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Borough Council



**Portsmouth**  
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## Guidance

### Self-assessment

#### Armed Forces Covenant

Below are some examples of statements that reflect how the authority might assess its status as Developing, Established or embedded.

1. Basics				
a. Has policy been updated to reflect local Covenant pledges?	<b>Developing</b> - Policy has been updated to reflect local Covenant pledges.	<b>Established</b> - In addition to policy updates, the impact of those updates are reflected in the provision of services including housing, education, employment, public health, adult Social care.	<b>Embedded</b> - In addition, there is evidence of the positive impact of Policy updates across the authority and from data gathering and stakeholder feedback.	Feedback from stakeholders and quantitative data.
b. Have other mechanisms been implemented which respond to the local needs of the AFC?	<b>Developing</b> - Mechanisms have been implemented which respond to the local needs of the AFC.	<b>Established</b> - In addition, evidence that the mechanisms in place have, reach and impact is gathered through anecdotal and survey feedback.	<b>Embedded</b> - In addition, there is strong commitment and enthusiasm from authority staff and clear reporting mechanisms to identify gaps and take relevant action in order to minimise any impact.	Feedback from stakeholders and quantitative data.
c. Is there (a) lead officer(s) who is (are) the key point of contact for partners?	<b>Developing</b> - There is a lead officer in place for the Armed Forces Covenant.	<b>Established</b> - The lead officer has the necessary skills and authority to engage partners and implement actions and change were necessary.	<b>Embedded</b> - In addition the lead officer has a well-established place within the authority and is respected and influential in local Armed Forces groups.	Feedback from stakeholders and quantitative data.
d. Is there an elected member Armed Forces champion?	<b>Developing</b> - The AF champion is an elected member in the authorities cabinet and is actively engaged in and committed to Covenant matters	<b>Established</b> - The AF champion is influential in the local authority and is actively engaged in and committed to Covenant matters with a genuine interest in the Armed Forces Community.	<b>Embedded</b> - The AF Champion is an active member of the Armed Forces Partnership Board and regularly liaises with the Covenant officers and local AF groups.	Feedback from stakeholders and quantitative data.
2. Internal Communication				
a. Are there key points of contact within each public service area which collaborate on Covenant matters?	<b>Developing</b> - There are Key contacts within each public service area that collaborate on Covenant matters.	<b>Established</b> - In addition to service area contacts there are mechanisms in place to ensure that these contacts and relationships are Maintained and there is a single point of contact for AFC matters.	<b>Embedded</b> - In addition, there is commitment from members and senior leaders that is communicated to all staff.	Feedback from stakeholders and quantitative data.
b. Are there mechanisms in place for briefing frontline staff?	<b>Developing</b> - There are mechanisms in place for briefing frontline staff.	<b>Established</b> - In addition, there is an agreed communications plan that includes management and team briefings on AF matters, events and information about accessing support.	<b>Embedded</b> - In addition, Information and guidance is available on internal web pages that are regularly updated by the Communications and AFC teams which ensures continuity of communications and reduces reliance on a single staff member.	Feedback from stakeholders and quantitative data.
3. External Communications				
a. Is there an easy route for contact on Covenant queries?	<b>Developing</b> - There is an easy route for contact on Covenant queries that enables AFC members in need to know where to go.	<b>Established</b> - In addition, there is a single point of contact for AFC matters and information about AFC activities and support has been disseminated across military partners so they can signpost.	<b>Embedded</b> - In addition, there are mechanisms in place to communicate with hard to reach members of the AF community.	Feedback from stakeholders and quantitative data.
b. Is there a website which has clear, concise information relating to the local Armed Forces Community and that sign posts to relevant services?	<b>Developing</b> - There is a website which has clear, concise information relating to the local Armed Forces Community.	<b>Established</b> - In addition, the website signpost users to information and guidance related to relevant services and armed forces support.	<b>Embedded</b> - In addition, the website has links to a single point of contact and has a clear route through which feedback can be given and concerns can be raised.	Feedback from stakeholders and quantitative data.
c. Are the benefits of the Covenant clearly stated in communications?	<b>Developing</b> - The benefits of the AFC are clearly stated in communications.	<b>Established</b> - The benefits of the AFC are clearly stated in communications and backed up by evidence from partners and service users.	<b>Embedded</b> - The benefits of the AFC are clearly stated in communications and backed up by evidence from partners and service users. Impact measures based on feedback from web pages, email and surveys are in place to measure impact and positive feedback as well as lessons learned inform practice and are reported annually.	Feedback from stakeholders and quantitative data.



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<b>4. Collaboration and Clarity of Focus</b>				
a. What is the Armed Forces community Presence?	<b>Developing</b>	<b>Established</b>	<b>Embedded</b>	Feedback from stakeholders and quantitative data.
b. What mechanisms are in place to capture data?	<b>Developing</b> - The authorities' information and data is based on anecdotal and estimated evidence.	<b>Established</b> - The authorities understanding is based on evidence from internal data collection, feedback from service representatives as well as published reports. There is a clear plan to engage the Armed forces community and understand their needs.	<b>Embedded</b> - In addition, data is gathered directly from the local armed forces community about their needs and the impact of the support measures that are in place. Evidence is used to shape the local Armed Forces covenant offer.	Feedback from stakeholders and quantitative data.
c. Is there a shared understanding of expectations of the Portsmouth Armed Forces Covenant?	<b>Developing</b> - The authority has signed up to the community covenant and has a clear plan to develop understanding amongst partners.	<b>Established</b> - In addition, there is a Partnership board that has an agreed understanding of the Armed Forces Covenant.	<b>Embedded</b> - In addition there is evidence of shared understanding and good practice in policy and the impact of joint initiatives.	Feedback from stakeholders and quantitative data.
d. Is there a clear local statement of entitlement?	<b>Developing</b> - There are plans in place to develop a clear local statement of entitlement.	<b>Established</b> - There is a clear local statement of entitlement that has been agreed by the Armed Forces Covenant Board.	<b>Embedded</b> - There is a clear local statement of entitlement that has been agreed by the Armed Forces Covenant Board. The local statement is available on the authority's web site and all authority services show clear understanding and actively seek to include this in there practice.	Feedback from stakeholders and quantitative data.
e. Is it clear what the covenant does and doesn't do within each public service area?	<b>Developing</b> - The authority has signed up to the Covenant and is clear about what the covenant does and doesn't do.	<b>Established</b> - The authority has signed up to the Covenant and has issued statements and guidance about what the covenant does and doesn't do.	<b>Embedded</b> - The authority has signed up to the Covenant and has issued statements and guidance. The authority has engaged partners from the armed forces and support groups and actively informs stakeholders and services users about what the covenant does and doesn't do.	Feedback from stakeholders and quantitative data.
f. Is the type and Scale of Local Armed forces population taken into consideration?	<b>Developing</b> - The type and Scale of the Local Armed forces population is known to the authority and considered in plans.	<b>Established</b> - The type and Scale of the local Armed Forces population is known to the authority and considered in plans and information is gathered and updated at regular intervals.	<b>Embedded</b> - In addition, the authority actively consults with local Armed Forces leaders to consider and plan for the needs of a, and future fluctuation in the armed forces population.	Feedback from stakeholders and quantitative data.
g. Is there a clear understanding of the needs of the local Armed Forces Community?	<b>Developing</b> - The authority has an understanding of the Armed Forces Community that is based on anecdotal and estimated evidence.	<b>Established</b> - The authority has an understanding of the Armed Forces Community that is based on evidence from internal data collection, feedback from service representatives as well as published reports. There is a clear plan to engage the Armed forces community and understand their needs.	<b>Embedded</b> - The authority has an understanding of the Armed Forces Community that is based on evidence gathered from data collection and published reports as well as directly from the local Armed Forces community about their needs and the impact of the support measures. Evidence is used to shape the local Armed Forces covenant offer.	Feedback from stakeholders and quantitative data.
h. Is there a clear direction of travel for local covenant delivery?	<b>Developing</b> - The authority has an agreed development plan for the delivery of the AFC.	<b>Established</b> - In addition the authority works with the MOD and Civilian partners to plan for future AFC developments and implement agreed actions.	<b>Embedded</b> In addition to the authorities agreed development plan for the AFC delivery there is a clear commitment from MOD and Civilian partners to work together and support developments. The direction of travel and future initiatives are evidence based and supported by all partners.	Feedback from stakeholders and quantitative data.
i. Is there a formal council-led forum in place?	<b>Developing</b> - There is a council lead forum in place with that includes representatives from the MOD and civilian partners.	<b>Established</b> - There is a council lead forum in place with that includes representatives from the local military, military charities, council officers from different facets, elected AF Champion, officer champion, local employers or business organisations, and other stakeholders. The forum has a clear vision with key goals which address the needs of the local AFC.	<b>Embedded</b> - In addition there is a clear governance structure in place and reporting mechanisms to ensure that goals are delivered and there is a regional forum which identifies strengths and shares best practice.	Feedback from stakeholders and quantitative data.
j. Is there an evidence-based action plan which a wide range of partners are trying to achieve?	<b>Developing</b> There is an evidence-based action plan and a wide range of partners are supporting this.	<b>Established</b> - There is an evidence-based action plan which a wide range of partners are trying to achieve. The action plan is monitored and reviewed and there are mechanisms in place to test the impact of the action plan.	<b>Embedded</b> In addition the action plan and its impact are monitored and reviewed and strategies to increase the positive impact of the plan are actively developed.	Feedback from stakeholders and quantitative data.



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