

East Riding Community Covenant Delivery Group

Terms of Reference

Background

The Armed Forces Covenant is a promise by the nation ensuring that those who serve or who have served in the Armed Forces, and their families, are treated fairly, and 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.

Community Covenants complement, at a local level, the Armed Forces Covenant. Local communities are encouraged to support the Armed Forces Community in their area and promote understanding and awareness among the public of issues affecting them.

Purpose

The East Riding Community Covenant Delivery Group (ERCCDG) was formed to support implementation of the Armed Forces Covenant for serving personnel, service families and military veterans within the East Riding of Yorkshire. The work of the ERCCDG is underpinned by the following key themes from the national 'Strategy for our Veterans', but with a broadened focus across the whole of the Armed Forces community:

- Cross Cutting Factors
- Community and Relationships
- Employment, Education and Skills (including Children & Young People)
- Finance and Debt
- Health and Wellbeing
- Making a Home in Civilian Society
- Veterans and the Law

The ERCCDG Action Plan is aligned to the above themes.

Objectives

The East Riding Community Covenant Delivery Group will:

- be responsible for the delivery of the ERCCDG Action Plan
- promote awareness of the Armed Forces Covenant
- champion the ethos of working in partnership to deliver improved outcomes for the local Armed Forces community
- support military charities both locally and nationally, as/when appropriate in what they are trying to achieve
- seek to embed the principles of the Armed Forces Covenant in the policies and practice of member organisations
- support recognition and remembrance of the sacrifices made by the Armed Forces community

- serve as ambassadors for the Armed Forces Covenant, advocating its principles to partner organisations, suppliers and customers
- 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
- encourage support for the Armed Forces community in the East Riding of Yorkshire, by promoting understanding and awareness of issues that may affect its members.

ERCCDG Members' Roles and Responsibilities

In support of the Council's leading role, Members will:

- attend quarterly meetings of the ERCCDG
- act as representatives for either statutory, private, voluntary or independent providers of services and to provide two-way communication and feedback between providers and the Council
- advise the Council in responding to local and national issues by contributing to consultations, working parties and groups
- contribute to developments in improving provision and outcomes for the Armed Forces community
- support and contribute to the delivery of actions set out in the ERCCDG Action Plan.

Chair

The role of Chair will be undertaken by the East Riding of Yorkshire Council's Armed Forces Member Champion [Councillor David Elvidge].

In the case of the Chair not being able to attend a meeting, the Vice Chair appointed from the membership of the ERCCDG, will undertake this role. The Vice Chair is currently Melanie Brown, East Riding College.

Meetings

The ERCCDG will meet on a quarterly basis and members or their representatives are required to attend all meetings. Additional meetings will be arranged in agreement with the Chair.

Agreements on any actions/recommendations will be reached by consensus and the Chair will have a casting vote where the ERCCDG cannot reach an agreed position or recommendation. Decisions are made in formal meetings of the Group.

The group may set up time-limited task and finish or sub-groups to explore work streams in more detail. Membership will be dependent on the nature of the work that is being delivered, calling on relevant partner representatives with specific expertise to support work streams as necessary.

Current sub-groups in operation include:

- Housing
- Employment, Education and Skills
- Health and Wellbeing (including Community and Relationships)
- Finance and Debt
- Children and Young People

The ERCCDG does not have any legal status, and as such, it cannot have responsibility for operations, for budgets, enter into contracts or legal agreements, or be held legally liable.

Dispute Resolution

If any dispute or differences arise between members about any issues/matters raised at meetings, the ERCCDG will collectively take all reasonable steps to resolve it. Where a matter cannot be resolved the Chair will raise the issue through line management responsibility in the Council, and/or relevant partner organisations.

Declarations of Interest

Group members must declare any relevant personal interest or conflict of interest at the earliest opportunity. The Chair shall determine whether that member shall withdraw for that item, or be allowed to speak, as appropriate.

Confidentiality

Meetings may occasionally receive information which is not in the public domain, possibly relating to individuals or commercially sensitive matters for example. It is the responsibility of each member to ensure that this information remains confidential to the meeting, unless prior authorisation has been given by the Chair for this to be discussed elsewhere. Members must not use confidential information for their personal advantage or the advantage or disadvantage of anyone known to them, or to disadvantage or discredit the ERCCDG.

Members' contact e-mail addresses will be shared with other members of the group and occasionally with visiting guests at meetings. Members should notify East Riding of Yorkshire Council as secretariat if they wish for their email address to remain private.

Secretariat

The Secretariat shall be provided by East Riding of Yorkshire Council. The Secretariat will be responsible for the following:-

- issuing formal notice of a meeting taking place at least two weeks prior to the meeting date
- arranging for venues and facilities to be available for the meetings
- formulating the final agendas and issuing them with appropriate papers etc at least one week prior to the meeting
- preparing the minutes and issuing them as a draft no later than three weeks after the meeting has taken place
- deal with all correspondence on behalf of the group

Alterations to the Terms of Reference

The Terms of Reference may be altered by agreement of the members present at an ERCCDG meeting and will be reviewed annually.

Delivery Group Member Organisations (August 2020)

- Age UK
- Armed Forces and Veterans Breakfast Clubs
- Army Welfare Service
- CatZero
- Combat Stress
- Department for Work and Pensions
- Defence School of Transport
- Defence Transition Services
- East Riding College
- East Riding of Yorkshire Clinical Commissioning Group
- East Riding of Yorkshire Council
- East Riding Voluntary Action Services
- FirstLight Trust
- GP Patient Engagement Group
- HEY Smile Foundation
- HEY Credit Union
- Home-Start Hull
- Hull & East Riding Citizens Advice
- Hull City Council
- Hull 4 Heroes
- Hull Veterans Support Centre
- Humberside Fire & Rescue Service
- Humberside Police
- Humberside, Lincolnshire & North Yorkshire Community Rehabilitation Company
- Humber Teaching NHS Foundation Trust
- Humber & Wolds Rural Action
- Lifeworks – RBLI
- My Space Housing Solutions
- National Gulf Veterans and Families Association
- NHS England and NHS Improvement
- Project Nova
- Reserve Forces' and Cadets' Association
- SSAFA, The Armed Forces Charity
- The Veterans' Community Hub (Goodwin Development Trust)
- The Royal British Legion
- University of Hull
- Veterans Advisory and Pensions Committee
- Yorkshire Veterans Modelling Group