

## **Armed Forces Covenant Lead Officers for Local Authorities across the UK**

### **The Profile:-**

A reasonably senior Officer of an appropriate Department such as Democratic Services, Community Partnerships, Community Engagement or Strategic Policy with an interest in the Armed Forces Community.

No previous Armed Forces experience is required.

Appointed by the Chief Executive, his or her Nominee or Head of Department to emphasise the importance the Council places on the role.

### **The Role:-**

To help raise the profile and needs of the Armed Forces Community (serving personnel, both regular and reserve, their families, veterans and ex-service personnel and Cadets), internally and externally within the County and the Borough/District council.

To keep informed of all relevant developments through attendance at the annual conference, briefing and refresher seminars and Task Groups, where appropriate.

To work closely with the nominated Elected Councillor Armed Forces Champion (AFC) and his or her Deputy (where appointed), who are appointed at the Annual Meeting, with particular reference to the Council's obligations undertaken through the Armed Forces Covenant.

To help ensure with the AFC close liaison and involvement on all military ceremonial matters with the Civic Secretary in which the Mayor/Chairman is involved. (e.g. ranging from Armed Forces Day flag raising, attendance at local Armed Forces events, Reserves Day, to Freedom Marches).

To regularly liaise with the Civic Secretary to ensure that all forthcoming military ceremonial events are included in the Civic Diary and County Armed Forces Calendar.

To prepare briefs for the AFC to keep the local Member/s of Parliament informed of the activity and issues within the County/Borough/District in relation to the Armed Forces community on at least a termly basis.

To act as Secretary and encourage with the AFC the formation of local Armed Forces Covenant Panels to:

- Ensure all areas of Council Policy/business take into account the needs of the Armed Forces Community (education, housing, welfare, health and employment).
- Ensure that Officers and Members are aware of forthcoming military ceremonial events
- Encourage and support local applications to the Armed Forces Covenant Grant Trust Fund

To form with the AFC, positive working relationships with the local Task Force Commander and the other district and borough councils within their area of responsibility (District and Borough councils) and 11 Infantry Brigade SE (County Council) to better understand and address the needs of the Armed Forces Community within the context of local authority roles and responsibilities.

To work with the Regional RFCA to engage with key local businesses to promote the Armed Forces Covenant, the Ministry of Defence Employer Recognition Scheme, the employment of Reservists and the appointment of Cadet Force Adult Volunteers within their Local Authority.

To develop links and support local Cadet units by acting as the key link at the local authority, and to look to provide local ceremonial, remembrance and volunteering opportunities working in partnership with the AFC.

To help jointly prepare an Annual report to the Annual Meeting of Council, Executive/Cabinet/Local or Joint Committee for the AFC detailing the Council's activities and achievements over the past 12 months in respect of the obligations to the Covenant, identifying lessons learned and best practice.

To ensure the setting up and maintaining of an Armed Forces Covenant website detailing all activities in support of the Armed Forces Community with contact details within the Local Authority.

To promote Forces Connect South East (FCSE) and its training packages including the 'Forces Connect' 'App and to ensure induction training for all new staff members and full training for all Front Line and Contact Centre Staff as well as Service Champions through the use of the LGA Knowledge Hub resource

To consider preparing and issuing electronically 'military friendly' One Stop Shop Leaflets detailing all points of contact, relevant to their Local Authority area, as well as encouraging the use of social media to promote the Local Authority's support for the Armed Forces Community.

To monitor how schools in the area (where it is the responsibility of the LA / County Council and Unitary Authority) spend the Service Pupil Premium and on what

To review HR policies to ensure that service personnel and their spouses are not disadvantaged by virtue of their work and involvement within the Armed Forces Community.

Consideration should also be given for time off for Reservists with an appropriate Reserves Policy and also time off for those staff wishing to be Cadet Adult Volunteers

To consider offering an Employee Mentoring Scheme for all ex-service personnel joining the relevant Local Authority, providing each new member a 'buddy' with military experience

To ensure that the Voting Arrangements take the Armed Forces Community into consideration including helping service personnel register as service voters and polling stations on or near to bases become more accessible

**Canon Peter BRUINVELS CC  
Civilian-Military Liaison Adviser  
Armed Forces Champion and Lead Officer – All-Party Armed Forces Covenant  
Parliamentary Group (APPG)**

**July 2022**