



## **EAST LoTHIAN ARMED FORCES COVENANT GROUP (Final)**

### **Terms of Reference**

#### **1. Introduction**

- 1.1 The East Lothian Armed Forces Covenant Group (ELAFCG) 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, and their families 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, the Lothians and Border Yeomanry Firmbase Project and Community Planning Partners.
- 2.2 To develop and support the implementation of an East Lothian Armed Forces Covenant Action Plan within East Lothian.
- 2.3 To ensure that the Armed Services legislation is communicated to all key partners to enable the needs of the Armed Forces Community to be duly considered into local planning for future health and social care provision, housing, employment and education etc.

#### **3. Role**

- 3.1
  - The East Lothian Armed Forces Covenant Group in fulfilling its remit will:
  - Oversee and receive formal regular updates from 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, community planning and development in relation to Armed Forces Covenant matters.
  - Develop cross partnership organisational capacity and capability to improve outcomes for veterans, reservists, cadet leaders and their families.
  - 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.
- Promote the Firmbase Project locally.

#### **4. Membership**

4.1 The membership comprises of:

##### East Lothian Council

- Armed Forces Champion (Elected Member)
- ELC Officer Champion, Head of Service Communities & Partnerships (Chair)
- Housing Service Manager
- Education Service Manager
- Employability Service East Lothian Works/
- Communications Service
- Human Resources

##### Partners

- EL Third Sector (STRiVE)
- East Lothian Health & Social Care Partnership, Head of Service/Group Service Manager Services for Adults
- EL Chamber of Commerce
- 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 Lead Officer
- Veterans 1st Point
- Poppy Scotland, Regional Representative
- Cadet Force Representative
- Skills Development Scotland
- Job Centre Plus

#### **5. Quorum**

5.1 Half of members in attendance will constitute a quorum.

#### **6. Attendance**

6.1 Additional members may be co-opted as required.

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

#### **7. Frequency of Meetings**

7.1 The ELAFCG will meet twice per year.

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

**Final**

22<sup>nd</sup> November 2018

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