

Armed Forces Covenant Duty Delivery Plan February 2023

No	Action	Status
1. Healthcare		
1.1	Amend script to include questions on Armed Forces service through First Contact Plus and using AF appropriate signposting has been implemented to reflect Armed Forces status	
1.2	Work completed to collate an Armed Forces specific information and advice document for First Contact Plus for front line employees (Robust verbal information and advice offer)	
1.3	“Start a conversation” website has been developed supporting mental health (Homelessness and Armed Forces specific section). It can be accessed here	
1.4	Adult Social care system has been amended to enable a “flag” to be added to service users records to enable continuity of information. To be activated if required.	
1.5	Front line specific training for volunteers being investigated and developed following feedback	
1.6	First Contact Plus record every connection with armed forces within their CRM system. Work being done to enable reporting on these figures in the future.	
1.7	Work with partners in Health across LLR ongoing to ensure holistic and comprehensive support to veterans including single point of contact for the ICS	
2. Education		
<i>NB. The authority can advocate, advise, and guide for Armed Forces cohort but academies have responsibility for the application of legislation within their organisations.</i>		
2.1	Schools' admissions policy has been reviewed and is code compliant to meet national guidance. A copy can be found here <i>(to be inserted once live, currently awaiting Cabinet approval in due course)</i>	
2.2	New Schools admissions guidance will include specific section relating to Armed Forces. A copy can be found here <i>(to be inserted once live for next school admissions year)</i>	
2.3	Check maintained schools are compliant: <ul style="list-style-type: none"> • Can access training if required • Have relevant Info and Guidance 	
2.4	Check school transport link is in place for relevant students – map and test process	

3. Housing		
3.1	Signposting to borough districts is in place. (First Contact Plus) First contact will ask the question and be able to refer appropriately. First Contact Plus can be accessed here	
3.2	Start a conversation website has been developed supporting mental health (Homelessness and armed forces specific section). It can be accessed here	
3.3	Armed Forces Covenant officer maintains links with Borough and District colleagues through regular meeting around implementation of the Armed Forces Bill and wider Covenant	
4. Employer Responsibilities		
4.1	The leave arrangements policy for Reserve Forces has been updated and is compliant. A copy can be found here	
4.2	The possibility to record Reservist Status has been added into Oracle. Instructions on how to do this can be found here	
4.3	Online recruitment pages (Including LinkedIn and GlassDoor) and “information about working for LCC” webpages have been updated to show the Armed Forces Covenant Logo and info about being an Armed Forces friendly employer.	
4.4	Oracle update to enable employees to record forces family status in development and testing phase	
5. Strategic Support		
5.1	A training module giving basic information about the Armed Forces Covenant and new Duty is now available to employees and elected members. Access for Council volunteers is being explored. The training module can be accessed here Additional and more specific training also in development (Available 2023)	
5.2.1	Update paper to be presented to CMT (Corporate Management Team) on 8 th December	
5.2.2	Update paper to be presented to Cabinet on 10 th February 2023	
5.2.3	Update paper to be presented to Employment Committee on 2 nd February	
5.3	“Useful documents” area has been created for relevant officers in Sharepoint with relevant info pertaining to the Bill. Including guidance on the correct wording for asking the question, official guidance documents and clarifications around definitions used within the Bill. This is being developed into an intranet page <i>(to be inserted once live)</i>	
5.4	First Contact Plus is a holistic support offer giving signposting advice covering a range of low-level preventative services. This has been updated to cover the areas specified in the legislation. Services can refer internally to First Contact Plus	
5.5	Armed Forces Covenant Officer in place to support ad hoc queries from departments (Dedicated email to be used) Awaiting change of email name from	

	afnetwork@leics.gov.uk to af@leics.gov.uk	
5.6	Armed Forces added to EIA (Equality Impact Assessment) process form and Guidance notes as way to record due diligence. Approval received from Equalities Board – <i>(awaiting updates to system)</i>	
5.7	Report writing templates and decision making pro forma regarding centralised decision making to be updated	
5.8	Process to monitor any FOI or challenges under the Duty to be developed to enable tracking and learning from best practice	
5.9	Strategic group to meet quarterly for the next 12 months to continue to oversee and support implementation of the legislation. To be reviewed after this time.	
6. Comms		
6.1	Internal Comms around the new legislation has been posted on the intranet homepage and via yammer. Comms release can be accessed here	
6.2	Future comms is planned to disseminate further information as it comes online	
6.3	Members New in Brief planned – all member update	
6.1	Intranet page in development containing all relevant information for easy signposting This can be accessed here <i>(to be inserted once live)</i> To be linked to the Council's Armed Forces internet page. This can be accessed here	
6.5	Update on legislation planned through attending DMT's/SLT's. Last presented in Nov 2021 when legislation was proposed.	
6.6	Lead Member specific updates to be planned planned with named service area portfolio holders Mrs Posnett (Communities), Mrs Richardson (Public Health), and Mrs Taylor (Education)	
6.7	Armed Forces training on Learning & Development platform to be promoted on intranet, yammer, managers digest and new starters training.	

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