



EMPLOYER  
RECOGNITION  
SCHEME

GOLD AWARD 2020

**Barnsley Armed Forces Covenant Board**  
**Thursday 1 August 2024**  
**Westgate level 3 boardroom/Microsoft Teams**

**MINUTES**

<b>Attendees</b>		
<b>Name</b>	<b>Position</b>	<b>Organisation</b>
<b>Clr Joe Hayward (CJH)</b>	Chair - Armed Forces Champion	Barnsley Council
<b>Jayne Hellowell (JH)</b>	Head of Healthier Communities and Armed Forces Lead	Barnsley Council
<b>Anne Asquith (AA)</b>	Service Manager – Healthier Communities	Barnsley Council
<b>Louise Beaumont (LB)</b>	Projects and Contracts Officer – Healthier Communities	Barnsley Council
<b>David Andy (DA)</b>	Operational Manager	Citizens Advice Bureau
<b>Neil Halsey (NH)</b>	DWP Armed Forces Champion for South Yorkshire	Department for Work and Pensions
<b>Andrew Simpson (AS)</b>	Head of Commercial and Operational Service Support and Veteran Rep	Barnsley Council
<b>Paul Carpenter (PC)</b>	Armed Forces Community Covenant SPOC	South Yorkshire Police
<b>Sarah Barnes (SB)</b>	Head of Customer Services	Barneslai Homes
<b>Jane Townsend (JT)</b>	Veterans Employment Consultant	Forces Employment Charity
<b>Lucy Bramwell (LBr)</b>	Employment Consultant	The Poppy Factory
<b>Jamie Wike (JW)</b>	Deputy Place Director	South Yorkshire ICB
<b>Louise Dodson (LD)</b>	Senior Transformation and Delivery Manager - Primary Care Barnsley	South Yorkshire ICB
<b>Pauline King (PK)</b>	Regional Employer Engagement Director	Reserve Forces and Cadets Association for Yorkshire and the Humber
<b>Luke Lancaster (LL)</b>	Public Affairs and Campaigns Officer (North)	Royal British Legion
<b>Susan Smith (SS)</b>	Economic Policy Officer	Barnsley Council
<b>Rachel Burgon (RB)</b>	Senior Housing Advisor	Barnsley Council
<b>Zarah Khan (ZK)</b>	Senior Employment Advisor	NHS Talking Therapies Service

Abbie Lister <b>(AL)</b>	Senior Mental Health Practitioner	Op Courage
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<b>Apologies</b>		
<b>Name</b>	<b>Position / Organisation</b>	<b>Deputy</b>
Roya Pourali	Inclusion and Wellbeing Lead – Barnsley Hospital NHS Foundation Trust	
Tom Smith	Head of Employment and Skills – Barnsley Council	Susan Smith – Economic Policy Officer
Michelle Kaye	Group Leader, Housing and Welfare – Barnsley Council	Rachel Burgon – Senior Housing Advisor
Elaine Mason	Op Nova Caseworker – Forces Employment Charity	
Karen Hallam	Senior HR Business Partner – Barnsley Council	
Audrius Kopka	Communications and Marketing Officer – Barnsley Council	
Adrian Hunt	Branch Secretary – SSAFA South Yorkshire	
Christine Bradely	Development Manager - Rotherham MCV	

### Action Log

<b>Item</b>	<b>Actions from 1 August 2024</b>	<b>Owner</b>
<b>4a</b>	AS to share details of the specialist Orthopaedic Centre for Veterans with LB / AA	Andrew Simpson
<b>4b</b>	LB to add details of the specialist Orthopaedic Centre for Veterans to the Armed Forces Barnsley website	Louise Beaumont
<b>4c</b>	LD to utilise the 'Say you Served' promotional resources to encourage patients to tell their surgeries about their AFC status. SY ICB to work in partnership with Barnsley Council to facilitate this	Louise Dodson
<b>4d</b>	LD to attend future board meetings to provide updates on numbers of veterans registered and further work with GP practices to become veteran / armed forces friendly	Louise Dodson
<b>5a</b>	AS to share contact details for the SY Aircraft Museum with LB / AA, for AFD 2025	Andrew Simpson
<b>5b</b>	Explore how the profile of wider work to support Barnsley's AFC can be raised	Audrius Kopka
<b>7a</b>	DA to present findings of CAB's survey of AFC customers at an upcoming Armed Forces Covenant board meeting	David Andy
<b>7b</b>	LB to share link to the Armed Forces Covenant Fund Trust with family hubs lead	Louise Beaumont

<b>Minutes</b>	
<b>1</b>	<b>Welcome, introductions and apologies – Chair</b>
	The Chair welcomed all to the meeting, introductions and apologies noted as above.

	The Chair acknowledged and welcomed the recent confirmation of a new independent Armed Forces Commissioner, announced during the King's Speech.
<b>2</b>	<b>Actions from previous meeting held on 24 April 2024 – Jayne Hellowell</b>
	<p>The previous minutes were accepted as an accurate record.</p> <p>Updates were given on outstanding actions from the previous meeting:</p> <p>4a - JH and DS to meet with the Council's substance misuse lead to discuss links with Barnsley Recovery Steps and Op Courage.  <b>Update – a meeting has now been set up</b></p> <p>5a - LB to meet with key leads for priority areas to agree actions based on needs analysis recommendations.  <b>Update – LB has contacted all priority leads, sharing the needs analysis action plan, with an offer to meet to discuss their respective priorities if needed. JH advised priority leads should now progress work to meet these priorities, reporting progress back into the board.</b></p>
<b>3</b>	<b>Military Parent Panels – Hayley Perry</b>
	This item was postponed until a future meeting due to availability of item presenter.
<b>4</b>	<b>Veteran Friendly GP Accreditation Update – Louise Dodson</b>
	<p>LD presented an update on work for GP practices in Barnsley to become Veteran Friendly accredited, and armed forces friendly:</p> <ul style="list-style-type: none"> <li>• The practice delivery agreement (PDA) is the local contract between South Yorkshire Integrated Care Board (Barnsley Place) and 31 GP practices in Barnsley.</li> <li>• The PDA changes every year depending on priorities.</li> <li>• All 31 practices sign up to the PDA and are required to sign up to every scheme detailed in the contract.</li> <li>• The contract is asking all GP practices to sign up to the veteran friendly accreditation scheme, where previously there have been only 3 practices in Barnsley that have done this.</li> <li>• This reflects a consistent approach across the South Yorkshire region.</li> <li>• It was acknowledged this is not a 'tick-box exercise' and that as part of signing up to the accreditation scheme, GP practices are asked to: <ul style="list-style-type: none"> <li>- Disseminate key information from the accreditation pack to all practice staff.</li> <li>- Ask new patients registering with the surgery if they have served and record this in their patient record.</li> <li>- Keep up to date with best practice.</li> </ul> </li> <li>• This contract has now been approved and is in the process of being sent out to practices.</li> <li>• 17 out of 31 practices have commenced the registration process, with peer encouragement for others to begin registering.</li> <li>• The PDA is for GP practices only and does not cover dental, ophthalmology, or pharmacies.</li> <li>• The PDA is to be delivered by 31 March 2025, when all practices should be accredited.</li> </ul>

**Questions / comments:**

- PC – is it feasible to reach out to existing patients to retrospectively capture all patients who are members of the AFC. LD advised patients can be registered as AFC on the system retrospectively, but GP appointment time is limited. It was agreed to promote the ‘Say you Served’ campaign within practices asking patients to tell their surgeries if they are members of the AFC. JH offered to help facilitate this.
- LD advised of a digital newsletter which is distributed across all practices which can be used to share relevant information related to the AFC with practice managers.
- AS shared details of the specialist Headley Court Orthopaedic Centre for Veterans at the Robert Jones and Agnes Hunt Orthopaedic Hospital in Shropshire. This can be added to the Armed Forces Barnsley website and shared amongst armed forces contacts and GP practices. Further details of the centre can be found in the below document or at the following link:

<https://www.rjah.nhs.uk/veterans/#>



20240801 Specialist  
Orthopaedic Centre 1

- NH – all practice staff need to be made aware of support for the AFC to make sure the right questions are being asked of patients. LD advised registering with the accreditation scheme is just the first stage of work to better support AFC patients.
- JH – going forward it will be useful to have data relating to numbers of patients who are part of the AFC. This will also enable us to analyse key presenting issues of this cohort, to establish areas that may need prioritising and how support can be tailored to need.

**Actions:**

**4a – AS to share details of the specialist Orthopaedic Centre for Veterans with LB / AA.**

**4b – LB to add details of the specialist Orthopaedic Centre for Veterans to the Armed Forces Barnsley website.**

**4c – LD to utilise the ‘Say you Served promotional resources to encourage patients to tell their surgeries about their AFC status. SY ICB to work in partnership with Barnsley Council to facilitate this.**

**4d – LD to attend future board meetings to provide updates on numbers of veterans registered and further work with GP practices to become veteran / armed forces friendly.**

**5 Armed Forces Day 2024 evaluation and plans for 2025 – Louise Beaumont**

LB provided an evaluation of Armed Forces Day (AFD) 2024 and plans for Armed Forces Day 2025:

- Positive feedback was received about AFD 2024 and the walkway unveiling ceremony that took place on the same day.
- The day facilitated positive engagement between the public, serving military personnel, veterans and cadets, with engagement across all ages.
- The day raised awareness and facilitated public engagement with Armed Forces, and Veteran organisations and groups.

	<ul style="list-style-type: none"> <li>• The evaluation of, and feedback from AFD 2024 has been recorded and will be considered in the planning of AFD 2025.</li> <li>• Plans for AFD 2025 are underway. It was confirmed the day will be based in the town centre due to the potential risk of event cancellation if held on greenfield sites, should adverse weather be experienced.</li> <li>• Board members are asked to contribute to the planning of AFD 2025 by sharing suggestions for activities / engagement with LB / AA.</li> </ul> <p><b>Questions / comments</b></p> <ul style="list-style-type: none"> <li>• JH – the profile of wider work being done to celebrate and support our local AFC needs raising to dispel the perception the armed forces are only celebrated on one day per year.</li> <li>• PC asked for the Falco Lounge to be acknowledged for their contribution and support to the AFC by hosting the VIP veteran’s area within their outdoor space.</li> <li>• AS suggested engaging with re-enactment groups, and organisations such as the South Yorkshire Aircraft Museum for AFD 2025. It was noted re-enactments may not be suitable due to space required and potential triggers. AS will share museum details with LB.</li> </ul> <p><b>Actions:</b></p> <p><b>5a - AS to share contact details for the SY Aircraft Museum with LB / AA, for AFD 2025.</b></p> <p><b>5b – Explore how the profile of wider work to support Barnsley’s AFC can be raised.</b></p>
<b>6</b>	<b>Armed Forces Walkway proposals – Anne Asquith</b>
	<p>Council approval and funding has been secured for options to improve the visibility, commerciality, and aesthetics of the armed forces walkway. A programme of works will include:</p> <ul style="list-style-type: none"> <li>• Re-dressing the existing tiles to include painted silver text to improve their appearance.</li> <li>• Memorial benches – the first bench will be installed to improve the appearance of the walkway, with subsequent benches to be included in an expanded selection of memorial options for customers.</li> <li>• Installation of a corner planter.</li> <li>• Installation of a flagpole to fly the Union flag.</li> </ul> <p>An expanded selection of sponsorship / memorial options for customers will include:</p> <ul style="list-style-type: none"> <li>• Memorial benches.</li> <li>• Smaller granite tiles.</li> <li>• Opportunities to sponsor hanging baskets / planters.</li> </ul> <p>The above will be in addition to the recently installed bespoke hanging basket pole and armed forces walkway lectern.</p> <p>Improvements and the expanded customer offer will help:</p> <ul style="list-style-type: none"> <li>• Raise awareness of the walkway.</li> <li>• Improve the aesthetics of the site.</li> <li>• Increase the number of stones / remembrance options purchased and added to the walkway.</li> </ul>

	<ul style="list-style-type: none"> <li>Facilitate annual maintenance of the walkway site and commemorative stones / furniture.</li> </ul> <p>The site will also become a smoke-free zone.</p> <p>AA confirmed an external provider will be sought to undertake the improvement works, and supply and fit future walkway stones.</p> <p><b>Questions / comments:</b></p> <ul style="list-style-type: none"> <li>NH asked if we were linked in with local funeral directors. JH advised we need to be mindful the walkway is for those that are still with us as well as those that have passed away and strike an appropriate balance between this.</li> </ul>
<b>7</b>	<b>AOB – All</b>
	<p>DA – Citizens Advice Bureau Barnsley will be undertaking a survey of customers over the next three months to establish how many customers are part of the armed forces community and what issues they are facing. DA to present findings at a future armed forces covenant board meeting.</p> <p>PK advised to check the Armed Forces Covenant Fund Trust website as there is funding available that may be appropriate for areas of work being discussed, including the postponed item on work being undertaken within Barnsley’s family hubs.</p> <p><b>Actions:</b></p> <p><b>7a - DA to present findings of CAB’s survey of AFC customers at an upcoming Armed Forces Covenant board meeting.</b></p> <p><b>7b - LB to share link to the Armed Forces Covenant Fund Trust with family hubs lead.</b></p>
	<b>Next Meeting</b>
	<p>Wednesday 23 October 2024  11:00am-12:30pm  Westgate level 3 boardroom/Microsoft Teams</p>