

Leicester Armed Forces Covenant (AFC) Action Plan - 2022/23

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	What will we do	By when?	By whom?	Progress
1.1	<p>Continue to raise awareness of the Armed Forces Covenant and what it means with staff and elected members.</p> <p><u>Elected members:</u></p> <ul style="list-style-type: none"> • Ongoing engagement with the AF member champion • Provide an update on the Council's commitments and activity to the City Mayor and Executive and Full Council during 2022 with an updated action plan • Prepare appropriate information for the induction programme which will follow the May 2023 elections 	<p>Ongoing</p> <p>June – Sept 2022</p> <p>May 2023</p>	<p>Miranda Cannon</p> <p>Miranda Cannon</p> <p>Matthew Reeves / Liz McKenzie</p>	

	<ul style="list-style-type: none"> Plan to include a specific session in the member development programme for the new four-year administrative term <p><u>Staff</u></p> <ul style="list-style-type: none"> Provide an update on the Council’s commitments and activity to the Corporate Management Team during 2022 with an updated action plan Promote the AF covenant via staff communication channels such as FACE and particularly linked to relevant specific days/events such as Armed Forces week, Reserves Day Offer briefings to key service areas including relevant frontline staff, in conjunction with Equalities in relation to the new duties (see below) Review the updated nationally developed e-learning when available to determine if helpful to adopt and promote to staff. Identify a way to engage staff with an Armed Forces background to act as a sounding board and to help support enquiries and issues as they arise 	<p>To be determined as part of the 2023 onwards member development programme</p> <p>Sept 2022</p> <p>Ongoing</p> <p>Ongoing</p> <p>October 2022</p> <p>December 2022</p>	<p>Matthew Reeves / Liz McKenzie</p> <p>Miranda Cannon</p> <p>Miranda Cannon / Liz McKenzie / Comms and Marketing Team</p> <p>Miranda Cannon / Matthew Reeves</p> <p>Amran Ismail / Matthew Reeves</p> <p>Amran Ismail / Liz McKenzie</p>	
1.2	<p>Promote the Armed Forces Covenant with external stakeholders (businesses, armed forces groups / charities, residents, charities which potentially may have AFC clients etc) to demonstrate the council’s commitment and ensure clear expectations.</p>			

	<ul style="list-style-type: none"> • Use opportunities such as Armed Forces Week to promote the covenant • Ensure useful and up to date information is on the Council’s website • Continue to review, update and add local Leicester based information to the Forces Connect app • Reshape the format of the Armed Forces Day parade and service to maximise opportunities for more public engagement and review learning from this for future events 	<p>Ongoing</p> <p>Complete a refresh by Nov 2022</p> <p>Ongoing</p> <p>June 2022 and June 2023</p>	<p>Liz McKenzie / Comms & Marketing Team Amran Ismail</p> <p>Amran Ismail</p> <p>Liz McKenzie</p>	
1.3	<p>Embed understanding of the AFC legislation and what is required of the relevant services</p> <ul style="list-style-type: none"> • Incorporate an overview of the requirements of the new legislation in the update reports to Corporate Management Team, City Mayor Briefing and Full Council (see 1.1 above) • Support the Corporate Equalities team in raising awareness of the new duty of due regard and in embedding this as part of the EIA approach • Continue to engage with other authorities locally and through relevant networks and conferences as the new legislation is applied in practice and share relevant learning with key service areas 	<p>June – Sept 2022</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Miranda Cannon</p> <p>Miranda Cannon / Kal Sandhu</p> <p>Miranda Cannon / Kal Sandhu</p>	

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

Ref	What will we do	By when?	By whom?	Progress
2.1	<p>Consider ways in which to engage and support staff who are members of AF community:</p> <ul style="list-style-type: none"> • Work with HR and Communications to encourage staff to declare any Armed Forces connection on the HR system • Liaise with the HR Management Information Team to gather quarterly data on the percentage of completed declarations/numbers declaring • Give further consideration to shaping a staff network or holding events for staff with an Armed Forces connection and any advocates who would wish to support 	<p>Ongoing</p> <p>Every quarter</p> <p>December 2022</p>	<p>Comms and Marketing Team</p> <p>Amran Ismail</p> <p>Miranda Cannon / Matthew Reeves / Liz McKenzie / Amran Ismail</p>	
2.2	<p>Work with seventh brigade and others to look at how we can promote and support AF cadet units and encourage young people to engage in cadet opportunities</p>	<p>Ongoing</p>	<p>Miranda Cannon</p>	
2.3	<p>Continue to promote relevant job opportunities to the AF community</p> <ul style="list-style-type: none"> • Promote relevant job opportunities on the Career Transition Partnership website and Forces Friendly • Liaise with Recruitment on a quarterly basis to understand data on job applicants who have declared an Armed Forces connection to assess the impact of promotion activity • Engage with any local opportunities to promote jobs to ex-service personnel such as specific career fairs 	<p>Ongoing</p> <p>Quarterly</p> <p>As opportunities arise</p>	<p>Recruitment and Resourcing Team</p> <p>Amran Ismail</p> <p>Recruitment and Resourcing Team</p>	

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

Ref	What we will do	By when?	By whom?	Progress
3.1	<p>Work with local Armed Forces on other engagement opportunities</p> <ul style="list-style-type: none"> • Host the Generalship programme in 2023 • Proactively engage with 7th Brigade, RAF Wittering, HMS Sherwood and the Regional Employer Engagement Programme to continue to look at opportunities to support the Armed Forces locally 	<p>Feb 2023 Ongoing</p>	<p>Miranda Cannon / Shaaeda Qureshi Miranda Cannon / Liz McKenzie</p>	
3.2	<p>Continue to work with partners across LLR in support of AF community:</p> <ul style="list-style-type: none"> • Continue to support the Leicester, Leicestershire and Rutland Civil and Military Partnership Board as Co-Chair and Administrative support • Engage with other local authorities across LLR to share experience and best practice in implementing the Armed Forces legislation locally • Support work by the Partnership Board to share information and contact details on local organisations who can support the Armed Forces Community • Continue to build and strengthen links to local Armed Forces organisations including those in the voluntary and community sector 	<p>Ongoing quarterly meetings –</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Miranda Cannon</p> <p>Miranda Cannon / Kal Sandhu / Matthew Reeves</p> <p>Miranda Cannon / Shaaeda Qureshi</p> <p>Miranda Cannon / Matthew Reeves / Liz McKenzie / Amran Ismail</p>	

	<ul style="list-style-type: none">Respond effectively and in a timely way to enquiries to the Armed Forces generic email enquiries channel and to any enquiries raised by partners	As enquiries arise – aim to respond within 5 working days		
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