

MINUTES	MEETING:	Rotherham Armed Forces Community Covenant Group (AFCCG)
	DATE:	Monday, 3 rd June 2019
	TIME:	2.00 – 4.00pm
	VENUE:	Town Hall, Rotherham
	CHAIR:	Cllr Ian Jones, Armed Forces Champion (Rotherham MBC)
<p>In attendance: Cllr Ian Jones (Lead Member Armed Forces, Rotherham MBC), James McLaughlin (Head of Democratic Services, Rotherham MBC), Vicky Hartley (Executive Office Manager, Rotherham MBC), Elaine Mason (North of England Regional Co-ordinator, Project Nova), Fiona Grayson (High Intensity Worker/Cognitive Behavioural Therapist, Rotherham IAPT, RDASH), Mohammed Aref (Enquiry & Liaison Officer, South Yorkshire Police), Kevin Costello (South Yorkshire Outreach Project Manager, Rotherham MCVC), Lesley Jane Holt (Engagement Manager, RBL Industries Lifeworks Course), Malcolm Chiddey (Public Health Specialist, Rotherham MBC), Nigel Coleman (Employer Account Manager, DWP), Marie Shadwick (DWP), John Topping (Secretary, Veterans Advisory & Pension Committee for Y&H), Rob Holmes (Station Manager, Dearne Fire Station, South Yorkshire Fire and Rescue), Ron Moffett (Chairman, Rotherham MCVC Executive Board), Rtd Col Jonathan Hunt (Regional Chairman, SSAFA).</p> <p>Apologies: Jamie Noble (Head of Community, Rotherham Utd Community Sports Trust), Andy Wallace, (SY Case Officer, Yorkshire Royal British Legion), Kevin Alsop (Personnel Recovery Unit, MoD), Sandra Tolley (Head of Housing Options, Rotherham MBC), Carol Wordsworth (Housing Advice Co-ordinator, Rotherham MBC), Andrew Denniff (Chief Executive, Barnsley, Rotherham Chamber of Commerce), Helen Wyatt (Patient and Public Engagement Manager, Rotherham CCG), Paul Douglas (Chief Operating Officer, Rotherham United Football Club), John Lewis (Chief Executive, Rotherham Titans Rugby Club), Janet Wheatley (Chief Executive, Voluntary Action Rotherham), Col Andy Hadfield (Deputy Commander, 4th Infantry Brigade), Steve Lowe (North of England Manager, Project Nova), Retd Major Charlie Helmn Assistant Regimental Secretary, Yorkshire Regiment), Retd Lt Cdr Allen Dixon (Royal Navy Reserves), Rachel Addison (Reservist Forces and Cadet Associations), Maj Adrian Hunt (Trustee, Rotherham MCVC & 102 Bn REME).</p>		
Item	Title	Action
1.	Welcome, Introductions and Apologies	
1.1	Cllr Ian Jones (Armed Forces Champion, Rotherham MBC) welcomed everyone to the meeting. Individual introductions were given and apologies noted as listed above.	
2.	Minutes of the last meeting, 18th February 2019	
2.1	<p>The minutes of the last meeting held on 18th February were agreed. Updates on progress of actions not covered on the agenda for this meeting were provided as follows:</p> <p>a) 2.1a (2.4) Support of the AFC by South Yorkshire Police – An extended offer for PC MacDonald (Neighbourhoods, Rotherham South) to attend a future AFCCG meeting remains open.</p> <p>b) 3.2 Terms of Reference – a copy of the revised Terms of Reference for the AFCCG was circulated to all Members via email on 4th March.</p> <p>c) 4.1-4.10 Poppy Factory & Forces Employment Charity for Yorkshire and Humber – following attendance at the meeting, Rotherham MBC has made contact with Zarah Khan (Poppy Factory) and Laura Brown (FEC for Y&H) to offer both charities a stall at Rotherham's Armed Forces Day.</p> <p>d) 5.6 Rotherham MBC's Homelessness Strategy 2019-22 – the Council's draft strategy was circulated to all AFCCG Members on 8th March seeking comments by 14th March in advance of submission and agreement by the Council's Cabinet on 15th April. The Strategy will be reviewed by the Council on an annual basis.</p>	Steve Lowe

	<p>e) 5.10 ‘Veteran Friendly’ GP Practices in Rotherham – Malcolm Chiddey (Public Health Specialist, Rotherham MBC) has been asked to invite Helen Wyatt (Patient and Public Engagement Manager, Rotherham CCG) to attend a future meeting of the AFCCG to provide an update on whether any Rotherham GPs have or are in the process of obtaining accreditation.</p>	Malcolm Chiddey / Helen Wyatt
<p>3.</p>	<p>Local & Regional Action Plans</p> <p>a) Rotherham Armed Forces Community Covenant 5-Year Action Plan (2019-2024)</p> <p>3.1 Cllr Ian Jones (Armed Forces Champion, Rotherham MBC) presented the Action Plan agreed at the 18th February 2019 AFCCG meeting.</p> <p>3.2 He reiterated that the Council will not be leading on all activity outlined in the Action Plan and there is an expectation that AFCCG Members will take responsibility for leading on specific areas.</p> <p>3.3 Confirmation of responsible leads is still required and it was agreed that the Armed Forces Champion and lead officer at Rotherham Council would allocate leads as appropriate and re-circulate the Action Plan for confirmation at the next meeting.</p> <p>3.4 The Action Plan is intended to be a living document, kept under regular review and monitored via standing item on all future AFCCG meeting agendas. All leads are expected to progress work outside meetings working with other AFCCG Members and appropriate leads from charities, key partner organisations and communities reporting on progress quarterly via attendance, presentations and written reports at AFCCG meetings.</p> <p>b) South Yorkshire Armed Forces Covenant Action Plan</p> <p>3.5 The four local authorities in South Yorkshire are in the process of finalising a strategic South Yorkshire-wide Action Plan following the South Yorkshire Armed Forces Covenant Project regional planning event on 22nd February in Sheffield which was attended by a number of Rotherham AFCCG Members.</p> <p>3.6 The themes in this Action Plan will align with the national priorities as outlined in the Veterans Strategy published in November 2018.</p> <p>3.7 The Action Plan will be circulated to all Members of the Rotherham AFCCG once agreed by the South Yorkshire Armed Forces Champions and lead officers through the South Yorkshire Armed Forces Community Covenant Group,</p>	<p>Cllr Ian Jones / Vicky Hartley</p> <p>All AFCCG Members</p> <p>Vicky Hartley</p>
<p>4.</p>	<p>Project Updates</p> <p>a) Outreach Provision across South Yorkshire (SYAFC Project)</p> <p>4.1 A report from Jim Oakes, outgoing Project Manager at Rotherham MCVF summarising progress of the South Yorkshire outreach provision via the vehicle and trailer was noted.</p> <p>4.2 Jim Oakes stood down from the project on 31st May with successor Kevin Costello taking over the role. Kevin was introduced to AFCCG Members and will continue to provide written reports on progress of the project to future AFCCG meetings.</p> <p>4.3 All in attendance asked that thanks be recorded and passed onto Jim for his contribution to the project and wished him well for the future.</p> <p>b) End of Projects Event ‘Bringing the AFC to Life’</p> <p>4.4 Two of the South Yorkshire projects are due to come to an end in the coming months and as a result of some excess funding from both projects it has been agreed that a conference be held to showcase and promote the collaborative work and achievements that have taken place at regional level.</p> <p>4.5 A conference is due to be held on 19th June in York and is being organised by Nick Wood (Education & Development Lead, Military Culture at York St John University) with input from Dr Kathy Albertson (Senior Lecturer, Sheffield Hallam University).</p>	<p>Kevin Costello</p>

4.6	Attendees will range from local authorities, Project NOVA, FIMT, Royal Foundation, NHS Veterans Services, NHS England, MoD and RFCA.	Dr Kathy Albertson / Vicky Hartley
4.7	An 'end of project' report will be produced by Dr Kathy Albertson and circulated to AFCCG Members.	
5.	Partner Updates	
5.1	Updates were provided from individual Members of the AFCCG.	
6.	Events	
6.1	There are two upcoming events due to take place in the coming weeks – 75 th Anniversary of D-Day (6 th June) and Rotherham Armed Forces Day (29 th June).	
7.	Next Meeting	Vicky Hartley
7.1	The next meeting is scheduled to take place on Monday, 19 th August (2-4pm, Rotherham Town Hall). This will be rescheduled to end September given a significant number of Members are due on holiday.	