

Norfolk Armed Forces Community Covenant Board

Minutes of the meeting held on Friday 17 March 2017,
Norfolk County Council – County Hall, Martineau Lane, Norwich 15:00hrs

Present:

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| *Tony Tomkinson (TT) | Norfolk Armed Forces Commissioner |
| *Maj Tim Jones (TJ) | 1 st The Queen's Dragoon Guards |
| Kevin Pellatt (KP) | SSAFA |
| Jamie Athill (JA) | Reserve Forces and Cadets Association |
| John Boisson (JB) | Royal British Legion |
| Maj Gavin Rushmere (GR) | 3 rd Battalion, Royal Anglian (3 R Anglian) |
| Wg Cdr Stewart Geary (SG) | RAF Marham |
| Cllr David Collis (DC) | Norfolk County Council |
| Cllr Sam Chapman-Allen (SCA) | Breckland Council |
| Simon Davis (SD) | Norfolk County Council |
| Cllr Elizabeth Nockolds (EN) | King's Lynn and West Norfolk Council |
| Cllr Hilary Cox | Norfolk County Council |
| Lt Cdr Mark Van Den Bergh (MVDB) | Royal Navy |
| Mark Goldsmith (MG) | DWP Job Centre Plus |
| Merry Halliday (MH) | Norfolk County Council |
| Bev Herron (BVH) | Norfolk County Council |

Guests:

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| Bruce Holborn (BH) | Royal British Legion (Local Campaigns Officer) |
| Grant Jukes (GJ) | Royal British Legion |
| Max Mariner (MM) | Veterans Norfolk |
| David Collinson (DCS) | Norfolk County Council |
| Jocelyne Newman (JN) | RAF Marham |

*For the first two items TJ acted as Chairman, after his appointment under item 2 TT took over.

| 1. | Welcome introductions and apologies | Actions |
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| | TJ welcomed everyone to the meeting and accepted apologies from Derek Holesworth, Jan Feeney and Lisa Thipthorp. The Board were informed that Jane Warnes had tendered her resignation and therefore an alternative representative for the 'housing' theme will be sought. | MH |
| 2. | Appointment of the Chair of the Norfolk Armed Forces Covenant (NAFCC) Board (closed item) | |
| | TJ requested that all non-Board members and the current NAFCC Board Chairman (TT) leave the room while a vote was carried out. | |

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| | <p>TJ reminded the NAFCC Board that under the rules of tenure, the post of NAFCC Chairman was now up for renewal and as such the Board were required to vote.</p> <p>The previous NAFCC Board Chairman, TT had expressed a willingness to continue for a further two years as allowed by the constitution.</p> <p>DC proposed TT be re-elected and JA seconded.</p> <p>The vote was carried unanimously for TT to be re-elected as NAFCC Board Chairman for a further two years.</p> <p>TT was invited to return to the room and take up his position as Chairman.</p> <p>On behalf of the Board TJ thanked TT for his hard work in promoting the Covenant and relayed that the vote had been unanimous for him to continue.</p> <p>TT thanked Board members and the NCC officers who assist the Covenant. TT requested that thanks went to Caroline Money and Nicola Daine who had supported the NAFCC in the beginning.</p> | |
| 3. | Applications for Funding (closed item) | |
| | Break | |
| | <p>SG gave his apologies, left the meeting and was substituted by Jocelyne Newman, Community Development Officer, RAF Marham.</p> <p>Non-Board Members were invited back in for the remainder of the meeting.</p> | |
| 4. | Minutes from 5 October 2016 | |
| | Minutes were agreed and signed off. | |
| 5. | Update – Norfolk’s Community Covenant Action Plan 2016/17 | |
| | <p>MH updated Board on progress against the 2016/17 action plan. The following points were made:</p> <p>1.0.4 - The WW1 fund reopens in early April for the final year. The Board were reminded what the fund is for and that advertising will be carried out to ensure communities are aware of the fund.</p> <p>1.3.1 – To date, the outcome of the Cadet forces working together is the production of 500 “Z” cards which promote all the “Youth In Uniform” organisations in Norfolk.</p> <p>2.0.3 – Supporting veterans in police custody – a meeting has been set up with the prison officer responsible for reducing reoffending later this month to</p> | |

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| | <p>take this forward.</p> <p>3.0.3 – At the previous meeting MH gave an overview of a pilot scheme in a local school for an online mentoring scheme. This action has not progressed as quickly as hoped due to staffing changes at the school but will be taken forward as soon as possible.</p> | |
| 6. | Budget 2016/17 | |
| | <p>BVH gave an overview of the 2016/17 budget.</p> <p>Expenditure for 2016/17 as of December was £13,749.05. Board were asked to note that this figure did not contain expenses incurred from the production of “Z” cards and the 5 year anniversary event.</p> | |
| | <p>SCA proposed that District Councils were approached to contribute towards the NAFCC budget.</p> <p>Board acknowledged that District Councils already provide an enormous amount of support to the Armed Forces community in Norfolk. However it was agreed that any such contribution would be extremely helpful in assisting the work of NAFCC.</p> <p>Board agreed that a letter should be written to all District Council Leaders to request assistance with funding.</p> | SCA/T T/MH |
| 7. | Norfolk Armed Forces Community Covenant Strategy and Action Plan for 2017/19 | |
| | <p>Board agreed the final copy of the Strategy and Action Plan. Activity within the action plan will form the basis for communication about NAFCC in the future.</p> | |
| 8. | The Royal British Legion’s National Campaigns | |
| | <p>Visiting speaker BH showed a presentation from the Royal British Legion on their current National Campaigns. A copy of this presentation is available with these minutes.</p> <p>BH updated Board about the Veterans Gateway project which will see the launch of a 24/7 helpline in May 2017. Board were asked to promote the service and ensure it is linked on the Covenant’s web site.</p> <p>SD asked BH to consider a campaign on how to improve service pupil premium as part of the annual school census. He made the point that Year R children are not included in it.</p> <p>The Board thanked Bruce and John for their input.</p> | |
| 9. | Update – Veterans Norfolk | |

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| | <p>Visiting speaker MM showed a presentation from Veterans Norfolk updating Board on the progress made by the charity that NAFCC contributed to in 2013. TT congratulated MM on the charity's achievements so far.</p> <p>Discussion took place about the need for the service charities in Norfolk to work together and not duplicate effort, particularly with the launch of the Veterans' Gateway nationally in May. Key to its success is the need for individuals' questions to be given a local answer.</p> | |
| 10. | Any Other Business | |
| | <ul style="list-style-type: none"> a) Board agreed to publish the minutes of the meeting. b) Board Members agreed to have their photo taken at the close of the meeting. c) JN explained RAF Marham's intention to apply to the MOD's Covenant Fund for a grant to improve access to dental services for serving families and veterans in Marham and Swanton Morley. Initial research indicates a set up cost of £100K for a mobile dentist service. RAF Marham sought support from the Board and this was agreed. d) MVDB thanked Board for the welcome he received and said he looked forward to the Royal Navy having a larger presence in Norfolk at RAF Marham. MH expressed the Board's wish to formally welcome the units supporting the Lightning II. e) MG said he was seeking support from Board Members to help improve the knowledge of DWP work coaches on the career opportunities in the Armed Forces. TJ suggested the DWP roll out the workforce e-learning package developed by Warwickshire and Coventry Councils. <p>TT thanked everyone for attending and hoped they enjoyed the 5th Anniversary of the Norfolk Armed Forces Covenant event which immediately followed the Board meeting.</p> | |
| 11. | Future meetings | |
| | <p>Next Board Meeting 4 October 2017 – Army Reserves Centre, Aylsham Road, Norwich</p> <p>Finance Sub Group – MH to arrange</p> | MH |