

Finance & General Purposes Committee 13th June 2016

Sub-Committee Membership

Agenda Item 9

The following listing shows members appointed for the 2015-16 year

- (a) Emergency Planning.
Cllr Nelson (Chair), Cllrs Mrs Ferguson, Mrs. Hannett, Lusty & Mrs Smith.
- (b) May Fayre.
Cllrs. Edwards, Miss Gooch, Hickmott (Chair), Knowles & Dr. Lovelidge.
- (c) Participatory Budgeting.
Cllrs. Carter, Mrs. Curteis, Mrs. Ferguson, Dr. Lovelidge, Mulholland (Chair) & Nelson
- (d) Standing Orders, Financial Regulations and Donations.
Cllrs. Carter (Chair), Edwards, Knowles, Nelson & Mrs. Smith.
- (e) Website.
Cllrs. Knowles (Chair), Dr. Lovelidge, Mulholland & Sugden.
- (f) Youth Policy.
Cllrs. Mrs. Hannett, Dr. Lovelidge, Knowles, Nelson (Chair), Mrs. Smith.
- (g) Staff and Employment.
Cllrs. Mrs Curteis, Mrs Hannett (Chair), Lusty, Nelson & Sugden.
(Cllr. Lusty will not be standing this year)

Proposal: Information Only.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None

Finance & General Purposes Committee 13th June 2016

Town Projects & Consultations

Agenda Item 11

It was recently agreed to take a whole project approach to proposed schemes within the town. (Minute 3468 of F&GP refers) and to take those projects to tender.

It now appears that this approach is far too complex and could result in the consultation process changing the shape of the latter part of the process considerably. In a worst case scenario it could result in the collapse of the process. It is therefore impractical for the breadth of projects to be considered. (Participatory budgeting, recreation ground re-ordering, Appledore Rd development etc.).

I have taken further advice on the subject, both from prospective candidates for the tender and the procurement section at ABC. The result was that it would be beneficial to split the consultation stage and then put the remainder of the project out to tender using the consultation process to inform the design and construction stages of the projects.

The consultation stage would be priced under the tender threshold and could therefore be dealt with by inviting quotations and could be undertaken much more quickly. I have invited 4 quotations from the limited number of companies who will undertake this work, giving precedence to those who will produce a "whole package" should the council decide to continue with one of the contractors past the consultation stage as this is generally considered the best practice.

2 contractors have replied and should be interviewed and assessed by the council to complete the selection process. It is likely that at least one further quotation will be received shortly. The submissions and quotations to date are available in the office for councillors to view, ranging in price from £27,000 to £45,000.

Once the consultation and concept design stages are complete, the resultant recommendations should form the basis of the design and construction stage (for the recreation ground and the Town Hall) and the latter stages of Participatory Budgeting procedure. At this point council will be asked to consider whether to proceed with the contractor for the design and construction stages or to "change horses".

Proposal:

1. That 2 councillors should be selected to interview contractors for the consultation along with the Town Clerk to make recommendations back to Council.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	From Tent1 funds

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

TENTERPEN TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for


Enter name of
smaller authority here:

TENTERDEN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	306596	382351	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	304650	303174	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	147258	117388	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	151032	149972	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	232929	304315	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	382351	348626	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	372202	325305	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4382714	4390904	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date 13/05/16

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Finance & General Purposes Committee 13th June 2016

Tentertainment Grant

Agenda Item 14

This item is brought to committee again as there is some confusion over the amount of grant due to Tentertainment. The grant for the 2015 event was £2000. The minute 3483 below relates to a decision on funding which was rejected as fewer than half the councillors present voted. This decision can be reviewed under Standing Order 7a.

The 2016-17 precept budget made an allowance of up to £4000 in total for the event (3433).

3433 **PRECEPT.** It was **AGREED** that a £2,000.00 donation to the Christmas market would be added to the precept request for the F&GP committee, along with an additional £2,000.00 for Tentertainment (in anticipation of a request for additional funding). The total precept request for the committee would therefore be £271,370.00.

3483 **TENTERTAINMENT GRANT.** It was **RESOLVED** that a request from Tentertainment for additional funding would be declined in light of the £2000.00 additional funding which had already been agreed (minute 3433 refers).

Jo Gadsby from Tentertainment has sent an e-mail (extract attached) and an income and expenditure statement in support of additional funding (over and above the £2000 paid this year so far). A bank statement will be tabled at the meeting. It is Tentertainment's practice to keep a year's funds in hand in the event of a complete wash-out.

Proposal: That council should set an *overall amount* of funding for the current and subsequent years.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Budgeted

E-mail extract from Jo Gadsby:

Please find attached a sheet outlining our expenses and income from Tentertainment 2015.

Our bar income was a bit lower than we hoped for on Sunday, as we had torrential rain until just a couple of hours before we closed.

It's for this reason that we try to make sure that any money over what it costs to produce the festival, is carried over in an effort to, eventually, build a full year's cost in hand - and cover us in the event of disastrous weather impacting attendance numbers.

There are a few places (noted below) where we now incur significantly higher costs, and would therefore like to apply for additional support from the town council.

1) Our stage - supplied for the last 2 years (and again in 2016) by Phonophobia, a Kent events company. The bill this year is going to be just over £10k (as the extended festival now has an official 2nd stage with sound, lighting and tech support). Our previous suppliers Miracle Street were able to supply one main stage with light and sound for £8k, as they were a charity and did not charge VAT. However, they retired and disbanded the company so we had to find another supplier. Phonophobia give us favourable rates as a CIC, but are still much more expensive than our former supplier.

2) Last year's security cost increased, as our night staff cost went up from £10 per hour to £12 per hour. Our daytime security staff, on advice from the Ashford Safety Advisory Group and the police, increased in number from 2 to 3. This year we will have 5 daytime staff during peak times, due to larger crowds and the second stage, so the costs will increase again.

3) Our fund-raising efforts have always been tough to do. We can't always spare the time to organise events during the year to bring in money. Local community singing group The Tuesdays have been great supporters of us in the past. They continue to support us, but have also adopted The Pilgrims Hospice as their official beneficiaries, so we will be receiving a lesser amount from them.

4) Our electrical supplier Event Electrics, who supply the support and infrastructure for the event have also increased in cost from £1800 to £2387. We did get some fresh quotes but as a local company and supporters of the festival, they still came in considerably less than other suppliers.

This festival has come to mean a great deal to thousands of people who live in Tenterden and attend every year, but also to the community groups such as The Lions and the Scouts, charities such as the British Heart Foundation and the Rare Breeds Farm, youth outreach programmes such as Ashford based CXK and parenting charities such as Sure Start, who all come along for no charge in order to raise funds and awareness.

That is the reason we on the organisational team continue to work so hard as unpaid volunteers to produce it - and fight to fund it from within, as well as from donations and advertising.

While we fully appreciate the donation we are given by TTC - as you can see, it just about covers the emptying of bins. The festival has grown - and its success reflects well on the town. We feel it's time that we ask for the donation we receive to be reviewed and increased in line with our increasing costs.

Tentertainment 2015 Income and Expenditure

INCOME		EXPENSES	
STALLS	£710	WASTE	1756
CATERERS	5891	ARTISTS	3145
BUCKET	6129	DRINK/FOOD	11949
TEA TENT	3816	SECURITY	1972
BAR	30087	POWER	2387
ADVERTS	1580	MARQUEES/TOILETS/	7067
COUNCIL DONATION	2000	STAGE	9400
FUND RAISING	1793	SUNDRIES	908
		INSURANCE/PRINTING ETC	1362
		BAR STAFF	1700
	£52,006		41646
PROFIT	10360		

Finance & General Purposes Committee 13th June 2016

Commemorative Coins

Agenda Item 15

These coins were purchased for the QE90 celebrations and were awarded to competition winners over the weekend. A dozen coins remain and these were purchased at £2.00 each.

Proposal: That the council should decide whether a charge should be levied and at what level.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Slight

Summary of Income and Expenditure against Budgeted Amounts 2015-16

Committee	F&GP	HWAM	Pub Bldg	Tourism	Overall
Income Surplus (+ve) or deficit (-ve)	16,540	-2,941	5,298	393	19,290
Expenditure Surplus (+ve) or deficit (-ve)	<u>5,147</u>	<u>-17,195</u>	<u>-18,329</u>	<u>3,795</u>	<u>-26,582</u>
Surplus (+ve) or deficit (-ve) against budget	21,687	-20,136	-13,031	4,188	-7,292
Add in Earmarked Reserves	<u>12,000</u>	<u>31,688</u>	<u>21,362</u>	<u>0</u>	<u>65,050</u>
Overall Surplus (+ve) or deficit (-ve)	33,687	11,552	8,331	4,188	57,758

Notes: The year against budget shows a deficit of £7292. However at the year end £9955 was owing from Ashford BC for the waste bins so the real figure is a surplus of £2663 against budget

TENTERDEN TOWN COUNCIL

Finance & General Purposes Income & Expenditure Year End Agenda 8a

	Budget 15-16	Actual Income	Difference	
Precept	303,174	303,174	0	
Concurrent Function Grant	4,480	4,480	0	
Council Tax Support Grant	10,162	10,162	0	
Interest Received	500	2,987	2,487	
Donations (Xmas Lights, Benches)	0	3,215	3,215	Overall Surplus
Grants/S.106 Received	0	2,000	2,000	Income 16540
Miscellaneous	0	-3	-3	Expenditure 5147
May Fayre Income	0	310	310	21687
Mayor's Charity	0	7,323	7,323	See also TTC Summary
Wayleaves and licences	520	659	139	
Insurance Claims Income	0	1,070	1,070	
Totals	318,836	335,376	16,540	

	Budget 15-16	Actual Expenditure	Difference	Reserves	Surplus 15-16
Council Staff Costs	150,000	149,972	28	4,000	4,028
Insurance	12,000	9,877	2,123		2,123
Solicitors Fees					0
Consultant/Architect/Surveyor	44,000	29,458	14,542		14,542
Other Professional Fees					0
May Fayre Expenditure	0	20	-20		-20
Councillor & Staff Training & Exp	2,000	1,856	144	4,000	4,144
Advertising & Publicity	2,500	1,864	636		636
Website	1,200	1,179	21		21
Printing, Stationery Etc	1,000	4,869	-3,869		-3,869
Photocopier	2,000	2,876	-876		-876
Telephone/Fax/Internet	2,400	3,738	-1,338		-1,338
Postage	750	981	-231		-231
Bank Charges	500	929	-429		-429
Misc Office Expenses	300	3,089	-2,789		-2,789
Office Equipment & IT	2,500	2,234	266		266
Folk Festival / Tentertainment	4,200	4,200	0		0
Mayor's Allowance	2,500	413	2,087		2,087
Robes & Uniforms Inc Cleaning	200	597	-397	3,000	2,603
Mayor's Sunday	1,500	2,323	-823		-823
General Civic Expenses & Events	2,000	3,447	-1,447	1,000	-447
Twinning	500	500	0		0
Subscriptions	2,000	2,202	-202		-202
Donations	5,250	2,400	2,850		2,850
S.137 Expenditure	0	400	-400		-400
Mayor's Charity Expenditure	0	4,729	-4,729		-4,729
Bad Debts	0	0	0		0
Totals	239,300	234,153	5,147	12,000	17,147

Capital Reserve

60,405

General Reserve

99,408 Town Clerk Signature

*Printing incl' digitisation fee £3500, Telephones incl' new 'phone system, Misc incl' Generator

TENTERDEN TOWN COUNCIL

Public Buildings Income & Expenditure

Year End Agenda 12

	Budget 15-16	Actual Income	Difference
INCOME			
Town Hall Lettings	11,000	15,224	4,224
Pebbles Income	35,300	35,250	-50
Weddings Income	3,500	4,520	1,020
Pavilion Hire	500	604	104
Toilet Income	0	0	0
	50,300	55,598	5,298

	Budget 15-16	Actual Expenditure	Difference	Reserves	Surplus 15-16
EXPENDITURE					
Town Hall Cleaning and Materials	13,000	11,931	1,069		1,069
Town Hall Water & Sewage	1,000	421	579		579
Town Hall Gas	4,500	2,916	1,584		1,584
Town Hall Electricity	3,000	2,405	595		595
Town Hall Rates	11,000	11,106	-106		-106
Town Hall Maint'ce & Projects	5,000	25,098	-20,098	8165	-11,933
Town Hall Foyer	0	0	0		0
Town Hall Flowers	900	2,045	-1,145		-1,145
Town Hall Flags and Accessories	500	277	223		223
Pavilion Repairs & Maintenance	3,250	6,243	-2,993	19456	16,463
Pavilion Electricity	250	1,497	-1,247		-1,247
Pavilion Water	1,500	2,452	-952		-952
Storage Facility Rates	1,000	912	88		88
Storage Facility Util's & Maint'ce	500	645	-145	1570	1,425
Conservation of Archive Material	0	0	0		0
Ceremonies (Weddings Etc)	1,200	3,102	-1,902		-1,902
Pebbles Maint'ce & Conservation	8,000	0	8,000	10500	18,500
Town Hall Security Cover	3,200	3,900	-700		-700
Public Toilets	50,000	46,870	3,130	80,000	83,130
Recreation Ground Kiosk	0	14	-14		-14
Defibrillator Costs	200	3,987	-3,787		-3,787
Misc. Public Buildings Expense	0	506	-506		-506
	108,000	126,329	-18,329	119691	101,362

Income Surplus	5,298
Expenditure Deficit	<u>-18,329</u>
Budgeted Deficit	-13,030
Add Reserves	<u>101,362</u>
Deficit after reserves	88,332

TENTERDEN TOWN COUNCIL

Income & Expenditure

Highways and Amenities Committee

March 2016 Year End

	Budget 15-16	Actual Income	Difference
INCOME			
Recreation Ground	6,000	3,617	-2,383
Football Pitch	1,000	368	-632
Tennis Courts	2,500	1,330	-1,170
Bowling Green	250	0	-250
Allotments receipts	0	965	965
Miscellaneous Income	0	530	530
Water Charges (Bowls Club)	0	0	0
	9,750	6,809	-2,941

	Budget 15-16	Actual Expenditure	Difference	Reserves	Surplus 15-16
EXPENDITURE					
Repairs / Maint'ce (Machinery)	3,000	1,134	1,866		
Fuel	1,750	1,122	628		
General & Ground Maintenance	19,050	32,504	-13,454	600	-12,854
Vehicle and Equipment Purchase	2,000	3,752	-1,752		
Benches	500	2,598	-2,098		
Children's Play Areas	0	516	-516	30538.35	30,022
Tools, Accessories & Sundries	3,000	4,243	-1,243		
Pest Control	0	9	-9		
War Memorial	1,000	0	1,000	550	1,550
Vehicle Insurance	700	821	-121		
Christmas Lights	10,500	11,996	-1,496		
	41,500	58,695	-17,195	31,688	18,718

Notes

1. Awaiting a grant for the bins from ABC for £10,000
2. Rec Ground receipts down because of wet winter

Income deficit	-2,941
Expenditure deficit	<u>-17,195</u>
Budgeted deficit	-20,136
Add in Reserves	<u>31,688</u>
	11,553

Finance & General Purposes Committee 13th June 2016

RBL Census Proposal

Agenda Item 17

A request has been received that the council should support an RBL proposal to include details of military veterans on the national census.

Full details of the request are attached. The proposal wording is on the final page.

Proposal: That a letter of support should be sent to the Royal British Legion giving the Town Council's backing to the proposal.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None

— WE COUNT ON THEM —

COUNT THEM IN



Making the next census count for our Armed Forces community

Policy Recommendation

The Royal British Legion maintains that statutory and voluntary service providers are unable to fully meet the needs of the Armed Forces community as there is limited and patchy data available concerning their profile, needs and location. This is disappointing given both the commitments that have been made by national, devolved and local government in respect of honouring the Armed Forces Covenant, and the fact that we presently know more about the UK's 'Jedi Knight' population than we do about those who have served their country. To this end, the Legion calls on the UK Government and devolved administrations to include questions concerning military service and membership of the Armed Forces community in the next 2021 census.

About the Legion

The Legion was created as a unifying force for the military charity sector at the end of WWI, and still remains one of the UK's largest membership organisations. We are the largest welfare provider in the Armed Forces charity sector, providing financial, social and emotional support, information, advice, advocacy and comradeship to hundreds of thousands of Service personnel, veterans and their dependants every year. In 2014, we responded to over 450,000 requests for help – more than ever before – and spent £1.4m every week on welfare support.

The Legion also provides a number of welfare services to wounded, injured and sick Service personnel and veterans. In addition to investing in the Battle Back Centre at Lilleshall and MOD Personnel Recovery Centres, we also assist disabled beneficiaries by helping them to access military compensation and state benefits that enable independent living. The Legion also provides long and short-term care to older people from the ex-Service community through our six registered care homes, all of which provide personal and nursing care, with some also providing dedicated dementia and respite care. For further information, please visit www.britishlegion.org.uk.

Executive summary

The next censuses in England and Wales, Scotland and Northern Ireland will be conducted in 2021. The Office for National Statistics (ONS) is responsible for the practical delivery of the census in England and Wales, whilst National Records of Scotland (NRS) and the Northern Ireland Statistics and Research Agency (NISRA) are responsible for delivering the Scottish and Northern Irish censuses, respectively. The UK Statistics Authority is responsible for coordinating the census arrangements across the UK, but it is for the UK Parliament, Scottish Parliament and Northern Ireland Assembly to determine what questions feature in the final census documents.

Through its own research, the Legion has estimated that there are currently between 6.5 and 6.7 million members of the Armed Forces community living in the UK, which accounts for around one in ten of the general population. Yet despite numerous attempts to survey this often hidden community, there remains no definitive and comprehensive data to corroborate this population estimate, or accurately map the profile, needs and location of members of the Armed Forces community. The Legion maintains that the 2021 census provides a unique opportunity for the nation to produce a comprehensive snapshot of its Armed Forces population, ensuring that resources and policies can be evidence-based and reach those who most need our support.

The Legion is pleased to be supported in this call by Poppyscotland; SSAFA; Army Families Federation; RAF Families Federation; Naval Families Federation; Blesma; Forces in Mind Trust; Help for Heroes; RAF Benevolent Fund; CAIS/Change Step; Forces Pension Society; and a number of leading academics and research institutions, including Sir Simon Wessely and the Royal College of Psychiatrists, the King's Centre for Military Health Research, and Northumbria Universities' Hub for Veteran and Military Families Research.

Background

Who makes up the Armed Forces community?

The Armed Forces community consists of serving personnel – Regular and Reserve – and their dependents, as well as veterans and their dependents. A veteran is anyone who has served for at least one day and drawn a day's pay in any of the following ways: the UK Armed Forces, both Regular Forces (including National Service or the Home Guard), or Reserve/Auxiliary Forces; the Mercantile Marines in hostile waters; the Allied Civil Police Forces; full-time, in uniform for a Voluntary Aid Society in direct support of the Armed Forces; or as a British subject serving under British command in the forces of an allied nation. Dependents of serving personnel and veterans include spouses/partners, dependent divorced/separated spouses, dependent widow(er)s, and dependent children.

What do we know about the Armed Forces community?

No-one knows definitively the size or demographics of the Armed Forces community in the UK, yet the Legion has estimated that it makes up around one in ten of the general population. The Legion's 2014 Household Survey of the ex-Service community estimates that there are currently around 2.8m veterans living in the UK, along with 2.1m dependent adults (including spouses and widows), 1m dependent children, and between 190,000 to 290,000 hidden members of the ex-Service community, who reside in communal establishments such as care homes. In terms of the serving community, as at 1 January 2016 the UK Armed Forces totalled 196,030 individuals, including Reservists. Punter Southall have additionally estimated that the serving community includes around 101,393 dependent adults and 169,570 dependent children.

Despite this large population, the 2011 UK census contained just two questions related to the Armed Forces. It asked the respondent whether a member of the Armed Forces usually lived at the address and whether the respondent usually lived at an Armed Forces base for over 30 days a year. Whilst this helped build up a picture of where serving personnel are located, it failed to collect information on veterans and their dependents, and only provided limited detail about Reservists and the dependents of those currently serving, whether Regular or Reserve (if they happened to live at the same address).

Where does most of our data currently come from?

In the absence of definitive and comprehensive data concerning the Armed Forces community, service providers are currently forced to draw conclusions from alternative, incomplete datasets. These include the Legion's 2014 Household Survey of the ex-Service Community (which relied on an eligible sample of 2,203 participants); Ministry of Defence statistics (which capture information

on pension and compensation scheme recipients, as well as recent Service leavers' employment histories); GP patient data (which relies on records indicating a veteran's status); Labour Force and Household surveys (which provide limited scope for cross-referencing demographic profiles); and academic research (which are helpful for identifying trends but ultimately draw on existing data). All of these alternative sources could be greatly improved by enhanced census information on the Armed Forces community, which would provide a secure baseline for sample studies and research to draw population and demographic conclusions.

Why do we need more information?

The Legion was a key player in the Government's landmark decision to enshrine the Armed Forces Covenant in statute in 2011. The Covenant is the nation's recognition of its moral obligation to members of the Armed Forces and their families, and it establishes how they should be treated, stating that the Armed Forces and their families "deserve our respect and support, and fair treatment". Two key principles underpin the Covenant, namely that:

1. the Armed Forces community should not face disadvantage compared to other citizens in the provision of public and commercial services
2. special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved

The Government's obligation to ensure that no member of the Armed Forces community is left disadvantaged as a result of their Service is reliant on the ability to compare uniform data collections between regions and demographics. Data that can be aggregated to national, regional and local authority level, and that provides comparable statistics between the Armed Forces community and the general population, is not only helpful but absolutely essential if the Government is to properly monitor and address inequality.

Who else could benefit from this information?

Since 1 April 2008, local government and health authorities have also been under a statutory duty to recognise and reflect the needs of the Armed Forces community, and they do this principally by preparing Joint Strategic Needs Assessments (JSNAs) or Single Integrated Plans. It is vital that effective local commissioning recognises the unique profile of the Armed Forces community, yet at present the quality of the JSNAs that are being produced across the country is mixed at best. Accurate data concerning the composition, size and profile of the Armed Forces community would therefore greatly improve strategic planning and assessments.

In addition to statutory services and support, the Armed Forces community are also supported by a large UK Armed Forces charity sector comprising 1,818 registered charities in England and Wales, alongside a further 444 in Scotland and Northern Ireland. In order for these organisations to provide support that actually meets the needs of serving personnel, veterans and their families, reliable and comprehensive data concerning the Armed Forces population is vital.

Has the census been changed before?

The UK has conducted a census every ten years since 1801¹, with the first "modern" census having been undertaken in 1841. Somewhat fittingly, it was partly in order to obtain better data on the numbers of people potentially available for military service that the census was initially envisaged. Since 1841, the question topics included in the census have expanded and evolved to reflect contemporary data priorities, improvements in enumeration methods, and advances in technologies. As question topics have been removed where the need for such data has become redundant, new questions have been added, ranging from those concerning economic status (1871) and household amenities (1951), to ethnic group (1991) and number of bedrooms (2011). As such, there are numerous precedents to support the Legion's policy recommendation.

Why campaign now?

May 2016 marks the midpoint between the previous and forthcoming censuses. It also marks five years since the Government enshrined the Armed Forces Covenant in legislation, which pledges to recognise the sacrifices that members of the Armed Forces community make on behalf of the nation, and commits to ensuring that no-one faces disadvantage as a result of their Service. In the five years since the last census was conducted in 2011, all local authorities in Great Britain have promised to deliver the principles of the Covenant within their local area; however, these commitments are reliant on data sources that currently only give a partial and approximated picture.

Our Proposal

If the 2021 census really is designed to "provide a detailed snapshot of the population and its characteristics, and underpin funding allocation to provide public services"¹, it must be equipped to capture data on Regular and Reservist Serving personnel, veterans and their families.

To this end, the Legion calls on the UK, Scottish and Northern Irish governments to include a new topic in the 2021 census that concerns the military service and membership of the Armed Forces community. We further call upon the UK Parliament, which will approve the final census questionnaire through legislation in 2019, to ensure that the 2021 census includes questions concerning our Armed Forces community.

Whilst the precise wording of any question(s) on the Armed Forces community will ultimately be a matter for the ONS, NRS, NISRA, the UK and devolved governments, and Parliament to decide, the Legion suggests that the statutory and voluntary sectors would benefit from knowing whether an individual has ever served in the Armed Forces, the dates that they served, and whether an individual is directly related to someone who has served in the Armed Forces.

For further information please contact:

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¹ Except in 1941 due to World War Two. There was also no census in Ireland in 1921.

² Office for National Statistics website: <http://www.ons.gov.uk/ons/guide-method/census/2011/uk-census/index.html>