

**York Armed Forces Covenant
Action Plan Information and Delivery Group
The Hub**

Terms of Reference

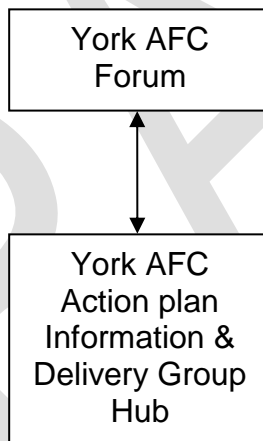
THE YORK AFC ACTIONPLAN INFORMATION AND DELIVERY GROUP

The York Armed Forces Covenant (AFC) Action Plan Information and Delivery Group (The Hub) consists of City of York Council officers and project partners.

PURPOSE

The purpose of the Information and Delivery group is to ensure that the outcomes and outputs of the action plan are being delivered.

- The delivery group reports on the progress that is being made delivering the outcomes and out puts of the action plan to the executive.



Note the action plan includes the structure for the project as a whole

QUORUM AND ATTENDANCE

A quorum shall consist of no less than one third of the membership and must include the Chair or Vice Chair of the executive. If a meeting is not quorate, any decisions made must be ratified at the next quorate meeting of the executive

PRINCIPAL DUTIES

Work alongside partners to deliver the action plan.

Preparing information and briefing for the Armed Forces Community Forum on progress delivering the action plan

MEMBERSHIP

The membership is comprised of organisations and individuals that have agreed to deliver activities and services in line with the action plan

Each group member will be empowered to represent the views of the function or service they represent.

To be consistent with the action plan deliverables the structure of the membership fits under the headings of the four pillars of the armed forces covenant

Each member may nominate a standing deputy to be notified in advance to the CYC lead officer who is the convener of the delivery group.

All members shall be encouraged to take an active part in proceedings and appropriate support shall be provided where necessary to facilitate this.

Members of the meeting and their organisations

MEETINGS

The administrator will liaise with the Chair before the next meeting. The agenda will be based on delivering the action plan, matters arising and requests from members. The agenda and minutes from the delivery group meetings will be circulated to all members at least seven days prior to the meeting.

The delivery group will normally meet on a quarterly basis.

Additional meetings will be arranged as determined by the Chair of the meeting. The business, agenda and notes/actions will be managed by the convener of the meeting and the administrator.

Partners will contribute to the agendas and debate so that informal reports and key issues are included on the next agenda.

Each group member will be empowered to represent the views of the function or service they represent.

Each member may nominate a standing deputy to be notified in advance to the CYC lead officer.

All members shall be encouraged to take an active part in proceedings and appropriate support shall be provided where necessary to facilitate this.

DECISION MAKING

Each decision will be recorded in the minutes of the meetings or in the records of email correspondence (when decisions need to be made prior to the formal meetings).

Evaluation

The delivery group's progress will be evaluated by the executive.

Review

These terms of reference shall be reviewed at least every two years