

Appendix D Revised Armed Forces Covenant Action Plan

#	Action	Progress	Timeline	Lead
1	Set up an Armed Forces Champion email address to future proof the arrangements for the Member and the lead officer.	Completed – armedforces@westberks.gov.uk	Closed Nov 2023	CR & ICT
2	Support ex military in the Council to attend events at RBFRS Newbury Fire Station as part of their Military Hub events.	Completed	W/c 6 Nov 2023	CR & Comms
3	Develop a webpage to assist military personnel and their families to navigate Council support and signpost them to other support options, including charities.	Pages drafted and out for final consultation. Launch Date planned for 23 May 2024.	24 May 2024	CR + Digital Team with AFC
4	Undertake a survey of Council Staff and members to understand how many have serviced, are still serving, in what capacity and Service, or who have direct military family connections.	Draft survey in place – final checks being undertaken in relation to GDPR. Expected to be launched post signing of the covenant. Outcome of survey to be completed by 24 June 2024	W/C 27 May 2024 Results 24 June 2024	CR, AFC and Research Team
5	Sign the Armed Forces Covenant	Hold date of 22 May 2024 in place	TBC June 2024	CR
6	Council Armed Forces T&F group to be in place	Service representatives being agreed	TBC June 2024	CR
7	Consider ways of working with: a. National Health Services, b. Public Health team in relation to mental health, sexual health, drug and alcohol services and health checks for ex service personnel.	As above	TBC June 2024	Armed Forces T&F Group
8	Work with the local units and military charities to understand the issues relating to serving families and veterans in the area.		TBC June - onwards	Armed Forces T&F Group
9	Actively support the Armed Forces Week; 2024 – Reserves Day on Wed 26 th June 2024, AFD Sat 29 June 2024 with flags up for the whole week starting		24- 29 June 2024	Armed Forces T&F Group

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	Monday 24 th June 2024, and any event organised across the whole of Berkshire by the Berkshire/Civilian Military Partnership.			
10	Undertake an audit of the requirement of the Armed Forces Act 2021 and Covenant to understand the level of compliance and any improvements needed.	Initial review undertaken. More detailed review to take place in July – Sept 24	Sept 2024	Armed Forces T&F Group
11	Develop an action plan relating to the outcome of audit above.		Sept 2024	Armed Forces T&F Group
12	Develop a detailed 2-3 year action plan to move from no award to a Gold award under the Employer Recognition Scheme	Bronze award will be applied for in May 24 following signing of the Armed Forces Covenant. Silver award will be applied for in Dec 24 based on the work being undertaken.	Sept 24	Armed Forces T&F Group
13	Consider an 'event' in relation to veterans or soon to be veterans in relation to working for the Council		TBC	Armed Forces T&F Group
14	Engage with the Councils National Careers Service Berkshire in supporting people leaving the military finding employment		TBC	Armed Forces T&F Group
15	Actively support the Army Challenge Events by supporting staff to attend the team building events.		As they are promoted	Armed Forces T&F Group
16	Actively promote military events or events which support the military in the community.		Ongoing	Armed Forces T&F Group