

Leicester  
City Council

Democratic and Civic  
Support  
City Hall  
115 Charles Street  
Leicester  
LE1 1FZ

16 January 2019

Sir or Madam

I hereby summon you to a meeting of the LEICESTER CITY COUNCIL to be held at the Town Hall, on THURSDAY, 24 JANUARY 2019 at FIVE O'CLOCK in the afternoon, for the business hereunder mentioned.

**Monitoring Officer**

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**AGENDA**  
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1. **LORD MAYOR'S ANNOUNCEMENTS**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 15 November 2018 are available to view at:

<http://www.cabinet.leicester.gov.uk:8071/ieListDocuments.aspx?MId=8707&x=1>

Copies are also available from Democratic Support on (0116) 454 6350 or [committees@leicester.gov.uk](mailto:committees@leicester.gov.uk)

#### **4. STATEMENTS BY THE CITY MAYOR/EXECUTIVE**

#### **5. PETITIONS**

- Presented by Members of the Public
- Presented by Councillors
- Petitions to be debated
- 5.1 Retain safe parking/drop off spaces for the users of the Jain Centre on York Street

#### **6. QUESTIONS**

- From Members of the Public
- From Councillors

#### **7. EXECUTIVE AND COMMITTEES**

- To note any changes to the Executive
- To vary the composition and fill any vacancies of any Committee of the Council

#### **8. ARMED FORCES COVENANT**

8.1 Armed Forces Covenant Annual Report 2018/19.

#### **9. ANY OTHER URGENT BUSINESS**

### **Fire & Emergency Evacuation Procedure**

- The Council Chamber Fire Exits are the two entrances either side of the top bench or under the balcony in the far left corner of the room.
- In the event of an emergency alarm sounding make your way to Town Hall Square and assemble on the far side of the fountain.
- Anyone who is unable to evacuate using stairs should speak to any of the Town Hall staff at the beginning of the meeting who will offer advice on evacuation arrangements.
- From the public gallery, exit via the way you came in, or via the Chamber as directed by Town Hall staff.

## **Meeting Arrangements**

- Please ensure that all mobile phones are either switched off or put on silent mode for the duration of the Council Meeting.
- Please do not take food into the Council Chamber.
- Please note that Council meetings are web cast live and also recorded for later viewing via the Council's web site. Tweeting in formal Council meetings is fine as long as it does not disrupt the meeting. Will all Members please ensure they use their microphones to assist in the clarity of the web-cast.
- The Council is committed to transparency and supports efforts to record and share reports of proceedings of public meetings through a variety of means, including social media. In accordance with government regulations and the Council's policy, persons and press attending any meeting of the Council open to the public (except Licensing Sub Committees and where the public have been formally excluded) are allowed to record and/or report all or part of that meeting. Details of the Council's policy are available at [www.leicester.gov.uk](http://www.leicester.gov.uk) or from Democratic Support. If Members of the public intend to film or make an audio recording of a meeting they are asked to notify the relevant Democratic Support Officer in advance of the meeting to ensure that participants can be notified in advance and consideration given to practicalities such as allocating appropriate space in the public gallery etc.

The aim of the Regulations and of the Council's policy is to encourage public interest and engagement so in recording or reporting on proceedings members of the public are asked:

- ✓ to respect the right of others to view and hear debates without interruption;
- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.





Leicester  
City Council

**WARDS AFFECTED**  
Castle

# 5.1

**COUNCIL**

**24<sup>th</sup> January 2019**

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**PETITIONS FOR DEBATE BY FULL COUNCIL – REQUEST TO RETAIN SAFE PARKING/DROP OFF SPACES FOR THE USERS OF THE JAIN CENTRE ON YORK ROAD**

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**REPORT OF THE MONITORING OFFICER**

**1. INTRODUCTION**

A paper petition and an electronic petition have been received simultaneously which ask the City Council to retain safe parking/drop off spaces for users of the Jain Centre on York Road.

The petition would normally have been considered as part of the Traffic Regulation Order process which is intended to be reported to the Planning and Development Control Committee in February, to consider any outstanding objections to the advertised Order. However, the City Mayor has responded to a request for the petition to be debated at Council and he has, on this occasion, used his discretion to enable this to happen.

**2. RECOMMENDATION**

Council is recommended to consider the petition and make any recommendations in accordance with paragraph 3 below.

**3. REPORT**

The petitions are in the following terms:-

*“Retain safe parking/drop off spaces for users of the Jain Centre on York Road.”*

The lead petitioner has been invited to speak on their petition for five minutes to be followed by a Councillor debate for a maximum of 15 minutes.

Following the debate, the Council can decide how to respond to the petitions and may decide to:

- Recommend to the decision maker to either take or not take the action the petition requests.
- Recommend to the decision maker a different course of action as a result of the debate.
- Commission further investigation into the matter, for example by a relevant committee.

Following the Council meeting the petition organisers will receive written confirmation of this decision.

#### **4. FINANCIAL, LEGAL AND OTHER IMPLICATIONS**

##### **4.1. Financial Implications**

There are no immediate financial implications arising from the report.

Colin Sharpe, Head of Finance, 374081

##### **4.2 Legal Implications**

There are no direct legal implications arising from this report. There is a procedure for dealing with objections to Traffic Regulation Orders, and this TRO has already met the conditions for being referred to the Planning & Development Control Committee for comments in the near future. It is pertinent to note that the decision regarding whether the TRO is made permanent rests with the Director of Planning, Development & Transportation.

Kamal Adatia, City Barrister and Head of Standards, 371401

#### **5. OTHER IMPLICATIONS**

OTHER IMPLICATIONS	YES/NO	Paragraph References Within the Report
Equal Opportunities	<b>No</b>	
Policy	<b>No</b>	
Climate Change and Carbon Reduction	<b>No</b>	
Crime and Disorder	<b>No</b>	
Human Rights Act	<b>No</b>	
Elderly/People on Low Income	<b>No</b>	
Corporate Parenting	<b>No</b>	
Health Inequalities Impact	<b>No</b>	

**6. BACKGROUND PAPERS – LOCAL GOVERNMENT ACT 1972**

None

**7. CONSULTATIONS**

None.

**8. REPORT AUTHOR**

Graham Carey  
Senior Democratic Support Officer.





## ARMED FORCES COVENANT

### 8.1 ARMED FORCES COVENANT ANNUAL REPORT 2018/19

Councillor Stephen Corral submits a report that introduces Leicester City Council's first Armed Forces Covenant Annual Report and sets out the progress made on the Armed Forces Covenant over the past year.

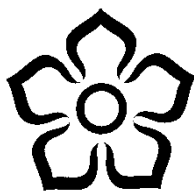
A copy of the full report is attached.

The Council is asked to:

- endorse the Armed Forces Covenant work to date
- note the proposed action plan for the next 12 months; and
- confirm its ongoing support to the Armed Forces Community in Leicester and to the Armed Forces Member and Officer Champions in continuing to champion and support the commitments made in the covenant.

**Councillor Stephen Corral**  
**Armed Forces Champion**





Leicester  
City Council

**WARDS AFFECTED**  
All

## **FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:**

**COUNCIL**

**24<sup>th</sup> January 2019**

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### **Armed Forces Covenant Annual Report 2018/19**

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#### **Report of the Armed Forces Champion, Councillor Stephen Corral**

#### **1. Purpose of report**

- 1.1. This report introduces Leicester City Council's first Armed Forces Covenant Annual Report, setting out the progress we have made on the Armed Forces Covenant over the past year.

During the past 12 months the Council has accelerated its commitment to the Covenant, which has led to the Council being awarded the Silver Award under the Ministry of Defence Employer Recognition Scheme which recognises what we do as an employer in supporting the Armed Forces community. This report seeks Council's support to continue this work.

#### **2. Recommendations**

- 2.1. The Council is recommended to:

- (a) Endorse the Armed Forces Covenant work to date;
- (b) Note the proposed action plan for the next 12 months; and
- (c) Confirm its ongoing support to the Armed Forces Community in Leicester and to the Armed Forces Member and Officer Champions in continuing to champion and support the commitments made in the covenant.

### **3. Background**

- 3.1. 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. It encourages local communities to support the armed forces community in their area and promotes understanding and awareness amongst the public of issues affecting the armed forces community. The covenant focusses on helping members of the armed forces community, to not face any disadvantages as a result of them having served and to have the same treatment and access to government and commercial services and products as any other citizen.
- 3.2. The purpose of the council's Covenant pledge is to encourage support for the Armed Forces Community working and residing in Leicester and to recognise and remember the sacrifices made by them. This includes in-service and ex-service personnel and their families. Leicester City Council signed the Covenant in 2013 and reaffirmed its commitment to helping and supporting members of the Armed Forces Community in 2018.
- 3.3 The Council has an elected member Armed Forces Champion, currently Councillor Stephen Corral, and also a senior officer champion, the Director of Delivery, Communications and Political Governance who is also co-chair of the relatively new sub-regional Armed Forces Covenant partnership known as the Leicester, Leicestershire and Rutland Civil and Military Partnership Board. The co-ordination of the Council's Armed Forces Covenant activity is undertaken day to day by the Democratic and Civic Support Manager and by key members of the Member and Civic Support Team, and this has been greatly assisted by a graduate project officer role in the last few months.

### **4. Activities in Leicester over the last year**

- 4.1. To celebrate national Armed Forces Day in 2018, a parade through the City and a service at the Cathedral was held on the 23<sup>rd</sup> June.
- 4.2. At the Cathedral service, the council re-affirmed its commitment to helping and supporting members of the Armed Forces by re-signing the Armed Forces Covenant. The Council's Armed Forces Member Champion Councillor Stephen Corral joined the Lord Mayor for the signing of the Covenant alongside representatives from Leicestershire County Council and the Cathedral who also signed the Covenant. Appendix A is a copy of the re-signed covenant. As part of the pledge the council seeks to:
  - Promote the fact we are an armed forces-friendly organization
  - Support the employment of veterans and service leavers
  - Offer flexibility in leave for service spouses and partner before, during and after deployment

- Support reservist employees, allowing leave for training and deployment
  - Work with and support cadet force organisations
  - Activity participate in Armed Forces Day and Reserves Day
  - Promote the Defence discount scheme
  - Work in partnership with others to co-ordinate and improve services to our Armed Forces community
  - Acknowledge and celebrate the contribution of the Armed Forces community including celebrating the freedom of the city with local regiments and remembering the sacrifices of members of the Armed Forces through acts of remembrance and services of reflection.
- 4.3. The Armed Forces Covenant webpages on the council's website have been updated to reflect our new commitment to the Covenant. The updates include information on how different service areas in the council support the Armed Forces Community as well as information/signposting of local organisations that can provide support to the Armed Forces Community. Armed Forces webpages have also been added to the new Interface. This provides additional information for council employed Armed Forces members including links to relevant support services and contacts, as well as information for staff wanting to find out more about the Covenant.
- 4.4. A specialist Armed Forces Covenant e-learning tool has been added to the Council's e-learning platform Learning Pool. This offers an introduction to the aims of the Covenant and why it is important, the module has been developed to fit Council objectives and this has been promoted on the weekly staff Face email. Managers will be encouraged to use the e-learning package to help frontline staff increase their awareness of the Covenant and help start internal conversations about what the Covenant means and how staff respond to queries.
- 4.5. The Council has been actively engaged in the Leicester, Leicestershire and Rutland Civil and Military Partnership Board, and the senior officer Armed Forces Champion, Miranda Cannon is the Co - Chair of this Board. The Board meets several times a year and is providing a useful forum for sharing good practice in supporting the Armed Forces Community, identifying organisations that provide specific types of support and in looking at common issues such as our role as employers.
- 4.6. Internally within the Council there is an Armed Forces Covenant officer group involving representatives from across a range of services including Housing, Customer Services, HR, Public Health and Adult Social Care. The group is a useful platform for sharing good practice in supporting the Armed Forces Covenant across all council services.

- 4.7. To raise awareness of the Armed Forces Covenant, we have actively been promoting our Covenant commitment for the past year. Some of the ways we have done this include:
- Developing business cards including details of our commitment and Armed Forces Covenant email address to distribute to key partners/armed forces ambassadors and local organisations that are in a position to pass them to members of the armed forces community who may need them.
  - Developing posters and banners to be placed in public and staff areas within the Council to raise the profile of the Covenant including a large prominent display in the Customer Service Centre window. Promotional screens have also been utilised in public facing areas.
  - Encouraging local partners to sign the Covenant and, in addition to the Cathedral who have now signed the Covenant, we have been working with a range of partners and charities to explain the benefits of signing the Covenant for them and their service users.
- 4.8. We have been working to focus on our role as an employer in supporting the Armed Forces. We are advertising council job vacancies on the Career Transition Partnership website, which is a specific website to support those leaving military service. We are also working to include information about our Armed Forces commitment in our recruitment and induction process and looking to capture information on a voluntary basis about any newly recruited staff who may have served in the Armed Forces or who are reservists.
- 4.9. An Armed Forces Covenant generic email has been created and is being widely advertised publicly as a way for members of the public to raise Covenant related issues. The email address is monitored by members of the Democratic and Member and Civic Support teams with issues referred to relevant Council Covenant Service contacts as necessary.
- 4.10. The Lord Mayor held a reception as part of the national Reservist's Day and invited council employed reservists, veterans and staff with immediate family members who serve in the Armed Forces to join him. The reception was very well received, and it is hoped to hold more such events in the future and managers will be encouraged to allow staff to attend.

## **5. Priorities and actions for the future**

- 5.1. The priorities and actions for the coming 12 months are set out in the Armed Forces Covenant Action Plan in Appendix B. The action plan supports the

Council's Armed Forces Covenant commitment. This plan is designed to deliver against three main priorities:

- Increase awareness of the Armed Forces Covenant
- Strengthen the council's commitment to the Covenant
- Work in partnership with other local organisations to support the Covenant

5.2. The Senior Officer Armed Forces Champion, Miranda Cannon will monitor progress regularly against the action plan and will liaise with the Armed Forces Member Champion with a view to providing a further annual update to Council in 2020. A new Armed Forces Member Champion will need to be appointed following the May 2019 elections, when Councillor Stephen Corral will have retired as an elected member.

## **6. FINANCIAL, LEGAL AND OTHER IMPLICATIONS**

### **6.1. Financial Implications**

### **6.2. Legal Implications**

There are no legal implications.

Kamal Adata, City Barrister and Head of Standards

### **6.3. Equalities Implications**

There are no direct equality implications arising from the report. The covenant reflects the commitment made in terms of the national promise which is then reiterated locally and is about removing disadvantages so armed service personnel, past and present, get the same treatment and access to services as the civilian community.

Surinder Singh, Equalities Officer

### **6.4. Climate Change and Carbon Reduction Implications**

There are no significant climate change implications associated with this report.

Aidan Davis, Sustainability Officer

**7. OTHER IMPLICATIONS**

<b>OTHER IMPLICATIONS</b>	<b>YES/ NO</b>	<b>Paragraph/References Within the Report</b>
Equal Opportunities	No	
Policy	No	
Sustainable and Environmental	No	
Crime and Disorder	No	
Human Rights Act	No	
Elderly/People on Low Income	No	
Corporate Parenting	No	
Health Inequalities Impact	No	

**8. REPORT AUTHOR**

8.1. Ebyan Abdullahi, Graduate Project Officer.







**Leicester City Council**  
**Leicestershire County Council**  
**Leicester Cathedral**

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We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

**Signed on behalf of the Armed Forces Community**



Signed:

Name: Colonel Adam Fraser-Hitchen  
Position: Deputy Commander (Reserves), 7<sup>th</sup> Infantry Brigade  
Date: 23 June 2018

**Signed on behalf of Leicester City Council**



Signed:

Name: Councillor Ross Grant  
Position: Lord Mayor of Leicester  
Date: 23 June 2018

Signed:

Name: Councillor Stephen Corrall  
Position: Armed Forces Champion  
Date: 23 June 2018

**Signed on behalf of Leicestershire County Council**



Signed:

Name: Mr Ozzy O'Shea CC  
Position: Chairman of Leicestershire County Council  
Date: 23 June 2018

Signed:

Name: Pam Posnett MBE CC  
Position: Armed Forces Champion  
Date: 23 June 2018

**Signed on behalf of Leicester Cathedral**



Signed:

Name: The Very Rev'd David Monteith  
Position: Dean of Leicester  
Date: 23 June 2018

## The Armed Forces Covenant

An Enduring Covenant between  
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

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 society: it includes 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 country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

## Section 1: Principles of the Armed Forces Covenant

1.1 **Leicester City Council, Leicestershire County Council and Leicester Cathedral** will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen.*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

## Section 2: Demonstrating our Commitment

2.1 We recognise the value serving personnel, reservists, veterans and military families bring to our business. We will seek to uphold the principles of the Armed Forces Covenant, by:

- *promoting the fact that we are an armed forces-friendly organisation;*
- **Veterans:** *seeking to support the employment of veterans and working with the Career Transition Partnership (CTP), in order to establish a tailored employment pathway for Service leavers;*
- **Service Spouse & Partners:** *striving to support the employment of Service spouses and partners; including flexibility in granting leave before, during and after a partner's deployment;*
- **Reserves:** *seeking to support our employees who choose to be members of the Reserve Forces, including by accommodating their training and deployment where possible;*
- **Cadet Organisations:** *working with and seeking to support cadet force organisations in our ongoing work ;*
- **Armed Forces Week:** *aiming to participate actively in Armed Forces Day and Reserves Day;*
- *promoting the defence discount scheme*
- **Public Services:** *through partnership with public sector organisations, co-ordinate and improve services to our Armed Forces community,*
- **Freedom of the City:** *celebrating the freedom of the City with local regiments,*
- **Celebration:** *taking opportunities to acknowledge and celebrate the contribution of the Armed Forces community and veterans;*
- **Remembrance:** *remembering the sacrifices of members of the Armed Forces through Acts of Remembrance and services of reflection,*

- *Armed Forces Champion* nomination of an *Armed Forces Champion* and for the *City and County Councils*; the *demonstration* of community support through the nomination of a Member Champion
- *seeking to support Armed Forces organisations in the development of their community engagement work*

2.2 We will publicise these commitments through our websites, setting out how we will seek to honour them and inviting feedback from the Service community and our Service users on how we are doing. .

## CONTACT PERSONNEL AND TELEPHONE NUMBERS

### MOD DCDS (Pers & Trg) Covenant Team

Email address: [covenant-mailbox@mod.uk](mailto:covenant-mailbox@mod.uk)  
Address: DCDS (Pers) Covenant Team  
Zone A, 6<sup>th</sup> Floor  
Ministry of Defence  
Main Building, Whitehall, London SW1A 2HB

### Leicester City Council

Contact Name: Miranda Cannon  
Title: Director Delivery, Communications & Political Governance  
Telephone: 0116 454 0102  
Address: Leicester City Council  
City Hall, 115 Charles Street, Leicester LE1 1FZ

Contact Name: Councillor Stephen Corral  
Title: Armed Forces Champion  
Telephone: 07966 629285  
Address: Leicester City Council  
City Hall, 115 Charles Street, Leicester LE1 1FZ

### Leicestershire County Council

Contact Name: Tom Purnell  
Title: Assistant Chief Executive  
Telephone: 0116 305 7019  
Address: Leicestershire County Council  
County Hall, Glenfield, Leicestershire LE8 3RU

Contact Name: Councillor Pam Posnett MBE CC  
Title: Armed Forces Champion  
Telephone: 07970 238546  
Address: Leicestershire County Council  
County Hall, Glenfield, Leicestershire LE8 3RU

### Leicester Cathedral

Contact Name: The Very Rev'd David Monteith  
Title: Dean of Leicester & Armed Forces Champion  
Telephone: 0116 261 5200  
Address: Leicester Cathedral  
St Martins House, 7 Peacock Lane, Leicester LE1 5PZ





## Leicester Armed Forces Covenant (AFC) Action Plan

## Appendix B

This action plan supports the Council's Armed Forces Covenant (AFC) commitment. The Covenant is about removing disadvantages so armed service personnel, past and present, get the same treatment and access to services as the civilian community.

This plan is designed to deliver against three main priorities:

- Increase awareness of the Armed Forces Covenant
- Strengthen the council's commitment to the Covenant
- Work in partnership with other local organisations to support the Covenant
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### 1. Increase awareness of the Armed Forces Covenant (AFC)

Ref	Action	Deadline	Progress	Next steps
1.1	Promote AFC in lead up and during Armed Forces Week & Remembrance	Armed Forces Week (Week commencing 13 <sup>th</sup> May)  Remembrance (11 <sup>th</sup> November 2019)		
1.2	Reflect our AFC commitment in our recruitment and induction processes specifically: <ul style="list-style-type: none"> <li>• Prepare a statement which sets out our commitment as an employer to supporting the Armed Forces particularly</li> </ul>	Ongoing		

	<p>reservists. Use this in both recruitment and induction and include on the intranet</p> <ul style="list-style-type: none"> <li>• Continue to advertise appropriate roles on the Career Transition Partnership website to attract those leaving service to consider jobs at LCC</li> <li>• Seek to identify information on reservists/previously serving personnel/spouses and partners of service personnel on entry to the organisation by asking them to identify themselves in the recruitment/induction process</li> <li>• Implement the guaranteed interview scheme for veterans</li> </ul>			
1.3	<p>Raise staff and member awareness of the Armed Forces Covenant specifically:</p> <ul style="list-style-type: none"> <li>• Continue to promote the AFC e-learning course and our AFC related activity in Face and via other internal communications channels</li> <li>• Distribute AFC posters and business cards across council buildings and relevant Armed Forces organisations.</li> <li>• Use AFC pull-up banners at relevant Armed Forces events</li> <li>• Promote AFC on the AV screens in City Hall, Visit Leicester, central library and LAEC and book the Customer Service Centre for the BO poster</li> <li>• Regularly use Face to promote AFC related news/events</li> <li>• Maintain up to date information on Interface</li> <li>• Provide pin badges particularly for customer facing service staff and elected members as a visible sign of our corporate commitment</li> </ul>	Ongoing		

	<ul style="list-style-type: none"> <li>• Deliver targeted face-to-face briefings to staff in relevant customer facing service areas</li> <li>• Use Reserves Day to raise awareness of the role of reservists and to demonstrate the Council's ongoing support to reservists</li> <li>• Post May 2019 elections capture information relating to any links Councillors have with the Armed Forces</li> <li>• Ensure post May elections 2019 that information on the AFC is included as part of the member development programme</li> <li>• Consider establishment of an Armed Forces employee group for all employees with an Armed Forces connection eg reservists, ex-serving personnel, family members</li> </ul>			
1.4	<p>Continue to promote the Council's commitment to the AFC to residents, businesses and partners:</p> <ul style="list-style-type: none"> <li>• Distribute AFC posters and business cards across council buildings and relevant Armed Forces organisations.</li> <li>• Use AFC pull-up banners at relevant Armed Forces events</li> <li>• Promote AFC on the AV screens in City Hall, Visit Leicester, central library and LAEC and book the Customer Service Centre for the BO poster</li> <li>• Maintain up to date information on our website and promote relevant events and activity via social media</li> </ul>	Ongoing		

## 2. Strengthen the council's commitment to the Armed Forces Covenant

Ref	Action	Deadline	Progress	Next steps
2.1	Advance our employer recognition scheme award from silver to gold to include collating on an ongoing basis evidence of activity which supports our AFC commitment and action plan	March 2020		
2.2	Identify and induct new AFC member champion following the May 2019 elections	June 2019		
2.3	Encourage employees to use the AFC and Employer Recognition Scheme logos on their email signatures temporarily (this could be in the run up to AF week or remembrance)	Ongoing		
2.4	Recruit and support a Reservist Ambassador from within the workforce to provide advice and guidance for other reservists within the Council	March 2019		
2.4	Develop a model to support the employment of veterans/service leavers by offering an internal mentor/adviser to aid their transition into the civilian workforce	June 2019		
2.7	Work with the Corporate Equalities Team to consider how we might use the EIA process to support consideration of the	Ongoing		

	Covenant and ensuring fair treatment for the Armed Forces community			
2.8	<p>Engage further with the Career Transition Partnership (CTP) to identify other ways to further support service leavers including:</p> <ul style="list-style-type: none"> <li>• Continuing to route appropriate job vacancies to the CTP</li> <li>• Opportunities in terms of work experience/placements both within the Council and facilitating links with other sectors via the LLEP and Economic Development</li> <li>• Encourage the engagement of CTP in relevant local business and employment orientated events such as job fairs</li> </ul>	Ongoing		
2.10	Develop further links with local Cadet Units to look at opportunities for supporting Cadets including their understanding of the Council and its role and opportunities such as work experience	Ongoing		
2.11	Provide an annual progress report and action plan on the AFC commitment to CMT and also Full Council	March 2019		

### 3. Work in partnership with other local organisations to support the Covenant

Ref	Action	Deadline	Progress	Next steps
3.1	Identify / contact local organisations who have signed the AFC to identify relevant opportunities for joint working	Ongoing		
3.3	Engage fully with the LLR civil and military partnership board to facilitate effective local joint working on support for the Armed Forces	Ongoing		
3.4	Engage with the City's Health and Wellbeing Board and relevant sub-groups such as the Mental Health Partnership and Suicide Prevention Group to support the effective involvement of health partners in supporting the Armed Forces Community	March 2019		
3.5	Encourage businesses and organisations that the Council works with including suppliers, to sign the AFC and support the employment of veterans and service leavers	Ongoing		
3.6	Distribute Armed Forces Covenant posters and business cards to key partners/armed forces ambassadors and local organisations who can pass them on to those people who might need it.	Ongoing		
3.7	Continue to signpost the veteran's gateway and support the work of the LLR Civil and Military Partnership Board in developing a local directory of key support services	Ongoing		
3.8	Work with the Regiment to host a military and local business engagement event	April 2019		