



Herefordshire Armed Forces Covenant Partnership (HAFCP)

Terms of Reference

Date agreed: 18th January 2023

Purpose/role of the group:

The Armed Forces Covenant is now legislated within the Armed Forces Act 2021 and the role of the group is to create deeper links and understanding between local communities and the Armed Forces whilst delivering the covenant obligations.

The Covenant is a pledge that together we acknowledge and understand that those who serve or who have served in the armed forces, and their families, should be treated with fairness and respect in the communities, economy and society they serve with their lives. ([About - Armed Forces Covenant](#))

The Armed Forces Covenant's three principles are:

- The unique obligations of, and sacrifices made by, the armed forces
- That it is desirable to remove disadvantages arising for Service people from membership, or former membership, of the armed forces
- That special provision for Service people may be justified by the effects on such people of membership, or former membership, of the armed forces

In Herefordshire the Armed Forces Covenant was originally signed on 29th May 2012 by the Armed Forces community, Armed Forces charities and representatives from the public, private and community sectors. A task group was formed to support the delivery of the aims of the Armed Forces Covenant within Herefordshire. This developed into a multi-sector partnership, under the title of Herefordshire Armed Forces Partnership, (HAFCP). Using an action plan approach, members of the Partnership will work together to develop and/or support projects and initiatives to achieve these aims.

The action plan is further broken down to the following headings:-

- Healthcare, Mental Health, Housing, Employment & Training, Schools & Education, Criminal Justice Community Engagement, Communications and the Veteran Support Centre.

The action plan will be reviewed at every HAFCP meeting and will be reported against to the main signatories of the Covenant annually for their endorsement.

From time to time the HAFCP will provide a lobbying role to support the aims and ambitions of the needs of the armed forces in Herefordshire. Whilst we encourage organisations to keep us informed of when they are submitting funding bids, ensuring collaborative working, the Covenant Partnership will not normally provide letters of support or endorse individual organisation's requirements or direct funding applications unless there is a clear understanding of how it strategically meets the needs of the armed forces in Herefordshire.

Membership: membership of the HAFCP will comprise of topic leads who are representatives on behalf of the Armed Forces services within their organisation, Armed Forces service families, cadets, reservists, veterans, military charities, Herefordshire Council's nominated champion; the voluntary sector and other public service providers. These topic leads will be chosen by the Chair and vice chair based on their specialist knowledge and ability to direct strategy and policy to meet the aims of those topic areas. From time to time other individuals/organisations will be invited to join as appropriate to inform and contribute to the overall priorities of the partnership.

Appendix A describes the working relationship of this strategic group to other areas of the delivery of support to the military community for Herefordshire.

The Chair is normally the main nominated Herefordshire Council Armed Forces Champion and the Vice-chair is nominated based on knowledge and experience. Review of these positions will take place every four years with the next review scheduled for 2023.

Accountability: the HAFCP is made up of topic leads who are responsible for actively:-

- engaging in the purpose and role of HAFCP;
- representing their areas of expertise and knowledge committing to organise sub-group work relative to that topic area;
- promoting and reporting the work of the partnership (where relevant and permission given)
- engaging with other organisations who will further the work of the topic area.

Review: HAFCP will review the relevance and value of its work and the terms of reference on, as a minimum, an annual basis

Working methods / ways of working: The partnership will normally meet 6 times per annum and where relevant, specific task and finish groups will also be developed to progress actions and tasks as appropriate.

Herefordshire Council officers will prepare meeting papers in consultation with the chair and vice chair of the partnership, and will aim to circulate them 5 working days prior to the meeting date.

Notes of meetings, once approved with the chair and vice chair, will be circulated as soon as practicably possible after a meeting.

Topics for the meetings will be generated from members, current circumstances and the demands of the Partnership action plan.

From time to time non-members will be invited to attend meetings to report information/update members on matters of interest.

Sharing of information and resources (including confidential materials)

As a general rule, the secretariat will be responsible for disseminating information to the partnership and wider. However:

- Partnership members are expected to disseminate certain non-sensitive information to their networks and/or parent bodies where appropriate.
- Where information is deemed confidential, then the secretariat should be approached to gain specific permission from the Chair and Vice-Chair. Partnership members will need to be in possession of written permission prior to any onward transmission.

Signed on behalf of the Herefordshire Armed Forces Covenant Partnership

_____ date _____
Chairman

_____ date _____
Vice-Chairman