



EAST LOTHIAN ARMED FORCES COVENANT GROUP (Final)

Terms of Reference

1. Introduction

- 1.1 The East Lothian Armed Forces Covenant Group is the joint planning and strategic overview group established to ensure that local community planning partners and service providers work together with the Armed Services to improve integration, employability and training, housing and general health and wellbeing outcomes for serving personnel, veterans, reservists and cadets within East Lothian.
- 1.2 The group shall formally report to the East Lothian Partnership annually.

2. Remit

- 2.1 To provide strategic direction for partnership endeavours including V1P Lothian and the Lothian Armed Forces and Veterans project and the Lothians and Border Yeomanry Firmbase Project.
- 2.2 To support the delivery of the four Armed Forces Covenant within East Lothian.
- 2.3 To ensure that changes to the Armed Services configuration and deployment are communicated to all key partners to ensure their needs are factored into local planning for future health and social care provision, housing, employment and education etc.

3. Membership

- 3.1 The membership of the LAFVG shall comprise of:
 - East Lothian Council (ELC) Armed Forces Champion (Elected Member)
 - ELC Officer Champion :Head of Service Communities & Partnerships
 - East Lothian Health & Social Care Partnership Head of Service/Group Service Manager Services for Adults
 - ELC Housing Service Manager
 - ELC Education Service Manager
 - ELC Employability Service East Lothian Works/Job Centre Plus
 - EL Third Sector (STRiVE)
 - EL Chamber of Commerce
 - ELC Communications Service
 - Lowland Reserve Forces and Cadets Association Representative
 - Armed Services (Reservists and Cadets) Lead Officer/s

- East Lothian Firmbase Community Task Force Lead Officer/s
- Veterans Scotland Led Officer
- Lothian Armed Forces and Veterans Project Lead Development Officer
- ELC Provost/Civic Events Lead Officer
- Veterans 1st Point

3.2 The ELC Officer Champion will chair the meeting.

4. Quorum

4.1 Half of members in attendance will constitute a quorum.

5. Attendance

5.1 Additional members may be co-opted as required.

5.2 Deputies should be provided by members on an exceptional basis.

6. Frequency of Meetings

6.1 The LAFVG will meet twice per year.

6.2 The Chair may, at any time, convene additional meetings.

7. Role

7.1 The East Lothian Armed Forces Covenant Group in fulfilling its remit will:

- Oversee and receive formal regular updates from the national and local initiatives and services that influence deployment of the Armed Forces Covenant in East Lothian.
- Take a 'whole system', multi-professional approach and overview of workforce and community planning and development in relation to Armed Forces Covenant matters.
- Develop cross partnership organisational capacity and capability to improve outcomes for veterans and reservists, and their families, and cadets.
- Facilitate, contribute to and promote the longer term strategic vision for the armed forces and East Lothian's contribution to the national and regional priorities and outcomes sought.
- Ensure the annual production of a summary document which details the achievement of the East Lothian Armed Forces Covenant Group.
- Collaborate with a wide range of partners and stakeholders to highlight and increase awareness of the Armed Forces Covenant.
- Champion the achievements of the LAFV Project.
- Promote the Firmbase Project locally.
- Encourage young people to participate in pathways to Service as positive education outcomes, promoting Cadet Services as learning opportunities whilst in education.