

Signing of the Huntingdonshire District Council Armed Forces Covenant

Action Plan



Action	Pledges	Responsible Service Area
Attend Armed Forces Covenant Working Group	Forming an Armed Forces Covenant & Community working group to manage and coordinate the Council's ongoing action plan	Finance; Democratic Services & Monitoring; Leisure Health & Environment; Planning Infrastructure & Public Protection; Property & Facilities; Policy, Performance & Energy Planning; Customer Change; Operations; Economy, Regeneration & Housing Delivery; HR & OD; Communications, Engagement & Public Affairs; AFC
Appoint Service AFC Lead	Appointing Service Team AFC leads to monitor the AFC work and attend the Armed Forces Covenant working group	Finance; Democratic Services & Monitoring Officer; Leisure Health & Environment; Planning Infrastructure & Public Protection; Property & Facilities; Policy, Performance & Energy Planning; Customer Change; Operations; Economy, Regeneration & Housing Delivery; HR & OD; Communications, Engagement & Public Affairs; AFC
Appoint Armed Forces Champion to Chair AFC Working Group	Establish Member oversight to support effective coordination and cross-directorate delivery of the Armed Forces Covenant Action Plan	Democratic Services; AFC
Promote AFC induction and frontline staff modules internally	Encouraging staff to undertake periodic Armed Forces Covenant Induction and Frontline Staff modules	Finance; Democratic Services & Monitoring Officer; Leisure Health & Environment; Planning Infrastructure & Public Protection; Policy, Performance & Energy Planning; Customer Change; Operations; Communications, Engagement & Public Affairs; AFC
Promote Forces Connect via internal communications and awareness	Making the Forces Connect app and web platforms available to all staff to provide signposting as appropriate and encouraging take up	Finance; Leisure Health & Environment; Planning Infrastructure & Public Protection; Policy, Performance & Energy Planning; Customer Change; HR & OD; Communications, Engagement & Public Affairs
Incorporate AF Question into customer engagement processes	Updating our systems and processes to ask and record the Armed Forces Question when engaging with our clients, where possible	Leisure Health & Environment; Planning Infrastructure & Public Protection; Policy, Performance & Energy Planning; Customer Change; HR & OD

Display AFC support information in public-facing service locations	Providing specific space for Armed Forces Covenant and other relevant support information in our public customer service areas	Leisure Health & Environment; Planning Infrastructure & Public Protection; Policy, Performance & Energy Planning; Customer Change
Review leisure membership conditions for AFC community	Reviewing membership conditions at council owned leisure facilities to ensure that the Armed Forces Community are not disadvantaged due to service requirements	Leisure Health & Environment
Develop targeted communications for AFC licensing and regulatory services	Promoting environmental services to the Armed Forces Community including Taxi and Private Hire licences and Food Businesses	Planning Infrastructure & Public Protection
Provide AFC e-learning and Forces Connect to partners and parish councils	Providing and promoting Armed Forces Covenant and Community e-learning and Forces Connect to partners	Planning Infrastructure & Public Protection; Communications, Engagement & Public Affairs
Develop links with local AFC groups and stakeholders	Developing links with all local Armed Forces Community groups and stakeholders to provide advice and engagement opportunities	Planning Infrastructure & Public Protection
Use AFC data to identify trends and target support	Using collected Armed Forces Community data to identify trends and opportunities to target support	Planning Infrastructure & Public Protection; Policy, Performance & Energy Planning; Economy, Regeneration & Housing Delivery; HR & OD
Promote and support AFC civic and support events	Promoting and supporting Armed Forces Community civic and support events	Planning Infrastructure & Public Protection; Communications, Engagement & Public Affairs
Consider AFC Community needs within Corporate Plan refresh	Working to identify and map the Armed Forces Community in Hunts and consider needs when refreshing HDC's Corporate Plan	Policy, Performance & Energy Planning
Engage with AFC community to shape services	Engaging with the AF Community to review their experiences of living in Hunts and shape services accordingly	Policy, Performance & Energy Planning

Provide employment and training information to service spouses	Targeting service spouses with education, training and employment opportunities through Invest in Hunts	Policy, Performance & Energy Planning
Target AFC community with revenues and benefits information	Working with partners to ensure that the Armed Forces Community are targeted with information about revenues and benefits	Customer Change
Review housing register and temporary accommodation data	Using collected AFC data to identify trends in housing need	Economy, Regeneration & Housing Delivery
Ensure compliance with AFC statutory duty toolkit	Ensuring service delivery aligns with statutory duty requirements	Economy, Regeneration & Housing Delivery
Advocate AFC to commercial partners	Advocating the Armed Forces Covenant to commercial partners through Economic Development team	Economy, Regeneration & Housing Delivery
Record AFC workforce data via HR systems	Updating internal systems to record Armed Forces Community workforce data	HR & OD
Support Armed Forces Community staff through ERS	Continuing work to support AFC staff and progress through the Employer Recognition Scheme	HR & OD
Identify AFC staff and provide internal support pathways	Identifying Huntingdonshire District Council staff that are members of the Armed Forces Community	HR & OD
Promote employment opportunities via CTP and FFJ	Promoting employment opportunities at HDC by partnering with Career Transition Partnership and Forces Families Jobs	HR & OD
Maintain and update AFC support webpage	Regularly reviewing and updating the HDC Armed Forces Community support page	Communications, Engagement & Public Affairs
Target AFC with grant funding information	Working with partners to ensure AFC community are targeted with grant funding information	Communications, Engagement & Public Affairs

Coordinate AFC Action Plan delivery and monitoring	Quarterly monitoring, support and feedback collection for AFC Action Plan	AFC
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