

Appendix B

Bradford District Armed Forces Community Covenant – Action Plan 2015 -2017 – Progress report 10/10/16

This plan describes the specific actions that the Community Covenant Partnership has committed to undertake in Bradford district to support the Armed Forces Community. Action is aligned with:

- The Pledge all partners signed:
 - Encourage local communities to support the armed forces community in their areas and to nurture public understanding and awareness among the public of issues affecting the armed forces community
 - Recognise and remember the sacrifices faced by the armed forces community
 - Encourage activities which help to integrate the armed forces community into local life
 - Encourage the armed forces community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement
 - Ensure the armed forces community do not face disadvantage compared to other citizens in the provision of public and commercial services
 - Give special consideration in appropriate cases, especially for those who have given most such as the injured and the bereaved
- The Royal British Legion Community Covenant top five policy changes
- The outcomes from the local workshop held on the 6 March 2015.
- The District Plan priorities.

Overarching actions required to support the role of the Partnership and the Local Community Covenant

Aim 1: The partnership has data and evidence on which to base its decisions.					RAG Status
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	
<p>Partner organisations to develop and implement mechanisms to collect data from those accessing services, seeking employment or volunteering opportunities about their involvement with the Armed Forces.</p> <p>Individual partner organisations to also make arrangements within their own organisations to progress this action</p>	Bradford Council All partners	<ul style="list-style-type: none"> • Agreed question to use across the partnership October 2015 • Agreed information sharing protocol across the partnership Dec 2015 • Protocol for collection and reporting agreed across the partnership by Jan 2016 • Information being collected, shared and used to inform Partnership actions September 2016 	<ul style="list-style-type: none"> • Production of useable information on which the Partnership and partners can make informed decisions and changes to service provision • Identification of gaps in data to inform future action • Production of a needs analysis for this community 	<p>Council – Question agreed: ‘Are you currently or have you ever served in Her Majesty’s Armed Forces’</p> <p>For use by Social Workers and on recruitment equality monitoring forms. Further roll-out required.</p> <p>Ask partners to adopt this question.</p> <p>Collected data to be reported to the partnership in Feb 17.</p>	G

Aim 2: The Armed Forces Community are dealt with respectfully and given access to services to which they have a right					RAG Status
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	
<p>Ensure staff in all partner organisations are aware of:</p> <ul style="list-style-type: none"> • The role of the Armed Forces • The Community Covenant • The offer to the Armed Forces Community locally <p>Partner organisations to progress within their own organisations</p>	The Partnership	<ul style="list-style-type: none"> • Presentations to staff by the MOD Media Engagement Team • MOD Employer Stalls in partner organisations premises • Articles in newsletters for staff and customers • Develop and implement mechanisms for testing staff awareness 	<ul style="list-style-type: none"> • Staff aware of the role of the Armed Forces • Staff aware of the Community Covenant • Staff aware of the local offer to the Armed Forces Community • *X % of sample of staff surveyed aware of Armed Forces role, the Community Covenant and the local offer 	<ul style="list-style-type: none"> • MOD progressing employer stalls with partnership organisations. • Information about the Armed Forces Community Covenant on the Council web pages • Releases in preparation for staff newsletters 	G
Army Resettlement Team presentation to the Partnership	MOD	<ul style="list-style-type: none"> • Presentation at next partnership meeting in October 2015 	<ul style="list-style-type: none"> • Partnership has up to date information about the Army Resettlement offer 	Completed 5 October 2015	G
<p>Ensure that members of the Armed Forces Community are dealt with respectfully</p> <p>A working group to be set up to progress this action</p> <p>Individual partner organisations to also make arrangements within their own organisations to progress this action</p>	The Partnership	<ul style="list-style-type: none"> • Develop and use materials for inductions and staff briefings. 	<ul style="list-style-type: none"> • Staff aware that the Armed Forces Community may have very different experiences compared to the civilian community and may articulate requests for support differently. • *X % of sample of Armed Forces Community customers felt they had been treated respectfully by partners' organisations when accessing services 	<p>Council -</p> <ul style="list-style-type: none"> • Action plan agreed and being progressed 	G
Provide Armed Forces Champion in each partner organisation	All partners	<ul style="list-style-type: none"> • Report progress to October 2015 partnership meeting 	<ul style="list-style-type: none"> • Armed Forces Champion in partner organisations 	Representatives at the Partnership confirmed as Champions	G
<p>Ensure members of the Armed Forces Community are not disadvantaged when accessing public services</p> <p>Individual partner organisations to make arrangements within</p>	All partners	<ul style="list-style-type: none"> • Report progress to October 2015 partnership meeting 	<ul style="list-style-type: none"> • Armed Forces Community able to access services in line with the rest of the community 	Ad hoc queries followed up with relevant departments/services and partners as they arise for resolution	G

their own organisations to progress this action				Some dependency on Aim 1.	
Self-selecting partner organisations to host RBL drop in sessions	RBL, partners	<ul style="list-style-type: none"> Establish regular drop in sessions 	<ul style="list-style-type: none"> RBL drop in sessions available at a host of locations across the district. 	<p>Council – Agreed use of City Hall facilities</p> <p>Airedale NHS Trust providing facilities too</p> <p>BRI and Keighley Vetrans Breakfast Club – under progression</p>	G
All partner organisations to promote their support for the Armed Forces Community through their web pages and promotional material	All partners	<ul style="list-style-type: none"> Provide evidence of promotion of Armed Forces by October 2015 	<ul style="list-style-type: none"> Armed Forces and Civilian communities can identify which organisations have pledged their commitment to supporting the Armed Forces Community across the district 	<p>Council – Armed forces community support web pages</p> <p>A5 booklet available to hand out.</p>	G

Aim 3: promote the Armed Forces Covenant across the District					RAG Status
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	
Identify and act on opportunities to promote the Armed Forces Covenant, Corporate Covenant and Community Covenant across the District	Bradford Council and partners	<ul style="list-style-type: none"> Produce and circulate a calendar of events where the Covenants can be promoted 	<ul style="list-style-type: none"> Partnership presence at events Range of partners promoting covenant at a variety of events 	<p>The Covenant has been promoted in 2016 at:</p> <ul style="list-style-type: none"> Keighley and Bradford Armed Forces Day Events RBL promotion at: Bradford Interchange and City Hall Bradford Bulls Armed Forces Day 	G
<p>Develop links with the T&A and encourage them to:</p> <ul style="list-style-type: none"> sign a Corporate Covenant Run stories about the Armed Forces and the Covenants in their paper 	Bradford Council	<ul style="list-style-type: none"> Report on progress to next partnership meeting in October 2015 	<ul style="list-style-type: none"> Meet with representatives from the T&A to discuss the Covenants and how they might support them. Stories in the T&A 	Letter sent by Cllr Ross-Shaw to the editor of the Telegraph & Argus	A

Aim 4: Develop mechanisms required to support the Partnership's role in MOD Covenant grant schemes					RAG Status
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	
As required, develop local mechanisms to enable the Partnership to deal with Covenant grant applications	Bradford Council/NHS/Voluntary and Community Sector	<ul style="list-style-type: none"> Local mechanisms developed and in place Review arrangements as required 	<ul style="list-style-type: none"> Processes in place to deal with grant application submissions and required reporting and management of locally funded MOD projects 	<p>New schemes announced 13 August 15.</p> <p>Information alert and initial advice sent out across the partnership and via networks</p> <p>2016 – MOD confirm that applications need to be endorsed by the LA before forwarding to the MOD for consideration</p>	G

Bradford District Armed Forces Community Covenant Partnership actions that support the Royal British Legion's top five policy changes

RBL Policy change					RAG Status
Policy change 1: Make tangible changes to your social housing allocation policy ✓					G
Evidence: Link to BMDC Housing allocation Policy https://www.bradford.gov.uk/NR/rdonlyres/6F539545-A6CB-40E4-8D52-553E6F6B5078/0/HousingAllocationsPolicy20142017.pdf Approved at: Council Executive 14 January 2014					
Policy change 2: Fully disregard military compensation when means testing for Council delivered support					
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	RAG Status
Check current position with Adult and Community Services	Bradford Council	<ul style="list-style-type: none">Report to October 2015 partnership meeting	<ul style="list-style-type: none">To be determined	Initial response from ACS received. Further discussion needed to clarify. Government proposals out for consultation at November 16.	G
Policy change 3: Prioritise Disabled Facilities Grant (DFG) applications where the disability is as a result of service in the Armed Forces					RAG Status
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	G
Check current position	Bradford Council	<ul style="list-style-type: none">Report progress to October 2015 partnership meeting	<ul style="list-style-type: none">To be determined	Confirmed, priority is given to AF but in relation to similar case presentation. .	
Policy change 4: Consider the needs of the Armed Forces Community in your Joint Needs Assessment/Single integrated plan and via equality impact assessments					RAG Status
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	N
Partners to progress as appropriate with their organisation	Bradford Council, NHS, partners	<ul style="list-style-type: none">Report progress to October 2015 partnership meeting	<ul style="list-style-type: none">Needs of community reflected in assessments and plans	To commence.	
Policy change 5: Offer a school place to Armed Forces Children who apply mid-term, increasing class sizes to accept them where necessary. Ensure this always happen in practice					RAG Status
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	A
Check current position with education (see action below re: New Deal Priorities)	Bradford Council	<ul style="list-style-type: none">Report progress to October 2015 partnership meeting	<ul style="list-style-type: none">Armed Forces children allocated school places where sought	To follow-up with Children's and Young People's Services	

Bradford District Community Covenant Partnership Actions that support the District Plan Priorities

PRIORITY 1: Better skills, more good jobs and a growing economy					RAG Status
Aim: To support Armed Forces leavers residing in Bradford to become economical active					
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	
Use data to ensure that the Armed Forces Community are not at a disadvantage in terms of access to employment, welfare benefits, information, advice and guidance, skills and training or entrepreneurial opportunities	Bradford Council/JCP/RBL/SSAFA All partners	<ul style="list-style-type: none">Produce data reports for Partnership meetings to support decision-making by September 2016	<ul style="list-style-type: none">Data reports describing the local state available to the partnershipArmed Forces community aware of opportunities and support available to them in Bradford District	Linked to delivery of Aim 1. Some data being collected and will be available for February 2017 meeting – expect to roll out requirement for data collection at this time to other services.	A
Work with MOD re offer of work placements for Armed Forces leaver	Bradford Council, Job Centre plus	<ul style="list-style-type: none">Placements offered to leavers by April 2016	<ul style="list-style-type: none">Armed Forces leavers can access placements with partner organisations	Council – initially discuss with HR and consider service areas where could offer Have CPT Job search log in – exploring options.	G
Arrangements are made between self selecting partner and the MOD Employer Team to host reserve recruitment stands in their venues	Self-selecting partners	<ul style="list-style-type: none">Agreement to host stands	<ul style="list-style-type: none">Opportunity to join the reserves promoted to partner organisations staff	Initial discussions held between Council and MOD. No further progress	G
Develop and implement mechanisms to provide 'buddies' for new recruits from the Armed Forces	The partnership	<ul style="list-style-type: none">Report on progress to October 2015 partnership meeting	<ul style="list-style-type: none">Buddies available in each partner organisation	Council – Discussed and explored but action considered unfeasible at this time by HR department	G

PRIORITY 2: A great start and good schools for all our children					RAG Status
Aim: Ensure children of serving Armed Forces personnel and Armed Forces leavers can access the schools of their choice even if that means increasing class sizes					
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	
Open discussions with education service to consider changes required to the schools admissions policy	Bradford Council	• Report back to partnership in October 2015 to inform priorities for action	• Admissions policy allows class sizes to increase to accommodate children of Armed Forces families	Some initial contact made but further work required	A
Discuss with education why some schools are refusing the military access to talk to pupils and consider action to overcome this barrier	Bradford Council	• Report back to partnership in October 2015 to inform priorities for action	• Military have access to all schools.	Complete – no issue has been reported	G

PRIORITY 3: Better health, better lives					RAG Status
Aim: Ensure the Armed Forces Community can access health services and make informed decisions to support their own self care					
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	
Develop links into appropriate district partnerships and programmes to ensure Armed Forces community have access to services and support A working group to be set up to progress this action	Bradford Council, NHS, RBL, SSAFA, Combat Stress	<ul style="list-style-type: none">Report progress to October 2015 partnership meetingProvide data to Feb 17 Meeting	<ul style="list-style-type: none">Evidence that Armed Forces community face no disadvantage in accessing health care and lifestyle choices support	Initial data from Feb 2017 Partnership meeting will support this action.	N
Work to remove barriers for sharing health information between the military and NHS	MOD/NHS reps	<ul style="list-style-type: none">Progress report to partnership meeting in Feb 17	<ul style="list-style-type: none">Medical information shared between the MOD and NHS	Seek progress report from MOD/NHS representatives	N

PRIORITY 4: Safe, Clean and active communities					RAG Status
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	
Provide information via the Council and partner dedicated web pages about civic opportunities	The Partnership	<ul style="list-style-type: none"> Information on web pages by October 2015 	<ul style="list-style-type: none"> Information available via web pages 	To commence	N

PRIORITY 5: Decent homes that people can afford to live in					RAG Status
Aim: Ensure current Armed Forces personnel and recent leavers have access to information about housing options across the district					
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	
Appropriate partners to produce information for posting on web pages about range of housing options	Bradford Council and Incommunities	<ul style="list-style-type: none">Draft information available for consideration October 2015	<ul style="list-style-type: none">Information available to support housing choices	Housing allocation policy available via the Council web pages, links to housing provider available via the Council web pages	G

The plan to be revised at the February 2017 Partnership meeting.

Key to RAG Status

R	= Not on track to be delivered/completed within stated/expected timescales without interventions
A	= On track to be delivered/completed with some adjustment or additional intervention
G	= On track to be delivered/completed and or delivered/completed
N	= No status report at this time