**Armed Forces Champion - Terms of Reference**

*One Elected Representative and one Officer who liaise closely, care about supporting the Armed Forces and are empowered to influence and effect change across the Local Authority.*

• Principal objective - raise the profile and needs of the Armed Forces community, within the Council and the Borough.

• Understand the aims of the Armed Forces Covenant (AFC) and the needs of the Armed Forces Community in relation to Local Authority policies and service delivery. Ensure awareness is cascaded to staff who have daily contact with the public through engagement.

• Actively communicate the AFC and the work in promoting it within the Council and the community, ensuring that Armed Forces Champion names and contact details are publicised and known both internally and externally through various communication channels.

• Act as the first point of contact for local Armed Forces Units and other key stakeholders, such as Service charities and other service providers.

• Establish and chair an Armed Forces Stakeholder meeting to:

1. Ensure all areas of Council services recognise the needs of the Armed Forces community
2. Understand Armed Forces activities and events within the Borough
3. Capitalise on Armed Forces Week and Remembrance Day opportunities to promote AFC

• Identify whether your organisation employs members of the Armed Forces Community and ensure the council is inclusive of their needs.

• Draft an Annual report to the Senior Management Team/Cabinet, detailing the Council’s actions in respect of the obligations to the Covenant.

**Initial Steps for new Armed Forces Champions:**

* Put together an Action Plan to underpin your Covenant commitment.
* A template action plan and annual report can be provided by HQ London District.
* The ‘measures’ section of the Covenant pledge can also be personalised to show the commitments that your Council is making. This helps set out the overall direction and if published can also ensure that the community are aware of your commitment and plans.