



Terms of Reference

Summary

The Buckinghamshire County Civilian Military Partnership Board is established to foster closer working between the local authority, agencies and the military to support the Armed Forces community (serving personnel, both regular and reserve, their families and veterans) within Buckinghamshire.

Role

The Buckinghamshire County Civilian Military Partnership Board has a high-level remit to ensure that the Armed Forces communities are not disadvantaged by their service and are given appropriate recognition and status within the county.

The Board helps to maintain good relationships with the Ministry of Defence and the Tri-Service military command structure within the county of Buckinghamshire so that potential problems can be averted, and issues resolved in an amicable and timely manner and at the right level to suit the needs of the Armed Forces community.

Functions

1. To act as a platform to address countywide issues pertaining to the Armed Forces Covenant in Buckinghamshire and give strategic direction and advice to further strengthen links between civilian communities and the military.
2. To maintain and develop Buckinghamshire's existing 'Military Friendly' position for the Covenant nationally and share best practice with other areas in respect of promoting the Armed Forces Covenant, whilst learning from others.
3. To work closely with the Armed Forces in Buckinghamshire – Regular and Reserve to see how the military can support the Board members in taking forward their organisations aims and vice versa.
4. To champion the Armed Forces in Buckinghamshire through its Armed Forces Champions and to recognise and honour the commitment given by them through Armed Forces Week, Reserves Day, Remembrance events and other shared occasions.
5. To acknowledge and promote the valued role Reservists and ex-service personnel play within our community including promoting Reserves Day.
6. To identify joint opportunities to bring additional funding into the County through civilian military integration grants through the Armed Forces Covenant Fund Trust,

and through collaborative projects with service charities and Employer Recognition Scheme holders.

7. To widely promote training and learning opportunities through various South East initiatives such as NHS Armed Forces Network and Forces Connect South East to utilise established leadership training courses so all County infrastructure understand the need to recognise if you are a member of the Armed Forces community and support available.
8. To review and audit the work of the Armed Forces Covenant within Buckinghamshire on an annual basis.
9. To work with and support the elected Armed Forces Champions, Covenant Leads and the Board Task & Finish Groups to benefit the aims and objectives of the Board.
10. To 'commission' appropriate task and finish groups and oversee their successful delivery of outputs and outcomes to support the delivery of work on the Buckinghamshire Council Armed Forces Covenant.
11. To be an advocate of the group and the vision to work tirelessly for our Armed Forces communities.

Civilian Military Board Membership

The Board will comprise the following representation:

1. Buckinghamshire Armed Forces Champion(s), Deputies, Lead Officer(s)
2. Buckinghamshire Council Policy Officer(s) – Health, Education, Housing
3. 11 Infantry Brigade & Headquarters South East
4. SE RFCA
5. Buckinghamshire RFCA
6. 4 Regt Royal Logistics Corps (Army TFC)
7. 7th Battalion, The Rifles
8. Buckinghamshire ACF
9. Career Transition Partnership
10. RAF Halton
11. RAF Wycombe
12. SSAFA Buckinghamshire
13. ABF The Soldiers' Charity Buckinghamshire
14. The Royal British Legion Buckinghamshire
15. Buckinghamshire Fire and Rescue Service
16. Police and Crime Commissioner or a Senior Nominee from Buckinghamshire
17. Buckinghamshire Healthcare NHS Trust
18. Department of Work and Pension
19. Buckinghamshire Chambers of Commerce
20. South Central Ambulance Service
21. Widows Association (Agreed 14.07.2021)

Other representatives may be invited to attend on an ad hoc basis at the discretion of the Chairperson.

Chairperson

The Chairperson will be an Armed Forces Champion. The Armed Forces Champion will appoint two Deputy Chairs, one of whom should be a military representative and the other will be one of the Buckinghamshire Council Deputy Armed Forces Covenant Champions.

Operation of the Board

- Meetings will be scheduled quarterly, with the option to hold additional meetings at the discretion of the Chairperson.
- Meetings to be held at face-to-face and/or virtual at the discretion of the Chairperson.
- Any urgent actions will be taken by the 'Core Buckinghamshire Council Covenant Group' made up of the Chairperson, Buckinghamshire Council Armed Forces Covenant Lead Officer, 11th Infantry Brigade representative, and the SE RFCA regional employer engagement director. Such actions taken made will be reported to the next scheduled meeting of the Board.
- A quorum of six members representing six different organisations and including at least one civilian and one military organisation representative is required to constitute a meeting.
- The Board will meet in private, and the papers will be published on the Buckinghamshire Council website for information only.
- Administration of the Board will be through Buckinghamshire Council. Consultation with the 'Core Buckinghamshire Council Covenant Group' will assist the Board's ongoing development in support of the Armed Forces Covenant and innovative ideas which support Covenant aims and civilian military integration.