



Surrey Civilian-Military Partnership Board

Agenda

Surrey Fire and Rescue HQ, Conference Room, St David's, Wray Park,
Reigate, RH2 0EJ
10.00 am – 12.00pm, Thursday, 11 October 2018

**Please note this meeting is held in private and is not open for the public to attend.
The papers are published on the website for information only.**

Contact: Sarah Goodman, Community Partnerships Team, Surrey County Council, Tel 01483 518095 or email armedforces@surreycc.gov.uk

1	Welcome, Introductions and Apologies	Chairman	
2	Minutes of the last meeting and matters arising <ul style="list-style-type: none">• ATC Pass Out Parades• Veterans Mental Health Update	Chairman	(Pages 5 - 12)
3	Service Children <ul style="list-style-type: none">• Attainment of Service Children• School Admissions (attached)• Children's Centre Update	Mark Scarborough	(Pages 13 - 16)
4	11 Brigade Update	Col Simon Browne	Verbal report
5	SCMPB Exec and Task Group Update <ul style="list-style-type: none">• SCMPB Annual Report and Action Plan (attached)• Surrey Armed Forces Covenant Conference – 6 February 2019• Recognise and Remember Task Group• Community Integration	Peter Bruinvels Paul Evans Michael	(Pages 17 - 40)

	<ul style="list-style-type: none"> ○ Unit Welfare Officers Meeting ● Surrey County Council <ul style="list-style-type: none"> ○ New HR Armed Forces Policy ○ Updated MPs and Councillors Information (attached) ○ Reserves Day 2018 ● Employer Recognition Scheme Update for Surrey (attached) 	Cannon Peter Bruinvels/ Sarah Goodman Col Patrick Crowley	
6	<p>Ministry of Defence Covenant Funding</p> <ul style="list-style-type: none"> ● Forces Connect South East (attached) <ul style="list-style-type: none"> ○ Link to Surrey's referral pathways http://www.sussexarmedforcesnetwork.nhs.uk/service-champions/surrey-pathways/ ● Veteran's Hubs/Drop-in centres ● Local Grants and Armistice and Armed Forces Communities Programme 	Chairman Peter Bruinvels Sarah Goodman	(Pages 41 - 42)
7	Fire Service and the Military	Steve Owen-Hughes	Verbal report
8	AOB	Chairman	
9	<p>Date of next meeting Wednesday 13 March 2019 – Venue TBC</p>	Chairman	

Board Members

Mr Peter Martin	Chairman
Col Simon Browne	11 Infantry Brigade
Canon Peter Bruinvels	SCC Civilian Military Liaison Advisor
Michael Cannon	Community Integration Task Group
District Councillor Patrick Cannon	Representing Surrey Leaders
Col Bob Crawley	ssafa
Col Patrick Crowley	SERFCA
Brigadier Paul Evans DL	Recognise and Remember Task Group
Debbie Goldsmith	Garrison Representative
John Kingsbury	Veterans
Major Carol Miller MBE	ATC Pirbright
Mr Michael More-Molyneux	Lord-Lieutenant

David Munro	Surrey Police and Crime Commissioner
TBC	Guildford Diocese
Steve Owen-Hughes	Surrey Fire and Rescue
Louise Punter	Surrey Chambers of Commerce
Jim France	Royal British Legion
Karen Whelan	Surrey Heath Borough Council

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SURREY CIVILIAN-MILITARY PARTNERSHIP BOARD

Minutes of the meeting held on 21 March 2018, Army Reserve Centre, Guildford Road, Farnham, GU9 9QB.

Present:

Mr Peter Martin	Chairman
Mr Michael More-Molyneux	Lord-Lieutenant
Col Bob Crawley	ssafa
Col Patrick Crowley	SERFCA
Brigadier Paul Evans DL	Recognise and Remember Task Group
Major Carol Miller	ATC Pirbright
Debbie Goldsmith	Garrison Representative
Councillor John Kingsbury	Surrey Leaders
Steve Owen-Hughes	Surrey Fire and Rescue
Louise Punter	Surrey Chambers of Commerce
Karen Simmonds	Public Health, SCC
Canon Peter Bruinvels	SCC Civilian Military Liaison Advisor

Apologies:

Col Simon Browne	11 Infantry Brigade
Michael Cannon	Community Integration Task Group
Mr Richard Hampson	County Council
David Munro	Surrey Police and Crime Commissioner
Vacant	Guildford Diocese
Trevor Pugh	Surrey County Council
Phil Small	11 Infantry Brigade
Craig Spence	Royal British Legion
Karen Whelan	Surrey Heath Borough Council

1 WELCOME AND APOLOGIES [Item 1]

Peter Martin welcomed everyone to the meeting and noted the apologies as set out above. Col Patrick Crowley welcomed the Board to the Farnham Reserve Centre.

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

ATC – Pass Out Parade dates.

Dates were circulated and Board members invited. Peter Martin will attend and will circulate this date to the Board to see if others would like to join him. **Action James Painter/ Sarah Goodman.** The invitation could be extended to key businesses– Patrick Crowley could advise if required.

Task Force Commander Tool Kit

Peter Bruinvels promoted the work Surrey is doing at the national Armed Forces conference and has been asked by the MoD to draw up a template which could be rolled out nationally to develop a more consistent approach.

Peter Bruinvels has been appointed by Forces Connect South East to undertake elected councillor Armed Forces Champions training in Surrey, Kent, Hampshire and East and West Sussex.

Veterans Mental Health

Karen Simmonds updated the group regarding the new contract with TILS (Transition, Intervention and Liaison Service). They had been hard to contact and concerns had been raised about the size of the area covered. A key issue is finding out about and accessing the service, however, once in the system the support received by veterans has been good.

Locally, they have held sessions in some GP surgeries and also attended the SCMPB conference on 1 February 2018. Officers will meet with Dr Sue Ferrier from TILS to establish pathways and local hubs. **Action Karen Simmonds / Amanda Barnes**

Any challenges will be taken to next Health and Wellbeing Board. Peter Martin will add his support if required.

Sustainability Transformation Plan – Commissioning Intentions

The Board welcomed Surrey Heartlands including the Armed Forces community within their commissioning intentions. The Chairman asked for similar commissioning intentions within the other two STP areas that cover Surrey. **Action: Karen Simmonds**

3 OUTCOMES FOR SERVICE CHILDREN IN SURREY [Item 3]

Susie Campbell from the Vulnerable Learners Team at Surrey County Council updated the Board on outcomes at KS2 and KS4 for service children in Surrey.

Current figures show the children from armed forces families were below both the Surrey and national average at KS2, but at KS4 they seemed to be doing well. It was noted that one year's data can only raise questions, especially as the two groups are different cohorts, but it does indicate a problem that needs to be looked into.

Key points:

- Nationally, service children do well when they are at a school with lots of other service children. The Service Pupil Premium of £300 received by each service child can give a real boost to the school budget and may, for example, enable them to employ an additional member of staff. This may explain why Hampshire attainment figures for Service

children are higher than those for Surrey, as in Surrey most schools have only one or two service children, whereas figures are much higher in Hampshire.

- With a child with Special Education Needs, it takes time to assess and put measures in place to support the child. This process is more difficult if the child is moving schools. OFSTED have suggested that this should be fast-tracked for service children, which could make a real difference. It currently takes a minimum of 20 weeks to get a statutory plan in place, but takes months before this to assess the child's needs.
- A lot of support is already available for supporting service children including case studies and training – we need to ensure that schools are aware of these resources.

What is Surrey proposing?

- To understand and fully look into the data over a few years, including looking gender.
- Target parts of the school community who can help – SENCO and Governors' training already takes place, could include service children element.
- Challenge expectations – show schools they can have real success with service children. It is not good enough for them to do ok when they may be able to excel. Could do some work with Surrey University to raise aspirations.
- Build resilience in children – eg specific trips for service children who may not be able to do after school clubs, help them build a treasure trove of memories to share (scrap book, treasure box). Establishing service children as part of the wider community and helping ensure they understand the importance of what their parents are doing. These elements don't need funding, they need training.
- Participation / hearing the voice of the children and young people is vital. Could we find some KS4 service pupils to go into primary schools and become role models or put together a magazine?
- Will re-apply for MoD funding if it is available again.

Action – Susie Campbell to pull together a one page document of what Surrey is currently doing as well as carrying out a further analysis of data.

In order to get the message out to parents we need to tap into forums that already exist or perhaps use/develop a magazine for parents. One already exists for mental health services with versions for children, practitioners and parents, as well as Facebook pages etc.

Action – Carol Miller offered to send existing forums within ATC (Pirbright) to Susie.

The Families Federations Network have a good magazine and the Department of Children and Young People within the MoD is a good contact.

Action – Peter Bruinvels send contact details to Susie.

Winchester University is doing a major study about how Service Pupil Premium is being spent in schools and Kent hold an annual Service Children's Voice Conference. **Action Peter Bruinvels send details to Susie.**

It was agreed to convene another meeting with primary and secondary schools, key members of the SCMPB and SCC Education to look at the data

(with trends where possible) and compare this with experience on the ground to come up with a way forward. **Action: Susie Campbell/Sarah Goodman/Peter Bruinvels**

Children's Centre Review

Lesley Hunt from Surrey County Council was present to discuss the forthcoming consultation about Children's Centres with the Board. The way centres are funded and staffed is likely to change, moving to a borough based model going forward. A public consultation will go live over the summer. It was recognised that there was a large concentration of service families currently covered by Brookwood and Pirbright Children's Centre and Mychett Children's Centre. It was agreed that a question regarding service families would be included in the consultation. **Action Lesley Hunt and Carol Miller to address offline and come back to the SCMPB Exec with any issues.**

4 11 BRIGADE UPDATE [Item 4]

Apologies had been received from Col Simon Browne – the update was given on his behalf by Peter Bruinvels.

Col Browne has now been in post for 6 months. He commends the work on the Covenant in Surrey as some of the best nationally and believes the county is now outperforming the Army and it is his intention to redress the balance. Key areas of work for the Brigade include:

- 11 Brigade are currently on standby for UK operations and have personnel overseas in Jamaica, Oman, Uganda and Somalia.
- From the spring, Soldiers will be on operations in Iraq, Afghanistan and South Sudan as well as taking lead for Defence Engagement in East and South Africa.
- The Brigade will be supporting the Royal wedding in May.
- Significant Reservist presence in Surrey will be maintained and expanded further with 4PWRR.
- The Brigade are strongly supporting cadets.
- 11 Brigade will hold an engagement day in due course for all Task Force Commanders from across 11 Brigade region.

Steve Owen Hughes updated the Board on Surrey Fire and Rescue Service's (SFRS) newly developed links with Lt-Col Ben Baker from 4PWRR who is setting up in Redhill. They have been sharing resources and will also share some training as military and SFRS have complementary strengths. Both SFRS and 4PWRR are recruiting so they may combine forces here aswell.

Under the Local Resilience Forum, the JRLO (Joint Regional Liaison Officer) from the Army met with the Environment Agency and the Emergency Management Team to plan a joint exercise in October about flooding of the lower Thames.

The Lord-Lieutenant had recently presented the Elizabeth Cross to the grandson of a soldier shot in Cyprus. It was a very special day and the Army looked after the family extremely well. There will be another presented in Haslemere soon.

The Chairman asked for the Board's best wishes to be given to those being deployed.

5 ARMED FORCES COVENANT FUND [Item 5]

Surrey has had excellent success with bids to the Covenant Fund and has now received over £1,000,000 from the MoD since 2012. Recent successes include a south east regional bid for supporting veteran hubs totalling £147,000 and an outdoor play area for Peter Pan Pre School in Pirbright.

The way the Covenant Fund is administered is in the process of changing. From 1 April 2018 the fund will be administered by a Charitable Trust rather than the MoD.

It was noted that local CCFs could get funding from SERFCA and should be put in contact with Jenni Muddiman via se-sceo@rfca.mod.uk to discuss options.

6 FORCES CONNECT SOUTH EAST [Item 6]

Amanda Barnes provided an update on the work of Forces Connect South East. **Action – circulate slides and training flyer to the Board (attached).**

Training is now underway with the elearning module launched in Surrey and service champions courses scheduled throughout 2018. Peter Bruinvels will deliver the Armed Forces Champion training as well as providing a power point and script for service champions to help pass the message onto their front line colleagues.

There is a lot of interest from other areas about the work Surrey and FCSE are doing and as part of the bid, Surrey was given an additional £40,000 from the MoD to roll the approach out nationally.

Action: All - Please could board members help promote the e-learning (via Surrey Skills Academy). The aim is to have over 1000 people complete the course across the region by June 2019.

7 SCMPB EXEC AND TASK GROUP UPDATE [Item 7]

SCMPB – Successes 2017/18

Board members were asked to send comments/addition on the successes document to sarah.goodman@surreycc.gov.uk by early April, after which it would be sent to the design team and put on the website. **Action: Sarah Goodman**

Comments included:

- Include an annex setting out key achievements and list of Board members
- Consider how this is shared with all parties, not just up the chain of command.
- Develop further case studies
- Share URL when on website for further signposting

Audit of Surrey County Council

The Chairman thanked Paul Evans very much for his time and effort in producing an excellent and comprehensive audit looking at how Surrey County Council has implemented the aims of the Covenant since 2012. The recommendations contained within the document will be translated into an action plan. This audit support Surrey's reaccreditation for Gold Employer Recognition status, which will now be reviewed by the MoD after 5 years (2021). The document will be added to the website. **Action: Sarah Goodman**

Recognise and Remember Task Group

Paul Evans reported on the successful meeting held on 9 March at Woking Borough Council, where the group said a sad goodbye to Barrie Higham from Surrey History Centre.

Surrey in the Great War and the War Memorial indexing project are both going well and will be completed by the end of the year. **Action: Sarah to invite Surrey in the Great War to present at the next Board.**

A key role for the group is compiling a calendar of events commemorating 100 years since the end of WW1. These are being posted on the Armed Forces Calendar (<https://www.surreycc.gov.uk/people-and-community/advice-guidance-and-support/armed-forces/armed-forces-events>) and are shared with the Lieutenancy. **Action: All – to send known dates and events to armedforces@surreycc.gov.uk**

It was reported that the RBL have stopped the Silent Soldier campaign, and in June they will launch a new 'Thank you' campaign which will feature a number of different silhouettes. Existing orders for Silent Soldiers will be honoured, but no new orders will be taken. The Board expressed their sadness about the end of the campaign and raised concern about how much has been committed by Surrey to this campaign already. **Action: Paul Evans to feedback the Boards views to the RBL at meeting on 4 April.** If it is not resolved the Lord-Lieutenant is happy to get involved.

A national RAF 100 Commemoration book is being produced and will include a two page article on Surrey. It is also anticipated that the commemoration event will help inspire STEM (Science, Technology, Engineering and Maths) in young people. The SERFCA Armed Forces Briefing on 5 June will have theme of RAF 100.

Community Integration Task Group

Peter Bruinvels gave the update on behalf of Michael Cannon.

Michael Cannon will be attending the next Health and Wellbeing Board presenting an item about the health of the military – Debbie Hustings and Karen Simmonds will be linked in. On 19 April the Armed Forces Health Group, made up primarily of the Surrey CCGs will meet to discuss taking the covenant forward within the health arena. A further meeting with Unit Welfare Officers will be scheduled in the summer.

Task Force Commanders (TFC) / Armed Forces Champions (AFC)

A successful workshop was held at the Welsh Guards in November with the majority of AFC's and TFCs attending. It consisted of a number of presentations followed by a team bonding exercise. Information shared regarding planned changes to service pensions was particularly welcomed. A further event will be scheduled for November 2018.

8 SURREY COVENANT CONFERENCE [Item 8]

The conference on 1 February 2018 was very well received and the paper was noted. The coverage of those attending from across Surrey was impressive as was the range of presentations. The next conference is likely to take place early 2019, possibly at Sandhurst. The date will be circulated to Board members when set. **Action: Sarah Goodman/Peter Bruinvels**

9 AOB [Item 9]

- SERFCA – Armed Forces briefing will be held on 5 June evening at Sandhurst at which Peter Martin will present. Board members will be invited.
- On Armed Forces Day in June there will be a freedom parade by 2PWRR in Guildford and an event on 10 November planned at G Live.
- Local authorities were not invited to the DRM conference – Patrick Crowley will take this back.
- The closure of Deepcut has been delayed for a year to 2019/20.
- Duke of Cornwall Awards - The Army Cadets have 25 young people going through the award scheme in Reigate, which teaches young people about community resilience.

10 DATE OF NEXT MEETING [Item 10]

10:00am – 12:00pm on Thursday 11 October 2018 - venue TBC

Meeting ended at: 12.00 pm

Chairman

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Draft Advisory Sheet

Admission of children from Armed Services families

School Admissions Code

The DfE School Admissions Code 2014 (the Code) imposes mandatory requirements and includes guidance setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions. Admissions arrangements must be formulated, and applications processed, in line with the requirements of the Code.

Admission Arrangements

Schools must publish admission arrangements setting out how applicants will be prioritised for places if the school is oversubscribed (i.e. has more applications than places available). These arrangements are determined by the admission authority for the school. The admission authority for Community and Voluntary Controlled schools is the home local authority, and for Academies and Foundation, Trust, Voluntary Aided and Free schools it is the governing body.

Other than for Boarding schools, there is no mandatory requirement within the Code to give children from Armed Service families priority for a school place within admission arrangements. However there is a requirement to ensure that Armed Services families are not disadvantaged through the admissions process (paragraph 2.18 b).

Children from Armed Services families may be disadvantaged in two ways when it comes to applying for a school place:

- in Local Authority policies for accepting applications from families who live abroad; and
- in being more likely to have a need to apply for a school place outside the normal admissions round when schools may already be full

Service Premium

The latest MoD guidance, published on 23 July 2018, states that pupils attract the Service Premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces
- they have been registered as a ‘service child’ in the school census at any point since 2011 (*)
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
- pupils with a parent who is on full commitment as part of the full time reserve service are classed as service children

(* Ever 5 service child measure. The premium was extended in 2015/16, such that any pupil in Reception to Year 11, who has been flagged as a service child since the January 2011 census, will continue to receive the premium (Ever 5 service child).)

Paragraphs 1.39A and 1.39B of the Code confirm that admission authorities may provide priority within their admission arrangements to children who are eligible for the service premium, or those eligible for the service premium who attend a nursery which is part of, or established and run by, the school. There is no mandatory requirement to provide such priority and Surrey’s admission arrangements for Community and Voluntary Controlled Schools do not currently provide this priority.

Boarding Schools

With the exception of children with Education, Health and Care Plans (EHCPs) and Looked After or previously Looked After children who must receive the highest priority, paragraph 1.41 of the Code requires

boarding schools to give the next highest level of priority within their admission arrangements to children of members of the UK Armed Forces who qualify for MoD assistance with the cost of boarding school fees.

Infant Class Size Legislation

The School Admissions (Infant Class Sizes) (England) Regulations 2012 requires that infant classes, those that teach children aged of 5, 6 or 7, must contain no more than 30 pupils with a single teacher, except where any child admitted above this number has been admitted as an 'excepted pupil'. Children from Armed Service families are listed as a permitted exception.

Although the Infant Class Size Regulations allow for children from Armed Services families to be considered as an exception to infant class size, this only applies if a decision is made to admit the child. An admission authority may still refuse admission; for example, where the school is full in the relevant year group, and where there are other children higher on the waiting list or a further admission would prejudice the provision of efficient education or the efficient use of resources within the school.

Service Family Relocation

Paragraph 2.18 a) of the Code places a requirement on admission authorities to allocate a place in advance of an Armed Service family arriving in the area following a confirmed posting, provided the application is accompanied by an official letter which declares the relocation date and a Unit postal address or quartering area address.

The application must still be considered against the school's oversubscription criteria to determine whether a place can be offered or not. However paragraph 2.18 a) of the Code confirms that admission authorities should accept a Unit postal address or quartering area address for a service child and must not refuse a place because they do not currently live in the area. This means an application for a service child should be considered from the new posting address, not the current address which applies to other applicants, thus removing the disadvantage which could otherwise be created by the requirement for Armed Services families to relocate for work purposes, often at short notice.

In line with this, Surrey accepts applications for children from service families who are not currently residing in Surrey where evidence of a posting to the area is provided, including those returning from abroad.

For new round admissions (transfer to Reception, Year 3, Year 7 in September) applications for children from service families are accepted and processed in line with the normal timescales published within the coordinated scheme.

For in year admissions (transfer to a school in year) applications for children from service families will be accepted up to 4 months prior to a move to the area. For non-service children, applications are only accepted up to 4 weeks prior to the required transfer.

This ensures children from Armed Services families are able to submit an application for a school place ahead of their posting back to the UK and for a UK address to be used in the allocation of places, thus removing disadvantage.

Exceptional Social / Medical criterion

Surrey's admission arrangements for Community and Voluntary Controlled schools give priority to children with an exceptional social and / or medical need for a place at the preferred school. Whilst not providing explicitly for children from Armed Services families, this priority might be applied if it was felt an Armed Service family had an exceptional social reason, possibly linked to their Armed Service status, for requiring a place at a particular school. Decisions are made on a case by case basis.

However receiving this priority does not guarantee that a place can be offered if, for example, a school is already full. Where a school is full the Local Authority might ask them to admit above the Published Admission Number if the child falls within Surrey's Fair Access Protocol.

Schools that act as their own admission authority are responsible for making their own decisions on admissions but Surrey's Admissions team would liaise with those schools and would endeavour to support Armed Services families to ensure a suitable school placement could be found.

Fair Access Protocol

The Local Authority is required by the School Admissions Code to agree a Fair Access Protocol with the majority of schools in the area which ensures that, outside the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Whilst most children from Armed Services families will be offered a place via the normal in year admissions process, Surrey's Fair Access Protocol does provide for children of UK service personnel to be placed in accordance with the Protocol where a change of location, ordered by the service, leads to a need for a change of school. This allows the Local Authority to allocate a school place via the Protocol if an in year application is not successful.

Placements made under the Fair Access Protocol will give regard to parental preference, however this will not override the Protocol if there are reasons why the preferred school is unable to offer a place. As such, a place at a preferred school is not guaranteed.

For Fair Access cases placements, schools may admit over their Published Admission Number and without regard to other children on the waiting list. However, infant class size legislation must still be adhered to.

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Surrey Civilian Military Partnership Board Priorities for April 2018- March 2020

SCMPB Members are asked to promote and champion the priorities within this document through their respective organisations. This document needs to be read alongside associated action plans for the Recognise and Remember Task Group and Community Integration Task Group. The Community Integration Task Group remains alert to issues and challenges faced by the Armed Forces Community in integrating into the civilian community. It takes action to address issues in relation to education, employment, health, welfare and housing.

Aims

The key aims for the SCMPB are:

- Maintain Surrey's position as a lead authority for the Covenant nationally
- Ensure maximum PR is achieved and momentum maintained
- Identify new initiatives to support the civilian and military integration and bring further funding into the county
- Promote training and learning opportunities through FCSE and leadership courses
- Promote the benefits of employing Reservists, ex-service personnel and spouses of those serving
- Increase aspirations and educational attainment of Service children

Challenges

The SCMPB recognise a number of challenges which need to be addressed to ensure the successful implementation of this action plan. These are as follows:

- Ensuring information is effectively passed down through the military chain of command (tri-service) and within public authorities
- Closure of Headley Court and RLC Deepcut
- Relocation of Welsh Guards, 4 Armd Med Regt, 22 Field Hospital and 27 Regt RLC out of the county and Irish Guards and ATR into the county

1. Military – Engagement

Objective: To enable effective continuous support and engagement between the armed forces community and the civilian community, particularly through local authorities thereby promoting an even greater understanding and awareness of issues affecting the Armed Forces Community

Target	Measures	Deadline	Who	RAG Status
Increase awareness of services available to support the Armed Forces Community <ul style="list-style-type: none"> • Capture evidence necessary to confirm to the MoD that the Forces Connect SE programme has been delivered effectively and that genuine benefit has been gained by the Armed Forces community in the South East. • Progress and successfully implement Forces Connect SE cross border and share best practice with other counties. • SCMPB Board members to promote training within their organisations • Ensure the appropriate alignment with the MoD's Veterans Gateway initiative and other relevant Service charities. 	<ul style="list-style-type: none"> • Increase website and social media followers by 40% • Introduce a direct link to the Armed Forces pages from the SCC Home Page • Introduce a clearer direct link to the Contact Centre details from the SCC Home Page • 500 elearning completed • 120 service champions trained • 400 frontline staff trained • 12 elected Armed Forces Champions and Covenant lead officers trained • Facilitate peer support through FCSE 	December 2018 FCSE June 2019 reviewed 4 monthly by Members Board	SCC Lead with support from all Board Members FCSE contracted deliverers	Review website to have regular news stories to encourage more attendance. Link to FCSE work through website and social media Programme being implemented and monitored through Member Board and MoD. Targets on track Presentation and briefing for Lt-General Nugee on 19 September about FCSE
Enable armed forces and civilian communities to come together to connect and address issues of mutual concern through the continued programme of	Deliver the Annual Armed Forces Covenant Conference	Feb 2019	SCC and 11 Brigade	To be held on 6 Feb 2019 at Pirbright

conferences, seminars and meetings.	Deliver FCSE training to all 12 Armed Forces Champions and Covenant Officers	June 2018 June 2019	FCSE contracted deliverers	Training delivered on 14 June 2018. Need to give individual guidance to new champions appointed since the training
	Facilitate regular meetings between Task Force Commanders and Armed Forces Champions	November 2018	SCC, Welsh Guards and 11 Brigade	Full meeting to be arranged for November 2018. Interim meetings to be arranged locally
	Hold six monthly meetings with Unit Welfare Officers and service leads	September 2018 March 2019	SCC/ District and Boroughs/CCG/11 Brigade	Meeting held on 17 September 2018
Effectively deliver the Covenant and promote nationally, maintaining a high profile in terms of publicising events, activities and success stories.	Surrey case studies in National Covenant Report to Parliament	October 2018	SCC with MoD	Will aim to feature a case study on FCSE
	Input provided to the National Covenant Conference	Feb 2019	SCC/FCSE	Promote FCSE training packages and legacy. Have provisionally booked presentation and workshop
	Update Ministers, Surrey MPs and Councillors on Covenant as appropriate: <ul style="list-style-type: none"> • Update MPs and councillors briefing document • Consider annual briefing with MPs and Armed Forces Champions • Invite to annual conference 	Autumn 2018 July 2019 February 2019	SMAC/Chairman/ Armed Forces Champions	Briefing document updated and circulated to all Surrey MPs and Surrey County Councillors.
	Surrey Covenant Annual report	April 2019	SCC/SCMPB	

Support high quality Covenant Fund applications to bring increased funding into Surrey <ul style="list-style-type: none"> • Liaise with the MoD regarding Civilian Military Partnership Board input into an application • SCC Member on Regional Panel 	Funding brought into Surrey from successful projects	Review quarterly via Exec	SCC and Covenant Leads	<ul style="list-style-type: none"> • June 2018 - Brookwood Youth Club - £10,888 • Armistice fund widely promoted – a number of Surrey organisations have been successful. Second round closed on 1 October • Feedback on grant process given directly to MoD Covenant leads
Smooth relocation of DRMC Headley Court	Support retention of staff in Surrey via input to project group with Mole Valley District Council leading	April 2019	Mole Valley District Council with SCC in support	Headley Court closed autumn 2018

2. Military – Surrey County Council

Objective: To ensure effective and consistent delivery of the Covenant within Surrey County Council

Target	Measures	Deadline	Who	RAG Status
Raise awareness of the Covenant and responsibilities of all staff	<ul style="list-style-type: none"> • Promotion and awareness via SNet • Buy in of Directors and CEX • Retain Customer Service Excellence for this service user group • Consider re-signing of the Covenant 	December 2018 November 2018 Spring 2019 February 2019	Chairman/SCC SCC SCC/11 Brigade	Re-accreditation achieved June 2018

<p>Enhance HR policies and initiatives to better support the requirements of the Armed Forces Covenant, promote SCC as an Armed Forces friendly organisation and maximise leadership opportunities provided by the military, as well as learning achieved</p>	<p>Support SCC HR Group and Action Plan:</p> <ul style="list-style-type: none"> • HR new policy • Promote SCC as an Armed Forces friendly organisation • Provide employment opportunities to Armed Forces community • Support the rehabilitation of wounded, injured and sick Service personnel 	<p>New Policy to go through Members Sept 2018</p> <p>Ongoing implementation of HR Action Plan</p>	<p>SCC – HR Nominated lead and Partnerships Team</p>	<ul style="list-style-type: none"> • Action Plan developed • Sandhurst Leadership Challenge – 5 people attended for 29 September • RAF Halton – 2 people attended in September • RAF Cranwell – 2 attendees plus observer in May • Gold logo on Job adverts and promotion via website and CTP • Draft Policy developed
<p>Ensure continuous improvement in delivery of the Covenant and keep audit actions under review</p>	<ul style="list-style-type: none"> • Retain SCC Gold Award from MoD • SCC membership of regional Gold Alumni Group 	<p>Autumn 2021</p> <p>Ongoing</p>	<p>SCMPB Exec</p>	<ul style="list-style-type: none"> • Annual successes recorded and audit recommendations integrated into SCMPB action plan • SCC appointed to regional Alumni Group in July 2018
<p>Promote best practice from Surrey on Reservists, Service Champions and HR practice</p>	<ul style="list-style-type: none"> • Develop case studies to be promoted nationally, and promote best practice via annual conference and other methods • Continue to highlight the contribution made within the workplace by Reservist employees. 	<p>March 2019</p> <p>March 2019</p>	<p>SCC</p> <p>SCC</p>	<p>Reserves Day event held 28 June 2018.</p>

Raise profile of SCC Peer Support Group and develop relationship with the Emergency Management Team	<ul style="list-style-type: none"> Consider formal links between Peer Support Group and SCMPB Develop work plan for Peer Support Group 	March 2019	SCC	Initial meeting held 28 June 2018
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3. Military - Reservists and Ex-Service Personnel

Objective: To promote the benefits of employing Reservists and ex-service personnel in Surrey

Target	Measures	Deadline	Who	RAG Status
Close working with SERFCA to promote benefits of employing Reservists and ex-service personnel in Surrey	Surrey representation on the South East Regional Employers Group (SE REEG) and REEAC (Advisory Committee)	Ongoing	SCC	Quarterly meetings
	Encourage district and borough councils to promote through Business Breakfasts 2X Business Breakfasts to be held	March 2019	SCC/SERFCA	Hold discussions with councils
	<ul style="list-style-type: none"> Advocate the benefits of the Employer Recognition Scheme within Surrey and input in the Gold Alumni. Receive quarterly updates from SERFCA/DRM of Covenant signings and ERS Award in Surrey 	March 2019	SCC/SERFCA	Focus at 2019 conference Issued via REEG
Build on and develop close links with all Surrey Reserve Units	Build links with the new 4PWRR Redhill	Ongoing	SCC/SFRS	SRFS carrying out joint training and recruitment
	Work with SERFCA to understand and then promote Reservist manpower requirements with local employers via SCMPB	March 2019	SCC/SERFCA	
Surrey CC to act as exemplar in supporting Reservists and family members	<ul style="list-style-type: none"> Hold annual event for Reserves Day New HR policy (as above) 	June 2018/June 2019	SCC	Held on 28 June – supported by Reservists, veterans and family members

4. Military – Veterans

Objective: To support Veterans in Surrey and ensure links to Service Charities as appropriate

Target	Measures	Deadline	Who	RAG Status
Ensure awareness of front line staff and effective referral mechanisms of the needs of the Armed Forces Community through the SE Cross Border Bid and Veterans Gateway	Successful delivery of the Cross Border bid through the Cross Border Officer Working Group	June 2019 monitored quarterly	SCC/FCSE	Elearning in place and training scheduled
Successful implementation of the MoD funded FCSE Veterans Hubs project led by SCC	<ul style="list-style-type: none"> • Needs analysis carried out • Guide/best practice for drop-in Centres produced • Enhanced provision as appropriate according to need 	May 2020	SCC/SMPL Solutions	Project commenced 20 May 2018. SMPL Solutions appointed and now delivering

5. Military - Youth

Objective: Support SERFCA and 11 Brigade Priorities around Young People where they link with Surrey Objectives

Target	Measures	Deadline	Who	RAG Status
To support SERFCA priorities in Surrey	Promote vacancies for Cadet Force Adult Volunteers through district and borough councils and other engagement opportunities Target: 10% increase in volunteers	April 2019	SCC/SERFCA	Promoted at Woking Party in the Park – 7/7/18
Engage Cadets in citizenship and resilience	Promoting Duke of Cornwall Awards through Surrey Youth Organisations Target: develop case study based on Reigate unit	April 2019	SCC/Army Cadets	25 Army Cadets completed award in Reigate, BERT through local school, Police Cadets
Understand and support 11 Brigade priority around Youth Engagement	One joint project to be identified and implemented	April 2019	SCC/11 Brigade	No single project yet identified

Raised aspirations and support Service Children within Surrey Schools	<ul style="list-style-type: none"> Increased attainment at KS2 and monitor at KS4 Service family needs recognised within the restructuring of Children Centre provision Production of termly newsletter and promote best practice 	March 2019 December 2018 Ongoing	SCC	Meeting held on 4 October
Increased understanding of Admissions process for Service children	Factsheet produced and links to FCSE admissions video	Autumn 2018	SCC FCSE	First draft produced by end September 2018

6. Military - Governance

Objective: Ensure smooth and effective operation and delivery of Governance structure to implement the Covenant

Target	Measures	Deadline	Who	RAG Status
Enable effective running of governance mechanisms	Effective delivery of the SCMPB and its associated task groups and the cross border Governance structure	Ongoing	SCC/SCMPB Exec/FCSE	
<ul style="list-style-type: none"> Introduce a process for SCMPB or SCMPB Executive to review the key issues raised by Armed Forces Champions, Task Force Commanders and Unit Welfare Officers. Consider formal link to SCC Armed Forces Peer Support Group. 	To complete review with recommendations to SCMPB Board Nominated lead for Peer Support Group	March 2019 December 2018 March 2019	SCC/Exec SCC SCMPB Exec	Community Integration/Unit Welfare Officer meeting September 2018 SCC Armed Forces Peer Support Group – June 2018

<ul style="list-style-type: none"> Review Task Group structure and recommend revisions in line with current resources 				
Ensure that SCMPB remains relevant to military requirements within Surrey.	Annual endorsement of objectives via SCMPB	March 2019	SCC/11 Brigade	

7. Military - Recognition and Remembrance

Objective: To commemorate and celebrate key military events

Target	Measures	Deadline		RAG Status
To ensure the County is fully informed of military, ceremonial and commemorative activities taking place	To keep the Armed Forces calendar updated and ensure all Civic Secretaries use it. Measure: 20% increase in page views	March 2019	SMAC/SCC and District and Borough Councils	<ul style="list-style-type: none"> Regular emails sent to Mayors secretaries to ensure it is up to date Caroline Breckell member of Recognise and Remember Task Group Request invitation to meet with Civic Secretaries
Co-ordinate events leading up to the 100 yr anniversary of the end of the WW1 with the Recognise and Remember Task Group	Successful events to mark 100 year anniversary	Nov 2018	Recognise and Remember Task Group	<ul style="list-style-type: none"> Large focus on 2018 commemorations through Recognise and Remember Task Group and Conference. All Armed Forces Champions been invited to Sept R&R TG Cathedral Service planned for 11 November 2018

Support development Surrey War Memorials archive of all	Case study to demonstrate the benefit of developing an archive	March 2019	Surrey History Centre	
Support Chairman's Office in civic events to recognise the military		October 2018 Remembrance – November 2018	SCC	Guildford Cathedral - November

Contact us:

www.surreycc.gov.uk/armedforces
armedforces@surreycc.gov.uk
@SurreyMilitary



SURREY CIVILIAN MILITARY

Partnership Board



Key Contact Information for MPs and Councillors for supporting the Armed Forces Community

Peter Martin
Chairman of Surrey County Council and
Surrey Civilian Military Partnership Board

September 2018

Surrey Armed Forces Covenant

As Chairman of Surrey Civilian Military Partnership Board (SCMPB), I am circulating this document to all MPs and Councillors across Surrey to enable you to help advise and signpost members of the Armed Forces community to appropriate sources of support across the County.

Surrey is military friendly and a strong supporter and advocate of the Armed Forces. All local authorities have signed the Armed Forces Covenant, and in 2016 Surrey County Council was proudly awarded the Ministry of Defence Employer Recognition Gold Award for our support to the Armed Forces community. We all recognise the sacrifices made and work hard to ensure the Armed Forces community does not face disadvantage compared to any other citizen when accessing our services.

Surrey has an overall population of nearly 1.2 million people. We estimate that we have approximately 6,200 Regular members of the Armed Forces with 640 known service families. In addition we have over 250 Reservists, 3,000 Cadets and 42,000 veterans. Working in partnership through the SCMPB with 11 Infantry Brigade, the Lord-Lieutenant, SERFCA, Police and Crime Commissioner, borough and district councils, Surrey Fire and Rescue, Service Charities and with our partners in Health, Education and Employment much has been achieved to support the Armed Forces community. We need your continued support to help ensure that all those who serve, or have served in the Armed Forces and their families are treated fairly, so please can I encourage you to ask the question – ‘Have you or anyone in your family served?’, (which includes National Service).

To help achieve this and ensure our frontline staff are aware of the needs of the Armed Forces community, I chair a cross border partnership called **Forces Connect South East**. This is a two-year Ministry of Defence Armed Forces Covenant Funded Programme aimed at making it easier for servicemen and women and their families, as well as reservists, ex-service personnel and veterans, to access public sector services including healthcare, housing, schools, financial advice and support to find jobs. For further information please visit the [Forces Connect SE website](#). Here you will find electronic links to some of the information contained within this document.

I hope you find the information useful. Further details can be found on the [Armed Forces](#) pages of the Surrey County Council website and highlights of the recent work undertaken by the SCMPB are contained within the [Armed Forces Covenant Annual Report 2017-18](#). If you have any queries or would like further information please contact armedforces@surreycc.gov.uk.

Many thanks



Contact us:

www.surreycc.gov.uk/armyforces
[@SurreyMilitary](mailto:armedforces@surreycc.gov.uk)
armedforces@surreycc.gov.uk



Issues and support available

Education

The MoD are aware of the difficulties around service children moving schools during the school year in terms of accessing school places at their preferred school and possible differences in the curriculum that children follow. As a result, the MoD try to ensure, where possible, these moves are not made during the school year, however, this is not always possible. Good links have been made between 11 Infantry Brigade and Surrey County Council Schools Commissioning and Admissions Team to try and ensure that service children are not disadvantaged by their parents' service in terms of accessing school places.

The Service Pupil Premium, which is currently £300 per annum, is allocated to schools for every service child for their emotional and social wellbeing.

Surrey County Council Contact Centre can give advice on Early Years education, schools admissions and transport and apprenticeships. Tel: 0300 200 1004

<https://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions>

Under Forces Connect South East, referral pathways for the following issues have been developed. These can be found via the links in the sections below:

Housing

Service people on leaving the Armed Forces can be faced with no accommodation and high housing costs locally makes it difficult for them to stay in Surrey. The Military are becoming more stable and encouraging people to reside near their place of work to enable more stability for the family. In those cases where this has not happened, local connection criteria can now be found by virtue of the length of service on the Military base and its postcode.

Information is available to help support those who are relocating or are in need of [housing assistance](#).

Employment

Both service personnel and employers are often unaware of the transferable business skills and expertise gained through serving with the Armed Forces. These include leadership, loyalty, management, problem solving, delegation etc.

The Career Transition Partnership is the official MoD provider of Armed Forces resettlement and provides a dedicated employment/recruitment website for those leaving the Military.

Information is available to help and support those who are looking for [employment](#) after leaving the Armed Forces.

Contact us:

www.surreycc.gov.uk/armyforces
armedforces@surreycc.gov.uk
[@SurreyMilitary](https://www.surreycc.gov.uk/armyforces)



Carers and Families

A carer is anyone who cares unpaid for a family member or friend due to illness, disability, mental health problem or addiction who cannot cope without support. One in four working age members of the ex-service community have unpaid caring responsibilities which is considerably higher than the rate found in the general population.

Information is available to help both [carers and families](#) within the Armed Forces community.

Social Care/Debt

Additional support may be available for those who need extra support if they have served – this includes all those who have done National Service.

It is a sad fact that service personnel, as with civilians can develop debt issues.

Guidance is available for those who need general advice and support on [social care](#) services, as well as those who find themselves in financial or legal difficulty. The local Citizens Advice Bureaux can also provide support and advice.

Physical Health

Healthcare is provided by the Military for all service personnel. Families are routinely covered by the NHS, unless they are registered at a special DMS (Defence Medical Services) medical centre, which can offer provision for families. Some of their care will still be covered by the NHS, even if they are registered at a DMS centre. Naval and RAF families will not be covered by the DMS medical centres at all - they will be served by the NHS. This is also the case for dentists and orthodontists.

Often there will be issues getting onto waiting lists for these services and they may need assistance. Often a complication is the fact that they are based on the Barracks.

Contacts are available for a range of services within all [health](#) care areas in Surrey from clinics to in patient care.

Mental Health

Mental Health, including Post Traumatic Stress Disorder (PTSD) are handled by mental health providers as well as service charities.

Details of the help and support for [mental health](#) issues available from within the NHS and charities is available.

Alcohol and Substance Misuse

Signposting to a range of [alcohol and substance misuse](#) services from support lines to in patient care.

Contact us:

www.surreycc.gov.uk/armedforces
armedforces@surreycc.gov.uk
[@SurreyMilitary](https://www.twitter.com/SurreyMilitary)



Criminal Justice

Details are available of services for those who have been [arrested](#), [are in custody or are pending release](#).

Veterans and Ex-Service Personnel

Service charities can provide support to veterans. Key links are below:

- **ssafa the Armed Forces charity:** <https://www.ssafa.org.uk/surrey>
- **The Royal British Legion:** <http://counties.britishlegion.org.uk/counties/surrey>
- **Veterans' Gateway:** provides a single point of contact for veterans seeking advice and support.
<https://www.veteransgateway.org.uk/>
- **Royal Naval Benevolent Trust:** <http://www.rnbt.org.uk/>
- **ABF The Soldiers' Charity:** <http://www.soldierscharity.org/need-our-help/individual-grants/>
- **RAF Benevolent Fund:** <https://www.rafbf.org/request-our-help>

Families Federations for Families of Serving Personnel

Naval Families Federation: <http://www.nff.org.uk/>

Army Families Federation: <http://www.aff.org.uk/>

RAF Families Federation: <http://www.raf-ff.org.uk/>

Reservists and Cadets

Volunteer Reserves and Cadets choose to serve, giving their time and commitment to their community and our country. Royal Naval Reserve (and the Royal Marines Reserve), the Army Reserve and the RAF Reserve underpin the three Services. The South East Reserve Forces' and Cadets' Association (SERFCA), which includes Surrey, offers support to Veterans, Reserve Forces and Cadets (including adult volunteers) in the South East Region.

<http://www.serfca.org/>

Commemorative Events and Armed Forces Calendar

You can keep up to date with the work of the SCMPB via Twitter [@SurreyMilitary](#), Facebook and the [Armed Forces pages](#) of the Surrey Council website. The [Armed Forces calendar](#) is kept up to date with related events across Surrey and in 2018 there is a particular focus on the 100 year anniversary of the end of WW1. If you hear of an event in your area that isn't listed please contact armedforces@surreycc.gov.uk

Contact us:

www.surreycc.gov.uk/armedforces
armedforces@surreycc.gov.uk
[@SurreyMilitary](#)

Contact details for Armed Forces Champions and Covenant Leads

Each council in Surrey has a councillor Armed Forces Champion (Role description can be found in Annex 1) and an officer Covenant Lead who champion the Armed Forces Covenant within the council and can provide further information locally. These contacts are set out below. They will also be able to act as a local link with the military.



Council		
Surrey County Council	Mr Peter Martin	peter.martin@surreycc.gov.uk chairmans.office@surreycc.gov.uk
	Canon Peter Bruinvels	canonpeter.bruinvels@surreycc.gov.uk
	Sarah Goodman	armedforces@surreycc.gov.uk
Elmbridge Borough Council	vacant	
	Derrin Gill	dgill@elmbridge.gov.uk
Epsom and Ewell Borough Council	Cllr Martin Olney	molney@epsom-ewell.gov.uk
	Serena Powis	spowis@epsom-ewell.gov.uk
Guildford Borough Council	Cllr David Elms	david.elms@guildford.gov.uk
	Steve Benbough	Stephen.benbough@guildford.gov.uk
Mole Valley District Council	Cllr Alan Reilly	cllr.reilly@molevalley.gov.uk
	Lucy O'Connell	lucy.oconnell@molevalley.gov.uk

Contact us:

www.surreycc.gov.uk/armedforces
armedforces@surreycc.gov.uk
@SurreyMilitary

Reigate and Banstead Borough Council	Cllr Graeme Crome	Cllr.Crome@reigate-banstead.gov.uk
	Kamal Mehmood	kamal.mehmood@reigate-banstead.gov.uk
Runnymede Borough Council	Cllr Tom Gracey	cllr.tom.gracey@runnymede.gov.uk
	Suzanne Stronge	Suzanne.stronge@runnymede.gov.uk
Spelthorne Borough Council	Cllr Robin Sider BEM	Cllr.sider@spelthorne.gov.uk
	Michael Graham	m.graham@spelthorne.gov.uk
Surrey Heath Borough Council	Cllr Colin Dougan	Colin.dougan@surreyheath.gov.uk
	Jayne Boiltoult	jayne.boiltoult@surreyheath.gov.uk
Tandridge District Council	Cllr Patrick Cannon	Cllr.patrick.cannon@tandridgedc.gov.uk
	Julie Porter	jporter@tandridge.gov.uk
	Chailey Gibb	cgibb@tandridge.gov.uk
Waverley Borough Council	Cllr Maurice Byham	maurice.byham@waverley.gov.uk
	Louise Norie	Louise.Norie@waverley.gov.uk
Woking Borough Council	John Kingsbury	john.kingsbury@woking.gov.uk
	Zafar Iqbal	Zafar.iqbal@woking.gov.uk



Contact us:

www.surreycc.gov.uk/armedforces
[@SurreyMilitary](mailto:armedforces@surreycc.gov.uk)

MPs Contact Details

Local MPs may be able to provide additional support for your constituents who are also members of the Armed Forces community. Their contact details are as follows:



Constituency		
Elmbridge	Rt Hon Dominic Raab	dominic.raab.mp@parliament.uk
Epsom and Ewell	Rt Hon Chris Grayling	chris.grayling.mp@parliament.uk
Guildford	Rt Hon Anne Milton	anne.milton.mp@parliament.uk anne@annemilton.com
Mole Valley	Sir Paul Beresford	office@molevalleyconservatives.org.uk
Reigate	Crispin Blunt	crispinbluntmp@parliament.uk
Runnymede and Weybridge	Rt Hon Philip Hammond	philip.hammond.mp@parliament.uk office@rwconservatives.org
Spelthorne	Kwasi Kwarteng	kwasi.kwarteng.mp@parliament.uk
Surrey Heath	Rt Hon Michael Gove	michael.gove.mp@parliament.uk office@shca.org.uk
Tandridge	Sam Gyimah	sam@samgyimah.com

Contact us:

www.surreycc.gov.uk/armedforces
armedforces@surreycc.gov.uk
@SurreyMilitary

Waverley	Rt Hon Jeremy Hunt	hunj@parliament.uk
Woking	Jonathan Lord	jonathan.lord.mp@parliament.uk



Military Bases, Reserve Units and Cadets in Surrey

Regular:

11 Infantry Brigade and Headquaters South East, Aldershot – 01252 347810

- Army Training Centre and 1st Btn Welsh Guards Pirbright / Guard Room - 01483 798404
- RLC Deepcut - 01252 833634
- Keogh Barracks - 01252 868658 / Main gate – 01252 868835
- DMRC Headley Court - 01372 378271 (until Dec 2018)
- Royal Military Academy Sandhurst - 01276 412397

Reserve:

- 135 Geographic Squadron Royal Engineers, Ewell - 020 8393 0981
- 4PWRR, Farnham - 01252 716236
- 4PWRR (RHQ), Reigate – 01293 586410
- 101 Engineer Regiment (EOD), Reigate - 0800 234 6101

Cadets

Cadet Training Centre Frimley Park, Frimley Road, Camberley Surrey, GU16 7HD - 01276 65155 aci@ctcfrimleypark.mod.uk

Surrey Army Cadet Force Queen's House, Hallam Rd, Godalming GU7 3HW - 01483 425371

Surrey Wing, Air Training Corps, 192 Merton Road, Wimbledon, SW19 1EG - 02085 424893 www.surreywing.org/

Sea Cadets – contact units directly at Guildford, Camberley, Staines and Egham, Reigate, Caterham and Woking.

Contact us:

www.surreycc.gov.uk/armedforces
armedforces@surreycc.gov.uk
[@SurreyMilitary](https://twitter.com/SurreyMilitary)



Armed Forces Champions for County Council and Borough and District Councils in Surrey

The Profile:-

A Member of the Executive/Cabinet, or Chairman of an appropriate Scrutiny Committee, or a Member with an interest in the Armed Forces community.

Some Armed Forces experience would be an advantage.

Appointed annually by Council (on the recommendation of the Executive/Cabinet) to emphasise the importance the Council places on the role.

The Role:-

To raise the profile and needs of the Armed Forces community (serving personnel, both regular and reserve, their families, veterans and Cadets), internally and externally with the County and the Borough/District council.

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

To work closely with the senior member of County/Borough/District staff, who are appointed as Armed Forces Covenant Officers, with particular reference to the Council's obligations undertaken through the Armed Forces Covenant.

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

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

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 quarterly basis.

To encourage 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 Members and Officers are aware of forthcoming military ceremonial events
- Encourage and support local applications to the Armed Forces Covenant Grant Fund

Contact us:

www.surreycc.gov.uk/armyforces
armedforces@surreycc.gov.uk
[@SurreyMilitary](https://twitter.com/SurreyMilitary)

To form 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 (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 SERFCA 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.

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

To sponsor an Annual report to the Executive/Cabinet/Local or Joint Committee detailing the Council's activities and achievements over the past 12 months in respect of Covenant obligations.



Contact us:

www.surreycc.gov.uk/armedforces
armedforces@surreycc.gov.uk
[@SurreyMilitary](https://twitter.com/SurreyMilitary)

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Surrey	Automatic Data Processing Ltd (ADP)	KT16 9JT	2018	Silver
	CGI IT UK Ltd	KT21 7LP	2015	Silver
	Combat Stress	KT22 OBX	2015	Silver
	Compass Group	KT16 9BQ	2018	Gold
	CVQO Ltd	GU16 7ER	2015	Silver
	Drumgrange Ltd	KT16 9JX	2017	Silver
	Frimley Health NHS Foundation Trust	GU167UJ	2018	Silver
	ISS Facilities Services	GU21 5RW	2015	Gold
	ISS World	KT13 0SC	2015	Silver
	Jankel Armouring Ltd	KT13 8XZ	2016	Silver
	KBR	KT22 7NL	2017	Silver
	NSC	GU15 3SY	2017	Silver
	Paratus Limited	GU3 3PE	2017	Silver
	Royal Surrey County Hospital NHS Trust	GU2 7XX	2018	Gold
	SGN	RH6 9HJ	2018	Gold
	Siemens PLC	GU16 8QD	2017	Silver
	Surrey County Council	GU5 0LA	2016	Gold
	Wates Group	KT22 7SW	2015	Silver
	Woking Borough Council	GU21 6YL	2016	Silver

West Sussex	Chichester College	PO19 1SB	2018	Silver
	Crawley Borough Council	RH10 1UZ	2018	Silver
	Eurovia UK Ltd	RH10 2RW	2015	Silver
	Horsham District Council	RH12 1RL	2018	Silver
	Thales UK	RH109HA	2015	Silver
	Trinity Insurance Services Ltd	PO19 1SP	2018	Silver
	University of Chichester	PO19 6PE	2018	Silver
	West Sussex County Council	PO19 1RQ	2017	Silver

Key	Public Sector
	Charity/Not for Profit
	Private Sector

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FORCES CONNECT SOUTH EAST (FCSE)

FCSE is a partnership which exists to support the aims of the Armed Forces Covenant and promote a greater understanding and awareness of the issues affecting the Armed Forces Community within public services across the South East region. It comprises:

- **Local authorities** (Surrey (lead authority), Kent, East Sussex, West Sussex and Hampshire County Councils, Brighton & Hove, and Medway Councils),
- **Military** – Regular and Reserve (Royal Naval Command East, 11 Infantry Brigade, RAF Odiham and SERFCA)
- **Service Charities** (SSAFA, RBL)
- **Health** (Sussex and Kent NHS Armed Forces Networks)

Governance is provided through a Member Working Group and an Officer Working Group, with regular reports delivered to the MoD.

Aims of FCSE Programme

The partnership was successful in accessing £321,300 of MoD Covenant Funding to deliver a project enabling fair and consistent advice and access to public services for the Armed Forces Community across the South East and to ensure they face no disadvantage compared to any other citizen. This is being achieved through the training of frontline staff across the region to meet the needs of armed forces personnel. Other strands of the project include developing an app to make it quick and easy for members of the forces to find the right support and establishing a mentoring programme to help those making the transition from military life to civilian employment. The project was launched in June 2017 with funding in place until September 2019.

Programme deliverables: The project comprises four training packages designed to embed the Covenant message across all levels of staff and councillors, emphasising the importance of asking 'have you (or your partner) served?' Four further strands are being delivered to complement the training. All areas of work have commenced and are in various stages of delivery.

1. Elected Councillor Armed Forces Champion Training (two hour course).
2. Service Champion Training - **CPD accredited** (four hour course).
3. Customer Facing Staff Training – delivered direct and via Service Champions (45 minutes)
4. E-learning – Armed Forces Covenant for frontline staff (40 mins).
5. Armed Forces Referral Pathways - signposting key services by county area.
6. Mobile App to digitalise Pathways - accessible to local authority and public service staff as well as the armed forces community.
7. Employee Mentoring package – to promote a smooth transition to civilian employment.
8. FCSE Legacy – promoting/sharing FCSE concept/material to other local authorities and to support a national roll-out in 2019.

Summary

The project is progressing well and is on target. The Member Working Group would like to brief CDP on current progress as well as provide an overview of plans to ensure sustainability and roll out of the Forces Connect concept nationally.

Date: 13 September 2018

Prepared by: Amanda Barnes, Programme Officer, Forces Connect South East

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