

Appendix 3

Community Covenant – Practical Steps

Process Map

1. Download resources from MOD website
2. Obtain buy-in from Councillors and Senior Staff
3. Allocate an officer/department to lead community covenant work
4. Engage with the Armed Forces
5. Gain idea of Staff awareness and current provision of services by the council
6. Engage with Local organisation, service providers and voluntary sector
7. Hold an open day/information session with council staff, the Armed Forces and local organisations to identify key issues and gaps in provision via sessions with council staff and Armed Forces personnel
8. Consider setting up sub working groups to develop and lead specific actions
9. Put together an Action Plan in conjunction with Community Covenant
10. Set up working group and approval panel to meet regularly once signed
11. Organise and hold the signing ceremony ensuring that appropriate local groups are invited
12. Ensure the working group and panel meet regularly to develop and implement proposals from the strategy
13. Publicise the Community Covenant Grant Scheme