



Terms of Reference

Portsmouth, Southampton & Gosport Armed Forces Covenant Partnership Board

1. Aims

1.1 The Solent Armed Forces Covenant Partnership Board (AFPB) will provide strategic leadership to improve local delivery of corporate and community covenant commitments to the Armed Forces Community within Portsmouth, Southampton, Gosport and IOW (Solent) by:

- A) Identifying health, education, housing, employment and welfare need within the sub-Solent Armed Forces Community to support evidence-based prioritisation, commissioning and policy decisions;
- B) Developing communications materials and raising awareness of the covenant and the local offer in a way that enables the Armed forces Community to understand and make use of the support available to them;
- C) Working with partners to develop the provision of good quality work experience for service leavers and service families across the Solent;
- D) Providing support for all partners to fully engage with the Employer's Recognition Scheme as an active demonstration of our shared commitment to the covenant.

2. Membership:

2.1 Membership of the AFPB shall reflect the role that this partnership has in setting strategic direction for the Armed Forces Community across three councils within the Solent area, and influencing a range of other public services, voluntary organisations and local business to think forces within their work:

- Portsmouth, Southampton & Gosport's Armed Forces Champions
- Lead Officers
- The Armed Forces at a local and regional level: Navy, Army & Reserve
- A representative from the Armed Forces Community
- Voluntary & community sector
- Careers Transition Partnership
- Local Business

Council Officers responsible for implementation of covenant commitments and other groups and organisations that can contribute to the work of the partnership will be invited to attend as appropriate. Permanent changes to membership will be agreed by the partnership, by consensus. 'Task and Finish' groups may be required to deliver specific pieces of work.

3. Chairing arrangements (rotate annually)

3.1 The AFPB will appoint Portsmouth, Southampton & Gosport's Armed Forces Champions as joint chairs of the AFPB, with chairmanship and vice chair alternating between the three on an annual basis.

3.2 In the event that neither Chair nor either vice chairs is present but the meeting is quorate, the members present at the meeting shall choose a chair for that meeting from amongst their number.

4. Quorum

4.1 It is important that sufficient members are present at all meetings so that decisions can be made and business transacted. The quorum for the Board will comprise of six members and must include at least one representative from each Council. If a meeting has fewer members than this figure it will be deemed inquorate - matters may be discussed but no decisions taken.

5. Decision making

5.1 The AFPB will not make formal decisions on behalf of any organisation represented at the partnership. Recommendations and proposals arrived at by the partnership may also be subject to the formal decision-making processes of each represented organisation.

5.2 It is expected that decisions will be reached by consensus; however, if a vote is required any matter will be decided by a simple majority of those members voting and present in the room at the time the issue is discussed. This will be by a show of hands, or if no dissent, by the affirmation of the meeting. If there are equal votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

6. Affiliation

6.1 The AFPB will work in partnership with the Isle of Wight Civil Military Partnership to ensure a common approach to supporting the Armed Forces Community across the Solent.

7. Frequency & Reporting

7.1 Partnership meetings will normally be held quarterly, with provision for extra meetings at the discretion of the chairperson. Agenda items should be forwarded to ArmedForcesspoc@portsmouthcc.gov.uk at least 10 days prior to a scheduled meeting and will be subject to discussion with the chair. The agenda and records of AFPB meetings will be available to the public

8. Review: This constitution and any conflicts of interest will be reviewed at least annually.