

Report of Assistant Chief Executive (Citizens and Communities)

Report to Executive Board

Date: 6th November 2013

Subject: Armed Forces update

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

In July 2012, representatives from across Leeds including the council signed the Leeds Armed Forces Community Covenant. The covenant encourages all parties to offer their support for the local Armed Forces community with the key aims based around the five pillars of need – Housing, Health, Education, Employment, Benefits and Tax.

To date activity has focussed on embedding the principles of the community covenant internally within council services and partner organisations. The establishment of the Citizens and Communities directorate provides the opportunity to further develop and implement activity to deliver the ambitions of the community covenant within the customer and localities agenda. This report includes recommendations for changing roles and responsibilities in relation to the Armed Forces liaison and engagement. This will ensure that Armed Forces community in Leeds is engaged on issues that are important to them and that services are designed and delivered to meet their needs.

In addition, the Commemoration of World War One is on the national agenda and Leeds Museums and Galleries as well as delivering key events along with partners such as Leeds University over the four year period (2014-2018), are providing a co-ordination role in the city. This provides an opportunity to develop a new partnership approach to the delivery of annual Armed Forces Day events for the city.

Recommendations

Executive Board is asked to note the content of this report and:

- To support the proposal that nuclear test veterans are specifically included within the Leeds Armed Forces Community Covenant, to recognise and support at a local level their unique service conditions. If this proposal is accepted, the Leeds Armed Forces Community Covenant will be amended with immediate effect.
- Agree that lead responsibility for the council's and city's response to the Armed Forces Community Covenant is formally delegated to the Assistant Chief Executive (Citizens and Communities) with immediate effect.
- To support the proposal to establish a cross party Armed Forces member champion group, with immediate effect, to support and promote the Leeds Armed Forces Community Covenant and act as a member advisory group for the development of future Armed Forces Day events.
- Comment on the planned activity being co-ordinated by Museums and Galleries to mark the commemorations of the First World War.
- Comment on the proposals to develop the city's annual Armed Forces Day events through a wider partnership approach led by the Assistant Chief Executive (Citizens and Communities).

1 Purpose of this report

- 1.1 In April 2012, Executive Board approved the implementation of the Armed Forces Community Covenant in Leeds and requested a further report detailing actions being taken to address the wider community and family based issues which were commonly faced by the local Armed Forces community residing in the city.
- 1.2 This report provides an update on activity to embed the aims of the covenant into council and partners policies and practices and also provides information on other activity that is taking place to support the Armed Forces community across Leeds.
- 1.3 This report includes proposals to further develop and implement activity to deliver the ambitions of the community covenant and to meet the needs and expectations of the Armed Forces community within Leeds.

2 Background information

- 2.1 The underlying principle of the Armed Forces Community Covenant is:

“An individual should not be disadvantaged as a result of their service. In exceptional circumstances they should receive special treatment; those circumstances being physical or mental injury and bereavement.”
- 2.2 The Armed Forces Community Covenant aims to encourage all parties within a community to offer support to the local Armed Forces community - serving personnel, former service personnel and their families and make it easier for the Armed Forces community to access the help and support available from the Ministry of Defence, from statutory providers and from the Charitable and Voluntary Sector.
- 2.3 The scheme is intended to be a two-way arrangement and the Armed Forces community are encouraged to do as much as they can to support their community and promote activity which integrates the Service community into civilian life.
- 2.4 The key aims of the covenant are based around the five pillars of need – Housing, Health, Education, Employment, Benefits and Tax and aim to:
 - encourage local communities to support the Armed Forces community in their area;
 - nurture understanding and awareness amongst the public of issues affecting the Armed Forces community;
 - recognise and remember the sacrifices faced by the Armed Forces community;
 - encourage activities which help to integrate the Armed Forces Community into local life;
 - encourage the Armed Forces community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement.

2.5 In July 2012, an Armed Forces Community Covenant was signed for Leeds by the Lord Mayor and representatives for the three armed forces and key stakeholder representatives across the city including health, housing, and the third sector.

3.0 Main Activity

3.1 Implementing the Covenant

3.1.1 The Leeds Armed Forces Community Covenant Partnership Group has been established, chaired by the Chief Officer Customer Access as delegated Armed Forces liaison officer. The partnership group includes representatives from key council service areas – Adult Social Care, Children’s Services, Housing, the Ministry of Defence, West Yorkshire Police; Leeds and York Partnership NHS Foundation Trust, Leeds Community Healthcare NHS Trust; Job CentrePlus, Third Sector representatives – Royal British Legion and Touchstone; and Leeds Credit Union.

3.1.2 Key activity to date has focussed on embedding the principles of the community covenant internally within council services and partner organisations. This has included:

- Taking into account new housing guidance relating to armed forces personnel the council’s letting policy has been reviewed. Training covering housing entitlement and the needs of armed forces personnel has taken place with front line Housing staff.
- Children’s Services have a nominated lead officer to improving access by Armed Forces personnel to services relevant to children, young people and families. Advice for armed forces personnel applying for school places has been refreshed and specialist support has been made available.
- Information about the Armed Forces Community Covenant is on the Council’s website with links to partner organisations to assist with sign posting.
- The dedicated Armed Forces liaison role has led to quicker resolution of issues regarding council tax, school places and benefit entitlements.
- Links between the Leeds Armed Forces representative and key stakeholders in Health, Housing and Job Centre Plus have been strengthened. Job Centre Plus are helping to deliver job guarantee schemes with employers across Leeds.

3.2 Community Development

3.2.1 In 2012, the Government allocated £30M over 3 years through the Community Covenant grant scheme aimed towards local practical projects that deliver rapid results in support of the Armed Forces Community and their integration with the civilian community they live amongst. This year the funding available is £10m, and the allocation of funds delegated to regional panels.

3.2.2 An application for funding can be submitted by any part of the community; this might include volunteer groups, charities, public bodies such as schools, and so on. Bids need to be considered in the first instance by the Community Covenant

Partnership at a local level. Bids that the Partnership are happy to endorse are then submitted to the Community Covenant Grant Scheme regional panels for consideration. Once funds are agreed, funding for the project is released to the relevant Local Authority who will manage the finances.

- 3.2.3 Information about the Community Covenant Grant Scheme is on the council's website and has been distributed through the Third Sector Partnership. To date no organisation from Leeds has successfully applied to the Community Covenant grant scheme.
- 3.3 Civic and Ceremonial activity
 - 3.3.1 The Lord Mayor's office continues to support and organise the City's annual Civic Observance of Remembrance Sunday. This is a large scale event on Victoria Gardens. Support for the event is huge and numbers grow steadily each year.
 - 3.3.2 The Lord Mayor's office organised a Freedom Parade for the Yorkshire Regiment in July 2012 and the Rifles Regiment in June 2013. The Lord Mayor attended both events and both Regiments were extremely grateful to the City for allowing them to exercise their Freedom of the City and for giving the people of Leeds the opportunity to show their support for our Armed Forces.
 - 3.3.3 The Lord Mayor's office have supported and co-ordinated the links with the Royal Navy and the proposed affiliation of the city to the Capital class submarine - HMS Audacious, currently under construction. A visit to Barrow-in-Furness in February by the Lord Mayor and several other members was extremely successful and helped to forge links. Since then the Naval Regional Commander – Commodore Baum has visited the City and met with the new Lord Mayor and Chief Executive. Through this affiliation, it is envisaged that the crew of the Audacious will form a strong component of future Armed Forces Day celebrations once the vessel is in active service and after a suitable period of active service the Navy would welcome consideration being given to grant HMS Audacious Freedom of the City.
 - 3.3.4 The Lord Mayor continues to support Veterans throughout the year at events such as Armed Forces Day and attends various ad-hoc events which are organised by the various Veterans groups in the City.
- 3.4 Commemoration of the First World War
 - 3.4.1 The Commemoration of the Great War is on the national agenda and the Imperial War Museum (IWM) has been appointed to support and coordinate national cultural and educational responses. The IWM will be focusing on the start of the war in July 1914, the Battle of the Somme in 1916, and the end of the war including specifically its legacy and impact. The Heritage Lottery Fund and the Commonwealth War Graves Commission are also key stakeholders.
 - 3.4.2 The IWM has formed the 'Centenary Partnership' and set up the website www.1914.org as a central resource into which members can enter their activities and events. Leeds Museums and Galleries are members.

3.4.3 Leeds Museums and Galleries as well as delivering key events along with partners such as Leeds University over the four year period (2014-2018), are providing a co-ordination role for the city and for the regional museums services (through West Yorkshire Local Authority Museum Partnerships - WYLAMP). A briefing paper of activity planned to date is attached as appendix 1.

4.0 Key Issues

4.1 National and Local Expectations

4.1.1 Nationally as well as locally, public support for the Armed Forces Community has grown and there are expectations that local authorities will visibly demonstrate a commitment to working with the Armed Forces Community.

4.1.2 The Armed Forces Community Covenant is being promoted by all national political parties and Armed Forces voluntary organisations such as the Royal British Legion as key driver for local authorities to embed within their culture of high quality customer focused service delivery the principles of the covenant.

4.1.3 The Charity for Atomic Veterans is leading a campaign to recognise the unique contribution the veterans who participated in the testing of Britain's nuclear weapons in the 1950's and 1960's. The veterans were subject to science which at the time was unknown. Following a Health Needs Analysis in 2011 of British Nuclear test veterans, the NHS introduced a number of practical measures to support them.

4.1.4 It is proposed that nuclear test veterans are specifically included within the Leeds Armed Forces Community Covenant to recognise and support at a local level their unique service conditions.

4.2 Experiences in Leeds

4.2.1 The exact size of the Armed Forces Community in Leeds is not clear. There is a large Territorial Army barracks in the city and anecdotally Leeds is an active recruitment area for both the Navy and the Army. Whilst some ad hoc monitoring of serving/ ex- service personnel is undertaken within health, housing and employment services, the known numbers of serving personnel, veterans and their families are very small as historically armed forces personnel have been unwilling to identify themselves due to perceived stigma.

4.2.2 Following recent large scale redundancy announcements, the Ministry of Defence is due to release shortly the anticipated number of armed forces personnel who have indicated an intention to settle in Leeds. This will include information about numbers of children.

4.2.3 When the Armed Forces Community Covenant for Leeds was signed whilst being fully committed to the principles and aims of the covenant, the level of resource needed to fully implement the ambitions of the covenant was unknown and there is now a need to review after a year of operation.

- 4.2.4 The Enabling Corporate Centre review and the resulting changes in responsibility and roles between the Strategy and Resources and Citizens and Communities directorates has resulted in a further need for clarity in terms of leadership and responsibility for this area of work.
- 4.2.5 As a Best council and a Best city, we are committed to the ambitions of the Armed Forces Community Covenant, and it is recognised that there is scope to extend our current activity. Some proposed practical steps in this regard are:
- Given the focus of the Citizens and Communities directorate, delegate the lead responsibility for the council's and city's response to the Armed Forces Community Covenant to the Assistant Chief Executive (Citizens and Communities). This will include chairing responsibility for the Armed Forces Community Covenant Partnership.
 - Establish a cross party Armed Forces members champion group to support and promote the Leeds Armed Forces Community Covenant and act as a member advisory group for the development of future Armed Forces Day events.
 - Develop an understanding of the make-up and needs of the Armed Forces community across Leeds through city wide and locality level engagement with the Armed Forces Community and third sector organisations to influence a holistic approach to advice and service delivery.
 - Through a civic enterprise approach, ensure Leeds realises the opportunities of the Community Covenant Grant Scheme by supporting council services and local organisations to develop innovative and ambitious projects that support locality and community needs.
- 4.2.6 Armed Forces Day events raise public awareness of the contribution made to our country by those who serve and have served in Her Majesty's Armed Forces and gives the city the opportunity to show support for the men and women who make up the Armed Forces community: from currently serving troops to Service families and from veterans to cadets.
- 4.2.7 Armed Forces Day events in Leeds have historically been delivered through the Lord Mayor's office with a focus of the event being a civic reception. To broaden these events and encourage wider participations from all communities in Leeds, future Armed Forces Day events will be delivered through a partnership approach across a range of council services including servicing armed forces personnel and veteran groups across the city. This will ensure that the events reflect the recognition and support that the people of Leeds have for the Armed Forces community.
- 4.2.8 Armed Forces 2014 is on Saturday 28th June less than a week before the Tour de France grand depart in Leeds on the 5th July. However the ambition is to hold a city event and a working group chaired by the Assistant Chief Executive (Citizens and Communities) has been established to plan the 2014 event and look at how future events are developed and delivered. There is a potential opportunity to link with existing activities planned for the WW1 commemorations at the City Museum and across the city.

5 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1 The proposals within this report have been informed through consultation with the Chief Executive (Citizens and Communities) and members of the Leeds Armed Forces Community Covenant Partnership.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 The proposals within this report have been screened for relevance to equality, diversity, cohesion and integration and no specific issues around equality and diversity, cohesion and integration have been identified. A copy of the screening form is attached as appendix 2

5.3 Council policies and City Priorities

- 5.3.1 The proposals within this report support the citywide ambition to be best city for communities. By ensuring that members of the Armed Forces Community and their families are not disadvantaged as a result of their service, this community will be supported to access the services they need and fully contribute to the success of the city.

5.4 Resources and value for money

- 5.4.1 Capacity to develop our ambitions for the Armed Forces Community Covenant will be secured from within the Citizens and Communities.
- 5.4.2 Additional resources and funding are being sought to meet the ambition to deliver an annual city event to celebrate Armed Forces Day. There is potential to secure external funding through the Armed Forces Community Covenant Grant Scheme to fund Armed Forces Day events but this is not guaranteed and match funding from the council will be required.

5.5 Legal Implications, Access to Information and Call In

- 5.5.1 There are no potential legal implications arising from this report.

5.6 Risk Management

- 5.6.1 Whilst recognising the response needs to be proportionate to the size and needs of the Armed Forces community, there are potential reputational and political risks if our response to the ambitions of the Armed Forces Community Covenant does not meet the expectations of local communities and local and national Armed Forces third sector organisations.

6 Conclusions

- 6.1 The establishment of the Citizens and Communities directorate provides the opportunity to further develop and implement activity to deliver the ambitions of the community covenant within the customer and localities agenda. This will ensure

that Armed Forces community in Leeds is engage on issues that are important to them and that services are designed and delivered to meet their needs.

- 6.2 Leeds has always had a strong connection with the Armed Forces. From the first day of the battle of the Somme, where it was estimated that every street in Leeds lost one man from the Leeds 'Pals', to the massive fund raising by the city for HMS Arc Royal.
- 6.3 Commitment to the Armed Forces covenant, the activities linked to the commemoration of the Great War and greater partnership working to develop Armed Forces Day events will ensure that Leeds recognises and remembers the contributions the Armed Forces community has made and continues to make to the city.

7 Recommendations

Executive Board is asked to note the content of this report and:

- To support the proposal that nuclear test veterans are specifically included within the Leeds Armed Forces Community Covenant, to recognise and support at a local level their unique service conditions. If this proposal is accepted, the Leeds Armed Forces Community Covenant will be amended with immediate effect.
- Agree that lead responsibility for the council's and city's response to the Armed Forces Community Covenant is formally delegated to the Assistant Chief Executive (Citizens and Communities) with immediate effect.
- To support the proposal to establish a cross party Armed Forces member champion group, with immediate effect, to support and promote the Leeds Armed Forces Community Covenant and act as a member advisory group for the development of future Armed Forces Day events.
- Comment on the planned activity being co-ordinated by Museums and Galleries to mark the commemorations of the First World War.
- Comment on the proposals to develop the city's annual Armed Forces Day events through a wider partnership approach led by the Assistant Chief Executive (Citizens and Communities).

Background documents¹

None applicable

Appendix 1

Commemoration of WW1 - context and partnerships

Leeds facts

- By the end of the war 82,000 Leeds men had been recruited
- Almost 10,000 Leeds citizens were killed during the Great War. On the first day of the Battle of the Somme it is said that every street in Leeds lost one man from the PALS.
- By the spring of 1915, 10,000 women had joined up to do benevolent work.
- The Art Gallery was used as the Food Control Office. It also held a major art exhibition to raise funds. 5000 children came to the exhibition. Temple Newsam and Lotherton Hall were military hospitals. St James was then the East Leeds Military Hospital. Killingbeck, Cookridge, and Beckett Park were hospitals or convalescent homes.
- Leeds raised over £4,600,000 – a huge amount of money then - as the city's contribution to the War.

The national programme

The Commemoration is led by the Department of Culture, Media and Sport (DCMS) and the Imperial War Museum (IWM). The Heritage Lottery Fund (HLF) and the Commonwealth War Graves Commission are also key stakeholders.

The key activities supported by the DCMS, the IWM and the HLF are:

- national commemorative events to mark the anniversaries of significant dates, such as the start of WW1 (4th August 2014), the first day of the Battle of the Somme (1st July 2016) and Armistice Day (11th November 2018)
- the £35 million refurbishment of the WW1 galleries at [IWM London](#), which will reopen in 2014
- a £5.3 million education programme, jointly funded by the Department for Education (DfE) and the Department for Communities and Local Government

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

(DCLG), which will give pupils and teachers from every maintained secondary school in England the chance to go on a tour of the great battlefields

- at least £15 million from the Heritage Lottery Fund, including a new £6 million community projects fund to enable young people working in their communities to [conserve, explore and share local heritage of World War 1](#)
- a grant of up to £1 million from the National Heritage Memorial Fund to support [HMS Caroline](#), the last surviving warship from the WW1 fleet

Nationally, the Heritage Lottery Fund and Arts Council England are the two key funding bodies.

Leeds - Leadership and Partnerships

Libraries, Arts and Heritage are taking the lead in drawing up the Commemoration programme for Leeds City Council, with the Museums and Galleries and Library and Information Service's activities as the focus. Parks and Countryside, who oversee war memorials, are included in the joint planning, as is the Chief Executive's office, Children's Services and International Relations. Other officers across Libraries, Arts and Heritage including the Arts Development and Events teams, as well as other Directorates, will be involved as plans progress.

The partnerships across Leeds the University of Leeds who have developed the major 'Legacies of War' programme; arts organisations; theatres; colleges; the West Yorkshire Archives Service; local museums; churches and faith groups; the Thackray Museum; Royal Armouries; and community groups and organisations. Included are also our twin cities (especially Lille and Siegen).

The principle being followed by Libraries, Arts and Heritage and the University of Leeds, is that the Commemoration is a time for reflection about war and peace and the long term impact of this first global war. The Council's plans will have a strong focus on community involvement, inclusion, diversity, intergenerational working, and Child Friendly Leeds. Notably, it will be driven by our cultural ambitions - breaking down barriers, telling the story of Leeds and engaging people of all ages with culture across the city.

Organisations across the city such as local Parish and Town Councils are creating their own programmes, with many being developed across these partnerships. Plans across the city are being brought together as far as possible in a single document – already with almost 200 entries - by officers of Libraries, Art and Heritage who will ensure it is shared and accessible. The City Museum hosted a seminar in September 2013 at which local and regional plans were shared and new partnerships created.

Headlines of the Council programme – still to be confirmed

Leeds Museums and Galleries:

Leeds Museums and Galleries will deliver a wide ranging programme of exhibitions and events spread over the four years. They are also working with the regional museums' services (through West Yorkshire Local Authority Museum Partnerships - WYLAMP).

- 4th August 2014 – in the Brodrick Hall of the City Museum, one single exhibit to mark the declaration of War accompanied by commissioned photography and poetry to encourage reflection.
- The Darkening Plane. An art exhibition at the Art Gallery - depictions of landscape in the years from 1914 to 1940.
- Armley Blanket – an arts/community project which will mark the making of blankets at Armley Mills during WW1. The possibility of this becoming a touring exhibition to at least one of our twin cities is being discussed.
- A Facebook timeline leading up to an exhibition for display at the City Museum in 2016. Both the timeline and the exhibition are being designed, curated and led by a team of young people using the very successful model developed in 2012 for 'Treasured'.
- Love and War. An exhibition of letters and artefacts provided by local communities and veterans, with oral histories linked to both world wars and contemporary war.
- Dressed for Battle and Duty Calls - exhibitions at Lotherton Hall exploring the impact and influence of war on fashion.
- The newly redeveloped Voices of Asia Gallery in the City Museum will feature a section about non-British experience of WW1 – including Sikh Soldiers.
- Victoria Crosses exhibition - bringing together the medals awarded to local people for a one off show.
- November 2018 – an open air service at Kirkstall Abbey to mark the end of the War.

Leeds Library and Information Service:

Libraries will provide expert support and use of resources especially from the Local and Family History department. They will link the themes of WW1 to creative writing projects, audience/reader development initiatives, family history sessions, and outreach to schools and communities. Amongst specific projects are a workshop on peace poetry; a digital project - Leeds Faces of War about the home front; a digital war memorial involving indexing and sharing of a scrapbook created by a Gledhow Hall matron during the War; the creative writing workshop with Sir Andrew Motion and young people in October 2014 in partnership with the University of Leeds; and working with Lotherton Hall. Through the School Library Service, curriculum and general subject support will be provided with topic boxes, and the facilitation of author visits.

Parks and Countryside:

Bramley War Memorial. This is a new memorial and will be placed near the entrance to Bramley Park. It has received planning permission and the Friends of Bramley Park are seeking funding.

Communications and Publicity:

The Project Officer, Libraries Arts and Heritage, and the Partnership Coordinator from Museums and Galleries are working with the Corporate Communications team to ensure the Council's programme is shared appropriately and links with wider regional and national plans.

Young people

Engagement with young people is an essential part of the Commemoration. As a starting point, a twilight session in November or December 2013 led by Artforms and supported by Leeds University will invite representatives from Primary and Secondary schools to hear about the city's plans so far. During the afternoon, creative work will be done on work linked to the curriculum on a wide range of themes. We will offer information on the resources available in our services and across the city to help teachers plan and deliver innovative work with young people.

International Links

The international links with our twin cities especially Lille and its wider city-region and including Siegen and possibly Dortmund are being fostered. The aim is to approach the Commemoration from an international perspective; raise awareness of the twin cities and their different, shared and connected stories; showcase local/regional expertise and archives and collections across national, geographical, linguistic and social borders. The council hosted a visit from the Lille city region and Siegen from 23rd to the 25th September 2013 at which shared approaches were discussed and the first stages of joint projects discussed.

The project Digital Twin Cities is being delivered with the University of Leeds. This will be a 'digital exhibition' running from 2014 to 2018 building on the knowledge, artefacts and stories held by universities, libraries, archives, museums, communities and individuals in Leeds and Hangzhou, Brno, Lille, Dortmund, Siegen, Durban and Louisville. Its purpose is to create a digital archive/platform for future research and engagement.

The Council is also working on an EU funded project with the city of Lille and its education authority to look at aspects of citizenship and particularly the voice and influence of children in primary schools. One of the themes is peace, conflict and remembrance around WW1.

University of Leeds www.arts.leeds.ac.uk/legaciesofwar

The Universities 'Legacies of War' programme is a series of research projects, interlinked events and activities. Legacies of War will cover the broad themes of the Commemoration, for example, pacifism, the home front, women's work, and how the war affected young people, families and communities. It will also look at how it affected the ethnic communities who were, and are still, represented in the city. The themes, with examples of projects are:

- **Yorkshire and the War** - Snowgoose Writers Community, 'Unheard Voices: The Civilian Experience of the First World War in Yorkshire'
- **Culture and the Arts** - Music and poetry concert involving Sir Andrew Motion in October 2014 – he will also do a workshop with young people during the day, developed in collaboration with Libraries. Linked to the rededication of the Brotherton Memorial. Film Festival – in November 2014 the University, Leeds City Council's Film Festival team and Hyde Park Picture House will be screening a range of silent and classic films to link with the centenary of the Picture House.

- **Science and Technology** - 'Innovating in Combat: telecommunications and intellectual property in the First World War'
- **War and Medicine** - HeadingleyLitfest, 'The Wartime Hospital at Beckett's Park'
- **War and Resistance** – Thackray Museum is liaising with the University and Libraries, Arts and Heritage. This is an Arts Council funded exhibition focusing on the combat experiences of hearing loss, loss of limbs and shell-shock.

The University has gained Arts and Humanities Research Council (AHRC) funding to work with community groups on **Leeds Stories of the Great War**. The individual projects which make up LSotGW are funded by the HLF under the All Our Stories strand. Libraries, Arts and Heritage will be working directly with the University and the community groups on these projects.

Other city plans:

- To mark the beginning of the War, a service has been planned with the Lord Lieutenancy and the Lord Mayor's Office at the Leeds Minster and a parade through the city centre. Subject to confirmation it will be on Sunday 27th July 2014.
- First World War Centenary Commemoration Conference in July /August 2014 at Weetwood Hall. (Dr Peter Liddle)
- Nidderdale – Outstanding Area of Natural Beauty. The OANB group has received funding for work at former Leeds PALS Training Camp near Masham. Some geophysical work and some archaeological digs will be taking place on the site. The Council is providing two interpretation boards which will use new technology to provide a 360 degree image of the site for phone/Ipad. The Universities of Bradford and Leeds are working on the project. There will be family days as part of the project. The War Memorial itself is sited on private land.
- Morley is creating a varied programme of events and activities. Organisations and individuals in the town will also be working with Siegen, having met with the cultural representative during the recent incoming visit to Leeds from both Lille and Siegen in September. Early ideas for Morley's work with Siegen include combining exhibitions – eg how life changed in Morley and Siegen during the War; a possible exhibition looking at how newspapers portrayed the home fronts, treatment of foreign nationals and prisoners of war; cooperation building on the senior citizens' exchange.
- Otley Museums Trust - 'Legacies of War: Untold Otley Stories' An exhibition telling stories of individuals and their families, and how the war affected them and the community. Themes include: service and loss, the home front, support for Belgian refugees, industry and women's work.
- To broaden Armed Forces Day events and encourage wider participations from all communities in Leeds, future Armed Forces Day events will be delivered through a partnership approach across a range of council services including serving armed forces personnel and veteran groups across the city. This partnership will be chaired by the Assistant Chief Executive (Citizens and Communities). Planning for Armed Forces day 2014 has started and options are being explored to ensure the event reflect the recognition and support that the people of Leeds have for the Armed Forces community.

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Citizens and Communities	Service area: Customer Access
Lead person: James Rogers	Contact number: 224 3579

1. Title: Armed Forces update
Is this a:
<input type="checkbox"/> Strategy / Policy <input type="checkbox"/> Service / Function <input checked="" type="checkbox"/> Other
If other, please specify –Armed Forces update report including activity to embed the Armed Forces Community Covenant, WW1 commemorations and Armed Forces Day.

2. Please provide a brief description of what you are screening
Recommendations within the report: That lead responsibility for the council's and city's response to the Armed Forces Community Covenant is formerly delegated to the Assistant Chief Executive

(Citizens and Communities).

That an cross party Armed Forces member champion group is established to support and promote the Leeds Armed Forces Community Covenant and act as a member advisory group for the development of future Armed Forces Day events.

To develop the city's annual Armed Forces Day events through a wider partnership approach led by the Assistant Chief Executive (Citizens and Communities).

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

- **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

- **Actions** (think about how you will promote positive impact and remove/ reduce negative impact)

5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
J Rogers	Assistant Chief Executive (Citizens and Communities)	16/09/13

7. Publishing	
This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.	
If this screening relates to a Key Delegated Decision, Executive Board, full Council or a Significant Operational Decision a copy should be emailed to Corporate Governance and will be published along with the relevant report.	
A copy of all other screening's should be sent to equalityteam@leeds.gov.uk . For record keeping purposes it will be kept on file (but not published).	
Date screening completed	16/09/2013
If relates to a Key Decision - date sent to Corporate Governance	
Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	