

Report of the Strategic Director, Place, to the meeting of the Corporate Overview and Scrutiny Committee to be held on 23rd January 2020.

T

Subject:

Annual progress report on the Bradford District Armed Forces Covenant and work of the local Covenant partnership to meet the needs of the local Armed Forces Community.

Summary statement:

The purpose of the report is to provide an update on the implementation of the Bradford District Armed Forces Covenant and report on the progress made by the Covenant Partnership in identifying and addressing need within the Armed Forces Community.

Previous progress was reported to this committee on the 14th December 2016. This update follows the decision of Full Council of the 16 July 2019 to re-instate an annual progress update.

Steve Hartley
Strategic Director Place

Ian Day
Assistant Director Neighbourhoods and
Customer Services

Report Contact: Helen Johnston
Phone: (01274) 434401
E-mail: helen.johnston@bradford.gov.uk

Portfolio:

Leader and Corporate

Overview & Scrutiny Area:

Corporate

1. SUMMARY

- 1.1 The purpose of the report is to provide an update on the implementation of the Bradford District Armed Forces Covenant and report on the progress made by the Covenant Partnership in identifying and addressing need within the Armed Forces Community.
- 1.2 Previous progress was reported to this committee on the 14th December 2016. This update follows the decision of Full Council of the 16 July 2019 to re-instate an annual Armed Forces Covenant progress update.

2. BACKGROUND

- 2.1 The Armed Forces Covenant is led by national government. It enables the nation to support and demonstrate commitment and gratitude to the armed forces community for the sacrifices made in discharging their duties.
- 2.2 A main objective of the Covenant is to ensure that the armed forces community face no disadvantage when accessing local public services.
- 2.3 Public sector, voluntary and charitable organisations, along with private companies, can sign their own Covenant pledges committing support to the armed forces community.
- 2.4 The armed forces community includes serving personnel, reservists, their families and ex-service personnel.
- 2.5 Keen to demonstrate the Council's and the District's support for our armed forces community, our previous and now deceased Council Leader, Cllr Ian Greenwood, made the necessary arrangements for the Council and our partners to be able to sign a Covenant Pledge that included the whole district. This culminated in a Full Council resolution of the 11th October 2011 that the Strategic Director of Adult and Community Services would become lead officer for developing and establishing a Bradford District Armed Forces Community Covenant. Council Executive of the 20th January 2012 then endorsed the Strategic Director's and Council Armed Forces Champion's detailed proposals for implementing the Covenant locally.
- 2.6 The Council and its partners signed the Armed Forces Covenant Pledge on the 30 January 2012. **Appendix 1** Partnership membership provides a list of the organisations that signed the pledge at this time and subsequently formed the local Covenant Partnership.
- 2.7 **Appendix 2** Bradford District Armed Forces Covenant Pledge provides the wording of the promise made by local organisations whose representatives signed the local Covenant Pledge on the 30 January 2012.
- 2.8 Bradford Council was a front-runner in signing a Covenant Pledge and forming a local partnership. All local authorities have now signed up to the Covenant.
- 2.9 Bradford Council's current Elected Armed Forces Champion is Cllr Joanne Dodds.

Previous Champions were Cllr Alex Ross-Shaw and, now retired, Cllr John Ruding.

- 2.10 Bradford Council's strategic officer lead has changed through the year's with the role now being undertaken by the Assistant Director of Neighbourhoods and Customer Services, Ian Day.
- 2.11 For our Covenant to remain live, the local civil/military partnership must meet at least annually.
- 2.12 There are various ways in which local partnerships may discharge their pledges, such as:
- Providing opportunities for the Armed Forces to talk about their experiences on operations
 - Providing the community with easier access to services and raise their awareness of entitlement to local provision
 - Providing concessions for paid for provision – such as access to leisure services
 - Providing discounted private services and goods – such as in shops and restaurants
 - Supporting service leavers into employment
 - Involving the community in local projects
 - Celebrating and recognising the work of the Armed Forces Community.
- 2.13 Within Bradford, a main thrust of the partnership's work has been around removing barriers to accessing services and improving the community's awareness of services and provision that could support them.

3. OTHER CONSIDERATIONS

- 3.1 Following public consultation and workshops with stakeholders, the local Covenant Partnership developed and published an action plan. The plan is now under review and will be refreshed and reissued in the spring. This is being supported through the Implementation Project. A copy of the plan is available at **Appendix 3** Action Plan
- 3.1 Bradford Council was awarded Ministry of Defence Covenant grant funding to host and manage a two –year West Yorkshire-wide local authority Covenant implementation project.
- 3.2 The project started in June 2019 and is supported by a full time officer, also funded through the Ministry of Defence Covenant grant. This officer is based in Bradford and works with each individual local authority on Covenant issues important to each area, identifies good practice to share across the sub-region, identifies areas that would benefit from for cross-collaboration and has developed a good practice forum for Elected Champions, strategic leads and strategic support officers.
- 3.3 Benefits from this project are about to be realised in each local authority area as follows:

- **West Yorkshire-wide armed forces community survey** – the survey results can be disaggregated to enable specific local authorities to receive data from respondents in their areas and aggregated to provide data for the whole of West Yorkshire.

Delayed by the general election, the online survey will be available from 20th January 2020. It will be launched in Bradford via a press release, on social media, at Royal British Legion meetings and at Armed Forces and Veterans Breakfast Clubs.

Feedback from the survey will be used to inform Covenant work and the action plan in each local authority area and across West Yorkshire.

The survey will provide a baseline with repeat surveys taking place throughout the life of the project – to evidence if local authorities are meeting the needs of the community. It will also help to track and evidence benefits of the project.

- **West Yorkshire Armed Forces Community leaflet** – Containing the contact details for each of the five local authorities along with contact information for the main Armed Forces charities. Please see **Appendix 4** West Yorkshire leaflet.
- **West Yorkshire Service Pupil Premium booklet** –, the booklet explains what the Premium is, what it can be used for and how schools can apply for it. The Premium can make a significant difference to the school experience and support available to a service child. This is the first time all the relevant information has been made available in one place. Distribution of the booklet was delayed by the general election. A copy of the booklet is available at **Appendix 5** Service Pupil Premium Resource Directory.
- In Bradford the booklet will be available on Bradford Schools Online, via the Council's own website pages and will also be sent school leadership teams including chairs of governing bodies. .
- In 2019/20 the Department for Education had recorded 936 pupils eligible for the Premium in West Yorkshire, with 135 of those pupils attending Bradford Schools.
- **Review of Council and Partnership Covenant arrangements** with Elected Champions and strategic leads. For Bradford this identified a number of areas for us to follow up on, such as:
 - Covenant Council contact information to be added to all relevant webpages with an explanation of what type of questions might be addressed and also linking to the Council's compliments and complaints pages. .
 - Embedding link to the Armed Forces Community webpages to all other relevant Council webpages such as within housing and school admissions pages
 - New staff to learn about the Covenant through induction training
 - Action plan to be published on the Council's Armed Forces Community webpages
 - Consider expanding membership of the partnership further to take account of

private and other organisations Covenant pledges

- **Review of Council Covenant webpages** and standard information to be available on each of the five West Yorkshire local authority pages
- **Training** - Identification of Elected Member Champion and staff Covenant e-learning training. Discussions are underway with workforce development to have the e-learning package made available via the Council's Evolve training site.
- **Annual Communication Plan/Calendar** - For use across West Yorkshire and for each local authority to tailor to their needs. This provides a useful tool to ensure communications are planned and can be promoted in advance of events and deadlines – such as Pupil Premium application cut-off points. It also means that specific campaigns can be planned and tied to what is already happening – hence amplifying messages.

3.4 Following analysis of feedback from the West Yorkshire Armed Forces Community Survey, face-to-face engagement with stakeholders will take place that will inform the new Partnership and Council Covenant action plans.

3.5 **Data** - The project officer has also provided data about the armed forces community across West Yorkshire.

- The 2011 Census indicated that 409 regular Armed Forces personnel reside in Bradford (this is the 2nd highest rate in West Yorkshire with only Leeds having the a larger population at 691). 378 personnel were male and 31 female, with the majority for both genders being aged between 17 and 64 years of age.
- Department for Education records for 2019/20 show that there were 135 children of service personnel within Bradford's schools (this is the lowest level recorded across West Yorkshire with Wakefield having the highest recorded number with 261 pupils)
- The 2011 Census indicated that Bradford is home to 5,155 working age veterans (aged 17-64) . This equates to approximately 2% of the total working age population. Most working age veterans across West Yorkshire are male (92%), a majority are white (99%) and most are aged between 40 and 54 years-old.
- The Location of UK Armed Forces Pension and Compensation report for March 2018 showed there were 1,388 residents claiming an Armed Forces Pension in Bradford (3rd highest rate for West Yorkshire with the most claimants (2,166) residing in Leeds) and 81 residents in receipt of a War Widows Pension (the 2nd highest rate for West Yorkshire with Leeds having 107 residents in receipt of this pension) .

Through this data we can identify that there are at least 5,780 members of the armed forces community residing within the District. This is a very conservative estimate as all available data sources are partial and lags in time. This is an issue for all local authorities.

- 3.6 **Armed Forces Day Event** – This last year the Partnership reached out to other local organisations that have signed a Covenant pledge. Morrison’s Plc kindly contributed a luxury hamper that was raffled on Armed Forces Day at the Partnership’s stall, Bradford University donated virtual reality goggles and Hire Drive provided tyre depth key rings – all to be given out to people who attended Armed Forces Day in City Park. The intention is to build on these relationships further.
- 3.7 **Bradford District Credit Union** also signed a Covenant Pledge recently and has joined the Partnership. Although there is a national Armed Forces Credit Union, this is a first for a local Credit Union. It means that the community’s needs will be considered when new products are offered and financial inclusion support is developed.
- 3.8 **Inclusivity** - Bradford continues to develop inclusivity through various programmes, projects and mainstream work. The Council’s Neighbourhood Support Services’ Stronger Communities team worked with the different faith groups, communities, the Army and the local World War 1 Society to build awareness of all our communities’ contribution to the British Armed Forces in times of conflict. Work was also undertaken with the Peace Museum to develop their Poppies and Remembrance workshop to cover remembrance from as wide a perspective as possible.

The culmination of this work was a more diverse attendance at the City Centre Remembrance Service as members of our diverse communities felt welcomed and that it was about all our communities sacrifices.

This work was cited as good practice in the Council’s response to the Government’s Integration Strategy. Subsequently Bradford was chosen as a pilot area for the integration programme which has attracted further funding into the District.

- 3.9 **Housing allocation policy enhancement in line with new regulations in 2017**
The Council’s policy was further enhanced to ensure those serving or who had left the armed forces within the previous five years no longer needed a local connection to go on the housing waiting list and that length of service would be counted as ‘waiting time’. Members of the community meeting the criteria would be classed within Band 1, the highest Band, for housing.
- 3.10 **Employer Recognition Scheme** - In November 2018, Bradford Council was awarded Silver by the Ministry of Defence for its current employment support for people from the Armed Forces community. Other organisations within the Partnership that have been awarded Silver are:
- Bradford District Care NHS Foundation Trust
 - Bradford Teaching Hospitals NHS Foundation Trust
 - West Yorkshire Fire and Rescue
 - West Yorkshire Police

The award means that organisations consider the needs of ex-forces and currently serving personnel in their employment practices

The Partnership will continue to work together to get partners recognised and to go for 'Gold' recognition. Pre-requisites for this level of award are renewing commitment to the Covenant and guaranteeing interviews for posts for those people from the armed forces who meet the essential criteria for a role.

- 3.12 Between 1 April 2018 and 31 March 2019 a total of 100 people applying for employment with the Council identified themselves as either currently serving or having served in Her Majesty's Armed Forces. Of these applicants, 34 were shortlisted for interview and eight were offered posts.
- 3.13 **Hosted October ERS Award ceremony** - Opened by our Lord Mayor, Cllr Doreen Lee, the Yorkshire and Humber Award Evening took place in our own Banqueting Suite at City Hall.
- 3.14 **Veteran Aware status** - NHS England is undertaking a four-year programme to ensure health providers attain 'Veteran Aware' status. Our NHS partners are leading on this with all partners committed to supporting where able.
- 3.15 **Outreach support** – Royal British Legion's Keith Webster continues to offer outreach support for the armed forces community on a monthly basis from Bradford City Hall and Airedale Hospital. Work is being undertaken to see if this can be expanded further and supported by additional volunteers.

Keith's tireless support for and commitment to the Armed Forces community is commendable.

- 3.16 **Elected Member Champion** – In discharging her role Cllr Dodds also takes up individual cases where members of the community feel that our Covenant pledge has not been fully met. Whilst her involvement may directly benefit the individual who has raised an issue, it also provides information about where we need as a Council or Partnership to consider or undertake further work. For instance, a recent case raised the issue of a lack of some front line staffs' awareness of our Covenant commitment. Anonymised information from our Champions cases will be used to inform our new action plans.
- 3.17 **Council motion - Support for Veterans** - A motion was carried at Full Council of the 16 July 2019 that:
- expressed the Council's appreciation of the Armed Forces and work undertaken locally to support the community,
 - determined that efforts would be taken to capture as many veterans' voiced as possible in the renewal of the Covenant action plan
 - Council officers and elected members would meet with veterans at breakfast clubs to discuss how to improve awareness and take up of services provided
 - look at expanding the offer to the local armed forces community
 - report progress annually to the Corporate Overview and Scrutiny Committee.

Appendix 6 Support for Veterans Full Council decision 16 July 2019 provides the content of this motion.

- 3.18 The Armed Forces Covenant Partnership welcomed this Council decision as it provided a further platform for promoting the Covenant, seeking and reflecting the voices of stakeholders in its plans and additional areas that the Partnership could consider.
- 3.19 With the exception of opening discussions with Bradford Encouraging Exercise in People (BEEP), all other actions within this Council decision have been commenced and have been described throughout this report.
- 3.20 **Statutory requirement** - The local Covenant Partnership will consider implications and provide briefings as further details of the government's commitment to make aspects of the Armed Forces Covenant statutory are released.

4. FINANCIAL & RESOURCE APPRAISAL

Work on the delivery of the Armed Forces Covenant by the Council is undertaken within existing resources and is supported by a grant from the Ministry of Defence that supports delivery of the two year West Yorkshire-wide local authority Covenant implementation project and officer, outlined in paragraphs 3.1 – 3.4 above.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are no significant risks arising out the recommendations.

6. LEGAL APPRAISAL

- 6.1.1 There are no legal issues arising at this time.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

- 7.1.1 The armed forces community is present across all the protected characteristics but are not a protected characteristic in their own right.
- 7.1.2 A main objective of the Community Covenant pledge is to ensure that the armed forces community has equitable access to local public services. The partnership is concentrating its efforts on this objective.
- 7.1.3 The Council through its Silver Defence Employer Recognition Award has demonstrated its commitment to supporting the employment of members of the armed forces community both former personnel and currently serving reservists.
- 7.1.1 The work of the Armed Forces Covenant Partnership contributes to the following Equality Objectives:
- **Equality monitoring** - our data better provides us with the right insight,

evidence and intelligence to make well informed decisions that impact on our communities.

The Armed Forces Covenant Partnership will collect and consider non-personal data to inform its work and to also provide information to other organisations across the District for them to consider.

7.2 SUSTAINABILITY IMPLICATIONS

There are none arising from this report

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

There are none arising from this report

7.4 COMMUNITY SAFETY IMPLICATIONS

There are none arising from this report

7.5 HUMAN RIGHTS ACT

There are none arising from this report

7.6 TRADE UNION

There are none arising from this report

7.7 WARD IMPLICATIONS

Whilst not known, it can be assumed that serving members and former members of the armed forces community are dispersed across the district.

7.9 IMPLICATIONS FOR CORPORATE PARENTING

The report does not have any implications for Corporate Parenting

7.10 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

There are no issues arising from the privacy impact assessment

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

This report is presented as an update.

10. RECOMMENDATIONS

Recommended –

- 10.1 That the Strategic Director Place continues work to progress the development of the Bradford District Armed Forces Covenant and implementation of its action plan and reports progress to Council committees at regular intervals.
- 10.2 That Royal British Legion member Keith Webster is commended for his voluntary work in supporting the armed forces community.
- 10.3 That Committee members make comments and suggestions for action by Council officers, elected members and the Covenant Partnership.

11. APPENDICES

Appendix 1 Partnership membership

Appendix 2 Bradford District Armed Forces Covenant Pledge

Appendix 3 Action Plan

Appendix 4 West Yorkshire leaflet

Appendix 5 Service Pupil Premium Resource Directory

Appendix 6 Support for Veterans Full Council decision 16 July 2019

12. BACKGROUND DOCUMENTS

- 12.1 [Report to Full Council 11 October 2011](#)
- 12.2 [Report to Council Executive 20 January 2012](#)
- 12.3 [Report to Corporate Overview and Scrutiny Committee 10 April 2013](#)
- 12.4 [Report to Corporate Overview and Scrutiny Committee 20 January 2014](#)
- 12.5 [Report to Corporate Overview and Scrutiny Committee 8 September 2015](#)
- 12.6 [Report to Corporate Overview and Scrutiny Committee 14 December 2016](#)
- 12.7 Ministry of Defence, Armed Forces Covenant:
<https://www.armedforcescovenant.gov.uk/> #
- 12.8 [Bradford District Housing Allocation Policy 2017](#)

Appendix 1 Partnership membership

The Partnership is jointly chaired by the Council's Armed Forces Champion and the Armed Forces representative.

Members of the Partnership:

- Armed Forces representative
- Elected Member Armed Forces Champion
- Regional Royal British Legion
- Bradford Group Royal British Legion
- Yorkshire and Humber Veterans Pensions and Advisory Committee
- West Yorkshire SSAFA
- Bradford District Care Trust
- Airedale NHS Foundation Trust
- Bradford Teaching Hospitals NHS Foundation Trust
- Airedale , Bradford and Leeds NHS Cluster
- Job Centre Plus
- Incommunities
- Bradford District Credit Union
- Bradford VCS Assembly
- West Yorkshire Fire and Rescue Service
- West Yorkshire Police Service – Bradford South and Bradford North Divisions
- Local Councils representatives – Town and Parish Councils
- Assistant Director of Neighbourhood and Customer Services

Other public and voluntary and community sector organisations that sign the Covenant Pledge will be invited to join the Partnership and provide representatives as appropriate.

Appendix 2 Bradford District Armed Forces Covenant Pledge

THE BRADFORD DISTRICT COMMUNITY COVENANT 30th JANUARY 2012



The People of the United Kingdom
Her Majesty's Government

And

All those who serve or have served in the Armed Forces of the Crown
And their Families



Community Covenant

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of the City of Bradford Metropolitan District: it includes NHS organisations, voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the District and demonstrates the value of their contribution.

This has no greater expression than in upholding this Covenant.

Appendix 3 Action Plan 2015-17

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>	<p>Bradford Council All partners</p>	<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. Council - Initial data received Pick up through grant funded project.</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 <p>Council – received e-learning module to assess and roll out. Pick up through the grant funded project</p>	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 <p>Pick up through the grant funded project</p>	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✓
Ensure members of the Armed Forces Community are not disadvantaged when accessing public services	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	G

Individual partner organisations to make arrangements within their own organisations to progress this action				resolution Some dependency on Aim 1. Consider process through the grant funded project	
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. 	Council – Agreed use of City Hall facilities Airedale NHS Trust providing facilities too BRI and Keighley Vetrans Breakfast Club – under progression	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 	Council – Armed forces community support web pages A5 booklet available to hand out. Link to Council content: Armed Forces Community Support in Bradford District Bradford Council	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 	<p>Letter sent by Cllr Ross-Shaw to the editor of the Telegraph & Argus</p> <p>New Champion, new editor, grant award – start again</p>	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> <p>Few applications coming through</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/rdoonlyres/6F539545-A6CB-40E4-8D52-553E6F6B5078/0/HousingAllocationsPolicy20142017.pdf Approved at: Council Executive 14 January 2014. New policy with improved ranking for Armed Forces personnel approved by Council Executive 12 September 2017					
Policy change 2: Fully disregard military compensation when means testing for Council delivered support					RAG Status
Action	Lead and involved	Timescales/Milestones	Required outcome	Progress/Comments	G
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.	
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 	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 partnership Armed Forces community aware of opportunities and support available to them in Bradford District 	<p>Linked to delivery of Aim 1.</p> <p>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.</p> <p>Pick up through grant funded project.</p>	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 	<p>Council – initially discuss with HR and consider service areas where could offer</p> <p>Have CPT Job search log in – exploring options.</p> <p>Pick up through grant funded project.</p>	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 	<p>Initial discussions held between Council and MOD.</p> <p>No further progress</p>	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 	<p>Council – Discussed and explored but action considered unfeasible at this time by HR department</p>	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	<ul style="list-style-type: none"> Report back to partnership in October 2015 to inform priorities for action 	<ul style="list-style-type: none"> Admissions policy allows class sizes to increase to accommodate children of Armed Forces families 	Some initial contact made but further work required Pick up through grant funded project.	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	<ul style="list-style-type: none"> Report back to partnership in October 2015 to inform priorities for action 	<ul style="list-style-type: none"> 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 meeting Provide 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. Pick up through grant funded project.	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 Pick up through grant funded project.	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 Pick up through grant funded project.	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
G✓	= Completed
N	= No status report at this time

Appendix 4 West Yorkshire leaflet

As a member of the Armed Forces community you will have access to local services similar to any other citizen in the local community.

Your local Council can help you access:

- Housing advice – including how to access social housing
- Benefits and welfare advice – including Council Tax payments and reductions
- Sports and activities – including gyms and discounts
- Education and childcare – including how to apply for a school place
- Adult Social Services – including home adaptations
- Family support – including activities, advice and support

Visit your Council website for further information.

If you feel you have been disadvantaged due to your service when accessing any of the above services please contact your local Council.

WANT TO FIND OUT MORE ABOUT THE COVENANT?

Visit www.armedforcescovenant.gov.uk

WEST YORKSHIRE LOCAL AUTHORITIES

For information on each Local Authorities offer search 'Armed Forces' on their website

BRADFORD

Email: BDAFCC@bradford.gov.uk
Web: www.bradford.gov.uk

CALDERDALE

Email: Customer.first@calderdale.gov.uk
Web: www.calderdale.gov.uk

KIRKLEES

Email: kafc@kirklees.gov.uk
Web: www.kirklees.gov.uk

LEEDS

Email: Armed.Forces@leeds.gov.uk
Web: www.leeds.gov.uk

WAKEFIELD

Email: afd@wakefield.gov.uk
Web: www.wakefield.gov.uk



**SUPPORTING OUR
ARMED FORCES
COMMUNITY
WITHIN
WEST YORKSHIRE**



WHAT IS THE ARMED FORCES COVENANT?

The Armed Forces Covenant is a promise from the nation ensuring those who serve, or who have served, and their families, face no disadvantage compared to other citizens when accessing public and commercial services.

The Armed Forces Covenant relies on people, communities and businesses to actively support it in order to make a positive difference.

Want to find out more about the Covenant?
Visit: www.armedforcescovenant.gov.uk

WHO ARE OUR ARMED FORCES COMMUNITY?

Regular personnel currently serving;
Royal Naval Services, Army and Royal Air Force.

Merchant Navy; served for at least one day on active service.

Reservists; both regular and volunteer.

Ex-serving men and women (veterans); served for at least one day, regular or reservist.

Families; immediate family; spouses civil or other partners, children for whom the veteran or partner are responsible.

Bereaved; immediate family of service personnel or ex-service personnel who have died.

OUR PARTNERS CAN HELP YOU ACCESS:

HEALTH SERVICES

www.nhs.uk

The NHS can help you find a local dentist and doctor's surgery. Non urgent medical advice can be provided by calling NHS 111.

JOBS AND SKILLS

Your local Jobcentre Plus will be able to support you to access work and develop skills. You can find your local office by calling 0800 055 6688.

OTHER USEFUL ORGANISATIONS INCLUDE:



ROYAL BRITISH LEGION
www.britishlegion.org.uk/
0808 802 8080



VETERANS GATEWAY
www.veteransgateway.org.uk/
0808 802 1212



SSAFA
www.ssafo.org.uk/
0800 731 4880

HOW BUSINESSES CAN SUPPORT THE COVENANT

Over 3000 businesses in the United Kingdom have pledged their support for the Armed Forces Covenant.

Private, public and voluntary sector organisations of all sizes who wish to demonstrate their support for the Armed Forces community can find out more by visiting:

www.armedforcescovenant.gov.uk/get-involved

Examples of business support include:

- promoting the fact you are an Armed Forces-friendly organisation and supporting Armed Forces events and initiatives
- supporting the employment of reservists, veterans and service leavers
- offering flexibility in leave for service spouses and partners before, during and after deployment
- supporting reservist employees, allowing leave for training and deployment
- offering discount to members of the Armed Forces community



WEST YORKSHIRE
LOCAL AUTHORITY
IMPLEMENTATION
PROJECT

SERVICE PUPIL PREMIUM RESOURCE DIRECTORY



Pulling together information from the Department for Education,
Directorate Children and Young People, Service Children in State
Schools and the Service Children's Progression Alliance

JANUARY 2020



INTRODUCTION

This booklet has been created to support schools develop their understanding of the Armed Forces Covenant, the Armed Forces Community and the Service Pupil Premium. It pulls together information that is already available for schools and parents into one place.

Content

1. The Armed Forces Covenant
2. Education and the Armed Forces Covenant
3. The Armed Forces Community - Local Picture
4. Family Life for Children with Serving Parents
5. Service Pupil Premium
6. Service Pupil Premium Good Practice Examples
7. Service Pupil Premium West Yorkshire Examples
8. Letters
9. Useful Information for Schools
10. Useful Information for Families

Disclaimer

This booklet is only valid from the day produced and is intended to raise awareness of the Service Pupil Premium and experiences of Military children and families. It is for guidance purposes only and any queries around the Service Pupil Premium and how this operates should be directed to the Department for Education and the Directorate Children and Young People.

Acknowledgements

Special thanks to colleagues from the Directorate Children and Young People, Department for Education, West Yorkshire Local Authorities (including Bradford Design and Print team for the design of the booklet) and schools (including Battyeford Primary School, Colne Valley High School and The Greetland Academy), the Forces Families Federations and Service Children's Progression Alliance for their input into the development of this booklet.

THE ARMED FORCES COVENANT

The Armed Forces Covenant is a promise from the nation that no current or former member of the Armed Forces, or their families, should be at a disadvantage compared to other citizens in the provision of public and commercial services.

A copy of the Covenant can be found here:

<https://www.gov.uk/government/publications/an-explanation-of-the-armed-forces-covenant>

and further information about the Armed Forces Covenant here:

<https://www.armedforcescovenant.gov.uk/>

The Armed Forces Community is made up of:

- The Royal Navy / Royal Marines
- The Army
- The Royal Air Force
- Reservists
- Families of those who serve, including spouses/ partners and children

West Yorkshire Local Authorities and the Covenant

Each West Yorkshire Local Authority has signed the Armed Forces Covenant to pledge their support to the Armed Forces Community. Each Local Authority has:

- A web page on their main Council website dedicated to the Armed Forces Community advertising both local and national support services
- A Covenant Partnership Board that meets at least twice a year
- An elected member Armed Forces Champion
- An action plan in place aimed at ensuring the local needs of the Armed Forces Community are met

EDUCATION AND THE ARMED FORCES COVENANT

The Department for Education (DfE) supports the Armed Forces Covenant by:

- Providing Service Pupil Premium for children whose parents currently serve within the Armed Forces, and those children who have been recorded as having Service child status at any point in the last 6 years
- Allowing primary schools the ability to go over the capped 30 student infant class size for an Armed Forces child moving into area



Further information on admissions to schools can be found at the link below:

<https://www.gov.uk/government/publications/service-children-in-state-schools-handbook/service-children-in-state-schools-handbook-2013#admissions-to-schools>

THE ARMED FORCES COMMUNITY – LOCAL PICTURE

West Yorkshire



Children with Armed Forces Parents

For the year 2019/2020 the DfE recorded 936 children as eligible to claim Service Pupil Premium across West Yorkshire. However, this may not be the full picture of children as parents may not declare that their partner (or themselves) is a member of the Armed Forces.

Area	2018/2019	2019/2020
Bradford	132	135
Calderdale	152	156
Kirklees	144	152
Leeds	237	232
Wakefield	239	261
Total	904	936

Further information on Service Pupil Premium numbers can be found here:

<https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2019-to-2020> data can be found within Pupil premium allocations 2019 to 2020: national, local authority, parliamentary constituency level column under the Local Authority tab.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789683/Pupil_premium_allocations_LA_and_PC_level_2018_to_2019.xlsx

FAMILY LIFE FOR CHILDREN WITH SERVING PARENTS

When a member of the Armed Forces moves for work, their families often move with them. Moves can occur across the UK and in some cases abroad. Postings can last in each area for a few years before the individual moves jobs (and often location) again.

The Armed Forces provide accommodation for families should they wish to take this. The houses can be located on site where the parent works or within the local area.

The frequent moves experienced by Armed Forces families can present a number of challenges for school age children, especially if the child is moving around exam time or has been diagnosed with Special Educational Needs or a Disability. It can be hard emotionally to say good-bye to friends and begin the process of making new ones, particularly if the family move during a school term.

The Children's Commissioner has published a report looking at the lives of children who grow up within Military families. Although most children are growing up happy, the report highlights that the lifestyle can be tough, with frequent school moves leaving children feeling unsettled and anxious.

Below are some of the children's quotes from the report:

“I've moved nearly every two years. I've never finished a school! ... I've just been moving around a lot with my family, I moved from Germany to Northern Ireland, Northern Ireland to England, so I've moved houses so many times.” (12 yr old girl)

“I had so many friends that used to live near me, my next-door neighbour was my best friend, it was really sad.” (10 yr old boy)

“For me, when you're older it's not so much about making new friends, it's about the potential for messing up your life...like ... will I have to change my [GCSE] options, will I get to go to the 6th form I want?” (15 yr old boy)

As there are no large regular Military garrisons or bases within West Yorkshire it is likely that the Serving parent either commutes to work or even lives away from the

family home. A parent living away from home the majority of the week can present its own issues, such as the child missing the parent and the parent missing out on family events during the week. This can be made harder if the family have been used to living together during previous postings.

A smaller number of Military families in the area also limits the amount of peer support children (and parents) are likely to receive from other Military families in their local area.

The Service Children's Progression Alliance (SCiP) has created a briefing report describing the effects non-operational separation can have on families:

<https://www.scipalliance.org/research/research-briefings>

For further reading, the Naval Families Federation alongside King's Centre for Military Health Research, have looked into the effect of non-operational family separations or 'weekending':

<https://nff.org.uk/non-operational-separations/>

Deployment is another part of Military life families have to face. A deployment can occur nationally or internationally and can be for months at a time.

In some situations a parent may have limited contact with their child due to the sensitivity of their work. For example, for parents serving on submarines, due to the restrictions and sensitivity of their work, will have very little contact with the outside world. Families are permitted to send one-way 'familygrams', which can be sent in once or twice a week but they can be no longer than 120 words in total, which the Serving parent can not reply to. This lack of contact can provoke stress and worry for a child, particularly if the parent is going to a high-risk area.

Further information on what life can be like as part of a Military family is outlined in the Service Children in State Schools Handbook, see link below:

The Children's Commissioner report can be viewed here:
<https://www.childrenscommissioner.gov.uk/publication/kin-and-country-growing-up-as-an-armed-forces-child/>

The Service Children in State Schools Handbook can be viewed here:
<https://www.gov.uk/government/publications/service-children-in-state-schools-handbook/service-children-in-state-schools-handbook-2013>

SERVICE PUPIL PREMIUM



Overview

The Service Pupil Premium was introduced by the DfE in April 2011 as part of its commitment to deliver the Armed Forces Covenant and in recognition of the specific challenges children from Service families face.

Children in state schools and free schools in England from Reception age to Year 11 attract £300 (paid directly to schools).

Unlike the deprivation Pupil Premium, the Service Pupil Premium has been established principally to provide children with pastoral care, though it can be used to support their academic progress and attainment if needed.

Money is paid for the total number of Service children as a whole within the school and not specifically allocated to individual children.

It is up to the school and governors to decide how the money is spent and schools need to show how they spend this. OFSTED will consider its use in inspections.

It is up to the parent to declare to the school if they or their partner serve within the Forces.

Eligibility Criteria

For current Service Pupil Premium eligibility criteria visit www.gov.uk and search Service Pupil Premium.

Currently a child is eligible for Service Pupil Premium if:

- One of their parents is serving in Her Majesty's Armed Forces, or in the Armed Forces of another nation and is stationed in England
- They have been registered as a Service child on the January school census at any point since 2015
- One of their parents died whilst serving in the Armed Forces
- A child whose parent is a member of the Full Time Reserve Service (FTRS) on Full Commitment (FC), i.e. their role is deployable, is classed as a Service child

A child's eligibility needs to be registered in the Spring Census before the January deadline and parents need to make the school aware of their status.

Service Pupil Premium can not be claimed retrospectively.

Further information on the Service Pupil Premium and current eligibility criteria can be found here:

<https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-spp-information-sheet#background>

<https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know#eligibility-criteria>

Key to Success is a secure site for schools that provides a retrospective list of eligible Pupil Premium pupils based on the January census:

<https://www.keytosuccess.education.gov.uk/>

Service Pupil Premium is only relevant for pupils whose parents are designated as personal category 1 or 2 and comply with the eligibility criteria:

<https://www.gov.uk/government/publications/personal-status-category-definitions>

SERVICE PUPIL PREMIUM GOOD PRACTICE EXAMPLES

The Army Families Federation has put together a list of ways schools have used the Service Pupil Premium to support their children. Schools should consider these at their own discretion based on the needs of their individual children:

1. Learning Support Assistant dedicated to the emotional wellbeing and academic achievement of Service children
2. Computer equipment for Skype chat time
3. Half-termly social events for parents and children
4. Website page for Service families
5. Themed visits and outings
6. Moving-schools support including 'My passport'
7. After school clubs
8. Camera equipment for photographs
9. Welcome films made by pupils
10. Deployment display boards
11. Memory boxes for children moving on
12. Homework support groups
13. Around the world assembly
14. Service children's base within school, with a bank of computers for scanning school work to email parents who are away and keep them in touch

As the majority of West Yorkshire schools have a small number of Service children on roll, a buddy system allowing children to email or write to other Service children in their area or across the UK could be a valuable way to help children share experiences and connect with other Service children.



OTHER GOOD PRACTICE EXAMPLES



MKC Heroes (previously known as HMS Heroes) is a national support group for the children of serving personnel. There are over 9,000 members with over 140 schools signed up all over the world.
<http://mkcheroes.co.uk/>



Reading Force provides books and scrap books to children when their parent has been deployed.
<https://www.readingforce.org.uk>



The Ministry of Defence has published a Best Practice Guide for ways to spend the Service Pupil Premium.
<https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-examples-of-best-practice>

Further information on the Army Families Federation Service Pupil Premium examples can be found here:

<https://aff.org.uk/advice/education-childcare/service-pupil-premium/>

SERVICE PUPIL PREMIUM WEST YORKSHIRE EXAMPLES

BATTYEFORD PRIMARY SCHOOL

We use our Service Pupil Premium to contribute towards the following:

- Monitoring of Service children's progress compared to the wider school population to ensure that they learn, develop and achieve their own expected level of progress
- Intervention strategies and support are put into place to support Service children's learning
- The provision of a trained Teaching Assistant to provide pastoral support and guidance for families
- The provision of external Learning Mentor Support to work with individuals to build social skills, self-esteem and develop positive attitudes to learning thus raising academic attainment
- Membership of HMS Heroes
- Mutual support encouraged through membership of and trips organised by HMS Heroes coordinator e.g. Plymouth Raiders, Military Youth Choir etc.
- Extra-curricular activities to enable Service children to take part in certain activities that may not have been available to them due to the absence of one of their key adults. This has included, going to the theatre and 'wild in the woods'
- Forest school activities to provide a different experience: the children have really enjoyed being able to learn outdoors and this has

provided great chances to develop children's self esteem and confidence. It also provides an outlet to provide emotional support for children who need it

As with everything we do at school the measures put into place do make a positive difference. They help to ensure that our Service children become tolerant, caring and well rounded individuals with the skills to enable them to learn, develop and progress.

COLNE VALLEY HIGH SCHOOL

At Colne Valley High School our Service children benefit from:

- Free revision resources
- Enhanced teaching in core for smaller class sizes
- Prioritised access to wellbeing facilities
- Online ICT revision resources

In some cases they may also receive extra level 2 courses.

If your school has good practice Service Pupil Premium examples they wish to share please contact the West Yorkshire Armed Forces Covenant Project Officer, Gemma Paine at gemma.paine@bradford.gov.uk



LETTERS

The following letter is an example template Kirklees Schools send out to parents to encourage them to identify their child as a Service child:

Dear Parents/Carers

Re: Pupil Premium Funding

Additional funding has been released by the Government for schools to support pupils who have a parent in the Military. The details are below:

Pupil Premium – Service Child

Revised Entitlement (Formerly Marital Status) Personal Status Category Definitions Status

1. The definitions of Personal Status Category (PStat Cat) into which personnel are placed for the purpose of determining entitlements to benefits are described below.
2. All personnel are to be placed into one of the following PStat Cats:
 - a. **PStat Cat 1.** Those in PStat Cat 1 will meet one of the following qualifying criteria:
 - (1) A legally married member of the Armed Forces, who lives with their spouse, or who would do so but for the exigencies of the Armed Forces.
 - (2) A member of the Armed Forces, who is registered in a civil partnership in accordance with the Civil Partnership Act 2004, or is in a civil partnership under an overseas scheme recognised under that Act, and who lives with their registered civil partner, or who would do so but for the exigencies of the Armed Forces.
 - b. **PStat Cat 2.** Those in PStat Cat 2 will meet one of the following qualifying criteria:
 - (1) A member of the Armed Forces who has parental responsibility within the terms of the Children Act 1989 for a child(ren) and who satisfies all of the following conditions:
 - (a) Can properly be regarded as the centre and prime mover in the life of the child(ren).
 - (b) Provides a home where they normally live with the child(ren) except where unable to do so for reasons attributable to their service in the Armed Forces.
 - (c) Provides, where the child(ren) is unable to care for itself, a child carer who can look after the child(ren) during their absences attributable to their service in the Armed Forces. The child carer must not be the other natural parent of the child(ren). The other natural parent should normally only have staying access to the child(ren) for an aggregate of 56 days in any 12 month period. Staying access greater than this may render the Service person ineligible for PStat Cat2 (these restrictions on access do not apply while on recognised Unaccompanied Duty).

Please note: You are under no obligation to provide us with this information and we respect your right to keep your child's circumstances private. However providing us with the details will allow us to access the additional funding.

The additional funding of £300 per eligible child will of course enable us to do even more to ensure these pupils are supported to achieve their potential.

We will, of course, treat any information we receive with the utmost confidentiality.

If you would like to discuss this matter in confidence with the headteacher please contact the school on 01484 ??????? to make an appointment.

If you feel able to provide this information please call into the school office with the relevant documents before DD/MM/YYYY.

Thank you for your assistance in this matter.

Yours sincerely

The following letter from the Ministry of Defence (MoD) offers advice to Head Teachers in regards to Term Time absence for Service children:

ANNEX A to
2017DIN01-
178
Dated Nov 17



Directorate Children & Young People
Portacabin 8
Trenchard Lines
UPAVON
Pewsey
SN9 6BE

DCYP-DCYP-Mailbox@mod.gov.uk

Ministry of Defence (MoD) Advice to Head Teachers Term Time Absence for Service Children

Since September 2013, by law, head teachers are only able to grant requests for leave during term time in "exceptional" circumstances.

Firstly and most importantly, the MoD recognises that the educational needs of the Service child(ren) affected will always be a critical factor when determining whether term-time absence should be granted. The purpose of this advice note is to give additional guidance from the MoD to head teachers on when the operational needs of the Armed Forces may legitimately prevent Service families from taking leave during school holidays; and also to explain how head teachers can seek further advice from the MoD when dealing with specific cases.

As well as operational tours overseas or afloat, there are many situations where the unusual and often unpredictable demands of life in the Armed Forces may prevent Service families taking holidays together outside term time. These demands may see Service personnel deployed for lengthy periods of time for training as well as on operational activities, and may also see individuals remaining in their Base location, but with full-time duties preventing them taking leave during normal holiday periods.

As with all children, the decision on whether to authorise term-time holidays for the children of Service personnel sits solely with the head teacher of their school. Separate advice is being provided to Service families explaining how they should present evidence when requesting absence during term-time, and reminding them firmly that the educational needs of their child(ren) will remain of great importance. Advice is also being provided to Unit Commanding Officers and their Welfare staff to ensure support is only given to those legitimate applications made by their personnel.

To assist head teachers in making their decisions on absence applications, Unit Commanding Officers and their Welfare staff will be able to provide advice, verification and endorsement as required. If head teachers are unsure how to make contact with the relevant Armed Forces unit they should contact the MoD's Directorate Children and Young People at DCYP-DCYP-Mailbox@mod.gov.uk.

USEFUL INFORMATION FOR SCHOOLS

The following link provides further in-depth information on the **Service Pupil Premium** including the eligibility criteria in relation to divorced parents or step-parents and information on what happens when a child moves school after the school census date:

<https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-spp-information-sheet>

More information for teachers and school staff on supporting Service children and understanding their needs is available from the '**Service Children in state schools (SCISS) handbook**':

<https://www.gov.uk/government/publications/service-children-in-state-schools-handbook/service-children-in-state-schools-handbook-2013>

The **Pupil Information Profile** supports a child's learning by identifying their current and future learning needs. This information is intended to be passed across to the new school when the child moves.

In addition, since September 2018 the **Common Transfer File (CTF)** has included a specific section that schools can use to exchange information about Service children's particular needs (e.g. any concerns they have about the child's responses to moving school, deployment, parental separation).

Department for Education guidance on the CTF is published at:

<https://www.gov.uk/government/publications/common-transfer-file-19-specification>



Further information around how the CTF supports better transfer of information about Service children between schools can be found at:

<https://www.raf-ff.org.uk/news/the-common-transfer-file-for-service-children-moving-from-one-school-to-another/>

The **Royal British Legion** has also developed a Guide for Schools. Information can be found at:

<https://www.britishlegion.org.uk/get-involved/things-to-do/campaigns-policy-and-research/best-practice-guides/support-for-service-children>



The Service Children's Progression Alliance (SCiP) is a partnership of organisations focused on improving outcomes for children from Military families. SCiP is funded by the Ministry of Defence. Find out more at:

<https://www.scipalliance.org>

SCiP has a number of resources for schools including research briefings around moving schools and non-operational separation (weekending), which a number of Service families within West Yorkshire may be experiencing:

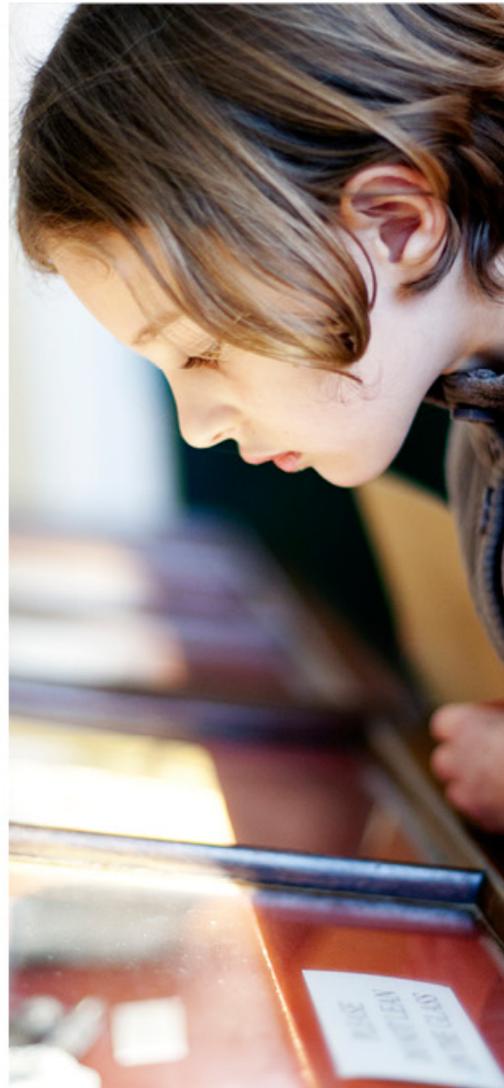
<https://www.scipalliance.org/research/research-briefings>

Research indicates that Armed Forces children are less likely to attend University than their peers. Find out more at the link below:

<https://www.scipalliance.org/resources/a-research-paper-further-and-higher-progression-for-service-children>

Therefore, it is important to promote Service children's further education and aspirations as far as possible. SCiP offers guidance to support a child and their school when writing their University applications:

<https://www.scipalliance.org/resources/ucas-guidance>



The Directorate Children and Young People have created an information booklet titled Information to support Service children moving between schools:

https://www.scipalliance.org/assets/files/Support_Service_pupils_moving_between_schools.pdf

The Children's Education Advisory Service (CEAS) provides advice, support and guidance regarding the educational well-being of the children and young people belonging to families in all three Military services. More information is available below:

<https://www.gov.uk/government/groups/the-childrens-education-advisory-service-ceas>

USEFUL INFORMATION FOR FAMILIES

THE CHILDREN'S EDUCATION ADVISORY SERVICE (CEAS)

The CEAS provides confidential and impartial advice to Service families on a wide range of educational issues including:

- parental rights and responsibilities
- children or young people's rights and responsibilities
- special educational needs and/or disability
- school admissions and appeals

CEAS does not make decisions about a child or young person's education; CEAS advise families to allow them to make informed decisions.

CEAS has created a moving schools guide for parents and a Pupil Passport for children.

<https://www.gov.uk/government/groups/the-childrens-education-advisory-service-ceas>

FAMILY FEDERATIONS

Families can seek advice and information from their respective Service Families Federation

Naval Families Federation 023 9265 4374

<https://nff.org.uk>

Army Families Federation 01264 382324

<https://aff.org.uk>

Royal Air Force Families Federation 01780 781650

www.raf-ff.org.uk

CHARITIES

Parents can also access practical and emotional support from charities such as:

The Royal British Legion 0808 802 8080

<https://www.britishlegion.org.uk>

SSAFA 0800 731 4880

<https://www.ssafa.org.uk>

Veterans Gateway 0808 802 1212

<https://www.veteransgateway.org.uk>

Little Troopers is a charity supporting children who have one or both parents serving in the Armed Forces.

<https://www.littletroopers.net>

LOCAL AUTHORITIES

Each West Yorkshire Local Authority has a page within their Council website dedicated to information for the Armed Forces Community. Please select the links for further information or search 'Armed Forces' on the main Council pages:

- **Bradford**

<https://www.bradford.gov.uk/your-community/armed-forces-community-support/support-available-to-the-armed-forces-community-locally/>

- **Calderdale**

<https://www.calderdale.gov.uk/v2/residents/community-and-living/armed-forces-personnel>

- **Kirklees**

<https://www.kirklees.gov.uk/beta/employment-information/armed-forces.aspx>

- **Leeds**

<https://www.leeds.gov.uk/residents/neighbourhoods-and-community/armed-forces-covenant>

- **Wakefield**

<http://www.wakefield.gov.uk/community/armed-forces>

THE ARMED FORCES COVENANT WEBSITE

has lots of information that may be useful for families.

<https://www.armedforcescovenant.gov.uk/support-and-advice/families/>

The wording in this publication can be made available in other formats such as large print and Braille. Please telephone 01274 437573.

Appendix 6 Support for Veterans Full Council decision 16 July 2019

38. SUPPORT FOR VETERANS

A motion was moved by Councillor Sullivan.

An amendment moved by Councillor Dodds, as set out in the resolution below, was carried.

Resolved –

Council notes:

Bradford Council is appreciative and supportive of the Armed Forces Community and the sacrifices endured by its members - individuals and their families - on all our behalf. The Council was among the first local authorities to sign an Armed Forces Covenant Pledge, which we signed with partners, Armed Forces representatives, local forces charities and VCS representatives on 30th January 2012 at an event in City Hall.

The excellent work undertaken by Councillors, Council Officers and Partner Organisations prior to and since the Council's adoption of the Bradford District Armed Forces Community Covenant, culminating in the Council receiving a Silver Award from the Ministry of Defence's Employer Recognition Scheme.

Whilst Bradford Council and its partners are proud of the progress made in discharging their promises to the Armed Forces, there is always more that can be done to raise awareness and help people to access the services and support they are entitled to. The Bradford Covenant Action plan is therefore currently being reviewed.

Council resolves to:

- **Ensure as many veterans as possible are able to take part in the review so that their voices are heard.**
- **Have appropriate Council Officers and elected members meet with representatives of the local Armed Forces Community, possibly at a meeting of the Veterans' Breakfast Club, to discuss how to improve awareness and take up of the services provided.**
- **Investigate the feasibility of increasing the services, benefits and facilities available to veterans including as part of the Bradford**
- **Consider any further recommendations arising from the meeting with the Armed Forces community.**
- **Have an annual report to Corporate Overview & Scrutiny to update on progress and ensure as many people as possible hear about the Covenant.**

ACTION: Assistant Director Policy and Performance/Scrutiny Lead