

# **DRAFT Surrey Civilian Military Partnership Board**

## **Terms of Reference**

Surrey Civilian Military Partnership Board (SCMPB) was established to foster closer working between agencies and the military to support the armed forces community (serving personnel, both regular and reserve, their families and veterans) in Surrey.

### **Role:**

The Surrey Civilian Military Partnership Board has a high level remit to ensure that the military community (service personnel, military spouses and their children, reservists, cadets, veterans) are not disadvantaged by their service and are given appropriate recognition and status within the county. The Board helps to maintain good relationships with the Ministry of Defence and the military command structure through 11 Infantry Brigade and its nominated Task Force Commanders within the county so that potential problems can be averted and issues resolved in an amicable and timely manner and at the right level.

### **Functions:**

1. To act as a platform to address countywide issues pertaining to the Armed Forces Covenant in Surrey and give strategic direction and advice in order to strengthen links between civilian communities and the military
2. To maintain Surrey's 'Military Friendly' position as a lead authority for the Covenant nationally and share good practice with other areas in respect of promoting the Armed Forces Covenant and to learn from them
3. To work closely with the Armed Forces in Surrey to see how the military can support the Board members in taking forward their organisations aims and vice versa
4. To champion the Armed Forces in Surrey and recognise and honour the commitment given by them through Armed Forces Week, Remembrance events and other occasions
5. To acknowledge and promote the valued role Reservists and ex-service personnel play within our community including promoting Reserves Day
6. To identify opportunities to bring additional funding into the County through opportunities including the Armed Forces Covenant Fund
7. To widely promote training and learning opportunities through Forces Connect South East and leadership courses.
8. To review and audit the work of the Armed Forces Covenant in Surrey on an annual basis
9. To hold an Annual Covenant Conference and training and briefing days as and when required
10. To work with and support the elected Armed Forces Champions and Covenant Leads across the borough and district councils in Surrey
11. To provide regular briefings on its activities to Surrey's joint and local committees
12. To work collaboratively with the task group/s and act as final arbiter

**Membership:**

The Board will comprise the following representation:

- Surrey County Council
- 11 Infantry Brigade and other Military as appropriate
- Lord-Lieutenant
- Garrison/Welfare Representative
- Garrison Covenant Lead Officer
- SERFCA
- ssafa Surrey
- ABF The Soldiers' Charity Surrey
- The Royal British Legion
- Chairman of Task Group(s)
- Representative of Surrey Leaders
- Representative of Surrey Chief Executives
- Representative of the Voluntary Sector
- Surrey Fire and Rescue Service
- Police and Crime Commissioner
- NHS Clinical Commissioning Group
- Surrey Chambers of Commerce
- Guildford Diocese
- Surrey Association of Local Councils
- Surrey Heath Borough Council

Other representatives may be invited to attend on an adhoc basis at the discretion of the Chairman.

**Chairman:**

The Chairman will be a Surrey County Councillor (Chairman, Vice Chairman or past Chairman of Surrey County Council) and the Vice-Chairmen will be the Chairman of the Task Group/s.

**Operation of the Board:**

- Meetings will be scheduled twice a year, with the option to hold additional meetings at the discretion of the Chairman.
- Any urgent decisions will be taken by an Executive Group made up of the Chairman, Vice - Chairmen and Brigade / Garrison representatives. Any decisions made will be reported to the next scheduled meeting of the Board.
- A quorum of five members representing five different organisations and including at least one civilian and one military organisation representative is required to constitute a meeting.
- The Board will meet in private and the papers will be published on the Surrey County Council website for information only.
- Surrey County Council will administer and assist the Board, with meetings being held in venues across the county.