

## York Armed Forces Covenant Forum Executive

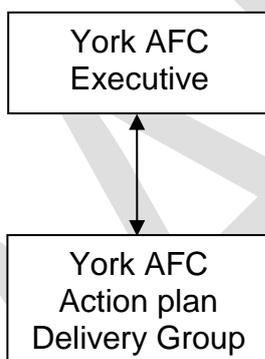
### Terms of Reference

The York Armed Forces Covenant (AFC) Executive consists of City of York Council officers and project partners.

#### PURPOSE

The purpose of the executive is to ensure that the needs of the armed forces community in York are identified and actively meet.

- The executive is the responsible body for the delivery of the Armed Forces Covenant in York.
- The Executive receives reports from the York AFC delivery group on a quarterly basis



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

- The executive's principal duty is to be the accountable body for the delivery of the Armed Forces Covenant in York.
- The executive will also endorse appropriate funding applications to the MoD's Community Covenant Grant scheme in York

## MEMBERSHIP

The membership is comprised of suitable representatives of City of York Councillors

- The Armed Forces Champion is chair
- Senior Council Officers
- York Garrison
- Other branches of the armed forces
- Veteran groups
- York CVS

Other strategic bodies who deliver services to the armed forces community including health, education, etc.

Other groups and individuals to be co-opted from time to time

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 who is the convener of the executive.

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

## 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 will be circulated to all members at least seven days prior to the meeting.

The 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.

## **DECISION MAKING**

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

## **REVIEW**

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

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