



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
- Eventual closure of RLC Deepcut
- Relocation of Welsh Guards, 4 Armd Med Regt, 22 Field Hospital and 27 Regt RLC out of the county and ATR and other new units 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
<p>Increase awareness of services available to support the Armed Forces Community</p> <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 	<p>December 2018</p> <p>FCSE June 2019 reviewed 4 monthly by Members Board</p>	<p>SCC Lead with support from all Board Members</p> <p>FCSE contracted deliverers</p>	<p>Website has been reviewed and contains news stories and an updated calendar. New FCSE pages have been added, with links through some social media.</p> <p>FCSE is on track for delivery by June 2019, exceeding all targets with the exception of the elearning. Programme has been a huge success with national interest.</p> <p>The Veteran's Gateway and Service Charities are promoted through the training and the new mobile app.</p> <p>Presentation and briefing for Lt-General Nugee on 19 September about FCSE.</p> <p>External evaluation of the FCSE programme is very positive.</p>

Enable armed forces and civilian communities to come together to connect and address issues of mutual concern through the continued programme of conferences, seminars and meetings.	Deliver the Annual Armed Forces Covenant Conference	Feb 2019	SCC and 11 Brigade	Successful conference held on 6 Feb 2019 at ATC (Pirbright) with over 140 attendees. Positive feedback received from delegates. Focus on national update, remembrance and Service Children with workshops on FCSE, Veteran Hubs, Health and Emergency Management.
	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 Additional date in June 2019 to be identified to ensure newly elected AFCs are able to access training.
	Facilitate regular meetings between Task Force Commanders and Armed Forces Champions	November 2018	SCC, Welsh Guards and 11 Brigade	Meeting with 11 Brigade and AFCs held in November 2018 to fully understand current Army commitments in relation to TFC role. New relationship to be developed once Welsh Guards move. Emerging role of ATC (Pirbright) as key link for Woking and Guildford primarily.
	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. Meeting delayed from March to May 2018 due to officer workload.
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	Case study included on FCSE. Video case study on service children produced for conference has been requested for MoD website.

	Input provided to the National Covenant Conference	April 2019	SCC/FCSE	National conference to be held on 30 April 2019 in Newcastle. Aiming to host session on Armed Forces Champions and FCSE. Input being planned on FCSE to LGA Conference in July 2019
	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. SMAC briefed (including Anne Milton MP) invited to Surrey Conference. MP briefing to be considered after Brexit
	Surrey Covenant Annual report	April 2019	SCC/SCMPB	Draft produced for 6 February 2019 with a view to publishing in April 2019 Facilitated signing of Covenant by Diocese of Guildford with 11 Brigade
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 – 39 Surrey organisations were successful. Feedback on grant process given directly to MoD Covenant leads SCC Officer represents local authorities on the Regional Funding Panel

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
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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	FCSE promoted through JIVE, departmental newsletters and direct emails. Briefing given to CEX in December 2018 and Director attended briefing by Defence at Lancaster House. Re-accreditation achieved June 2018 Considering re-signing at full council.

<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, 5 more booked for March • RAF Halton – 2 people attended in September • RAF Cranwell – 2 attendees plus observer in May • Chief Fire Officer on Employer Engagement Event to Norway with MoD • Gold logo on Job adverts and promotion via website and CTP • New HR Policy agreed which includes guidance on Reservist Employer Notification letters
<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 Officer Chairman of regional Gold Alumni Group in July 2018 • SCC member of online Gold Alumni Group hosted by DRM
<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 	<p>March 2019</p> <p>March 2019</p>	<p>SCC</p> <p>SCC</p>	<p>Case studies drafted on FCSE, Fire Service Memorial and new Guildford Memorial.</p> <p>Video case studies produced on Service Children and FCSE.</p> <p>Reserves Day event held 28 June 2018.</p>

	the workplace by Reservist employees.			Looking at promoting employment as a Reservist during Armed Forces week 2019
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	<ul style="list-style-type: none"> Initial meeting held 28 June 2018 Reservists invited to flag raising and conference New HR Policy contains reference to support during emergencies. Work plan not yet developed

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. 	March 2019	SCC/SERFCA	<ul style="list-style-type: none"> Input into the Gold Alumni both at regional meetings and through new online forum. Demonstrated what it means to be 'Gold' at annual conference.

	<ul style="list-style-type: none"> Receive quarterly updates from SERFCA/DRM of Covenant signings and ERS Award in Surrey 			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. Attended official opening of new HQ March SCMPB being held at new HQ
	Work with SERFCA to understand and then promote Reservist manpower requirements with local employers via SCMPB	March 2019	SCC/SERFCA	SCC considering hosting a Reservist recruitment event during Armed Forces Week.
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. Event to be planned for 2019

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	FCSE training on track as above. Monthly officer meetings held
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 	May 2020	SCC/SMPL Solutions	Project commenced 20 May 2018. SMPL Solutions appointed and now delivering. Needs assessment and gap analysis completed and focus of

	<ul style="list-style-type: none"> Enhanced provision as appropriate according to need 			<p>one of the workshops at the conference.</p> <p>Initial guide produced, with more detailed version due end of April.</p> <p>Funding process for hubs now in place and first applications expected.</p>
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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 Case study to be developed
Understand and support 11 Brigade priority around Youth Engagement	One joint project to be identified and implemented	April 2019	SCC/11 Brigade	Three Surrey secondary schools participated in youth programme – Ash Manor, Farnham Heath End and Kings International. Schools being targeted for Army Engagement Event. Would like to explore youth event at ATC linking in with Active Surrey and local schools

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	<ul style="list-style-type: none"> Meeting held on 4 October. Focus on service children at conference Input from DCYP – MoD Service Children video made ATC (Pirbright) input into Children Centre consultation and update provided at March 2019 Board.
Increased understanding of Admissions process for Service children	Factsheet produced and links to FCSE admissions video	Autumn 2018	SCC FCSE	Factsheet produced by end September 2018 FCSE admissions video due to be completed spring 2019

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	Successful meetings held
<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 	To complete review with recommendations to SCMPB Board Nominated lead for Peer Support Group	March 2019 December 2018	SCC/Exec SCC	Community Integration/Unit Welfare Officer meeting September 2018 Health Champions meeting resourced by CCGs.

formal link to SCC Armed Forces Peer Support Group. <ul style="list-style-type: none"> Review Task Group structure and recommend revisions in line with current resources 		March 2019	SCMPB Exec	Recognise and Remember TG reduced from 4 meetings a year to 3 SCMPB ToR updated SCC Armed Forces Peer Support Group – June 2018, led by Peter Martin and Steve Owen-Hughes
Ensure that SCMPB remains relevant to military requirements within Surrey.	Annual endorsement of objectives via SCMPB	March 2019	SCC/11 Brigade	11 Brigade, ATC (Pirbright) and SERFCA full members of SCMPB

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"> Armed Forces calendar on SCC website Regular emails sent to Mayors secretaries to ensure it is up to date Caroline Breckell DL member of Recognise and Remember Task Group Still 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 a review by the Lord-Lieutenant at the annual Conference.

				<ul style="list-style-type: none"> All Armed Forces Champions invited to Sept R&R TG Cathedral Service held 11 November 2018
Support development of archive of all Surrey War Memorials	Case study to demonstrate the benefit of developing an archive	March 2019	Surrey History Centre	Officer left – new officer to be approached
Support Chairman's Office in civic events to recognise the military		Remembrance – November 2018	SCC	Guildford Cathedral - November