

# Terms of Reference

Cambridgeshire & Peterborough  
Armed Forces Covenant Partnership Board



## Contents

Introduction .....	3
Definition .....	3
Aims .....	3
Purpose of the Cambridgeshire & Peterborough Armed Forces Covenant Partnership Board .....	4
Membership.....	5
Meetings .....	6
Governance of the Meetings .....	6
Administration of the Board: .....	7
Responsibilities of Members of the Board: .....	7
Quorum.....	8
Terms of Reference.....	8
Decision-Making .....	8
Standing Agenda Items .....	8
Conflicts of Interests .....	9

Document Version Control			
Version	Date	Author	Change Summary
1.0	15/01/2024	T.Kelly	Item 4 Definition – Full AF Community Definition added Item 13 Members –Reviewed and updated Item 19 Responsibilities – Items in red (h-k) are additions Item 25 Standing Agenda Items – Item in red (c) is an addition
1.1	15/02/2024	T.Kelly	Item 17 Addition of second Vice Chair in Governance section
1.2	19/02/2024	T.Kelly	Renaming references to include “Peterborough”
1.3	19/02/2024	T.Kelly	Removal of reference to RFEA  Addition of section 19 item “k”
1.4	21/02/2024	T.Kelly	Numerous updates and changes thanks to B.Griffiths (VAPC)

## Introduction

1.The Armed Forces Covenant is made up of statutory duty and voluntary commitments for local authorities, statutory services, military charities and the private and voluntary sectors to support members of the Armed Forces community. Its aim is to ensure that members of the Armed Forces community receive the support they need in their local communities in recognition of their dedication and sacrifice. At its heart, the Covenant expects those in the Armed Forces community to be treated fairly, not to be disadvantaged as a result of their service, and that special consideration is appropriate in some case, especially for those who have given the most, such as the injured and the bereaved.

2.The Government’s Armed Forces Act of 2011 set out the requirement for the creation of local military/civilian partnership boards to ensure the Covenant was honour locally.

3.This document supersedes both of the Peterborough and Cambridgeshire Armed Forces Covenant Board Terms of Reference.

## Definition

4. The Armed Forces Community.

### **Regular Personnel**

Any current serving members of the Naval Service, Army or Royal Air Force

### **Volunteer and Regular Reservists**

Royal Naval Reserve, Royal Marine Reserve, Territorial Army and the Royal Auxiliary Air Force, and the Royal Fleet Reserve, Army Reserve and Air Force Reserve, Royal Fleet Auxiliary and Merchant Navy (where they served on a civilian vessel whilst supporting the Armed Forces)

### **Veterans**

Anyone who has served for at least a day in the Armed Forces as either a regular or a reservist

### **Families of regular personnel, reservist and Veterans**

Spouses, civil partners and children, and where appropriate can include parents, unmarried partners and other family members

### **Bereaved**

The family members of service personnel and Veterans who have died, whether that death is connected to their service or not

## Aims

5.The aim of the Cambridgeshire & Peterborough Armed Forces Covenant Board is the delivery of the promise from the Nation ensuring that those who serve and have served in the Armed Forces and their families are treated fairly.

## Purpose of the Cambridgeshire & Peterborough Armed Forces Covenant Partnership Board

6. To raise awareness within all Cambridgeshire & Peterborough Councils (County Districts and Cities), across all partners and to the public of the needs and issues affecting the Armed Forces Community. Thereby ensuring that the needs of this group are considered in the policy development and service delivery where appropriate.
7. To highlight and encourage opportunities for the Armed Forces Community to contribute to civilian society, promoting integration.
8. To raise awareness within all Cambridgeshire & Peterborough Councils (County Districts and Cities) and the Armed Forces Community of the support services currently provided for the Armed Forces Community by the Councils, voluntary and community sector organisations.
9. To maintain and develop new links, where needed, with strategic partnerships in Cambridgeshire & Peterborough.
10. Development of a partnership Armed Forces website/app.
11. To identify and maximise opportunities for grant funding to support the needs of the Armed Forces community, including bidding for funds from the Armed Forces Covenant Trust Scheme.
12. The Board is to oversee the development of the Armed Forces Covenant in Cambridgeshire & Peterborough:
  - a. Giving strategic direction to and have oversight of the work to deliver the Armed Forces Covenant in Cambridgeshire & Peterborough.
  - b. Raising awareness of the Covenant amongst the Armed Forces Community and civilian communities, within local authorities, statutory services and the private and charitable sectors.
  - c. Working with partners to identify the issues that may affect the Armed Forces Community in Cambridgeshire & Peterborough e.g. housing, healthcare, employment, skills and education, and recommend appropriate responses and solutions.
  - d. Encouraging local businesses, town and parish councils, voluntary organisations and charities to sign the Armed Forces Covenant and, where appropriate, become part of the MOD's Defence Employer Recognition Scheme.
  - e. Developing, implementing and monitoring the annual action plan.

## Membership

13.The following agencies will be recognised as partners:

7th Infantry Brigade	Military - Army (Reg/Res)
42 Engr Regt UWO (RAF Wyton)	Military - Army Regular
MRTC Bassingbourn	Military - Army Regular
158 Regt RLC (Peterborough)	Military - Army Reserve
254 Med Regt (Cambridge City)	Military - Army Reserve
CO - Cambs University OTC	Military - Army Reserve
RAF Wittering	Military - RAF (Reg/Res)
RAF Wyton	Military - RAF Regular
Lord Lieutenant's Office	Public - (Lieutenancy Office)
DWP (Job Centre Plus)	Public - DWP
Cambs Skills	Public - Education/Training
Cambridgeshire County Council Adult Social Care Commissioning Communities Service Education Public Health	Public - LA
Cambridge City Council	Public - LA
East Cambs District Council	Public - LA
Fenland District Council	Public - LA
Huntingdonshire District Council	Public - LA
Peterborough City Council	Public - LA
South Cambs District Council	Public - LA
Cambridgeshire & Peterborough Combined Authority	Public - LA
Cambridgeshire & Peterborough Integrated Care Board	Public - NHS ICB
Cambs and Pboro NHS Foundation Trust	Public - NHS Trust
Cambridgeshire Community Services Trust	Public - NHS Trust
Cambridge University Hospitals	Public - NHS Trust
NW Anglia NHS Trust	Public - NHS Trust
Royal Papworth Hospital NHS Foundation Trust	Public - NHS Trust
Veterans' Covenant Healthcare Alliance	Public - NHS VCHA
Cambs Constabulary	Public - Police
Cambs Police & Crime Commissioner	Public - Police
Blind Veterans UK	Support - Military
Career Transition Partnership	Support - Military
Combat Stress	Support - Military
East of England Veterans' Advisory Pensions Committee	Public – Cabinet Office/MOD
Outside The Wire	Support - Military
Project Nova	Support - Military
RAF Benevolent Fund	Support - Military

RAF Families Federation	Support - Military
RAF Association	Support – Military
Royal British Legion	Support - Military
Reserve Forces & Cadets Association	Support - Military
The Forces Employment Charity	Support - Military
Royal Naval Association	Support – Military
Soldiers', Sailors' & Airmen's Families Association	Support - Military
Veteran's Welfare Service	Support - Military
Walking with the Wounded	Support - Military
Warrior Programme	Support - Military
Hunts Forum	Support - Non-Military
Merchant Navy Association	Support - Non-Military
Relate Cambridge	Support - Non-Military

## Meetings

14. Meetings of the Cambridgeshire & Peterborough Armed Forces Covenant Partnership Board will be set annually at the start of the calendar year. The arrangement will be for four full meetings (quarterly) with provision for ad-hoc meetings to be called if urgent business arises.

15. Partners shall use their best endeavours to ensure that their authorised representatives shall attend all meetings of the Board and in the event on occasion of this not being possible, due notice is given at least one week before a meeting and a fully briefed substitute being arranged to attend in their place.

16. An Annual Armed Forces Covenant Conference will be organised annually.

## Governance of the Meetings

17. a. Board Chair: The role of the Chair will be to:

- (1) Determine the agenda for Board meetings
- (2) Chair meetings of the Board.
- (3) Represent the Board at appropriate events and meeting to promote Cambridgeshire's & Peterborough's Covenant work and to engage with communities.

To ensure the board maintains sufficient governance and is not affected by potential disruption from electoral implications, two Vice Chairs will be elected by the members of the board for a fixed period of one year.

b. Board Vice Chairs: The role of the Vice Chairs will be to:

- (1) Support the Chair

(2) Chair meetings in the absence of the Chair

(3) Take on the role of Chair if the Chair steps down

c. Election of the Chair

(1) The Chair and Vice Chair(s) are elected by the members of the board for a fixed period of one year.

(2) The Chair and Vice Chairs may be reappointed (providing he/she is willing to act) once their tenure expires if agreed by re-election.

(3) The Chair and Vice Chairs can be a member of any organisation supporting the Cambridgeshire & Peterborough Armed Forces Covenant Board.

## Administration of the Board:

18. a. The Administrator to the Boards Group shall be provided by Cambridgeshire County Council.

b. The Administrator will be responsible for:

(1) Issuing formal notice of a meeting taking place and inviting agenda items at least two weeks prior to the meeting date.

(2) Arranging venues and facilities for the meetings.

(3) Formulating the final agendas with the Chair and issuing them with appropriate papers etc at least one week prior to meeting.

(4) Preparing the Minutes, agreeing in principle with the Chair and issuing them as a draft no later than three weeks after the meeting taking place.

(5) Sending out action points one week after meeting.

(6) Dealing with all correspondence on behalf of the Board.

## Responsibilities of Members of the Board:

19 a. Members will attend meetings or send a substitute.

b. Members will actively contribute to discussion and decision-making both at meetings and via email.

c. Members will respect other members' opinions and values and members behave appropriately.

d. Members will take part in sub-groups where appropriate.

- e. Representatives of organisations must ensure they do not explicitly or tacitly use the Board as a platform to promote the work of their own organisation. If they do, they will be asked to leave the meeting and step down from the Board.
- f. Members of the Board may be asked to vacate their place on the Board if the Chair and the Elected Member Champion consider their behaviour to be below the standard required, if their actions (personal or professional) bring C&P AFC Partnership and the Armed Forces Covenant into disrepute, if they fail to deliver work they agreed to undertake on behalf of the Board or if they are no longer willing or able to fulfil their role.
- g. Members of the Board will share all appropriate communications and information across all Network/Advisory Group members.
- h. Members professional work contact details will be made available to other board members in a member's directory unless they "opt out". Reminders about the ability to opt out will be added to board meeting invitations.
- i. Members will not share other member's contact details outside of the membership without gaining permission from the relevant member.
- j. Board members are encouraged to support the writing of the Annual Report by providing partner content by the end of January each year summarising the notable events from the applicable reporting period.

## Quorum

20. Board meetings will not be quorate unless a minimum of 6 of the partners are represented.

## Terms of Reference

21. These Terms of Reference apply to the governance and administration of the Cambridgeshire & Peterborough Armed Forces Covenant Partnership Board and will be reviewed annually.

## Decision-Making

22. Decisions will normally be made by consensus. In exceptional circumstances, where in the opinion of the Chair this cannot be achieved, he or she will call for a show of hands. In the event of a tie, the Chair shall have an additional casting vote.

23. The Board can make recommendations to individual agencies, but it cannot commit individual agencies to particular actions.

24. In formulating any recommendations to address identified issues, the Board will always pay due regard to the opinions of relevant communities, or relevant evidence setting out the views of communities.

## Standing Agenda Items

25. Standard agenda items will include:



- a. Progress made delivering the Cambridgeshire and Peterborough Armed Forces Covenant Work Stream Plan and the Cambridgeshire and Peterborough Covenant Action Plan.
- b. Progress reports from the organisations who have receiving funding from the Cambridgeshire & Peterborough Covenant.
- c. Updates from each local authority partner on covenant work and Armed Forces Community support from their respective geography
- d. Updates from Cambridgeshire and Peterborough Armed Forces Units and Stations (Reg/Res)
- e. Presentations by invited speakers.

## Conflicts of Interests

26. Board members who have a personal interest in any business of the Board, including a financial interest, must declare this.