

## **KENT ARMED FORCES COMMUNITY GROUP – TERMS OF REFERENCE**

### Purpose

1. Kent Armed Forces Community Group (KAFCG) has been established to provide a forum for discussion between representatives of the Armed Forces Community (In-Service, Ex-Service, families and widow(er)s) the Third Sector and the local authority to raise and resolve issues of significant impact or where consistent trends give cause for concern.

### Composition

2. The Chairman of the KAFCG shall be the Armed Forces Community Champion and secretariat support will be provided by KCC.

3. KAFCG is to comprise of appropriately empowered local representatives from the following organisations:

Director Adult Social Services (KCC)  
SPVA Veterans Welfare Service Manager  
The Royal British Legion - County Manager  
SSAFA Forces Help – Branch Chairman  
War Pensions Committee  
HIVE  
Primary Care Trust Managers (2)  
2 Brigade Community Engagement Officer

In addition to this core membership additional representatives should be invited to attend to inform discussion of specific agenda items as determined by the Chairman. For a quorum to exist 50% of KAFCG must be present.

### Tasks

4. KAFCG is to establish and maintain contact with relevant Kent County Council (KCC) partners and boards for the purpose of implementing national policy, rolling out best practice and sharing information on local Armed Forces Community issues.

5. KAFCG is to hold a quarterly meeting with representatives from appropriate KCC partners/boards as dictated by the agenda. The regularity of this meeting should be reviewed after 2 meetings and adjusted as necessary and agreed by all stakeholders. Minutes of these meetings should be forwarded to Pensions, Compensation and Veterans in the MOD.

6. KAFCG is to provide advice to those organisations that offer support to the local Armed Forces Community on matters related to the provision of Local Authority services and, where appropriate, on how to make a formal complaint using the established KCC process.

7. KAFCG is to consider formal complaints from members of the Armed Forces Community to KCC about issues associated with Local Authority services. They should take appropriate action with respect to the complaints including forwarding anonymous data to Pensions, Compensation and Veterans in the MOD.