

Royal Army Physical Training Corps Association

Welfare Committee

Terms of Reference



August 2015

*Incorporating:
The former Army Gymnastic Staff (AGS), Army Physical Training
Staff (APTS) Old Comrades' Association and the Army Physical
Training Corps*

RECORD OF AMENDMENTS

Amendment Number	Date	Amended by	Signature	Date

These Terms of Reference are published by the Royal Army Physical
Training Corps Association

Amendments to these rules will only be made if authorized by the
Association Executive Committee of Trustees and endorsed at an Annual
General Meeting

Suggestions for Amendments should be presented in writing to the
Regimental Secretary

**ROYAL ARMY PHYSICAL TRAINING CORPS ASSOCIATION CONSTITUTION
(Registered Charity Number - 1053934)**

RAPTC ASSOCIATION WELFARE COMMITTEE

TERMS OF REFERENCE

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ROYAL ARMY PHYSICAL TRAINING CORPS ASSOCIATION

WELFARE COMMITTEE

TERMS OF REFERENCE

Introduction

Background

1. The Royal Army Physical Training Corps (RAPTC) Association incorporates the former Army Gymnastic Staff (AGS), the Army Physical Training Staff (APTS) Old Comrades' Association and the Army Physical Training Corps. For ease within this document, the RAPTC Association will be referred to as the Association.
2. The Army Gymnastic and Physical Training Staff Association Benevolent Fund was established and formalised on 9 December 1929 and its first Chairman was Colonel Edward Lancelot Wall Henslow OBE, MC. The aim and income of this Trust Fund was '*to be applied by the Committee from time to time in such a way or ways as they think best for the benefit of persons who owing to poverty are in need of pecuniary assistance*'.
3. Whilst the Trust Fund has evolved and in line with legislation became a Registered Charity, the aim has never changed and the Association has been helping serving and retired members for almost 90 years. The Association Trustees consider supporting their members who have fallen on hard times as their top priority.

Management

4. The Association, including its assets and finances, are controlled and directed by the Association Executive Committee Trustees and managed through delegated Sub-committees. The Association Welfare Committee is the authorised committee with delegated authority to provide benevolence and / or welfare support through the provision of financial grants or gifts (e.g. Operational Welfare Packs).

Aims

Association Welfare Committee (AWC)

5. The aim of the AWC is to: Assist, either generally or individually, past and present members of the RAPTC and their dependants, who are in conditions of need by virtue of financial hardship, sickness, disability or the effects of old age.

Terms of Reference

6. The aim of this document is to provide a set of binding principles for the AWC members and define their responsibilities and duties.

Definitions

7. When considering requests for support the following definitions should be considered:
 - a. **Benevolence.** Benevolence is support provided for those in need.
 - b. **Welfare.** Welfare is support provided to enhance the wellbeing of an individual.

AWC Composition

8. **Committee Members.** The AWC will consist of:
- a. Chairman - CO ASPT
 - b. Vice Chairman - 2IC ASPT
 - c. Members¹ - Corps SM
Adjutant ASPT
 - d. Secretary - Association Regimental Secretary (Regt Sec)

Funding

Days' Pay Giving Scheme

9. The 'Days Pay Giving Scheme' is the main source of income for the RAPTC Association. It is a voluntary scheme for serving members of the RAPTC. The Regimental Secretary is responsible for briefing the RAPTC Instructor course prior to their transfer into the Corps on the benefits of contributing to the Association. On discharge from the Corps individuals do not pay into the scheme.

AWC Funding

10. Funding for the AWC is provided from Association funds. The AWC Chairman is to submit a request for projected expenditure to the Association Executive Committee via the Regt Sec at least two months before the start of the financial year.

11. The Association Trustees are to agree and authorise the annual allocation of funds for the AWC at the start of each financial year.

Eligibility for Welfare Support

12. Life membership of the RAPTC Association is granted on transfer into the RAPTC. Association members, past and present who have served in the RAPTC and their dependants, are eligible for benevolence grants and / or welfare support from the Association.

13. Non-payment into the 'Days Pay Giving Scheme' does not bar an Association member from applying or receiving grants from the AWC.

Confidentiality

14. For welfare to be fully effective it must be based upon a foundation of trust and as such all requests for support and subsequent action will be treated in total confidence.

Requests for Support

15. All requests for welfare and or benevolence grants submitted to the RAPTC Association will be considered.

16. The AWC do not have the resources to assess individual requests for support and rely on personal assessments conducted by the Soldiers, Sailors and Airmen Association (Forces Help) (SSAFA) (FH) who have a nationwide network of trained volunteer case workers responsible for making home visits where they assess the needs of those seeking assistance.

¹ There must be at least one member of the RAPTC Executive Committee and should where possible be the Corps SM.

Direct Requests for Support

17. Under normal circumstances all requests for support will be directed to SSAFA for a Caseworker assessment, however, if the Association is directly approached and there is an obvious and immediate need which does not require a SSAFA assessment the AWC members may consider a one off grant to alleviate an immediate need.

Support for Serving Personnel

18. Welfare support for serving personnel is normally provided through the unit chain of command; however there may be occasions when the AWC would consider granting additional support.

Association Branches

19. Association Branches are managed and run by volunteers who are not welfare trained and as such there is no obligation for them to provide welfare support for Association members. Branch Secretaries should direct Association members who are seeking welfare support or benevolence grants to the Regt Sec in the first instance.

20. If the Branch Secretary feels an Association member would benefit from a friendly phone call or a visit from another local member of the Association then he may authorise reimbursement of their travel expenses. This type of local support should not be underestimated and the benefits are immeasurable so should, where possible, be encouraged.

The SSAFA Volunteer Network

21. SSAFA exists to help those who serve, those who used to serve, and families of both. The Branch and Service volunteer network operates throughout the British Isles (including the Republic of Ireland) and in certain places overseas. Volunteers provide empathic, knowledgeable and confidential support to beneficiaries in difficulty, however personal and varied.

Caseworker Management System

22. Based on the home visit and a personal assessment the caseworker may contact the Association Regt Sec via the SSAFA Caseworker Management System (CMS)² requesting financial assistance to help resolve the case. The Association is a registered member of the CMS and the Regt Sec receives requests for welfare / benevolence support online.

AWC Grant Process

First Point of Contact

23. The Regt Sec is the first point of contact and responsible for administering all requests. On receipt of a request the Regt Sec is to collate all the relevant information and, if required, convene the AWC at the earliest opportunity.

Response Time

24. All applications for assistance will be administered without undue delay and where possible, will be considered by the AWC within 5 working days of initial receipt.

² CMS is a secure on-line electronic database used for all SSAFA welfare cases.

AWC Meetings

25. All AWC meetings must be chaired by the Chairman or Vice Chairman and must consist of at least three (3) members. If a decision is required but it is not possible to convene a physical meeting, the Chairman may choose to use the intranet (Email) to communicate with the other members of the AWC to discuss and decide on the best course of action to resolve the case.

Level of Grants

26. Each request for support will be considered on its particular merits and the level of grant approved will vary from case to case, however, the limit for a grant to one individual should not exceed £1000.00 per annum. If circumstances require further support over this limit the AWC Chairman must seek authority from the Chairman or Vice Chairman of Association Trustees before authorising additional funding.

Follow Up Action / Records

27. The AWC will consider all requests and are to deliberate, discuss and agree the most appropriate course of action to resolve requests for support. The Regt Sec is responsible for conducting the follow up action, maintaining confidential records of all decisions and keeping the relevant personnel informed.

General Considerations when Approving Grants

28. Whilst not exhaustive, the AWC members will consider the following points when assessing requests for welfare / benevolence support.

Additional Support

29. SSAFA will normally seek contributions from three sources to meet the full amount of funding requested: the RAPTIC, their previous cap badge (prior to transferring to the RAPTIC) and the RBL or ABF. The amount of financial support provided by other agencies towards the total amount requested will be a factor for the AWC when deciding on the Association contribution.

Full Employment

30. Applicants in full time employment will only be assisted in exceptional circumstances.

Loans and / or Outstanding Debts

31. Under no circumstances will the AWC authorise loans or assist with the repayment of personal loans.

Removals

32. Removal expenses will only be considered where the move is caused through ill health, bereavement or an enforced move due to Council re-location to more suitable accommodation.

Funeral Expenses

33. Funeral expenses are a legitimate and proper charge to the estate of the deceased. If the estate of the deceased Association member or spouse is likely to be insufficient to meet the funeral costs and close relatives are unable to contribute, the AWC will consider reasonable assistance in cases where a real need is established. Assistance can never be given towards the costs of headstones or other memorials.

Convalescence

34. Limited assistance towards convalescence or respite breaks may be given where it is certified by a medical practitioner that convalescence is essential for the maintenance of the patient's health and wellbeing, and it is not available through the NHS.

Holidays

35. There are various charity agencies that provide holidays for those in need of respite and the AWC will consider providing support for these breaks particularly for dependent children of Association members who are in need of respite.

Motor Vehicles

36. The AWC will consider providing assistance with the purchase and /or maintenance of motor vehicles for disability but usually only as an adjunct to the Government's Mobility Scheme.

Mobility Aids

37. The AWC will consider grants to offset the costs of Mobility Aids.³

Powered Wheelchairs or Scooters

38. Before consideration can be given towards the cost of providing powered wheelchairs or scooters, the AWC will insist on the following:

- a. Proof that Social Services have been approached to consider provision.
- b. An appropriate supportive medical certificate.
- c. A recommendation from an Occupational Therapist (OT).
- d. That the vehicle cannot be provided under statutory means or a Mobility scheme.

Modification to Owner Occupied Houses

39. In cases requiring modification to owner-occupied houses for the provision of disabled facilities, the AWC insist that Local Authorities be approached for a Disabled Facilities Grant (DFG). The AWC will need to see the response to such requests before it can consider what help can be provided. Help may be given if there is a shortfall in funding or if the delay in providing the facilities is considered excessive.

Clothing

40. Applications for assistance with the provision of clothing in cases of proven hardship will be considered.

Income Tax, Council Tax and Insurance

41. The AWC will not consider grants towards Income Tax and Insurance claims but may in exceptional circumstances, assist with a grant towards Council Tax arrears, however each case will be considered on its merits.

³ For Example: Wheelchairs, Stair Lifts, Special beds, Bath hoists, and Walk-in showers.

Rent and Mortgage Arrears

42. The AWC will consider support for rent and mortgage arrears and initial deposits on privately rented accommodation.

Heating, Lighting and Water Rates

43. Assistance towards heating, lighting and water rates may be given in cases of proven need. SSAFA will be requested to provide copies of invoices / bills.

Anticipated Bills

44. Grants towards anticipated bills will not be considered. Notwithstanding the fact that the AWC members are sympathetic to those on very low income, applicants will be expected to have made some effort to save for such expenses.

Telephones and other Communication Aids

45. Only in exceptional cases of isolation, infirmity or old age will assistance with telephones or other communication aids be given and then only if the DSS refusal to assist with provision is submitted with the request. Requests for payment of routine landline telephone bill arrears will be considered.

Property Repairs / Renovation / Decoration

46. Grants may be considered and approved for property repairs and/or decoration.

Residential and Nursing Home fees

47. The AWC are not in a position to provide grants for long term residential or nursing home care but will consider requests for support to cover shortfalls in initial fees for entry into care and / or residential homes.

Medical and Dental Fees

48. The AWC will not consider requests for assistance with payment of fees for private dental or medical treatment.

Legal Fees

49. The AWC will not consider requests for grants towards legal expenses however, it may consider assistance towards the costs of bankruptcy petitions in exceptional circumstances.

Household Items

50. The AWC will consider grants towards household items.

Notification of Death

General

51. The RAPTC Association places the utmost importance on the way it supports the families of those who have passed away. The Association accepts there is a responsibility placed on them for administering and processing the information received, quickly and with sensitivity and also to conduct subsequent dialogue / action as necessary,

Serving Members

52. For serving personnel, JSP 751 provides comprehensive information on the management of dead, wounded, detained, captured or missing personnel and the Joint Casualty and Compassionate Centre (JCCC) has a major role in the dissemination of details and information. Notification will be provided through the Chain of Command.

53. The Regt Sec will, where appropriate, inform the Association Trustees and Branch Chairmen and Secretaries of incidents affecting serving personnel.

Non-Serving Members

54. The Association must be involved at the earliest opportunity regarding the death of a non-serving member of the Association to avoid misinformation and confusion over the details. The Regt Sec is to liaise directly with the family to ensure the details are accurate and seek their permission before publishing any details.

Support for Bereaved

55. The Association places great importance on supporting the bereaved family of an Association member and will wherever possible endeavour to support family requests.

Process for Support to Bereaved Families

56. In order to coordinate the support for the bereaved family the following process should be used when an Association member passes away:

- a. Following the death, the family inform a member of the Association (This may be the Regt Sec, a Branch Secretary or an Association member).
- b. The contact details of the person dealing with the funeral are passed to the Regt Sec (this may be the widow / widower, a family member or a close friend).
- c. The Regt Sec confirms the individual served in the Corps, is eligible for support and informs the Corps Commandant and SMAA.
- d. The Regt Sec will contact the family to confirm the details and get their permission to inform the Association Branches, overseas contacts and publish the details on the Association Website.⁴
- e. The Regt Sec sends a condolence card on behalf of the Colonel Commandant and all members of the Association. (The Association Branches may also choose to send a bespoke Branch condolence card).
- f. The Regt Sec will liaise with the family and the local Association Branch Secretary regarding attendance at the funeral.⁵
- g. Non-serving members are not entitled to a military funeral, however, if requested by the family, the Regt Sec will endeavour to provide a uniformed presence at the funeral (this is not always possible and relies on serving RAPTCl's volunteering).
- h. The Regt Sec will also discuss with the family the inclusion of an obituary in the RAPTC annual Journal, 'The Mind, Body and Spirit'.

⁴ Funeral details, address for condolence cards and any donation requests (e.g. local hospice).

⁵ This may include parading the Branch Standard and providing a Corps Flag and Headdress for the coffin.

Garden of Remembrance

57. The RAPTC Association Garden of Remembrance (GoR) is situated within Fox Lines, Queen's Avenue, Aldershot. The GoR is maintained in accordance with the Army School of Physical Training (ASPT) maintenance contract and is closely monitored by the ASPT QM.

Deceased Members Ashes

58. The Ashes of deceased Members may be spread in the GoR. Families may also elect to have a named plaque mounted in the pergola within the Garden.⁶ Families who would like to spread ashes are to contact the Regt Sec to co-ordinate their visit to the Garden.

Visits

59. Association members and the relatives of those who have spread their ashes in the Garden are entitled to visit at any time but must liaise with the Regt Sec to co-ordinate the date and time of their visit.

Support for Widows / Widowers

60. The Regt Sec will keep a register of widows and widowers in order to maintain contact. Christmas cards will also be sent to the widows / widowers which will serve as a reminder that despite their sad loss they are still very much a member of the RAPTC Association family.

Operational Welfare Packs

Aim

61. The aim of an Operational Welfare Pack (OWP) is to boost the morale of members of the Corps who are serving on Operations and away from their families over long periods. Receiving an Operational Welfare Pack particularly at Christmas is uplifting, boosts morale and serves as a reminder that the Association has not forgotten them.

Distribution

62. The Regt Sec will liaise with HQ RAPTC regarding the distribution of OWPs to those members of the Corps who are serving on Operations. OWPs will be distributed at Christmas and summer.

Summary

63. The Association Trustees allocate funding on an annual basis to allow the AWC provide support to those Association members who have fallen on hard times. All requests for support will be considered and treated in total confidence. The level of financial support provided will be based on information gathered through SSAFA home visits and their assessment on the personal circumstances and financial situation.

⁶ The cost of the plaque will be borne by the family.

Terms of Reference Endorsement

These Terms of Reference were approved at the RAPTC Association Executive Board Meeting

Date: 15 September 2015

Location: HQ RAPTC

RAPTC Association Executive Board Chairman

Name: Brigadier J P S Donnelly CBE

Signature: (Original Signed)