

South Cambridgeshire District Council Armed Forces Covenant (AFC) Action Plan

Priority	Service Area	Requirement	Goal	Action
High	People Team	Service Plan 2024-25	Promotion of the Council's Bronze membership of the AFC to encourage applications from members of the armed forces, veterans and family members to South Cambs roles.	A recruitment website will be created to reference all of the Council's initiatives including membership of the AFC. This should include a clear public statement of what the UK armed forces community can expect from us. A link will be included in each recruitment advert to improve awareness amongst external applicants. A local government recruitment campaign began in November 2024.
High	People Team	Service Plan 2024-25	Create a training course about the Armed Forces Covenant to support recruitment campaigns and promote this to all employees	A pre-made training course exists and will be made available for us to use once we have launched the new L&D Development Hub. We may need to develop supplementary material focused on South Cambs District Council.
High	All	Statutory	Check that we are completing all of our essential statutory duties.	Tommy Kelly has asked us to complete statutory duty checklists to check our services are fulfilling our armed forces covenant obligations.
Medium	All	Bronze membership	Sign the Armed Forces Covenant Pledge.	There have been discussions about attending Cabinet to discuss this with members.
Medium	People Team	Bronze membership	Promote being armed forces-friendly and be open to employing reservists, armed forces veterans (including the wounded, injured and sick), cadet instructors and military spouses/partners	Our vacancies should be advertised on job boards used by the armed forces community. We could also attend different jobs fairs attended by the armed forces community.
Medium	People Team	Bronze membership	Receive an electronic certificate and logos to display on our website, stationery and other collateral.	The logos will be included to the new recruitment website once this has been created

Medium	People Team	Silver and gold membership	Introduce two weeks paid leave each year for military reservists to attend their compulsory annual training.	A proposal will be submitted to Cabinet and Employment and Staffing Committee in September 2024. The current Leave policy and toolkit will be updated if this approved.
Medium	People Team	Silver membership	Proactively demonstrate that service personnel and the armed forces community are not unfairly disadvantaged as part of our recruiting and selection processes.	Complete research of other local authorities who have achieved Silver level membership to understand which changes they've made in this area.
Medium	People Team	Silver membership	Actively ensure that our workforce is aware of our positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive People policy on Reserves.	The Leave policy and toolkit will be updated in September 2024 to include extensive information on military reserves and mobilisation.
Medium	People Team	Silver membership	Demonstrate support to the Cadet movement as a whole by providing proactive support to individual cadets and/or to local cadet units.	Armed Forces Covenant Partnership Coordinator Tommy Kelly has agreed to look into this goal and provide suggestions based on the work of other local authorities in this area.
Low	All	Optional	Specifically refer to the UK Armed Forces Community in our policies and strategies.	There are current references to the armed forces community in Housing policies and strategies. The Leave policy and toolkit will include reference to practicalities relating to mobilisation. It would be helpful for representatives from each service area to confirm which of their policies and procedures reference the armed forces community so we can retain a record.
Low	All	Optional	Identify which users of its services are members of the UK Armed Forces Community.	The recent census can identify South Cambridgeshire District Council residents who are ex-armed forces or military reservists. The forum members from each area could check if they currently record this information in relation to service users.

Low	People Team	Optional	Identify which members of staff are members of the UK Armed Forces Community.	We would like to add armed forces community categories to the personal information section of iTrent to enable all current employees to declare this in the same way as their ethnicity or a disability. We would also like to add a question to the Council's job application form to capture any future armed forces community new starters.
Low	All	Optional	Take action to mitigate the impacts of the Council on the UK Armed Forces Community. Consider whether service users, who are members of the UK Armed Forces Community, have been negatively impacted by our work	A representative from each service area could confirm which work we perform that currently impacts the armed forces community so we can retain a record.
Low	People Team	Optional	A route for members of the UK Armed Forces Community to raise concerns.	We have a Dignity at Work policy which enables everyone to raise concerns. It will be necessary to complete research of other local authorities who have achieved Gold level membership to understand which changes they've made in this area.
Low	Performance Team	Optional	Include membership of the UK Armed Forces Community in the list of characteristics in equality impact assessments.	Our EQIA form includes rurality, digital inclusion and care experience as protected characteristics. A new proposal will need to be developed for members to review.
Low	Housing	Optional	Record armed forces community information in the housing management system.	The housing management system will need to be amended.