

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
-

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 th May) Remembrance (11 th November 2019)		
1.2	Reflect our AFC commitment in our recruitment and induction processes specifically: <ul style="list-style-type: none"> • Prepare a statement which sets out our commitment as an employer to supporting the Armed Forces particularly 	Ongoing		

	<p>reservists. Use this in both recruitment and induction and include on the intranet</p> <ul style="list-style-type: none"> • Continue to advertise appropriate roles on the Career Transition Partnership website to attract those leaving service to consider jobs at LCC • 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 • Implement the guaranteed interview scheme for veterans 			
1.3	<p>Raise staff and member awareness of the Armed Forces Covenant specifically:</p> <ul style="list-style-type: none"> • Continue to promote the AFC e-learning course and our AFC related activity in Face and via other internal communications channels • Distribute AFC posters and business cards across council buildings and relevant Armed Forces organisations. • Use AFC pull-up banners at relevant Armed Forces events • 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 • Regularly use Face to promote AFC related news/events • Maintain up to date information on Interface • Provide pin badges particularly for customer facing service staff and elected members as a visible sign of our corporate commitment 	Ongoing		

	<ul style="list-style-type: none"> • Deliver targeted face-to-face briefings to staff in relevant customer facing service areas • Use Reserves Day to raise awareness of the role of reservists and to demonstrate the Council's ongoing support to reservists • Post May 2019 elections capture information relating to any links Councillors have with the Armed Forces • Ensure post May elections 2019 that information on the AFC is included as part of the member development programme • Consider establishment of an Armed Forces employee group for all employees with an Armed Forces connection eg reservists, ex-serving personnel, family members 			
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"> • Distribute AFC posters and business cards across council buildings and relevant Armed Forces organisations. • Use AFC pull-up banners at relevant Armed Forces events • 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 • Maintain up to date information on our website and promote relevant events and activity via social media 	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"> • Continuing to route appropriate job vacancies to the CTP • Opportunities in terms of work experience/placements both within the Council and facilitating links with other sectors via the LLEP and Economic Development • Encourage the engagement of CTP in relevant local business and employment orientated events such as job fairs 	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		