

Armed Forces Covenant Development Programme 2019/20

v10 (12/02/20)

Ref No	Task/Activity	Owner	Due date	Status	Notes
Section A- Civilian Military Partnership Development					
1	Hold a workshop with CMP Partners to explore covenant/CMP priorities and future delivery	Sam Shepherd	12/09/2019	Completed	
2	Convene a CMP Steering group to oversee detailed work on behalf of the partnership	Sam Shepherd	16/10/2019	Completed	
3	Develop Terms of Reference for Covenant Steering Group	Sam Shepherd	21/11/2019	Completed	Agreed 21st Nov 2019
4	Conduct an Armed Forces needs assessment	Covenant Steering Group	31/01/2020	Completed	Needs assessment identified priorities for the CMP to agree.
5	Hold a workshop with expanded group of CMP Partners to agree and take forward CMP priorities	Sam Shepherd	02/03/2020	In progress	March 2nd CMP date booked
Section B- Service Delivery Improvement					
6	Identify Armed Forces Service Champions	CEDR	30/09/2019	In progress	
7	Conduct a detailed assessment of tasks and requirements which OCC has as a result of the Covenant	Sam Shepherd	01/10/2019	Completed	Outcomes being fed into Going for Gold Project Group
8	Agenda an item at Oxfordshire Leaders to discuss county-wide AF Champion engagement	Sam Shepherd/ Ian Hudspeth	TBC		To follow from CMP meeting
9	Establish a county-wide AF lead Officers network, including regular meetings with Welfare officers and transition leads	Sam Shepherd	TBC		To follow from CMP meeting
10	Annual Civilian Military Partnership event for all AF champions, leaders and officers for Oxfordshire	Sam Shepherd	TBC		To follow from CMP meeting
11	Incorporate AF questions into carers assessments and customer service contacts ('have you served?') to identify AF carers and additional support customers could access	Mark Peet	01/12/2019	In progress	Questions included in Safe and Well visits. Package being developed to signpost by customer services
12	Senior Managers training on AFC and AF in Oxfordshire: - ELT (9th Oct) - Senior Managers Conference	Sam Shepherd	01/12/2019	Completed	ELT Session on 9th of Oct began awareness raising, further ELT event being planned. Future Senior Management Forum on Inclusion will include a strand on the armed forces.

Armed Forces Covenant Development Programme 2019/20

v10 (12/02/20)

Ref No	Task/Activity	Owner	Due date	Status	Notes
13	AFC training packages developed and delivered to: a)All staff as part of induction (brief training) b)Staff in key areas- school admissions, schools with high % of service children, adult social care and adoption teams c)Front-line staff (in-depth training)	Sam Shepherd/Mark Peet/ Karen Hopwood	01/11/2019	Completed	Training event for staff, Cllrs and partner organisations being delivered by Forces Connect SE on the 11th of Nov 2019. Training packages have been given to OCC for delivery in future. Further awareness training will be given to staff and Managers- this is being embedded into the induction process.
14	Deliver an annual Armed Forces Day, Flag Raising Event	Sam Shepherd	01/06/2020	In progress	CMP's Recognise and Remember group working through detail and ensuring lessons from debrief of 2019 Flag Raising are picked up
15	Deliver event(s) to mark VE day anniversary in 2020	Sam Shepherd	01/05/2020	In progress	CMP's Recognise and Remember group working through detail. Event programme will follow the national one set by the Pageant Master. Draft plans include a church service at Christchurch Cathedral on the 10th of May with a theme of International Peace.
16	Support the Oxfordshire Veterans Forum by: -Hosting and inviting public sector colleagues to a meeting to assist the planning of the Veterans Forum Annual Meeting -Attending and encouraging attendance of the Veterans Forum Annual Meeting	Sam Shepherd	01/09/2019	Completed	Veterans Forum 2020- Planning meeting took place at the end of January 2020.
17	Produce a guide and promote information for service families on where the school admissions process diverts for armed forces applications	Neil Darlington	01/03/2020	In progress	In progress
18	Include a proposal for preferential treatment of service children in the school admissions code through the annual consultation on the code	Chris Hilliard/ Neil Darlington	31/03/2020	Completed	Consultation closed on 31st January 2020
19	Hold a Service Children's Conference for children and Heads/Governors	Chris Hilliard/Kim James/ Head Teacher at RAF Benson	11/10/2019	Completed	First Service Children's Conference for children held 27/9/19. First heads/Governors Conference held on the 11/10/19. 2020 venue and date being sought.

Armed Forces Covenant Development Programme 2019/20

v10 (12/02/20)

Ref No	Task/Activity	Owner	Due date	Status	Notes
20	Develop a bid to the Covenant Fund for a Commando Joes, military-inspired programme in Carterton and surrounding schools to help increase understanding and awareness of armed forces principles and assist with school improvement	Kim James	02/12/2019	Completed	Bid submitted by Carterton College- with support from school partners and OCC. Statement of support added from AFC Lead Officer and Military Champion.
21	Upload Oxfordshire information on the Forces Connect app to enable members of the armed forces to access information on support in one place	Sam Shepherd	30/11/2019	Completed	Information uploaded- local testing throughout December and 'launch' planned for January
Section C: Going for Gold					
22	Enquiry to staff and Councillors to identify AF reservists, adult volunteers, spouses, ex-spouses and veterans in the OCC staff community	Karen Hopwood	19/11/2019	Completed	Ideas Xchange conducted with with armed-forces staff
23	Establish an OCC AFC network (inc events, communications etc as determined necessary by the network)	Karen Hopwood	19/11/2019	Completed	Ideas Xchange generated a number of actions which are all underway
24	Identify and promote case studies of existing staff who are reservists or veterans and how the council has supported them (through a staff volunteering survey and subsequent work with reservist/veterans)	Karen Hopwood/Sam Shepherd	30/11/2019	Completed	Three stories captured and more being worked on for internal communications- have been in the internal newsletter (the Buzz) in October and December. Articles planned for Dec and Jan.
25	Enhance HR policies and initiatives to better support AFC: <ul style="list-style-type: none"> •Health and Wellbeing policy •Volunteering policy •Positive recruitment for AF- promoting recruitment opportunities (inc apprenticeships and work experience) •Guaranteed interview scheme (as exists at Cherwell District Council) •Develop a separate policy for special leave for reservists, for CFAVs (Cadet Forces Volunteers) and spouses •Promote new policies 	Karen Hopwood and Amy Trarieux	01/12/2019	Completed	Armed Forces Employment Offer is complete and has had feedback from staff (from Ideas Xchange and Lunch and Learn session, including from reserve units)
26	Develop a relationship with the Career Transition Partnership to offer OCC as an AF friendly employer	Natasha Meadows	01/12/2019	Completed	Contact made with the CTP and with Aspire who have an ex-military pathway.

Armed Forces Covenant Development Programme 2019/20

v10 (12/02/20)

Ref No	Task/Activity	Owner	Due date	Status	Notes
27	Promote OCC as an AF friendly organisation: <ul style="list-style-type: none"> •Advertise OCC as an Armed Forces friendly organisation- Amend recruitment pages/process to demonstrate OCC support for reservists and ex-services personnel •Advertise jobs on Forces Families Jobs •Provide employment opportunities direct to AF community 	Natasha Meadows	01/12/2019	In progress	Work being undertaken to determine how to ensure appropriate jobs are advertised (without a manual screening process taking place)
28	Host a Reserve recruiting event in partnership with a local Reserve Unit/local services (through a lunch and learn event)	Sam Shepherd	31/01/2020	Completed	Contact made with Employer Engagement Director on Units to attend a 'lunch and learn' event for staff on the armed forces. Date planned for 23rd January 2020. More dates planned.
29	Promote work experience opportunities within OCC for service-leavers	HR	31/01/2020	In progress	OCC placements are already available. Case studies being written to illustrate this work and promote through our armed forces employment offer.
30	Present and promote the benefits of armed forces employment (with partners in the LEP)	Simon Furlong	31/12/2019	In progress	Initial meeting with LEP CEO held. Meetings with Diamond Light Source planned.
31	Refresh the intranet and website content to promote OCC as an Armed Forces Friendly Employer	Sam Shepherd	31/12/2019	Completed	Ongoing work to update and refresh as more information and updates become available

Armed Forces Covenant Development Programme 2019/20

v10 (12/02/20)

Ref No	Task/Activity	Owner	Due date	Status	Notes
32	Undertake the following actions to advocate being an armed forces friendly employer through the OCC supplier-base: <ul style="list-style-type: none"> • Include a statement in our tender documents that the council is an armed forces friendly employer and that we encourage/support suppliers to do the same (including a link to where to find additional information). • Disseminate information to suppliers on the benefits of being an armed forces friendly employer (telling the positive human story) • Include a post on our procurement portal alerting all supplier categories of opportunities to be an armed forces friendly employer (through the Defence Relationship Management arm of the MoD) 	Wayne Welsby	31/01/2019	Completed	Will in future; consider promoting armed forces employment through 'meet the buyer' events.
Staff support ideas (from Staff Ideas Xchange held on 19th Nov 2019)					
33	Investigate options for advertising posts on AF career websites (CTP, officer association). Attend AF career fairs and family days	HR – Natasha Meadows		Completed	Being progressed as part of gold action plan
34	Include information and examples in recruitment guidance and training	HR – Natasha Meadows and Sarah Sutton		In progress	Informed by Employment Offer and Case Studies
35	Contact AF Career Transition services to offer OCC support	Sam Shepherd, Natasha Meadows, Karen Hopwood		Completed	Being progressed as part of gold action plan
36	Include information in application packs on possible career pathways for successful candidate	HR – HRBPs, Natasha Meadows,		Completed	Career pathways being developed as part of transformation for all staff.
37	Investigate advanced apprenticeship opportunities with services	Karen Hopwood and Service		Completed	Career pathways being developed as part of transformation for all staff.
38	Incorporate into Recruitment guidelines and procedures	Natasha Meadows		Completed	

Armed Forces Covenant Development Programme 2019/20

v10 (12/02/20)

Ref No	Task/Activity	Owner	Due date	Status	Notes
39	Develop list of veterans and spouses willing to be a buddy to new starters with an AF background.	Karen Hopwood		Completed	14 buddies volunteered- buddies will be paired according to background (i.e. veteran/spouse etc)
40	Promote list of buddies as part of induction guidance	Karen Hopwood		Completed	
41	Incorporate examples and scenarios into bitesize development sessions that cover policy application -eg manager induction, flexible working and agile policies, managing induction, Repayment of additional MAT pay, training costs	HRBPs, HR Advisors, OD Consultants.		Completed	
42	Develop a communication plan – stories and volunteers willing to tell their stories	Internal Comms - Lisa Bergin.		Completed	Being progressed as part of gold action plan
43	Networking meeting support- OD to support with advice if required	Ideas X-Change attendees		Completed	Staff to lead based upon need
44	Ensure access and time is given to champions with senior managers to raise awareness and discuss ideas for support	Sam Shepherd		In progress	In progress- role description drafted and awaiting final nominations
45	Develop an AF Yammer page	Ideas X-Change attendees		Completed	Staff to lead based upon need- support has been offered
46	Develop and promote an intranet / internet page signposting to all pages offering advice for veterans and families – no new info is required but needs to be in one place	Sam Shepherd and Communications		Completed	
47	Promote the counselling service offered by PAM re: PTSD	Paul Lundy		Completed	
48	Clarify that the counsellors at PAM understand military language	Paul Lundy		Completed	
49	Investigate whether any MH Champions have an AF background and would be willing to be point of contact for veterans and spouses	Vanessa Poole		Completed	
50	Link with SOLACE and large employers in Oxfordshire	Sam Shepherd		In progress	Meeting with Dimond Light Source established to discuss mutual support. Link with SOLACE to be

Armed Forces Covenant Development Programme 2019/20

v10 (12/02/20)

Ref No	Task/Activity	Owner	Due date	Status	Notes
51	Start with our top 10 suppliers; actively work with them to promote the AF	Wayne Welsby		Completed	All supplier received a letter to encourage them to sign the Covenant
Section D: Communications					
54	Develop a Communications Plan to accompany Armed Forces Covenant development work	Sam Shepherd/ Lisa Bergin	01/10/2019	Completed	Comms Plan drafted, developed and agreed with Communications. Focus particularly on internal comms and is linked to Inclusion work/Comms. Communications Plan will evolve and be amended as programme progresses.