. Change point a) by reducing the minimum age to 13 years.

The L81A2 remains a platform for competitive shooting by suitable cadets, and not a general purpose rifle. However widening the number of cadets able to fire it (via the points above), will give more cadets the opportunity to participate in events such as the ISCRM at Bisley.

### **L86A2**

Currently, to be eligible to fire the L86A2 LSW, cadets are to meet the following criteria:

- a) Have reached 16 years of age.
- b) Have completed training on the L98A2 and successfully completed the Advanced Marksman Test (CLF7)



The L86A2 is fired by cadets training for and participating in CISSAM (the Inter-Service Skill-at-Arms Meeting). These cadets have already demonstrated a high degree of skill with the L98A2, progressing through the majority of the live fire syllabus for that rifle. They have also been selected based on ability to shoot competitively. Recently the maximum age to participate in CISSAM has been reduced by a year (cadets must be under 18 on the 1st of September to compete that year). As we restrict use of the LSW to those cadets 16 and over, the opportunities to train and practice for our firers are limited. This restriction is not in place with the other services, placing our cadets (who have been through a more rigorous live fire syllabus) at a disadvantage.

#### **Proposed Changes**

1. Change point a) by reducing the minimum age to 14 year.

Point b) should remain unchanged, as the L86A2 is in the syllabus for specific reasons and should not be seen as an alternative to the L98A2. The reduction in age is mitigated by a number of factors:

- a. The cadet has already demonstrated competency and gained experience by completing the L98A2 syllabus through lesson 7.
- b. The L86A2 is fired in the prone position with a bipod. The fire position is more stable and has less scope for movement than the L98A2. Therefore it does not constitute a more significant risk than the L98A2 (despite this often being perceived to be the case).
- c. The recent changes to shooting training and infrastructure covered above under the L98A2 also apply.

#### **Summary**

The changes proposed above are designed to provide a more flexible and pragmatic approach to the delivery of shooting training to cadets. Whilst best practice (and the goal where possible) will continue to be to provide cadets with the opportunity to progress through the weapon systems from Air Rifle upwards, it is appreciated that this is not always possible. With some small changes (supported by recent developments in training materials and infrastructure), an increased number of cadets will have the opportunity to experience some form of shooting training. In addition, the ability to participate in competitive shooting will be made available to a greater number of cadets, with that participation on a more level playing field than is currently the case.



TG/002/08/18

01 Aug 18



Copy to

All Regional Commanders

**CADET PROGRESSION ON TO THE L98A2, L81A2 AND L86A2**

**Issue**

1. Requirement of the Customer Exe Board (CEB) to agree changes of ACTO 43<sup>1</sup> in order to support changes to CADET weapon training with the RAFAC, in line with other CADET forces.

**Timing**

2. Routine. Agreement no later than the next CEB.

**Recommendations**

3. The CEB is **invited to note:**
  - a. The amdts proposed are in line with other CADET forces.
  - b. The amdts allow access to weapons training from an earlier age.
  - c. The amdts permits live firing of the L98A2 from the age of 13.
  - d. The amdts permits allow training to be flexible but remains progressive, in order that CADETs can train on any weapon that is available.
4. The CEB is **invite to agree to:**
  - a. To support and agree to the changes listed.

**Background**

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<sup>1</sup> ACTO.043

5. All cadet weapon systems require cadets (and CFAVs) to have completed Initial Weapon training, passed a Weapon Handling test (in the preceding six months) and be considered sufficiently mentally and physically mature before undertaking live firing.

Three weapon types (the L98A2, L81A2 and L86A2) have additional pre-requisites. This document proposes some changes to these pre-requisites, primarily to assist with the provision of shooting opportunities to cadets.

6. These changes are being requested by Wings & Regions, to provide greater flexibility in areas where all types of Shooting may not be available. They were also discussed at last year's Specialist Training Team OC's working group.

#### **L98A2**

7. Currently, to be eligible to fire the L98A2 rifle, cadets are to meet the following criteria:

- a. Have reached 14 years of age and First Class Cadet Standard.
- b. Be sufficiently mature mentally and physically.
- c. Have successfully completed either the Air Rifle Marksman Test (Cadet Live Fire (CLF) 2) or the Small-Bore Rifle Marksman Test to Trained Shot standard, or hold a minimum of a legacy Squadron Marksman on the Air Rifle or Small Bore Rifle.
- d. In areas where the roll out of the L144A1 (.22") rifle is experiencing problems, and/or the Air Rifle is not well established, cadets are unable to fire the L98A2 due to being unable to achieve point c above. This is proving particularly frustrating in areas where the L98A2 is the most readily available form of shooting.

#### **L98A2 Proposed Changes**

8. The amdts proposed are in-line with other CADET forces.
- a. Remove point c and allow the L98A2 to be the first rifle that a cadet fires.
  - b. Change point a) by reducing the minimum age to 13 years.
  - c. Best practice would remain that where possible, cadets would fire air rifle and/or .22 before progressing to the L98A2 (and make use of DCCT if available). However, cadets aged 13+ would have the opportunity to shoot using the L98A2 if that is the only/most readily available shooting opportunity.

d. Direct progression to the L98A2 is managed effectively in the ACF, and the new RAFAC progressive lessons are widely acknowledged (by both Region Command and the SASC) to be far superior to the ACF shooting syllabus. In addition, the RAFAC Shooting infrastructure has evolved significantly (increased quality and professionalism of the SATTs, the new HQ shooting teams and the addition of the TSAs) since these pre-requisites were last reviewed.

#### **L81A2**

9. Currently, to be eligible to fire the L81A2 rifle, cadets are to meet the following criteria:

a. Have reached 14 years of age and First Class Cadet Standard.

b. Be sufficiently mature mentally and physically.

c. Have successfully completed either the Air Rifle Marksman Test (CLF 3) or the Small Bore Rifle Marksman Test (CLF4) to Marksman standard, or hold a legacy Wing Marksman on the Air Rifle or Small Bore Rifle.

d. In areas where the roll out of the L144A1 (.22") rifle is experiencing problems, and/or the Air Rifle is not well established, cadets are unable to fire the L81A2 due to being unable to achieve point c above. Whilst the L81A2 is not a suitable platform for use in general purpose shooting in the same way as the L98A2, there are cadets missing out on the chance of participating in competitions due to having insufficient access to Air Rifle &/or .22.

#### **L81A2 Proposed Changes**

9. The proposed changes are in line with other CADET forces.

a. Remove point c and allow the L81A2 to be the first rifle that a cadet fires, or at least reduce the number of air rifle/.22 lessons that need to be completed before the L81A2 can be fired.

b. Change point a by reducing the minimum age to 13 years.

c. The L81A2 remains a platform for competitive shooting by suitable cadets, and not a general-purpose rifle. However, widening the number of cadets able to fire it (via the points above), will give more cadets the opportunity to participate in events such as the ISCRM at Bisley.

d. The recent changes to shooting training and infrastructure covered above under the L98A2 also apply.

#### **Summary**

10. The L86 is out of scope, due the uncertainly of the weapon life within the CADETS FORCES as a whole. The other changes proposed above are designed to provide a more flexible and pragmatic approach to the delivery of shooting training to cadets. Whilst best practice (and the goal where possible) will continue to be to provide cadets with the opportunity to progress through the weapon systems from Air Rifle upwards, it is appreciated that this is not always possible.

11. With some small changes (supported by recent developments in training materials and infrastructure), an increased number of cadets will have the opportunity to experience some form of shooting training. In addition, the ability to participate in competitive shooting will be made available to a greater number of cadets, with that participation on a more level playing field than is currently the case.





28 Feb 18

See Distribution

**RECORD OF DISCUSSION OF RAFAC AVIATION TRAINING CUSTOMER EXECUTIVE BOARD (CEB) HELD ON 6 FEB 18**

Name	Post	Role
[REDACTED]	[REDACTED]	Chairman
Air Cdre D A McCafferty	Comdt RAFAC	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	Sec

**ITEM 1 - WELCOME**

1. Welcomes and introductions were carried out

**ITEM 2 - MATTERS ARISING**

2. **Para 10 – Recovery Plan.** Ongoing
3. **Para 14 – Non-Routine AEF.** Since the meeting last year, proposals for an RAF ‘Aviation Offer’ to the RAFAC are being staffed.
4. **Para 15 – VGS Supervision Overnight.** Ongoing

**ACTIONS**

[REDACTED]

All CEB Members

## ACTIONS

5. **Para 16 – Cadet No Shows.** There had not been enough gliding events to monitor no shows but RAVOs had produced a draft VGS & AGS Allocation System which addressed, 'What Ifs', including No Shows. Further details were discussed at ITEM 7.

6. **Decision.** All agreed that the system was appropriate and that it should be introduced.

RAVOs

6. **ITEM 9 paras 17-20.** All completed.

### **ITEM 3 AEF UPDATE**

7. **Delivery.** 6 FTS had faced another "challenging" year. The remit was to support UAS, AEF and EFT (inc RPAS(P) training) support of the MFTS transition. Manning, contractor performance and infrastructure issues had meant that just under 12000 cadets had been flown up to Dec 17 from a projected 19000. Much of the shortfall was due to some AEFs not being able to fulfil their flying requirements eg Wittering was required to stop 2<sup>nd</sup> and 3<sup>rd</sup> party flying due to a lack of Air Traffic services. Some AEFs were able to exceed their allocations, highlighting a mixed picture. The delivery statistics up until Dec 17 were at Enclosure 1. [REDACTED] requested that [REDACTED] would investigate the feasibility of Saturday flying at Leeming. [REDACTED] agreed to investigate. Currently, only Glasgow and Bristol AEFs were contracted to deploy to camps. It was requested that 6 FTS look into the potential cost of a contract amendment with Babcock to run an extra AEF deployment for a camp. [REDACTED] agreed to liaise with the Comdt RAFAC.

8. **AEF Manning.** The manning picture had improved with many posts (particularly in the South) being filled, though staff training was still required and ongoing.

9. **Infrastructure.** Funding (from Apr 18) for the runway at Woodvale had been secured but timescales for completion were uncertain. The Hangar doors would be ready by Mar 18. The closure of Colerne was yet to be confirmed and business cases were being submitted for a replacement location.

10. **MFTS Transition.** As part of the MFTS transition Babcock had sold off a number of Tutor aircraft. As a result, the Tutor fleet had reduced from 118 to 91 ac.

11. **Air Safety – 6 FTS Pause.** A Baines Simmons audit had raised the issue of weekday vs weekend resourcing on airfields and questioned whether the risk was ALARP. DHAN 109 was produced and forwarded to the AOC who had accepted the proposals. It was expected that there would be further scrutiny of the issue. Decisions



**ACTIONS**

about the possibility of weekend flying at Wittering were awaiting SDH direction

12. **Air Safety Management Team (ASMT).** 6FTS now had an ASMT in the HQ and were ready to conduct 1<sup>st</sup> party audit activity in anticipation of 22Gp and MAA audits.

13. **RAFAC Support.** There was a request for RAFAC support to stop underage cadets turning up to fly and also to ensure that cadets and CFAVs were given correct nutritional advice about eating sensibly before flying. [REDACTED] said that ACTO 31 had been amended to provide more clear direction to volunteers.

14. **Proj TELUM.** [REDACTED] provided an update on Proj TELUM. The LAFT 2 contract was funded until Apr 22 and then transition to Project TELUM from FY22 to 33 inc 9000 extra hours for the RAF Air cadet relaunch.

15. **Tutor Display.** Details of the Tutor display could be found at @TutorDisplay. Cadets and staff were encouraged to attend so that they could gain insight into the planning that goes into displays.

16. **RAFAC Convention.** 6 FTS were invited to attend and present an update to the RAFAC Convention in May [REDACTED] agreed to liaise with the Convention organiser at RAFAC HQ [REDACTED]

17. **Decisions.** It was decided that:

a. [REDACTED] undertook to:

- (1) Investigate the feasibility of Saturday flying at RAF Leeming. [REDACTED]
- (2) Look into the potential cost of a contract amendment with Babcock to run an extra AEF deployment for a camp and liaise with the Comdt RAFAC about the results [REDACTED]
- (3) Liaise with [REDACTED] at RAFAC HQ regarding attendance and presenting at the RAFAC Convention in May 18. [REDACTED]

b. RAvOs were to:

- (1) Alert volunteers to the changes in ACTO 31 relating to eating prior to flying.
- (2) Ensure that Wgs/Sqns were not sending underage cadets for AEF.

RAvnOs

RAvnOs

**ACTIONS**

RAvOs

- (3) Alert cadets and volunteers to the media regarding the Tutor Display.

**ITEM 4 - 2 FTS UPDATE**

18. **Introduction.** [REDACTED] introduced the update by stating that although a lot of progress had been made, there were still some significant challenges. Some of his presentation was **COMMERCIALY SENSITIVE** so these RoDs provide only a summary of the discussion.

19. **Viking Recovery.** The proposed programme for the recovery of 55 Viking ac was 2/month. Currently the programme was 3 ac behind and work was ongoing to recover the shortfall. 27 ac had been recovered with 3 at 5 VGSs, some at Syerston and some in continued maintenance. It was hoped that 6 VGS would be equipped by mid/late summer

20. **Vigilant Recovery.** 6 Vigilant ac had been recovered though 2 were undergoing major repairs. A submission had been placed to recover another 9 ac but no news of acceptance or timescales were available. Most of the Vigilants would be based at Topcliff and Woodvale with some at Syerston.

21. **Airworthiness.** Manning shortage within the MilCam team and issues with GRP repairs meant that there were significant challenges in maintaining airworthiness of the ac [REDACTED] stressed however that 2 FTS will never knowingly get a non-airworthy ac airborne and that procedures are in place to ensure that perceived pressure does not affect safety.

22. **VGS/AGS.** [REDACTED] explained the situation regarding VGS/AGS airfields. It was anticipated that 5/6 VGS would be up-and-running in the Summer. Each airfield faced issues whether it be buildings, runways, other occupants or re-locations. 2 FTS continued to work hard to address the issues.

**ITEM 5 - AVIATION TRAINING PACKAGE**

23. The Aviation Training Package was working well eg the weekend prior to the CEB had seen 26 blue and 10 bronze badges awarded, in spite of bad weather.

**ITEM 6 - FLIGHTS IN NON-SERVICE AC**

24. **Introduction.** [REDACTED] reiterated that he was duty bound by the ASM Plan to ensure that all flights provided by external providers to RAFAC third party personnel were safe. Consequently all AEF from external providers needed to be approved. Meetings

**ACTIONS**

between 2 FTS and the BGA, RAF GSA, RAF FCA had drafted a MOU which would see a possible partnership concerning these organisations and RAFAC air experience. The RAF organisations safety systems and competence would be covered by RAF CFS. 7 x BGA clubs would require annual assurance by 2 FTS and would be required to fulfil the criteria within ACTO 35. A DHAN had been written and was being staffed. [REDACTED] stressed that there were 7 levels of scrutiny that needed to be passed before the MOU could be enacted. Consequently, it was stressed that no action was to be taken by anyone to approach any of the prospective clubs. It was re-stressed that scholarships could only be done at Tayside. Any other scholarships would need to be done as personal endeavour.

**ITEM 7 – RAvnO UPDATE**

25. [REDACTED] provided feedback following a RAvnOs' meeting in Dec to discuss issues such as VGS/AGS affiliation and the VGS/AGS Allocation System. The proposals were at Enclosure 2. Subsequent scrutiny had identified that a review of the Wittering allocation was required to cater for greater CCF(RAF) numbers. The issue was raised that some VGS were still under-utilising the PTT and [REDACTED] undertook to speak to [REDACTED] about the matter. It was requested that 2 FTS publish flying stats in a similar manner to that of 6FTS. [REDACTED] would provide flying stats for future RAFAC Aviation forums where required.

26. **Decisions.** It was decided that:

- a. RAvnOs would review the VGS/AGS allocation system to account for CCF(RAF) usage at RAF Wittering.
- b. [REDACTED] would speak to [REDACTED] regarding the under-utilisation of PTTs.
- c. [REDACTED] would provide VGS flying stats to future RAFAC Aviation forums where required.

RAvnOs

**ITEM 8 - AOB**

27. **CCF(RAF).** [REDACTED] highlighted the collaboration between the ATC and CCF(RAF) RAvnOs and expressed his gratitude for the cooperation.

28. **Glider Displays.** It was queried as to whether there would be a Glider Display at RIAT but it was stated that there was not the capacity to currently display gliders.

**ITEM 8 – NEXT MEETING**

27. The next meeting would either be Nov 18 or Feb 19 depending

Sec

on progress of the Aviation offer and the DHAN/MOU for flying in non-Service ac. The Sec was to liaise with [REDACTED] and [REDACTED]

ACTIONS

[REDACTED]  
for [REDACTED]

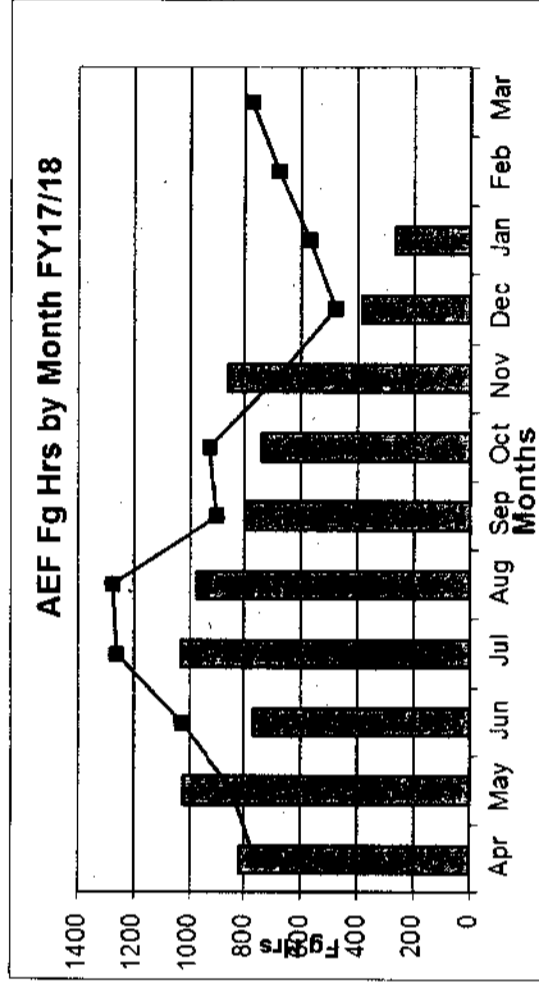
Enclosures:

1. 6 FTS AEF Delivery Stats – RAFAC
2. VGS and AGS Allocation System - DRAFT

Distribution:

HQ RAFAC	[REDACTED] Comdt RAFAC
2 FTS	[REDACTED]
6 FTS RAFAC RHQ	[REDACTED] Regional Comdts RAvnOs
CCF (RAF)	[REDACTED]

6 FTS AEF Delivery Stats – RAFAC FY17/18



1 AEF	2 AEF	3 AEF	4 AEF	5 AEF	6 AEF	7 AEF	8 AEF	9 AEF	10 AEF	11 AEF	12 AEF
176%	170%	179%	137%	137%	107%	144%	77%	175%	94%	120%	
124%	210%	116%	179%	88%	111%	157%	102%	185%	72%	207%	
93%	116%	219%	136%	71%	71%	97%	71%	70%	70%	103%	
130%	79%	249%	136%	77%	77%	136%	77%	95%	95%	138%	
122%	196%	108%	82%	83%	82%	82%	83%	87%	81%	120%	
187%	111%	126%	188%	94%	94%	188%	94%	102%	76%	180%	
232%	198%	142%	107%	89%	107%	107%	110%	110%	89%	198%	
260%	76%	120%	121%	121%	183%	183%	120%	121%	201%	175%	
232%	97%	95%	120%	73%	120%	120%	73%	86%	0%	203%	
0%	0%	0%	0%	0%	0%	106%	0%	112%	0%	0%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

## VGS and AGS Allocation System – DRAFT

VGS		% OF ANNUAL VGS ALLOCATION						
		CCF	C&E	L&SE	NORTH	S&NI	SW	W&W
661 (Kirknewton)		20			10	70		
631 (Woodvale)		20			20			60
645 (Topcliffe)		20			80			
644 (Syerston)		20	70		10			
614 (Swanton Morley)		20	60	20				
615 (Kenley)		20		70			10	
622 (Upavon)		20		30			50	
626 (Predannack)		10					90	
621 (Awaiting Relocation)		20	5	15			45	15
637 (Little Rissington)		20	10				35	35
632 (Ternhill)		20			20			60

AGS		% OF ANNUAL AGS ALLOCATION						
		CCF	C&E	L&SE	NORTH	S&NI	SW	W&W
663 (Lossiemouth)		10				90		
6XX (Wittering)		30	70					
611 (Swanton Morley)		10	65	25				
6XX (Northolt)		30	5	60			5	
634 (St Athan)		10					10	80
633 (Stafford)		20	20					60
664 (Aldergrove)		20				80		

2 FTS or VGS/AGS send the AvnO POC the allocation for the period concerned



AvnO POC splits the allocation as per the matrix and distributes to the appropriate RAVnO's & CCF AvnO as necessary.



Appropriate RAVnO's & CCF AvnO split their allocations and distribute to their Wg AvnO's



Wg AvnO's send completed allocations directly back to the AvnO POC (copying in their RAVnO).

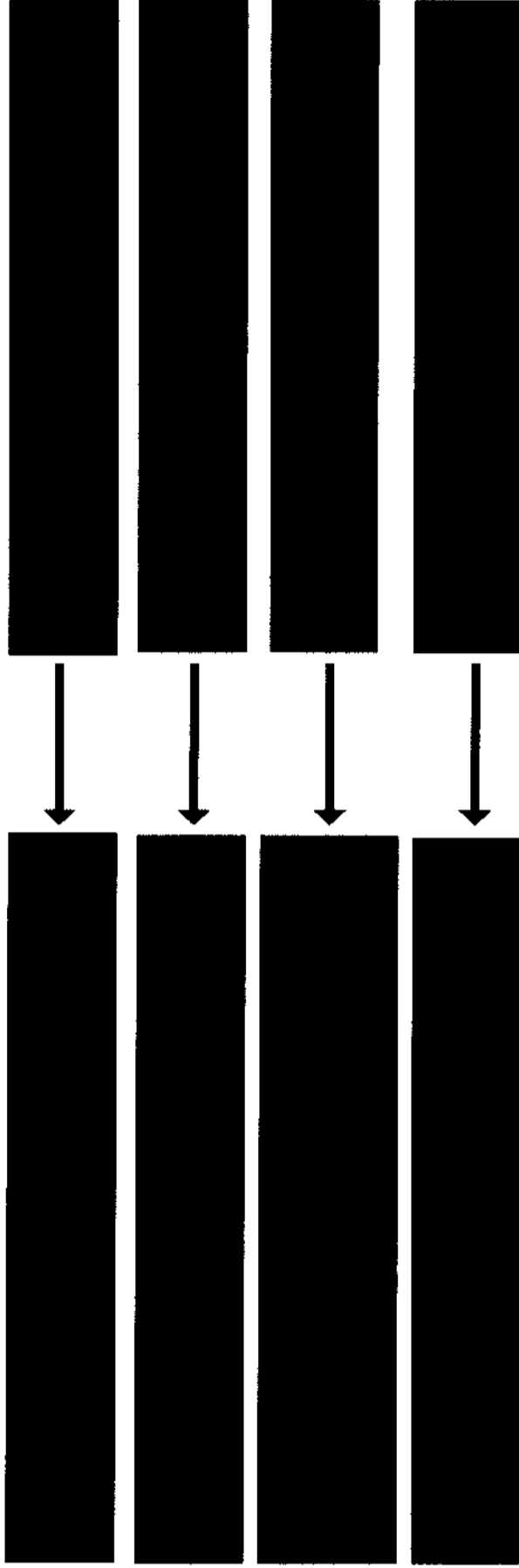


CCF AvnO sends his completed allocation back to the AvnO POC

Post normal completion of a slot – VGS/AGS Cadet LO informs chain of command of particulars via (sharepoint , email, reports) ???



AvnO POC sends consolidated allocation to VGS/AGS







19 Jun 18

See Distribution

**RECORD OF DISCUSSION OF RAFAC TRAINING CUSTOMER EXECUTIVE BOARD (CEB) HELD ON 6 JUN 18**

Name	Post	Role
[REDACTED]	[REDACTED]	Chairman [REDACTED]
Air Cdre D A McCafferty	Comdt RAFAC	TRA
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	Sec
<b>In Attendance</b>		
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	

**ITEM 1 – WELCOME**

1. The Chairman welcomed the CEB members and proceeded to Matters Arising.

**ITEM 2 – MATTERS ARISING**

2. **Para 14. Fatigue Policy.** Ongoing
3. **Para 18. Senior Leaders’ Course.** Complete.
4. **Para 22. TG Stats.** Complete and now routine.
5. **Para 25. L144 Sights.** [REDACTED] highlighted the ‘defects list’ for the L144, which included the issue of sights. The issues were to be addressed by the Project Team but manning shortages etc had meant that the rectification plan was not yet available. It was suggested that the Comdt could write to the relevant authorities to highlight the issues faced by

**ACTIONS**

Sec

**ACTIONS**

RAFAC and to receive an update on the current situation. There was a request to ensure that RAFAC users reported defects to [redacted] but there were questions as to whether there should be this extra layer of reporting when it should be the parenting armoury that does this. [redacted] undertook to liaise with [redacted] to determine why this extra reporting layer was necessary. It was stated that there might be a reticence by sqns/SATTs to report minor defects as this would mean a recall of the weapon which were in short supply anyway. RCs undertook to ensure that all defects were being reported to armouries.

6. **Decisions.** It was decided that:

- a. [redacted] would draft a note for Comdt RAFAC's signature to the relevant authorities at Air Cmd, regarding the L144, to highlight the issues faced by RAFAC and to receive an update on the current situation with rectifying the deficiencies.
- b. [redacted] would liaise with [redacted] to determine why there was an extra layer of reporting of deficiencies, whether it could be stopped in favour of just reporting to the parenting armouries and to report back to the RCs.
- c. RCs would write to their SATTs to ensure that all deficiencies were being reported to parenting armouries and weapons returned for rectification.

Comdt  
RAFAC

All RCs

7. **Para 28a.** Air Rifle RCO Courses. Complete.

8. **Para 28b. L144 RCO Course.** [redacted] stated that discussions were ongoing regarding the provision of a bespoke L144 RCO cse for the ATC. He announced it would be unlikely that a bespoke cse would be delivered but that students would likely only need to attend those elements relevant to them. He would announce the final decision when available.

9. **Decision.** It was decided that [redacted] would continue to liaise with [redacted] regarding the provision of an L144 RCO Cse.

10. **Paras 32a,b,c. Camps.** These matters would be addressed in Item 5.

11. **Para 32d. Camps Stakeholders Meeting.** A meeting was arranged for a date in Sep 18 to discuss the future provision of camps. There was further discussion in Item 5.

12. **Para 35. D&C Details.** Complete.

13. **Para 37a.** Ammunition bids for blank and pyro would need to be formalised for fieldcraft and scrutinised. [redacted] and RCs should encourage [redacted] and TSAs/OC SATTs to liaise to ensure that appropriate bids were being submitted

RCs and [redacted]

14. **Para 37b Fieldcraft Policy.** These matters would be addressed in Item 5.

15. **Paras 40, 42 – AT.** Complete.

**ITEM 3 – TRAINING MEDIA PLATFORM**

16. **Utilearn Functionality.** [REDACTED] provided the meeting with an Utilearn capability brief. The briefing had been arranged as there had been a lack of understanding about Utilearn’s functionality and the ability of the platform to adequately provide the learning/training needs of the RAFAC. Although the CEB members were reassured by this information, a number of issues were raised regarding problems with Utilearn, such as the 7-day rule for cadets when failing exams. It transpired that issues were being sounded without formal recourse to the BADER team who would be able to address the issues if they became aware of them, for eg an override could be implemented that prevented cadets having to wait 7-days to conduct exams if the internet connection is lost whilst doing an exam. It was necessary for issues to be raised direct to the BADER team via the Helpdesk Tool.

17. **Course Development.** It was identified that course content was often basic and even inadequate (due to the lack of a development team and reliance on SMEs who may not possess the skill to develop training packages. It was stated that manuals and training could be provide to SMEs if they wish to develop learning. In addition, Ultimedia could be employed to develop learning/training if SMEs could provide storyboards. Utilearn currently housed a total of 96 courses but there was a need to review them for their content to see if they were relevant or needed improvement. It would be necessary to determine the sponsors of these courses so that they could be looked at. [REDACTED] undertook this task.

18. **Other Users.** [REDACTED] stated that the ACF and Sea Cadets were users of Utilearn. The ACF used it infrequently but the Sea Cadets were major users. It was announced that the Sea Cadets may be moving towards another learning platform and [REDACTED] would be required to determine the impact if this was the case.

19. **Decisions.** It was decided that:

- a. RCs would encourage personnel within their AOR to formally report Utilearn issues to the BADER team via the Helpdesk tool or using e-mail.
- b. [REDACTED] would ask the [REDACTED] to determine the sponsors of Utilearn training courses by the end of Jun 18 so that they could be reviewed.
- c. [REDACTED] would investigate the news that the Sea Cadets were moving to another learning platform.

RCs

[REDACTED]

[REDACTED]

**ITEM 4 – ATF UPDATE**

20. [REDACTED] **Update.** [REDACTED] provided an ATF update to the meeting and stated the following:

- a. 2 courses had been cancelled, one due to bad weather and another through lack of uptake (SLC). The next SLC had 10 students allocated and would run in Jul.
- b. CCF(RAF) students who had attended Officer Initial Training at ATF had been the subject of an article in Connected Magazine.
- c. There were only 6 CCF(RAF) students loaded onto a CCF(RAF)-specific OIC on w/c 22 Jul. Additional delegates were required if the course was to go ahead.
- d. [REDACTED] was in discussion with the RAF Club regarding allowing CFAV who have completed the OIC to have access to the RAF Club. (Sec's note: this has subsequently been agreed by the Club)
- e. [REDACTED] and [REDACTED] had provided [REDACTED] some ATF statements which could be included in the draft CFAV CVs.
- f. [REDACTED] was investigating 'Low Ropes' trg for ATF & CCF(RAF) staff as an additional mechanism for developing leadership and teambuilding.
- g. [REDACTED] had been selected as the Parade WO for the July RAF 100 Parade in London and would be OOO for a period of time delivering training at RAF Halton and then in London.

21. **Course Programme 2019.** [REDACTED] introduced the course programme for 2019. It was agreed that , if SLC numbers were down, that it might be worth reducing the number of courses to 2. It was also seen that as Fieldcraft may become more popular, an additional FCI(2)TTT could be introduced. There was also discussion about the lack of courses during the Easter holidays when teachers, particularly within CCF, may be available. It was stated that BHs meant that courses would be shortened and that this period was busy due to Camps. It was felt that use of the Easter holiday for courses should be investigated. Apart from the discussion points, the programme was endorsed by the CEB.

22. **Decisions.** It was decided that:

- a. [REDACTED] was to investigate the following for 2019:
  - (1) Reduce the number of SLCs by one.
  - (2) Add an additional FCI(2)TTT into the programme.

[REDACTED]  
[REDACTED]

(3) Scheduling courses during the Easter holidays.

b. The Course Programme for 2019 was endorsed subject to the investigations above.

23. **ATF Assurance Activity - ExVals.** [REDACTED] stated that 22 Gp had conducted Extended Validations on the 3 main ATF courses. Despite low returns from ex-students they announced that 90% respondents were satisfied with the courses and that it was relevant to helping them in their role. Two areas to consider were Ethos and Mess Life and IT training. Both these areas had been included in the AVIP workbook which should address these issues.

24. **ATF Assurance Activity – InVals.** Since the last CEB in Nov 17, internal validations on the ATF courses had established the following trends:

a. **Defence Writing.** Both SNCOs and Sqn Cdrs stated that DW training for SNCOs would benefit RAFAC, so it was introduced at the beginning of 2018.

b. **Safeguarding.** Safeguarding training should be more scenario/case study and discussion-based rather than predominantly a presentation. The outcome of the child protection training review should address this and changes will be made subject to the recommendations of the forthcoming report.

c. **PREVENT Training.** There had been a number of requests to include PREVENT awareness training. The RAFAC RAFP were leading with this area.

d. **Duty of Care of Adult Volunteers.** Though the emphasis of safeguarding should be with cadets, it was felt that some attention could be given about adult welfare. [REDACTED] stated that welfare scenarios change frequently and that current scenarios in the SCC included a LGBT case study as provided by ASPIRE. Duty of Care training was included in SCC.

#### ITEM 5 – TG UPDATE

25. **Ground Training Plan (GTAP) 2019.** A long discussion ensued about the delivery of activities in RAFAC. It was felt by some that large, specialist camps were impacting on the ability of the volunteer cadre to carry out more local activities. The availability of manpower, the logistics of travelling, cost-effectiveness, the availability of local plans etc were all discussed. The general consensus was that there needed to be a greater insight into the total impact of all activities on RAFAC staff and CFAV and there was a requirement for a common system for the promulgation, nomination, selection and allocation of cadets and staff to specialist camps with the appropriate involvement of Wg/Region staff. Blue camps would continue to be arranged by [REDACTED] coordinating and interfacing with

Wgs/Regions. A meeting for Sep 18 would be scheduled to discuss the issue in more detail. [REDACTED] undertook to scope the meeting to determine the agenda and the attendees. It was recognised that the 2018 GTAP would go ahead as planned. Plans for the 2019 GTAP would need to be started prior to the meeting so it was agreed in principle by the CEB. However, although the meeting in Sep would look ahead to 2020 GTAP, the 2019 GTAP would be discussed. There would need to be some preparation for the meeting in Sep 18 so [REDACTED] and RCs undertook to liaise with major activity sponsors (as identified by [REDACTED] when scoping the meeting) so they could brief the meeting on areas such as cost (travel, VA, resources etc) manpower requirements, objectives, benefits, staff allocation methodology etc.

26. **Decisions.** It was decided that:

- a. [REDACTED] would scope the content and attendance of the Activity Meeting scheduled for Sep 18.
- b. [REDACTED] would start to begin to implement GTAP2019, agreed in principle by the CEB.
- c. [REDACTED] and RCs would to liaise with major activity sponsors (as identified by [REDACTED] when scoping the meeting) so they could brief the meeting on areas such as cost (travel, VA, resources etc) manpower requirements, objectives, benefits, staff allocation methodology etc.

27. **Parachuting.** The use of Civilian Parachuting Clubs was discussed. Sqns/Wgs were requesting authority to use BPA-approved civilian clubs for static-line jumping. There were concerns regarding the lack of corporate knowledge within RAFAC about parachuting and how the clubs would be assured. The dangerous nature of the activity, the issue with approving club aircraft and an inability to assure standards in clubs (notwithstanding accreditation) meant that there was little appetite to approve parachuting at Civilian Clubs. Only parachuting at JSFDTC Weston-on-the Green would be approved. ACTO 54 would need to be amended and an IBN issued.

**Sec's note:** Subsequent discussions decided that UK military-based Parachute Centres (inc Netheravon) would be permissible for cadet parachuting activities.

28. **Decisions.** It was decided that:

- a. JSFDTC Weston-on-the Green would be the only location where parachuting would be approved for cadets.
- b. The Sec was to amend ACTO 54 and issue an IBN to promulgate the decision.

Sec

29. **Range Administrative Unit (RAU) Cse.** The Training Performance Statement (TPS) for a newly developed 1-day RAU course to

train Sqn Cdrs to manage cadet-run ranges was submitted. Feedback suggested that training to manage Air Rifle ranges could be done OJT by TSAs/SATTs, rather than attend a course. RCs would forward the proposed changes to the Sec and the Sec would liaise with [REDACTED]

**Sec's Note:** Subsequent discussions determined that the Management of Sqn-run Air Rifle ranges could be taught OJT by SQEP (using the relevant parts of the RAU course folder). Those managing Rimfire Ranges would be required to attend the RAU cse. This approach was endorsed by CEB members, ex-committee.

30. **Fieldcraft Review.** Fieldcraft was discussed and the following points were raised for the Sec to include in the Fieldcraft policy:

- a. Age of cadets – do they need to be 14+ to use CWS on fieldcraft; fieldcraft and shooting ACTOs should align.
- b. More focus on cleaning weapons if using blank ammo.
- c. List of required equipment and alternatives allowed if not from Service sources.
- d. Types of weapon allowed for various levels of trg.
- e. Investigate further whether CFAVs (non-uniformed) doing FCI(2) cse are able to be ECO/Plan Deployed Exercise.
- f. Include table to list: authorisation rules, who conducts the roles of ex Director, SPO, PO etc at various levels and the sign-off of EASPs etc.
- g. Include that lessons beyond lesson 22 should be demo only.
- h. State clearly which pyros are allowed.

31. **Decision.** It was decided that the Sec would liaise with SMEs to include the points above in the RAFAC Fieldcraft policy.

Sec

**ITEM 6 – AT UPDATE**

32. The following AT update was given:

33. **Windermere NACTC.** The Windermere NACTC was to receive an upgrade costing £1.2m, mostly from LIBOR funds. The building would be modernised, the accommodation capacity would be increased from 45 to 72 and there would be contract catering. Work was due to start at the end of Jun with a completion date Jan-Feb 19. It was hoped to upgrade the E1 admin post to a D grade AT instructor post.

34. **Fairbourne.** Upgrades to the fire alarm system will enable added capacity to the accommodation by 10 bed spaces, providing separate

**ACTIONS**

accommodation and showers for CFAVs supporting cadet courses. Work on building an indoor climbing/bouldering wall funded by RAF100 LIBOR was anticipated to start at the end of Jul 18.

35. **Cadet Expeditions.** In 2018, there would be 20 major cadet expeditions supported by £25k of RAF100 money and £25k of GPF money. These would include 2 expeditions to the Himalayas, 2 to Africa, and Peru.

**ITEM 7 - RISK**

36. **Driving Fatigue.** Incidences of driving fatigue were raised including one where 2 CFAVs had driven most of the night, had 2 hours of sleep and then proceeded to carry out a shooting activity. This reiterated the need to develop direction and guidance regarding fatigue.

37. **Recording Activities.** It transpired that a number of activities were not being submitted on SMS because it was deemed that they were habitual activities and therefore were not required to be on SMS. Nowhere within RAFAC policy does it specifically state that all activities need to be recorded and authorised on SMS. It would be necessary to promulgate policy which stated that all activities were to be recorded and authorised on SMS. The Sec was to identify the best place to promulgate the direction that all non Sqn-based activities are to be recorded and authorised on SMS. [REDACTED] had a process mechanism for SMS authorisation which he undertook to share with RCs

38. **Decisions.** It was decided that:

a. The Sec was to identify the best place to promulgate the direction that all non Sqn-based activities are to be recorded and authorised on SMS.

b. [REDACTED] would share the process mechanism, developed within his Region, in order to inform procedures for recording and authorising activities on SMS.

Sec

**ITEM 8 - AOB**

38. **Space Syllabus.** [REDACTED] announced an on-line (OU Open Learning) space syllabus which would be launched by CAS at the Aerospace Camp. This required no CFAV oversight and was a free good to cadets interested and able to access via the internet.

**ITEM 9 – NEXT MEETING**

39. The Sec was to arrange the next Ground CEB for 7 Nov 18.

Sec



[Redacted]  
[Redacted]

for [Redacted]  
Distribution:

Chairman and [Redacted]  
TRA - Comdt RAFAC  
RAFAC Regional Comdts

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

