



SURREY CIVILIAN-MILITARY PARTNERSHIP BOARD

Minutes of the meeting held on 23 March 2017, JUBILEE COMMUNITY CENTRE, BILLESDEN ROAD, BROOKWOOD, GU24 0QQ.

Present:

Mrs Sally Ann B Marks	Chairman
Col Andrew Barr	11 Infantry Brigade
Canon Peter Bruinvels	SCC Civilian Military Liaison Advisor
Michael Cannon	Community Integration Task Group
Col Bob Crawley	ssafa
Col Patrick Crowley	SERFCA
Brigadier Paul Evans DL	Recognise and Remember Task Group
Debbie Goldsmith	Garrison Representative
Sarah Goodman	Surrey County Council
Mr David Ivison	County Councillor
Councillor John Kingsbury	St Johns and Hook Heath
Mrs Sally Ann B Marks	Chairman
Major Carol Miller	ATC Pirbright
Michael More-Molyneux	Lord-Lieutenant
David Munro	Surrey Police and Crime Commissioner
James Painter	Surrey County Council
Louise Punter	Surrey Chambers of Commerce
Karen Simmonds	Public Health, SCC
Craig Spence	Royal British Legion
Karen Webster	11 Infantry Brigade

Apologies:

Brigadier Phil Kimber	11 Infantry Brigade
Rev Roland Olliff MA	Guildford Diocese
Steve Owen-Hughes	Surrey Fire and Rescue
Yvonne Rees	Surrey County Council
Phil Small	11 Infantry Brigade
Karen Whelan	Surrey Heath Borough Council

1 WELCOME AND APOLOGIES [Item 1]

The Chairman welcomed everyone to the meeting and thanked them for all their work and support to implement the Covenant in Surrey during her time

as Chairman of the Surrey Civilian Military Partnership Board which she had greatly enjoyed. It was noted that it was Col Barr's last meeting before he moves to Kuwait on promotion, and the Chairman thanked and congratulated him and wished him well in his new role.

2 MINUTES OF THE LAST MEETING AND MATTERS ARISING (ATTACHED) [Item 2]

Armed Forces Employability Pathway – It was noted that there are not enough NEET over 18 years to proceed but officers have been working with 11 Brigade to see whether it is possible to link any Surrey NEETs to courses in neighbouring authorities.

Links have been made between Surrey Fire and Rescue Service and Surrey History Centre in order to produce a display within the sports pavilion.

Surrey's Gold Employer Recognition award was highlighted in an article in Surrey Chambers Newsletter as well as articles in two consecutive six monthly reports from the SCC Chief Executive. The press release that went out at the time was picked up in a number of local papers.

One Stop Surrey forms are promoted by the Fire Service which asks the question 'Have you served?'

Domestic Abuse – SCC Community Safety Manager will be invited to attend a future meeting of the Community Integration Task Group.

QinetiQ Conference – not being progressed at this time

Cadets

- Ash Manor School was successful in its application for a CCF, which is due to be operational by September 2017.
- Collingwood - Expression of Interest needs to come from the school – Mark Scarborough – Area Education Officer will have initial discussion with school. SERFCA can give advice, but can only take forward CCFs if directed by DfE.
- Recruiting to the Army is carried out through Capita. They do not recruit directly from Cadets.
- Surrey Police has just established three contingents of Police Cadets. The PCC is linking in with the Joint Services Cadet Youth Committee.
- It was noted that it would be worth promoting the Cadet experience to people going through the YES (Youth Engagement Scheme run by Fire and Rescue).

3 PRESENTATION ON THE ROLE OF ATC (PIRBRIGHT) AND THE WELFARE UNIT [Item 3]

Major Carol Miller MBE gave a presentation on the role of the Army Training Centre, Pirbright, who deliver directed, challenging, progressive and safe training for both Regular and Reserve personnel in Phase 1 training. The Training Centre is due to grow by a third again once the Welsh Guards move out in 2019.

The Welfare Officer is the first port of call for support and can signpost on to other sources, both military and civilian.

Armed Forces Champions and the SCMPB would be welcomed at a future Pass Out Parade. **Action: PB to link with DG and Pirbright.**

The Chairman thanked Major Miller for her very interesting presentation.

4 WELFARE ISSUES ACROSS SURREY UNITS AND BASES [Item 4]

Peter Bruinvels reported on a recent meeting of Welfare Officers from Regular and Reserve Units across Surrey.

Key points raised included:

- Units in Surrey are very well supported, but there can be a lack of family support if the unit is not local.
- A large proportion of children have special needs. **Action: SCC to check with Education as to why this is**
- Essential to manage expectations of the Covenant amongst the armed forces community.
- Families don't always live on their local base. Units accessing civilian services across local authority borders can cause issues, such as in RMA Sandhurst.
- The military are trying to encourage families to find their own solutions so as not to create a culture of dependence.

During discussion it was noted that we need to ensure that the families of Reservists are aware that they can access support from Service Charities. It was also noted that some Welfare Officers are not highly trained, so may benefit from some training in sources of support available if new in post.

5 11 BRIGADE UPDATE [Item 5]

On behalf of the SCMPB, Col Barr thanked the Chairman for her Leadership of the Board during her time as Chairman.

It was noted that under Army Refine 2020 all the Task Force Commanders in Surrey will change:

- Welsh Guards will move to Windsor in 2019
- 22 Field Hospital will move to Nuneaton and 4 Armd Med Regt will move to Tidworth in 2020/21
- 27RLC will move to Catterick in 2019.
- Aldershot will become a centre for specialised Infantry groups
- 4PWRR will become a new Battalion based in Redhill, which will subsume 3PWRR.

Armed Forces Champions will be needed to help bed in successor Task Force Commanders (TFC). It was agreed that it would be helpful for a TFC Toolkit to be developed **Action: Karen Webster/Peter Bruinvels.**

A concern was raised regarding the increasing demand on Cadets for fundraising by service charities. 11 Brigade will look to see how this could be broadened out, to potentially use Sword Company. Would it be possible to make fundraising more fun by perhaps putting together a training programme

at Pirbright and getting sponsorship? The Cadet Training Centre in Frimley could get involved. **Action: PB to explore.**

11 Brigade is working closely with Woking High School on a 5 week programme of resilience based on Army values and standards. This will be rolled out if successful.

6 SCMPB ACHIEVEMENTS AND UPDATE [Item 6]

Recognise and Remember Task Group

- The action plan has been updated to focus on key actions to be delivered in 2017 including:
 - Mapping the Great War memorials in the County – the Cadets are being linked in on this
 - Supporting the Armed Forces Champions
 - Auditing progress against the aims of the Covenant in Surrey
 - Supporting and encouraging events during Armed Forces week and Remembrance week and ensuring that events in 2018 are recorded on the website, as well as supporting the two Freedom Parades for ATC Pirbright in Woking on 23 April and Guildford on 24 June and the farewell Service and March in Dorking for Headley Court on 29 September 2017.
 - Supporting Mole Valley DC as appropriate for the VC 100 in Leatherhead in July 2018

Community Integration Task Group

Work is progressing within each of the working groups:

Housing

- The group has put in place a quarterly Armed Forces report card which highlights current activity and good practice.
- The website will be updated with information and links to each of the district and borough council housing links.
- Ex-spouses have been considered as a client group, but the group believe that they are generally catered for so are not proposing to take any further action.

Education

- Termly bulletins continue to be circulated to schools
- Continued emphasis on closing the gap in educational attainment for some Service Children
- Promotion of best practice for the use of Service Pupil Premium
- Continue to liaise with Admissions to support Army families.

Health

- The Together for Carers – Memorandum of Understanding agreed by the Board sets out an integrated approach to supporting carers.
- Military Carers Support Co-ordinator has been appointed by Action for Carers to support service families.
- Carers awareness training has been provided at the MoD Pirbright Medical Centre

- Work is ongoing with the Armed Forces leads within each of the CCGs to provide a co-ordinated response to support the work of the Covenant.
- Virgin Care, who ran SERVES will no longer run the contract. The new provider is a London based Trust. **Action: to report back at the next meeting on the new provider and services provided.**

Employment

- The Chairman is in the process of reconstituting this group.

Surrey Armed Forces Covenant Successes 2016/17 was agreed by the Board. This would be circulated and uploaded onto the Armed Forces website.

Surrey Armed Forces Covenant Conference 2016 – The conference had received very positive feedback with a good variety of presentations and workshops. The highlight for many was the Army Sergeant Major. Feedback requested that the next conference has less on agenda and more time for workshops. The outcomes have been shared with the Task Groups where appropriate.

Case Study – The case study setting out how the Surrey County Council Contact Centre has supported an Armed Forces Family following training was welcomed. The Board was keen to develop more as a way of sharing learning. Surrey case studies have been very well received by MoD Comms Team and Covenant Team. Further ideas for case studies were welcomed.

Draft 2017/18 Priorities – These were agreed with an amendment made to reflect the fact that the proposed University Technical College is no longer going ahead.

South East Cross Border Bid - The Board received a presentation on the submitted bid which sets out a proposal for training frontline staff and councillors across Surrey, East and West Sussex, Hampshire and Kent. The outcome of the application is expected at the end of March.

Armed Forces Covenant Fund – Surrey has had further success in the latest round of Covenant Grants:

- Beech Grove Play Ranger scheme – Guildford Borough Council - £19,933
- Play area – Deepcut - £20,000

The total awarded to Surrey since new fund was launched nearly two years ago is £161,060 from local grants. The Board was asked to encourage further applications from across Surrey. Sarah Goodman is happy to help advise on any potential bids.

7 **EMPLOYER ENGAGEMENT AND COVENANT SIGNINGS [Item 7]**

- **OPCC and Surrey Police** – The Board congratulated Surrey Police and the Office of the Police and Crime Commissioner for signing the Armed Forces Covenant which they would use as a springboard to take forward their work supporting the Armed Forces Community.

- **SERFCA Update** – Col Crowley tabled three papers updating on the work of SERFCA, Reserve Units and Cadets (attached). SERFCA are taking a more intelligent approach to targeting key Surrey Businesses to engage with. The Board was asked for their support in making and building on links within these companies.

A new 4PWRR HQ was being formed in September 2017 which was welcomed by the Board.

A very successful business breakfast meeting was hosted at the Runnymede Hotel with Phillip Hammond MP. There was a very strong presentation given by 11 Brigade on the benefits of employing Reservists which was welcomed by local businesses.

Surrey Chambers updated on a recent CSR Forum at which Skanska gave an excellent presentation on their support to the Armed Forces Community to a number of Surrey businesses which was very well received.

Brooklands College has been working to recruit ex-military.

- **Exercise Hairspring** – As a result of the Gold Employer Recognition Award, thanks to SERFCA, Surrey County Council was given the opportunity to be hosted by the Ministry of Defence to witness the training undertaken by the Royal Marines in Norway to gain first hand insight into the military out in the field to further support our work in Surrey. The Board received a presentation on this opportunity.

8 SURREY FIRE AND RESCUE UPDATE [Item 8]

Update given during items above where appropriate.

9 AOB [Item 9]

A letter had been received by the Chairman requesting Council Tax single occupier discount for spouses of personnel serving away from home. The Board discussed the issue and agreed that it should be referred to the Surrey Chief Executives for them to consider a consistent approach.

Brig Evans formally acknowledged, on behalf of the Board the outstanding contribution that Sally Marks had made to the work implementing the Covenant in Surrey with her incredible enthusiasm, commitment and passion for the role. Many key successes had been achieved under her Chairmanship including the Gold Award, the relationship between Task Force Commanders and Armed Forces Champions, the annual conference, successful Surrey grants, the cross border work and the great reputation that Surrey has gained. The Board thanked Sally for everything she has done and wished Sally well in her next steps

10 DATE OF NEXT MEETING [Item 10]

The next meeting would be held from 10am – 12pm on Wednesday 11 October 2017 (venue subsequently confirmed as 256 Field Hospital, Kingston).

Meeting ended at: 12.00 pm

Chairman

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SE RFCA SURREY 'READY RECKONER'

As at March 2017

Minute Item 7

(Locations shown shaded in grey fall within the M25 and, therefore, lie in GL RFCA's area. These statistics shown at the head of each paragraph are for SERFCA only: they do not include GL RFCA units)

1. RESERVE UNITS

Location	Units
Farnham	A (Queen's Royal Surreys) Company 3 rd Battalion The Princess of Wales's Royal Regiment
Reigate	2 Troop 579 Field Squadron 101 Engineer Regiment (Explosive Ordnance Disposal)
Ewell	135 Geographic Squadron Royal Engineers 42 Engineer Regiment (Geographic)
Croydon	HQ 151 Regiment Royal Logistic Corps 508 (Headquarters) Squadron Royal Logistic Corps C (Kent & Sharpshooters Yeomanry) Squadron The Royal Yeomanry Detachment B Company 4 th Battalion The Parachute Regiment 150 Recovery Company 103 Battalion Royal Electrical and Mechanical Engineers 31 Signal Squadron
Sutton	210 (Sutton) Transport Squadron HQ 151 Regiment Royal Logistic Corps

2. CADETS

A. Combined Cadet Forces 7 x Contingents (including new Contingent) 885 Cadets 92 Cadet Force Adult Volunteers.

Location	School/College
Ash	Ash Manor School CCF (New Contingent will parade from May 2017)
Godalming	Charterhouse CCF
Cranleigh	Cranleigh School CCF
Chobham	Gordon's School CCF
Reigate	Reigate Grammar School CCF
Guildford	The Royal Grammar School CCF
Leatherhead	St John's School CCF
Surbiton	Southborough High School Partnership
Croydon	Whitgift College CCF
Croydon	Trinity School CCF
	Quest Academy Partnership
Croydon	Royal Russell School CCF
Ewell	Glyn School CCF
Ashstead	City of London Freeman's School Partnership
Epsom	Epsom College CCF
Cobham	Reeds School CCF
Sutton	Sutton Grammar School CCF
Wallington	Wilson's School CCF
	Wallington High School Partnership
Ashford	St James CCF

B. Surrey District Sea Cadet Corps 8 x Training Ships 330 Cadets and 125 Cadet Force Adult Volunteers/Civilian Instructors

Location	Unit
Camberley	Training Ship Diadem
Caterham	Training Ship Zephyr
Crawley *	Training Ship Cossack
Farnham	Training Ship Swiftsure
Guildford	Training Ship Queen Charlotte
Horsham *	Training Ship Glory
Reigate	Training Ship Ark Royal
Woking	Training Ship Dianthus
Staines	Training Ship Thames
Walton	Riverside
Croydon	Army Reserve Centre Croydon
Sutton	Wallington

(* NB Although TS Cossack (Crawley) and TS Glory (Horsham) are in Sussex they come under Surrey District Sea Cadet Corps and figures for those units are included in the total above.)

C. Army Cadet Force 23 x Detachments and 1 x Band 481 Cadets and 123 Cadet Force Adult Volunteers

Location	Company	Detachments
Godalming	Headquarters Surrey Army Cadet Force	
Redhill	A (Anzio) Company	Banstead Felbridge Horley Lingfield Redhill Reigate (Royal Alexandra & Albert School) Reigate
Guildford and Leatherhead	B (Burma) Company	Cranleigh Dorking Farncombe Guildford Haslemere Leatherhead Merrow Walton
Chertsey	C (Cambrai) Company	Addlestone Chertsey Chobham Deepcut Farnham Mytchett Woking Yorktown
		Deepcut – Corps of Drums
Sutton	15 Company	157 Detachment Stonecot Hill Sutton
Epsom	15 Company	154 Detachment West Street Epsom
Coulsdon	14 Company	148 Detachment Marlpit Lane Coulsdon
Cobham	15 Company	152 Detachment Between Streets Cobham

D. Air Training Corps 10 x Squadrons and Detached Flight 432 Cadets and 128 Cadet Force Adult Volunteers

Location	Squadrons
Weybridge	11F (Brooklands)
Redhill	135 (Reigate and Redhill)
Farnham	229 (Farnham)
Guildford	261 (Guildford)
Camberley	1075 (Camberley)
Godalming	1254 (Godalming)
Haslemere	1268 (Haslemere)
Woking	1349 (Woking)
Dorking	1408 (Dorking)
Cranleigh	1408 (Cranleigh) Detached Flight
Wimbledon	Headquarters Surrey Wing Air Training Corps
Wimbledon	18F (Wimbledon)
Barnes	39F (Barnes)
Selsdon	66 (Selsdon)
Croydon	97 (Croydon)
Richmond	144 (Richmond)
Sutton & Cheam	219 (Sutton & Cheam)
Coulsdon	285 (Coulsdon)
Epsom	323 (Epsom)
Kingston upon Thames	328 (Kingston upon Thames)
Carshalton & Wallingford	350 (Carshalton & Wallingford)
Kenley	450 (Kenley)
New Malden & Raynes Park	565 (New Malden & Raynes Park)
Surbiton	1034 (Surbiton)
Esher	1172 (Esher)
Shirley	1924 (Shirley)

There are 6 x ACF Detachments and 1 x ATC Squadron located on school sites.

Location	Unit
Reigate	Reigate (RAAS) Detachment ACF (Royal Alexandra and Albert School)
Addlestone	Addlestone Detachment ACF (Jubilee School)
Banstead	Banstead Detachment ACF (Beacon School)
Cranleigh	Cranleigh Detachment ACF (Glebelands School)
Guildford (Merrow)	Merrow Detachment ACF (St Peters School)
Horley	Horley Detachment ACF (Oakwood School)
Cranleigh	1408 (Cranleigh) Detached Flight ATC (Glebelands School)

3. Cadet Training Centre (CTC)

Location	Title	Operating Unit
Camberley	Frimley Park CTC	Frimley Park CTC Staff
Farncombe	Surrey ACF CTC	HQ Surrey ACF

4. Armed Forces Covenant (AFC) and Employer Recognition Scheme (ERS)

AFC	31
ERS- Bronze	33
ERS- Silver	9
ERS- Gold	1

CIVIL MILITARY PARTNERSHIP MEETINGS –SOUTH EAST RESERVE FORCES’ AND CADETS’ ASSOCIATION (SERFCA) OUTPUT (AS AT JANUARY 2017)

Why SERFCA is involved: *An enduring and essential pillar in the delivery of support for the well-being of the Reserves and Cadets and, through our effectiveness and our position in the regions, to be the independent body that represents their interests and promotes understanding between the Armed Forces and Society.*

References:

- A. Defence Council Order. The Reserve Forces’ and Cadets’ Association Regulations 2014.
- B. Land Forces’ Service Level Agreement dated 27 May 2015 (Royal Navy and Royal Air Force similar).

The task of maintaining links with the civilian community and providing a Defence footprint throughout the UK underpins all the RFCAs’ key business outputs. (Reference A)

Ensure links exist with local authorities and the civilian community in order to maintain overall support for Land Forces and the Army Firm Base (Reference B)

How SERFCA is involved (working with the 3 Armed Forces’ chains of command):

1. **Awareness.** Raising awareness of Tri-Service issues concerned with Reserves and Cadets and encouraging support to them, working through a network of volunteers and committees across the 9 counties.
2. **Advice.** Broad military Tri-Service adviser and perspective.
3. **Employer Engagement.** Tri-Service Employer Engagement issues, promoting the Armed Forces Covenant, Employer Recognition Scheme and linking regional and local business communities with the Services’ chains of command.
4. **Welfare.** Wounded, Sick and Injured adaptations to homes in the South East.
5. **Employment.** Running the ‘Jobs For Reservists website in the South East.
6. **Veterans.** Raising awareness of the needs of ex-Service personnel and their families in conjunction with other specialist agencies.
7. **Cadet Expansion Programme.** Supporting the Cadet Expansion Programme of Combined Cadet Forces in state schools.
8. **Use of Facilities.** Providing unique facilities at reasonable cost, generating income for the Reserves and Cadets.
9. **Spreading Best Practice.** In conjunction with the 3 chains of command, spreading best practice amongst CMPs across the South East.
10. **Lord-Lieutenancies.** Maintaining close links with the 9 Lord-Lieutenants across the South East. (Lord-Lieutenant of Hampshire is SERFCAs’ President. Each Lord-Lieutenant is President of each SERFCA County Association).

Chief Executive – Colonel (Retired) Patrick Crowley at se-ce@rfca.mod.uk

Cadet Expansion Programme February 2017

Phase 2, CEP 500

Target to establish new units to bring the total number of contingents up to 500. Nationally, there are currently 405 schools that have been approved/parading. 25 schools were approved in each of the 2 approvals round held to date.

Schools by County:

Schools that have gained approval in the SERFCA region

County	School	Approved/Date
Buckinghamshire	Khalsa Academy, Slough	Approved (CCF Army) April 2016
Kent	Gravesend Grammar School	Approved (CCF RN) April 2016
Kent	Medway UTC, Chatham	Approved (CCF Army) April 2016
Kent	Victory Academy	Approved MSSC November 2016
Kent	Knole Academy, Sevenoaks	Approved Partnership November 2016
Surrey	Ash Manor School	Approved (CCF Army) November 2016
Sussex	Chichester Free School	Approved (CCF Army) April 2016
Sussex	Northbrook College, Worthing	Approved CCF RN) November 2016

Schools that gained approval in 2016 are working with 11 Brigade Cadet Training Team and the HQ RN team in order to be able to parade by September 2017.

All of the above schools received financial support from the Cadet Bursary Fund.

5 of the schools have requested financial support for infrastructure projects, of these 3 have been approved.

Pipeline Schools

The Department for Education has released the following schools for consideration for a CCF/MSSC unit:

County	School	Approval Round
Berkshire	Lynch Hill Academy, Slough	Provisionally November 2017
Berkshire	Reading UTC	TBC April 2017
Hampshire	Crookhorn College, Waterlooville	TBC April 2017 Partnership
Hampshire	Petersfield School	TBC
Hampshire (Southampton)	St Georges VA Catholic College	TBC
Kent	Folkestone Academy	April 2017
Kent	Strood Academy	TBC
Kent	The Abbey School, Faversham	TBC
Kent	The Marsh Academy, New Romney	TBC

It is expected that schools will normally submit an application for a cadet unit within 6 months of the initial meeting with the SCEO.

The Department for Education sent a promotional letter to a number of schools in the South East at the beginning of September; this has prompted some schools to request further information.

Phase 1, CEP 100

Nationally 100 schools, of these 14 in SERFCA region, were granted approval to establish a new cadet units, the majority of which are CCF contingents.

Schools by County

County	School Name	Type of Contingent
Berkshire	<u>Denefield</u>	Partnership (Pangbourne)
Buckinghamshire	Sir Thomas Fremantle, Winslow	New RAF
Hampshire and IOW	Charter Academy, Portsmouth	New RN
Hampshire and IOW	Costello School, Basingstoke	Partnership (Lord Wandsworth Coll)
Hampshire and IOW	Portsmouth College	New Army
Hampshire and IOW	Priory School, Portsmouth	Partnership (Portsmouth College)
Hampshire and IOW	South Downs College, Waterlooville	New Army
Kent	Brompton Academy, Chatham	New Army
Kent	Canterbury Academy	SCC (With Canterbury SCC)
Kent	John Wallis Academy, Ashford	Partnership (Benenden also new)
Kent	Tunbridge Wells Girls' Grammar Sch	New Army. Now has a 2 nd (RN) section
Kent	Wye Free School	Partnership (Ashford Sch also new)
Sussex	Ratton School, Eastbourne	Partnership (Eastbourne College)

Cornwallis Academy (Maidstone) has dropped out of the programme following a change of Principal and the CFAV leaving the school.

Tunbridge Wells Girls' Grammar School has been given approval to establish a second section, this will be Royal Navy.