

**Meeting of the Yorkshire and Humber Veterans Advisory and Pensions Committee
(VAPC) Held on 7 September 2011 at Reserve Forces and Cadets Association for
Yorkshire and the Humber**

Record of Discussion, Decisions and Actions

<p>Attendees: Mr Alexander Baxter Mr Alex Bentley Ms Alison Carter Dr David Jolliffe CB Mr Robert Mortimer Mrs Helen Singleton Flt Lt(Rtd) Ian Johnstone RAF</p> <p>Apologies: Col(Rtd) Tony Phillips MBE Mr John Anderson Maj (Rtd) Duncan Bell Mr Peter Shields MBE QGM Mr John Topping Mr Tim Cole</p> <p>Absent: Mrs Helen Owen Mr Dave Chapman Mr Peter Heys (Possibly Deployed)</p>	<p>Chair</p> <p>Secretary</p>
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Item	Discussion
Introduction	<p>Chair opened the meeting by passing on apologies from the Chairman and providing his focus for the coming year.</p> <p>Our first Annual Report (See Enclosures) had been issued and well received; the committee has done much to establish the role and presence of the VA&PC in Yorkshire and the Humber in its inaugural year. It is recognized amongst the top VA&PC's nationally. Moving forward our focus this year should be to robust evidence based action, providing influence within the region to better serve our veteran community.</p> <p>With regard to the Letter of Extension issued by the minister, the Chairman was confident that the VA&PCs would be endorsed further and carry on their important work.</p>
Administration	<p>The Secretary outlined the lack of centralized information from members. While the evidence of activity etc was within the members own domains the need to provide this for central storage in order to feed the annual report was stressed. The Secretary is to take a more pro-active role with members as necessary in this regard [Action 5.1].</p>

Minutes of last Meeting	<p>With regards to the SPVA '5 Bar Gate' reporting mechanism, the Secretary agreed to provide a simpler local model. He would then undertake to translate into the SPVA methods for upwards reporting.</p> <p>The Action Log from the previous meeting was reviewed. The establishment of 'Committee Standing Orders' for recurring activities was agreed.</p> <ul style="list-style-type: none"> • [Action 2.8] Pending agreement nationally regarding biographies for the VA&PC website committee members are to provide biographies to the Secretary for our own use. The Secretary will liaise directly with those yet to provide. • The last minutes accepted as true record of meeting.
<p>Objectives for 2012</p> <p>Functional Reports</p>	<p>The Chair provided copies of the DRAFT objectives developed for the PI and Health & Justice Sub Groups. The objectives for the LA and Welfare Groups are yet to be developed. The Secretary is to liaise directly with the Sub Group Leads and issue the full set to the members for comment. [Action 5.2]</p> <p>Governance/Local Authorities (LA)</p> <ul style="list-style-type: none"> • Champions were now established although most still requested direction as to their role and authority. • The lack of an Armed Forces Act in legislation was seen as a limiting factor as the response from LA's was a consistent 'What authority do you have.' • The Lead is to provide an electronic copy of his report to the Secretary [Action 5.3] • The Lead agreed to meet with the Selby LA in order to address its current RED status. <p>Welfare</p> <ul style="list-style-type: none"> • Mrs Singleton provided input on Welfare vice the Sub Group Lead. • The key challenge with providing centralized evidence was the subjective and confidential nature of the work; however, she agreed to liaise with the Lead and the Chairman to ascertain how this could be achieved. [Action 5.4] • The Welfare Service Report has not been received by the Secretary prior to the meeting. The Chairman is to liaise with the Welfare Sub Group Lead and SPVA in this regard, i.e. the timely provision of a meaningful central report in order to facilitate the VA&PC Monitoring function. [Action 5.4] <p>Health & Justice</p> <ul style="list-style-type: none"> • The Health engagement is well established and David Jolliffe was able to provide a copy of the North Yorkshire Community Covenant. This is seen as a very useful document which could provide leverage with less enthusiastic NHS Trusts and LA's. • The issue of Prosthetic Limbs was very much on the agenda of NHS Trusts and the Lead would continue to monitor progress in this regard. • The Chair reported on progress in establishing a process for Veterans in Custody {NOTE – this is the period of time between arrest and disposal by the courts}. The Humber Probation Service are keen to establish a pilot scheme for seeking more appropriate methods of dealing with Veteran first time offenders where appropriate, including lining with the SPVA Focal Point.

	<p>Public Information</p> <ul style="list-style-type: none"> The DRAFT PI Objectives for 2012 were circulated to the meeting. However, in the absence of objectives for LA and Welfare the meeting agreed to postpone discussion until the Secretary provided a full set for comment [Action 5.2]
AOB	<ul style="list-style-type: none"> Local Authority Housing Provision: Whilst LA's no longer 'own' or manage the provision of social housing, they do retain the responsibility for its equitable provision. The LA and Welfare Leads are to ensure that welfare based provision is also signposted to the SPVA Focal Point by the Local Authority [Action 5.5].
DONM	Date of Next meeting - 18 January 2012 , 11:00 - 15:30hrs at RFCA, York.

ACTION LOG

Serial	Action	Action Owner	Due Date	Notes	Completed Date
Meeting 5, 7 September 2011					
COMMITTEE STANDING ORDERS					
3.1	Members are to ensure they are familiar with the VA&PC Processes as set out in the Appointment Packup.	All Members	Ongoing	Of paramount importance is understanding how to deal with enquiries of a Welfare Nature.	Tx to Standing Orders
3.3	Members are to provide monthly updates of their activities to their Sub Group leads. Sub Group Leads are to collate these and pass to the Secretary	Members and Sub Group Leads	End of Each Calendar Month	Simple, short sentences will suffice. Data should be sanitized, especially for Welfare type activities.	Tx to Standing Orders
3.6	All Members are to provide environment scanning with regards to changes to their PCT's into GP Trusts and to keep the Health Sub Group Lead informed.	All Members	Ongoing	Members are to continue this action	Tx to Standing Orders
3.9	Members are to gather evidence from individual veterans they encounter with regards to ascertaining the awareness of the VA&PC amongst the veteran community in our region.	All members	Ongoing	Members are to continue this action	Tx to Standing Orders
3.10a	Members are to provide feedback regarding any services provided to veterans which fall below an acceptable standard.	All Members	Next Meeting	Members are to continue this action	Tx to Standing Orders
3.10b	Members are to report, via the Welfare Sub Group Lead, any cases which appear to be on hold due to the rationalization of records at SPVA.	All Members	Next Meeting	Members are to continue this action	Tx to Standing Orders

ACTION LOG

OUTSTANDING ACTIONS					
Serial	Action	Action Owner	Due Date	Notes	
2.8	Members are requested to provide a general Biography for inclusion in the GoogleDoc shared area.	All Members	30 April	ONGOING – (NOTE Deletion of Bio for resigned members: Data Protection)	
3.7	The Secretary is to meet with the RFA Chief of Staff to investigate their distribution method for the Region's MPs	Secretary / LA Lead	Next Meeting	The LA Lead was asked to take this forward – Update at next meeting.	
3.8	The Chair is to request the inclusion of the Skipton/Ripon areas in the next tranche of DASA Statistics.	Chair	Next Meeting	Update needed from Chair	
5.1	The Secretary is to take a more proactive role in managing members submission of reports and actions etc.	Secretary	Next Meeting	Members need assistance with accessing the GoogleDocs area and reminders regarding submission of activities and evidence.	
5.2	The Secretary is to liaise with the Sub Group Leads for collation of a full set of 2012 objectives for distribution for comment.	Secretary and Sub Group Leads	Mid Oct 2011	Once a full set of objectives are available these will be distributed for comment outwith the meeting cycle for completion by mid Nov 2011	
5.3	The LA Lead is to provide electronic copies of his report for storage in the central area.	LA Lead	End Sep 2011	NOTE XREF Standing Order 3.3	
5.4	The Chairman is to liaise with the Welfare Lead in order to determine a report format for inclusion in our repository and for feeding into the Annual Report. They are also to liaise with SPVA Welfare Service regarding the timely submission of a meaningful report to the VA&PC.	Chairman and Welfare Lead	End Oct 2011		
5.5	The LA and Welfare Leads are to ensure LA provision of social housing for Veterans with welfare needs are also signposted to the SPVA Focal Point.	LA and Welfare Leads	End Oct 2011		