

Our Manchester Armed Forces Covenant - Action Plan & Steering Group Terms of Reference. (06/04/21)

Steering Group Terms of Reference:

To drive the development and application of the Our Manchester Armed Forces Covenant ensuring that the armed forces community receive excellent support and experience no disadvantage as a result of their military service.

To ensure that the contribution of the armed forces to the security and success of our City is valued, recruitment and transition to civilian life supported, and achievements celebrated.

To ensure that those who have given their lives are remembered and respected along with those whose lives have been impaired by military service.

To build and maintain a network within which those agencies with responsibilities to the armed forces community can meet, share leadership, ideas and plans and coordinate activities to support the community effectively.

To maintain an action plan and an annual report in support of the above, which will be published and presented to the Council.

To meet on a bi-monthly basis within a workshop format with core and flexible membership, coordinated by the Armed Forces Champion.

To consult regularly with wider stakeholders and to welcome contributions to the development of the Our Manchester Armed Forces Covenant.

Core Membership: Lead member for the Armed Forces, SMT Armed Forces Champion, Armed Forces Leads - MCC Strategic Housing, Work & Skills, Leisure & Sport, Manchester Health & Care Commissioning, Manchester Locality Care Organisation, Greater Manchester Police, Department of Work and Pensions, GMCA Royal British Legion, Walking with the Wounded, Armed Forces Representatives

Covenant requirements - LGA Guidance		Core Infrastructure to deliver Armed Forces Covenant	
Individuals		Collaboration	
<ul style="list-style-type: none"> ● An elected member Champion ✓ ● An Officer Point of Contact ✓ 		<ul style="list-style-type: none"> ● An outward-facing Forum ✓ ● A mechanism for collaboration with partners ✓ 	
Communication		Vision & Commitment	

Our Manchester Armed Forces Covenant - Action Plan & Steering Group Terms of Reference. (06/04/21)

<ul style="list-style-type: none"> ● A web page ✓ ● A clear public statement of expectations ✓ ● A route through which concerns can be raised ✓ ● Training of front-line staff - on-going ● The production of an annual report highlighting key actions taken that year and a forward plan ✓ 	<ul style="list-style-type: none"> ● An action plan that leads to action which can be monitored and reviewed ✓ ● A suite of regularly reviewed policies ✗ ● Enthusiasm and commitment ✓ ● Achieve Bronze, Silver, & Gold Accreditation – Silver ✓
---	---

Theme 1: Covenant Governance and Promotion				
Task/Action	Reason	Lead	Target Date/ Report Back	Comments/Update
Re-sign & refresh Manchester's Covenant Pledges within joint "Our Manchester Framework" alongside our public service partners	Align with revised local service architecture and forward and shared leadership principles across MCC, MHCC, MLCO , GMP DWP, RBL and WwtW	Paul Johnston Pete Owen		On hold pending capacity within MHCC and MLCO to engage Possible target covenant signing to align with June 2022 Armed Forces Week
Maintain regular Steering Group meetings /Workshops	Develop strong network / informal relationships / information exchange Maintain Action Plan, chase progress / address barriers.	Paul Marshall All core members	On-going Bi-monthly	Meeting scheduled to end of 2021
Secure additional resource to support this Action Plan	Additional support is required to for a focussed push on a number of long-standing issues	Paul Marshall	Complete	Armed Forces Covenant Programme Manager now in situ via temporary funding & appointment
Prepare Annual Report, present to Council / Executive & wider community	Review activity and performance against plan Utilise as a basis for consultation with AF Community to shape forward plan	Paul Marshall Paul Johnston All core members	April 21 plus annual cycle linked to Armed Forces Week	Complete, for approval and circulation

Our Manchester Armed Forces Covenant - Action Plan & Steering Group Terms of Reference. (06/04/21)

Put in place a Communication Plan to support the Action Plan. Review Manchester Covenant Web pages, associated links and Armed Forces Self Help Toolkit	Our Manchester AF Covenant to be clearly publicised & positioned. Direct AF Community to appropriate information and services Align Toolkit to Veterans Gateway & Pillars	Pete Owen MCC Comms. Team	September 2021	Communications & Marketing currently engaged in web page redesign Small group to be established to review online - toolkit with a view to re-launch September 2021
Complete audit of CRM systems to ensure Armed Forces identifier question being asked and recorded	To link members of the armed forces to appropriate information, advice and support services To support development of Armed Forces JSNA and inform the development of this action plan	Paul Johnston		Complete
Complete and maintain Armed Forces Joint Strategic Needs Assessment	To inform MLCO and MCC commissioning activity, service development and understanding of issues facing Veterans.	Neil Bennet (Population Health)	June 2021	Held pending resource availability with Population Health
Put in place and deliver Armed Forces Covenant training programme across all MCC. MHCC, MLCO customer-facing teams	To raise awareness of covenant responsibilities across all customer-facing teams along with links to relevant information and services E- learning	Kath Smythe HR/Training MLCO Alison Bunn RBL	Audit & review June 2021	E-learning Programme now in situ with ? completions. Follow up Team- based learning to be provided by RBL post-Covid restrictions
Put in place an Armed Forces Consultative Forum/ Stakeholder Group to shape on-going development	Link to good practice event, schedule into Armed Forces week. Draw in experience from GM Partners	Steering Group Members	June 2021 onwards	Core group members identified, on hold pending release from Covid restrictions
Position "Armed Forces community" alongside other protected groups within MCC equality framework, to underpin "no disadvantage"	Consultation / discussions to be put in place and taken forward via Communities & Equalities Scrutiny.	Keiran Barnes	Completed	

Our Manchester Armed Forces Covenant - Action Plan & Steering Group Terms of Reference. (06/04/21)

principle in line with Armed Forces Bill				
To maintain a regular programme of activity in support of the Covenant and the City's relationship with the armed forces	To develop and maintain the visibility of the City's support for the armed services through remembrance and recognition events and affiliations with local regiments	Paul Marshall/ Mike Parrot	On-going	Freedom of the City recently granted to 209 Battery the "Manchester Artillery" to be followed by a march through the City when circumstances permit. Affiliation also being negotiated in respect of a Naval Frigate

Pillar 2: Housing Actions to enable the AF Community to access appropriate housing and prevent homelessness

Task/Action	Reason	Lead	Target Date/ Report Back	Comments/Update
To engage with current national & GM review of AF Housing Support provision	Ensure Manchester's AF housing support approach reflects best national practice	Cath Atkins	Complete	MCC policy compliant with national policy guidance. Armed Forces connection now sits within highest priority bandings
Receive six monthly reports in respect of Veteran Homeless presentations, deeding in as appropriate to JSNA and action plan	Essential to monitor, veteran homelessness, understand drivers and contribute to reduction of street homelessness	Vivienne Feeney	Complete	On-going report into Steering Group.

Pillar 3: Employment - Action to develop employment opportunities, capture the skills of the AF Community within Manchester's economic growth and position MCC as a gold standard AF employer.

Task/Action	Reason	Lead	Target Date/ Report Back	Comments/Update
Review and reissue MCC Reservist Policy	Support reservists employed by MCC. Model good employer practice. Achieve Gold Defence Employer Award and promote	Annalie Pearce/ Pete Owen	Complete	Pending outcome of Gold award nomination
Introduction of a Guaranteed Interview	As above	Annalie Pearce/ Pete Owen	Complete	Monitor and review, April 2022

Our Manchester Armed Forces Covenant - Action Plan & Steering Group Terms of Reference. (06/04/21)

Scheme for AF personnel in transition				
Position support for Armed Forces Community within procurement/social value framework.	Commissioning and contract procurement cognisant of and responsive to barriers/disadvantage experienced by Veterans.	Ian Brown/ Paul Johnston	Complete	Monitor and review, April 2022
Identify, engage & recognise community of Armed Forces Friendly Employers	Provide supportive environment for those whose transitions to civilian life presents employment challenge	Pete Owen/ Elayne Redford	June 2021	Connect with Regional Armed Forces Employment Advisor and establish network of Armed Forces Friendly Employers – Launch possibly aligned to Freedom of City celebration /AF week.

Pillar 4 : Finances - Action to ensure access to income maintenance and wider benefits.

Task/Action	Reason	Lead	Target Date/ Report back	Comments/Update
Review Armed Forces Self-help Toolkit to align with the Veterans Gateway	Promote self-help, inform, advise and connect to benefits and local support systems.	Pete Owen/Paul Johnston	Sep. 2021	On-going
Establish Armed Forces Checkpoint (Triage) to support professionals working with the AF Community	To support wider professionals working with the AF Community, to connect with wider expertise & resources	Pete Owen/Paul Johnston	N/A	Our Manchester Funding now closed. Held pending identification of funding resource
Increase awareness of DWP staff through an embedded AF Covenant champion	DWP engage with veterans to identify previous history, service and employment needs.	Richard MCAvoy	Complete	

Pillar 5: Living Independently -

Task/Action	Reason	Lead	Due Date	Comments/Update
--------------------	---------------	-------------	-----------------	------------------------

Our Manchester Armed Forces Covenant - Action Plan & Steering Group Terms of Reference. (06/04/21)

Develop and deliver a bespoke armed forces safeguarding / awareness raising and tenancy training programme for Housing providers and strengthen links to VCS.	Reduce the number of veterans presenting and at risk of homelessness.	To be confirmed	Review June 21	To be actioned post Covid restrictions
Review service provision in respect of Veterans who become involved in the criminal justice system	Ensure prompt identification and connectivity across support networks	Paul Johnston	Sept.21	

Pillar 6: Mental Well-being - Actions relating to good mental health and wellbeing

Task/Action	Reason	Lead	Due Date	Comments/Update
Understand current access routes to mental health support, effectiveness and barriers	Initial discussion scheduled with Mental Health Commissioner	Juliet Eadie / Val Bayliss - Brideaux	Review June 2021	Conversation to be picked up when MHCC colleagues are able to engage
Develop, monitor and review provision of concessionary leisure passes for those subject to WWTW armed forces support programmes	To test out the health & wellbeing benefits of supporting greater veteran participation in leisure and sport, with a view to a wider concessionary scheme.	Phil Clarke WWTW	Review June 2021	Pilot in place, review when Leisure/Sport opportunities open up post-Covid

Pillar 7: Physical Health - Actions relating to general medical care and physical health care

Task/Action	Reason	Lead	Due Date	Comments/Update
-------------	--------	------	----------	-----------------

Our Manchester Armed Forces Covenant - Action Plan & Steering Group Terms of Reference. (06/04/21)

Promote GP Veteran Registration	To enable GP practices to screen and target veteran medical care and signpost appropriately. To support development of an effective AF JSNA	Val Bayliss- Brideaux	Review June 2021	First year complete, requires consolidation
Identify an Armed Forces GP champion and develop an AF Friendly GP Accreditation Scheme	To promote awareness of AF health care needs, health care protocols and effective connection to support systems. NB A national scheme is developing based on Tameside Pilot.	Val Bayliss- Brideaux	Review June 2021	To focus consideration of Primary Health Care & Mental Health care requirements of the Veteran Community

Pillar 8: Family and Community - Actions relation to strengthen families and the armed forces community

Task/Action	Reason	Lead	Due Date	Comments/Update
Explore opportunities to develop “grass-roots support opportunities” within targeted neighbourhoods	To create opportunities for mutual support at neighbourhood level, to counter social isolation and strengthen the resilience of the AF community. Utilise Our Manchester Funding?	Pete Owen / Paul Johnston	Review June 2021	Subject to initial consultation Possible bid to Our Manchester Funding
Informed by JSNA, promote awareness of AF families and their needs across Children / Education Services	To provide added value/ increase resilience and extend social network of AF families / to overcome social isolation. Link to Forces Family Survey.	Julie Heslop	Review June 2021	Further consultation to be scheduled