

MINUTES	MEETING:	Rotherham Armed Forces Community Covenant Group (AFCCG)
	DATE:	Monday, 23 rd September 2019
	TIME:	2.00 – 4.00pm
	VENUE:	Town Hall, Rotherham
	CHAIR:	Cllr Ian Jones, Armed Forces Champion (Rotherham MBC)
	NOTE TAKER:	Vicky Hartley, Executive Office Manager (Rotherham MBC)
<p>In attendance: Cllr Ian Jones (Lead Member Armed Forces, Rotherham MBC), Vicky Hartley (Executive Office Manager, Rotherham MBC), Steve Lowe (North of England Manager, Project Nova), Lesley Jane Holt (Engagement Manager, RBL Industries Lifeworks Course), Fiona Grayson (High Intensity Worker/Cognitive Behavioural Therapist, Rotherham IAPT, RDASH), 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), Malcolm Blease (Chairman, RAF Rotherham), Jonathan Treen (Member, Veterans Advisory & Pension Committee for Y&H), Malcolm Chiddey (Public Health Specialist, Rotherham MBC), Andy Wallace, (SY Case Officer, Yorkshire Royal British Legion), Marie Shadwick (Partnership Assistant, DWP) Samantha Mulholland (Wellbeing Practitioner, Sheffield Mind).</p> <p>Apologies: Shokat Lal (Assistant Chief Executive, Rotherham MBC), James McLaughlin (Head of Democratic Services, Rotherham MBC), Carol Wordsworth (Housing Advice Co-ordinator, Rotherham MBC), Sandra Tolley (Head of Housing Options, Rotherham MBC), Maj Adrian Hunt (Trustee, Rotherham MCVC & 102 Bn REME), John Topping (Secretary, Veterans Advisory & Pension Committee for Y&H), Kevin Costello (South Yorkshire Outreach Project Manager, Rotherham MCVC), Andrew Denniff (Chief Executive, Barnsley, Rotherham Chamber of Commerce), Janet Wheatley (Chief Executive, Voluntary Action Rotherham), Helen Wyatt (Patient & Public Engagement Manager, Rotherham CCG), Col Andy Hadfield (Deputy Commander, 4th Infantry Brigade), Paul Douglas (Chief Operating Officer, Rotherham United Football Club), John Lewis (Chief Executive, Rotherham Titans Rugby Club), Rachel Addison (Reservist Forces and Cadet Associations), Retd Major Charlie Helmn Assistant Regimental Secretary, Yorkshire Regiment), Jamie Noble (Head of Community, Rotherham Utd Community Sports Trust), Kevin Alsop (Personnel Recovery Unit, MoD) Nigel Coleman (Partnership Manager, DWP), Mohammed Aref (Enquiry & Liaison Officer, South Yorkshire Police).</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.	
1.2	It was also noted that there has been a change to the Deputy Commander role at 4 th Infantry Brigade. Once details are known they will be shared with AFCCG Members. <i>(Post meeting note - confirmed Colonel Nigel Rhodes).</i>	Vicky Hartley
2.	Minutes of the last meeting, 3rd June 2019	
2.1	<p>The minutes of the last meeting held on 3rd June 2019 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) 5.10 ‘Veteran Friendly’ GP Practices in Rotherham – Malcolm Chiddey (Public Health Specialist, Rotherham MBC) provided an update on behalf of Helen Wyatt (Patient & Public Engagement Manager, Rotherham CCG). He confirmed that all practices will be required to work towards the Veteran’s Friendly GP Practice Accreditation Scheme by 2020, to ensure they comply with the Primary Care Armed Forces Covenant.</p>	Steve Lowe

	<p>In 2019/20 this will require:</p> <ul style="list-style-type: none"> • The mental health lead in Practices to take responsibility for the practice working towards accreditation. • Recording and flagging Armed Forces Veterans and Reservists on the Practice system. <p>The CCG will provide support to Practices by providing details of the Veteran Practice Friendly Accreditation Scheme criteria and guidance on mental health services for those leaving the armed forces and veterans.</p> <p>Malcolm Chiddey will obtain a copy of the accreditation scheme criteria and circulate to all AFCCG Members for information.</p>	Malcolm Chiddey
3.	<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) ran through activity action and outcomes of the Rotherham Action Plan agreed by Members at the AFCCG meeting on 18th February 2019.</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 Work is already progressing on a number of actions as outlined in the Action Plan and from October 2019 it will be monitored by standing item on all future meeting agendas. AFCCG Member leads will now drive the work forward reporting back on progress via attendance, presentations and written reports.</p> <p>b) South Yorkshire Armed Forces Covenant Action Plan</p> <p>3.4 AFCCG Members noted the South Yorkshire-wide Armed Forces Covenant Action Plan for 2019/20 signed off by the four South Yorkshire Local Authority Armed Forces Champions and lead officers through the South Yorkshire Armed Forces Covenant Group in July 2019.</p> <p>3.5 The Action Plan is a living document which will be kept under review and will be performance managed through the South Yorkshire Armed Forces Covenant Group.</p>	Vicky Hartley to extract the local & regional Action Plans from the agenda pack for this meeting and re-circulate to all AFCCG Members.
4.	<p>Removing Barriers to Family Life</p> <p>4.1 Samantha Mulholland (Well-being Practitioner, Sheffield Mind) was welcomed to the meeting.</p> <p>4.2 Sheffield Mind is a registered charity founded in 1978 to provide mental health services to people in Sheffield. They are affiliated to National Mind, but do not receive direct financial support from them. Their mission is to intervene early to improve well-being and provide advice and support to empower anyone experiencing a mental health problem and work locally with partners to improve services and increase awareness and accessibility.</p> <p>4.3 The current service does not exist in South Yorkshire though Sheffield Mind were funded last year to provide counselling and monthly support groups to military families across South Yorkshire and want to continue to build new and existing partnerships and expand the current service.</p> <p>4.4 In order to do this, Sheffield Mind has recently applied for a grant of £100k from the Armed Forces Covenant Fund to run a South Yorkshire-wide programme.</p> <p>4.5 It is proposed Keeping Families in Mind (Veterans Families) will offer:</p> <ul style="list-style-type: none"> • Up to 16-weeks counselling to adult relatives of veterans across South Yorkshire. • Support groups which encourage intergenerational networking and interaction with families of veterans and serving personnel. 	

<p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p>	<ul style="list-style-type: none"> Digital technology (Skype and telephone counselling). Online 'toolbox' of wellbeing tips aimed at and created by military families. <p>The South Yorkshire Armed Forces Covenant Group (four South Yorkshire local authority Armed Forces Champions and lead officers) at their recent meeting on 11th September confirmed their support to this proposed programme of work and a bid was submitted by Sheffield Mind to the Armed Forces Covenant Fund on 12th September.</p> <p>A decision is still awaited on the bid and dependant on the outcome, Sheffield Mind will work up more detail around the offer liaising with leads in service areas within Rotherham and across South Yorkshire through the Rotherham Armed Forces Community Covenant Group.</p> <p>During discussions it was highlighted there was a need to join up with other charities and referral services such as Rotherham Council's Drug and Alcohol Service, RDaSH and SSAFA.</p> <p><u>Contact details (agreed to be shared):</u> Samantha Mulholland, Wellbeing Practitioner: Keeping Families in Mind, Sheffield Mind, Wellbeing Centre, 110 Sharrow Lane, Sheffield, S11 8AL. Email: samantha.mulholland@sheffieldmind.co.uk / Tel: 0114 2584489.</p>	<p>Samantha Mulholland / Malcolm Chiddey / Fiona Grayson</p>
<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>Homeless Veterans</p> <p>Vicky Hartley (Executive Office Manager & Armed Forces lead officer, Rotherham MBC) updated on discussions that have been taking place with the four South Yorkshire local authority Armed Forces Champions / lead officers and Sheffield City Region (SCR) regarding some funding that has been made available by the Ministry of Housing, Communities and Local Government (£90k) to support homeless veterans communities in South Yorkshire.</p> <p>The South Yorkshire Armed Forces Covenant Action Plan has an agreed set of priorities which were agreed earlier this year (see <i>Agenda Item 3b</i>) and this funding will be utilised to help deliver the priority at theme 5 'Making a Home in Civilian Society'.</p> <p>The South Yorkshire Armed Forces Champions and lead officers with support from their Cabinet Members for Housing have agreed with SCR how best to utilise the funding across South Yorkshire and agreed the following pieces of work be commissioned:</p> <ul style="list-style-type: none"> Development of a South Yorkshire e-learning module focussed on homeless ex-services personnel and their families. The module will be developed and aimed at homelessness officers, estate management officers and housing officers on the 'front line' but also available to homeless charities that are dealing with veterans and other partners within Community Covenant Groups. Development of Strategy and Good Practice. To produce strategic approach(es) incorporating good practice on supporting the homeless armed forces community. A review of the four local authority's approaches to addressing the needs of homeless veterans and their families to understand 'gaps' and ascertain good practice that could be adopted across South Yorkshire as well as looking at best practice elsewhere in the country. Homeless Veterans' Service Provision. To provide seed funding to support the appointment of a Development Manager with Help4Homeless Charity in liaison with support from existing local authority officers to directly deliver improved support services for veterans. This could involve expanding out the Help4Homeless Charity model to all four districts (currently only operates in Barnsley and Doncaster). <p>The proposal has been submitted to Mayor Dan Jarvis, SCR for sign off who is very supportive of the armed forces agenda in South Yorkshire. Once agreed, the funds will be released by SCR and the approach to procurement agreed by the four South Yorkshire local authorities so that work can be commissioned and progressed.</p> <p>AFCGG Members confirmed their support to this approach and welcome further updates on progress and development of the projects from Cllr Ian Jones, Vicky Hartley and lead officers in the Council's Housing Directorate.</p>	<p>Cllr Ian Jones, Vicky Hartley & Housing leads</p>

6.	Project Updates	
6.1	<p>a) End of Projects Report</p> <p>AFCCG Members noted the 'South Yorkshire Armed Forces Covenant Project Model' report from Dr Kathy Albertson, Sheffield Hallam University.</p>	Vicky Hartley to email PDF copy to AFCCG Members.
6.2	<p>b) South Yorkshire Veterans Outreach Project</p> <p>Ron Moffett (Chairman of the Rotherham MCVC Executive Board) presented a report on progress of the South Yorkshire Outreach Project covering the period May – September 2019.</p>	
6.3	He highlighted the need to further raise awareness of the Covenant through the outreach vehicle and trailer and encouraged AFCCG Members and partners to book the vehicle for key events where there are likely to be gatherings of people or where there is expected to be increased footfall across the borough.	All AFCCG Members
6.4	Rotherham MBC are in the process of liaising with the Neighbourhoods and Events teams and will continue to further promote the vehicle through their key contacts within and outside the Council.	Vicky Hartley
7.	Partner Updates	
7.1	Updates were provided from individual Members of the AFCCG as follows:	
7.2	<p>Lesley Jane Holt (Engagement Manager, RBL Industries Lifeworks Course)</p> <ul style="list-style-type: none"> MoD Defence Transition Service Briefing Sessions - highly recommended attendance at these sessions that are taking place across the region. The next session is scheduled to take place on 9th October in Harrogate, 1.30-4.30pm. Lifeworks Course – the next course will take place w/c 28th October in Barnsley. There is currently low take up (2 places filled with 10 places still available) and AFCCG Members are asked to help promote the course. <p>There is also lack of engagement from the Royal Navy and Marines. <i>Note: Rob Holmes (Station Manager, Dearne Fire Station, South Yorkshire Fire and Rescue) will share details of his contact at SYFRA (John Daley, ex Royal Marines) with Lesley.</i></p>	AFCCG Members
7.3	<p>Rob Holmes (Station Manager, Dearne Fire Station, South Yorkshire Fire & Rescue)</p> <ul style="list-style-type: none"> Fire Officers now ask the question 'Have you ever served?' when visiting households across the borough. SYF&R are seeking Home Safety volunteers to work across the borough. AFCCG Members are welcome to use meeting space that is available at SYF&R (Dearne Valley Community Fire Station's community room (Manvers Way) and rooms in Sheffield, Doncaster and Barnsley areas. 	Rob Holmes/ Lesley Jane Holt
7.4	<p>Malcolm Chiddey (Public Health Specialist, Rotherham MBC)</p> <ul style="list-style-type: none"> Harmful Gambling training sessions are being organised by the Council to increase awareness and its impact on families and local communities. The next session is on 22nd October at Rockingham Professional Development Centre, Rotherham, S61 4HY. One and two-hour training sessions are available as follows (10-12pm for up to 16 delegates, 1-2pm for up to 60 delegates and 2.30-4.30pm for up to 16 delegates). Sessions can be booked by emailing directions@rotherham.gov.uk. 	AFCCG Members / Rob Holmes
7.5	<p>Marie Shadwick (Partnership Assistant, Department for Work & Pensions)</p> <ul style="list-style-type: none"> DWP are in the process putting outreach into Shiloh in Rotherham that offers support to adults who are homeless or at risk of becoming homeless. 	
8.	Events	
8.1	Remembrance Sunday, 10th November – plans are progressing with invites due to be sent out from the Mayor's Office in the coming weeks.	
8.2	Armed Forces Day (AFD) 2019 & 2020 – this year's event was a real success with very positive feedback received. AFD 2020 will take place on Saturday, 27 th June with an evening concert on the eve on Friday, 26 th June. Planning has already begun and save the date notifications will be sent out from the Mayor's Office in the coming weeks.	Vicky Hartley
9.	Next Meeting – February 2020 (date tbc).	