



Central News – October 2022

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Important dates	
27 October 2022	Poppy Appeal Launch
11 November 2022	Remembrance Day
12 November 2022	Festival of Remembrance
13 November 2022	Remembrance Sunday

*Please remember to use this online [form](#) to share your feedback about Central News.
Some of you reported that not all links in the previous issue worked correctly. Please email dnikolakopoulou@britishlegion.org.uk with details of any links you cannot access.*

Remembrancetide – our new approach

We recognise that many people don't really know all that we do (many just see the poppy) and have little or no understanding of the breadth of our work.

So, to improve this and achieve our vision, we'll now work collaboratively on our plans for Remembrancetide activities across Marketing, Fundraising and Remembrance.

By redefining our strategic purpose alongside the One Legion strategy, we'll strive to always put our customers, including Members first, making sure they experience the same great customer service and products no matter which channel they use.

By working more closely together we'll build on our commitment to support the Armed Forces community through:

- Donations
- Fundraising
- Remembrance
- Volunteering

We encourage you to be part of something bigger and consider how your activity contributes to the bigger picture — whether that's through local or national activity, it all supports the same ambition.

Let's recognise Remembrancetide as a moment in our national calendar, a coming together of communities and individuals to remember and recognise the service and sacrifice of our Armed Forces community.

Let's focus on our aim of increasing the acknowledgement we receive during Remembrancetide – making sure any activity throughout Remembrance and the Poppy Appeal clearly lets people recognise them as Royal British Legion activities.

Teaching Remembrance and spreading the message of Remembrance

Teaching Remembrance 2022 – NEW live learning events



As we approach Remembrancetide, we hope you will join us in engaging the next generation in remembering those who serve and sacrifice to keep us safe. Our Teaching Remembrance resources help bring Remembrance to life for young people, and are available to download for free.

We've partnered with the National Literacy Trust, Scholastic and others to create new materials which explore the theme of 'Service' highlighting the role of the civilian emergency services, the work of the intelligence services, and the service provided by our Armed Forces.

Through a range of learning formats like assemblies, book clubs, music projects and for the first time live poetry and assembly events, schools and families can discover who serves, how they serve, and why it is so important to remember them.

We're encouraging teachers and schools to sign up to LIVE Remembrance Assembly. Streaming on 11th of November at 10.30am, this interactive assembly for Key Stage 2 children (ages 7-11) will explore Remembrance through poetry and music - uniting children in the Two Minute Silence. You can register for the event here: https://literacytrust.org.uk/events/remembrance-live-assembly#register_for_the_event

We are committed to passing the torch of Remembrance to the next generation, ensuring that children understand what Remembrance is and why it is relevant to their lives today.

Visit the [Teaching Remembrance hub](#) to explore the resources and please spread the word to your local schools and youth organisations.

Second Remembrance resource for members published

A new resource, Making Remembrance Happen, has been published to guide our members in devising Remembrance activities in their communities. This is the second guide on the new Resources for Members webpage and follows Connecting With Remembrance which was published last month.

Our branches, act as a focal point for social activities in their communities. It is our members who are messengers of Remembrance. When communities take a moment to commemorate lives lost and celebrate the lives of those who have and do serve, we unite people across faiths, cultures, and backgrounds. You play a crucial role in ensuring that Remembrance is understood by all, is available to all, and is passed on to future generations.



Our new guides are designed to help you spread the message of Remembrance and engage with people across your communities. To find out more, visit the Resources for Members webpage: <https://www.britishlegion.org.uk/get-involved/remembrance/resources-for-members>

Black History Month – throughout October



Together with the support we offer to our Armed Forces personnel, the RBL is also the nation's champion of Remembrance, striving to bring communities together, helping the nation unite across faiths, cultures and backgrounds to remember the service and sacrifice of the Armed Forces community from Britain and the Commonwealth. Indeed, Black African and Caribbean men and women have served with the British Armed Forces for over 200 years.

For the second year running we are partnering with Black History Month in October, with a special section on their website – entitled Service and Sacrifice – plus a contribution in their official magazine which profiles personnel who have served from the Falklands to the present day.

We have also produced two educational films to introduce this topic to school students at Key Stages 2 and 3 and to encourage a positive discussion about Service and Remembrance, as well as identity and British history.

The films with related Teacher's Notes is available from the Teaching Remembrance pages of our [website](#).

Festival of Remembrance – Saturday 12 November

This year, we will approach the Festival through the core values of 'service' which make our Armed Forces such an inspiration to all. As the nation continues to emerge from a long period of great difficulty, we will reinforce our admiration of the unfailing sense of service displayed by the Armed Forces and commemorate those who gave their service even at the cost of their lives.

You can tune in to the live BBC broadcast at 9.00pm. For more information visit our [website](#). If you have questions, please contact Festival@britishlegion.org.uk

Remembrance Sunday at the Cenotaph – Sunday 13 November

The Cenotaph veteran march past will take place after the National Service of Remembrance on Sunday 13th November. Those wanting to watch the march past can do so from Whitehall or from St James' Park (Horse Guards Parade side). Please note spaces are limited. For more information visit our [website](#). If you have questions, please contact Cenotaph@britishlegion.org.uk

Membership Council Elections

There are five Membership Council Member positions up for election. Nominations close on 12th December 2022 and the ballot runs from 7th February 2023 to 27th March 2023.

Only eligible branches in the 5 regions will be sent the Election Pack and will be able to nominate a candidate. These will be sent to these branches from MCElections@britishlegion.org.uk shortly.

These regions are:

- London
- Northern
- South West Midlands
- East Anglia/Essex
- Manchester/Lancashire

The Membership Council provides the Board of Trustees with a dedicated focus on the Royal British Legion Membership organisation in particular the needs of members and the support they give to the Legion's work. More information about the job description for Membership Council Members can be found in the Election Pack.

Please study this carefully before considering nominating a candidate and encourage those who fit the role profile to consider nomination.

If you have any questions about Membership Council elections, including the pack and the nomination process, please contact MCElections@britishlegion.org.uk.

Trustee Elections 2023 – Nominations opening soon

The 2023 election process is starting soon. There are four Trustee positions available. Nominations close on 13 January 2023 and the ballot runs from 13 March – 4 May 2023.

Voting branches are eligible to nominate one person. Election packs and more information on what it means to be a trustee have been sent to branches from TrusteeElections@britishlegion.org.uk.

Did you know that the Board of Trustees lead the RBL? As a trustee, you would join the Board of Trustees, who are legally responsible and accountable for everything that RBL does. Trustees are ultimately responsible for the wellbeing and safety of the beneficiaries we work with and are responsible for making sure the funds donated to RBL are spent and managed in the best interests of RBL and its beneficiaries. Could you, or one of your branch members, be one of them?

Please encourage interested members of your branch to carefully consider the requirements and responsibilities of the trustee role before applying. This year, we have introduced new ways for potential nominees to find out more about what a trustee does, in confidence. For a confidential and anonymous discussion on what the trustee role and application involves, all interested people are welcome to contact [Janice Scanlan from Hunter Healthcare](#), the independent agency supporting the nomination process.

If you have any questions about trustee elections, including the pack and the nomination process, please contact TrusteeElections@britishlegion.org.uk

Membership Townhall

Join the next Town Hall on 18 October at 6pm to hear the latest updates on

- the importance of strengthening our governance,
- our new approach to Remembrancetide,
- our membership value proposition and
- our plans to improve the journeys and experiences of our beneficiaries.

Following the presentations from senior RBL staff, you'll get a chance to ask your questions. Click [here](#) to attend on the day and please share this with your members.

Charity Fraud Awareness Week



The RBL is proud to support this year's **Charity Fraud Awareness Week** (CFAW), which runs from 17 to 21 October.

The aim of CFAW is to share knowledge, expertise, and good practice in fraud prevention, at a time when many in the charity sector continue to remain susceptible to fraud and cybercrime. A sector that is fraud aware and resilient helps to maintain public trust and confidence.

Believe it or not, all charities are susceptible to fraud and theft. This means that we all have a part to play in the prevention and detection of fraud. We need to be fraud aware and take steps to protect the RBL.

Has the RBL ever been victim to fraudulent activity?

Unfortunately, yes. Where fraudulent activity has taken place, it often relates to the theft or misuse of cash and/or stock items.

Does the RBL have processes in place to ensure fraud and theft is minimised?

The RBL does not tolerate fraud and has processes in place to prevent, deter and identify fraud attempts. The Audit, Compliance & Investigations Team (AC&IT) is in place to investigate and respond to instances or suspicions of fraud, ensuring that appropriate action is taken where necessary.

What are the possible indicators of fraud/theft?

Fraud and the methods by which it is committed are continuously evolving. However, if something is out of the ordinary or appears suspicious, it may be a fraud indicator. Some things to look out for are:

- Unsolicited payment requests
- Missing or poorly completed records
- Deviation from agreed procedures or lack of transparency
- Reconciliation issues or an inability to explain differences

What can I do if I suspect someone of committing theft or fraud?

If you have concerns or suspect someone has committed fraud/theft, please report it immediately to either:

- A Member of staff
- The AC&IT on AuditComplianceInvestigations@britishlegion.org.uk
- The RBL's whistleblowing service, managed by Navex Global, on <https://britishlegion.ethicspoint.com> or 0800 088 5862.

If you are unsure whether you should report something, please get in touch with a member of the AC&IT to discuss. By reacting to suspicions of fraud in a timely, measured and consistent manner, the RBL can minimise the impact of the fraud, and a timely investigation is more likely to produce a positive result.

#StopCharityFraud

Motions for Annual Conference

The debate and voting on Membership Motions is a key part of Annual Conference. It is the channel for consideration of matters which, if adopted, may affect the future organisation and operations of the Legion. For a Motion to be accepted for Annual Conference, there are a number of deadlines to be met throughout the Legion year.



Deadline 1: Branch A.G.M.

The Motion must be debated and agreed by a full Branch meeting (normally your Branch A.G.M.) before the end of November.

Deadline 2: County/District Conference Committee.

Successful Motions must be submitted to your County/District Conference Committee by the end of the last week in November or not less than 8 weeks before the County/District Conference.

Deadline 3: Annual Conference Committee.

Successful Motions must be submitted to Annual Conference Committee by 5pm on Friday 10.2.23.

Final note – All Motions should be submitted using the Motion and Charter Motion template in the Membership Handbook.

Safeguarding Self-Declaration

Safeguarding is everyone's responsibility and RBL takes safeguarding seriously. Ensuring we protect our beneficiaries, members, staff and volunteers from harm, abuse or neglect is a key function for every role, whether paid or voluntary and it is therefore imperative that we can assure ourselves and the public that our volunteers are suitable to represent us and deliver our vital work in the community.

Where a role is beneficiary facing we conduct routine criminal records checks through national databases such as the Disclosure and Barring Service (DBS), ACCESS NI, Disclosure Scotland or Garda Siochana National Vetting Unit. Not all roles are entitled to such a check, however, the reputation of the RBL in the community is reflected in the esteem with which we are held nationally and locally and in the trust placed in us when given access to schools, youth groups, community activities and events. Our reputation is at stake on every occasion RBL staff and volunteers enter the public arena.

Many charities use self-declaration to bridge the gap where criminal checks are not appropriate for the role, and the RBL will be introducing a Self-Declaration process across its volunteers and membership. Self-declaration is a voluntary scheme where those seeking to represent the RBL are asked to disclose whether they have any criminal record, convictions, cautions or reprimands; are known to children's services and therefore are unsuitable to work with children; or have financial constraints likely to cause concern when accessing or responsible for Legion funds. We also seek to confirm that individuals have not been investigated or removed from a position of responsibility by another charity or organisation. This approach reinforces the Safeguarding Code of Conduct first published in 2018. Having a conviction, caution or reprimand does not automatically prevent an individual from taking on a key role; each situation will be judged on its merits. For membership our Self-Declaration process will involve changes to the MS1 and MS1a, so, if you hold a key role or are standing for a key role, you will see that there is an additional section on the MS1 and MS1a which asks you to sign to state that you agree with the statements in the [self-declaration document](#).

For some members and volunteers, this may seem overbearing or unnecessary. You may have known your colleagues for many years or you may have held a key role for a long time. However, during the Poppy Appeal and at other times throughout each year, RBL members are identified and reported to the Legion either as having been recently convicted or having historical convictions rendering them unsuitable to volunteer or represent RBL. The Legion is a reflection of society and there is therefore the distinct possibility that some RBL members and volunteers do have convictions, cautions or reprimands; this basic check enables us to ensure that those holding key roles are suitable to represent the Legion publicly.

We know from our engagement with members and volunteers over numerous months and years that many of you will welcome this proposal. We also know that it adds a little more work to the MS1 and MS1a and consequently there may be some who decide not to continue. The overarching aim is to protect our beneficiaries, members, staff and volunteers from harm, abuse or neglect and to protect the reputation of the Royal British Legion. As such we encourage you to welcome the positive approach the RBL is taking and integrate safeguarding into your normal Branch or County routine and wider RBL life.

Changes to the Services Directorate Casework Services Team

To successfully support our One Legion strategy, we're always reviewing how we can bring everyone together to work towards the same ambition.

As part of the Services Directorate reorganisation which began in July 2022, the area teams and specialist services teams were separated into two standalone (but closely linked) teams.

Casework will now focus on welfare support to the Armed Forces Community and developing close working relationships with other teams across RBL. To enable this, we've made some changes to the team structure.

Key team changes

- 23 new Case Officers posts
- Five additional Overseas Case Officers
- Five additional Advice and Information Team Leaders (AITLs)
- Five additional Area Administrators (AAs)
- With the focus on casework delivery, the role of the Advice and Information Officer* (AIO) will cease
- An increase in the number of area teams from 16-21
- An additional Case Officer post to support the eligible Afghanistan community

*Existing Advice Information Officers (AIOs) will be given the opportunity to move from their current AIO roles to the new Case Officer roles or the new or existing vacant AA roles. There are sufficient roles for all AIOs to move across to.

In addition, we're adjusting the following job titles to reflect the changes in the team:

- Advice and Information Team Leader becomes **Casework Services Manager**
- Area Administrator becomes **Casework Services Coordinator**

And finally, we're updating the Area Administrator role profile to give clarity on the scope of their role and responsibilities.

The benefits

- We'll see an uplift in case working resources (both UK and overseas) to support the Armed Forces Community
- We'll provide clarity where there has been uncertainty surrounding certain roles
- There will be a reduced span of control for most CSM's leading to an increased capacity for casework oversight, training, development and supporting their teams delivery our services
- We'll have the ability to react to volume increases/decreases in one or more areas and adjust team sizes accordingly.

The work to deliver these changes has already started, and we expect the transition of staff members into new roles, the advertisement and recruitment of identified vacancies, and the completion of area team training to be completed by early Spring 2023.

