



RESERVE FORCES AND CADET FORCE ADULT VOLUNTEER POLICY YEOVIL TOWN COUNCIL



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RESERVE FORCES AND CADET FORCE ADULT VOLUNTEER POLICY

1. Purpose

- 1.1 Yeovil Town Council recognises the valuable contribution made by members of the Reserve Forces and Cadet Force Adult Volunteers (CFAVs) and is committed to supporting employees who undertake these roles.
- 1.2 This policy demonstrates the Council's commitment under the Armed Forces Covenant and ensures that Reservists and Cadet Force Adult Volunteers are not disadvantaged as a result of their service. The Council recognises the value that serving personnel, Reservists, veterans, military families and cadet volunteers bring to both the workplace and the wider community.

2. Scope

- 2.1 This policy applies to all employees of Yeovil Town Council who are:
 - Members of the Royal Naval Reserve.
 - Royal Marines Reserve.
 - Army Reserve.
 - Royal Auxiliary Air Force.
 - Any other UK Reserve Force recognised by the Ministry of Defence.
- 2.2 This policy also applies to employees who serve as Cadet Force Adult Volunteers (CFAVs) with recognised cadet organisations.

3. Policy Statement

- 3.1 In accordance with the Armed Forces Covenant, Yeovil Town Council will:
 - Support employees who undertake Reserve service;
 - Ensure Reservists and Cadet Force Adult Volunteers suffer no disadvantage in employment because of their service commitments;
 - Support mobilisation arrangements when Reservists are called into military service;

- Promote understanding of Reservist and CFAV commitments amongst managers and councillors; and
- Recognise the skills, experience and leadership qualities developed through Reserve service and cadet volunteering.

4. Reservist and CFAV Notification

- 4.1 Employees who are members of the Reserve Forces or who act as Cadet Force Adult Volunteers should notify Human Resources (HR) as soon as reasonably practicable.
- 4.2 The Council will maintain confidential records to assist workforce planning and ensure appropriate support arrangements are in place.
- 4.3 Reservists are encouraged to permit the Ministry of Defence to provide Employer Notification confirming their Reservist status and outlining relevant rights and responsibilities.

5. Training Commitments

- 5.1 Reservists may be required to undertake regular military training throughout the year and attend an annual training camp. Training may include weekly training, weekend exercises and annual camps.
- 5.2 To support these commitments, Yeovil Town Council will:
 - Provide up to two weeks (10 working days) paid special leave per leave year for attendance at annual training camps;
 - Consider additional leave requirements using annual leave, flexitime, time off in lieu or unpaid leave where appropriate (subject to operational requirements and approval); and
 - Expect employees to provide as much notice as possible of training commitments.

6. Cadet Force Adult Volunteers (CFAVs)

- 6.1 Yeovil Town Council recognises the valuable contribution made by employees who volunteer with cadet organisations and supports those who help develop young people through cadet activities and training.
- 6.2 Cadet Force Adult Volunteers may serve with organisations including:
 - Army Cadet Force (ACF);
 - RAF Air Cadets;
 - Sea Cadets;
 - Combined Cadet Force (CCF);

- Volunteer Cadet Corps; and
- Other recognised Ministry of Defence-sponsored cadet organisations.

6.3 Volunteer roles may include:

- Cadet Instructor;
- Detachment Commander;
- Unit Commander;
- Training Officer;
- Duke of Edinburgh Award Leader;
- Welfare Officer;
- Adventure Training Instructor;
- Shooting Instructor;
- Civilian Assistant; and
- Administrative and Support Volunteers

6.4 The Council recognises that cadet volunteering develops valuable transferable skills including:

- Leadership and management;
- Coaching and mentoring;
- Teamwork and communication;
- Safeguarding awareness;
- Planning and organisation;
- Risk management;
- Problem-solving and decision-making; and
- Community engagement and civic leadership.

7. Leave for Cadet Duties

- 7.1 In support of the Council's Armed Forces Covenant commitments, employees who serve as Cadet Force Adult Volunteers may apply for up to 10 working days (two weeks) paid special leave per leave year to attend authorised cadet training camps, annual camps, instructor courses or other approved cadet activities.

8. Applying for Special Leave

- 8.1 Employees wishing to take paid special leave under this policy must submit a request to the Chief Executive/Town Clerk as soon as reasonably practicable and, wherever possible, at least four weeks before the start of the training activity, camp, course or event.

8.2 Applications should include:

- Dates of absence requested;
- Details of the training, camp, course or activity;

- Confirmation from the relevant Reserve Force unit or cadet organisation where available; and
- Details of any operational impact that may need to be considered.

8.3 The Chief Executive/Town Clerk will consider requests taking into account:

- The purpose of the activity;
- The Council's commitments under the Armed Forces Covenant;
- Service delivery requirements;
- Operational needs; and
- Any previous special leave taken during the leave year.

8.4 Employees will be notified of the outcome as soon as reasonably practicable.

8.5 Where a request cannot be fully accommodated through paid special leave, alternative arrangements may be considered including:

- Annual leave;
- Flexitime;
- Time off in lieu; and
- Unpaid leave.

8.6 Paid special leave entitlement under this policy is separate from an employee's annual leave entitlement and may only be used for approved Reservist or Cadet Force Adult Volunteer duties.

8.7 Unused special leave:

- Cannot be carried forward to a subsequent leave year;
- Has no cash value; and
- Cannot be exchanged for additional annual leave.

8.8 Special Leave Entitlement Summary

Activity	Paid Special Leave Entitlement
Reservist Annual Camp	Up to 10 working days per leave year
CFAV Annual Camp, Training Camp or Approved Course	Up to 10 working days per leave year
Mobilisation	Unpaid leave for duration of mobilisation (salary paid by the MoD)

9. Mobilisation

9.1 Where an employee receives notice of mobilisation they must inform HR immediately.

9.2 The Council will:

- Work positively with the employee and the Ministry of Defence to facilitate mobilisation;
- Fully support and accommodate mobilised deployment where required;
- Plan service delivery arrangements to minimise operational disruption;
- Maintain reasonable contact with the employee during mobilisation where appropriate; and
- Support the employee's successful return to work following demobilisation.

10. Employment During Mobilisation

10.1 During mobilisation:

- The Ministry of Defence becomes responsible for paying the Reservist's military salary;
- Yeovil Town Council will normally place the employee on unpaid leave for the duration of mobilisation;
- Continuous service will be preserved in accordance with applicable legislation; and
- Pension arrangements will be managed in accordance with Local Government Pension Scheme and Ministry of Defence requirements.

10.2 Where a Reservist's military pay and allowances are lower than their normal Council earnings during mobilisation, the employee may be eligible to apply to the Ministry of Defence for financial assistance known as a Reservist Award. The purpose of the award is to help ensure that eligible Reservists do not suffer a significant reduction in earnings as a result of mobilisation. Eligibility, entitlement and award levels are determined solely by the Ministry of Defence and may vary according to individual circumstances.

10.3 The Council will provide reasonable assistance in directing employees to relevant Ministry of Defence guidance and application processes but has no role in determining eligibility for, or payment of, a Reservist Award.

10.4 Prior to mobilisation, HR will meet with the employee to discuss:

- Pay arrangements;
- Pension arrangements;
- Annual leave implications;
- Any continuing benefits;
- Contact arrangements during mobilisation; and
- Return-to-work planning.

11. Protection of Employment

11.1 The Council recognises the statutory employment protections afforded to Reservists and will comply with its legal obligations regarding mobilisation and reinstatement.

11.2 The Council will not disadvantage any employee because of:

- Membership of the Reserve Forces;
- Participation as a Cadet Force Adult Volunteer;
- Liability for mobilisation; and
- Attendance at approved military or cadet training.

11.3 No employee will be disadvantaged in:

- Recruitment;
- Promotion;
- Training;
- Career development;
- Performance management; and
- Access to opportunities within the Council.

11.4 No employee will be dismissed solely because of their Reservist status or liability for mobilisation.

12. Return to Work

12.1 Following demobilisation, the Council will:

- Support employees returning to work;
- Arrange a return-to-work meeting with HR;
- Identify any training or professional development needs following absence;
- Recognise the skills and experience gained through military service;
- Provide appropriate workplace support during the transition back to civilian employment; and
- Comply with all legal obligations regarding reinstatement.

13. Where practicable, returning Reservists will be reinstated to their original post. Where this is not possible, the Council will seek to provide a suitable alternative post in accordance with its statutory obligations.

14. Wellbeing and Mental Health Support

14.1 Yeovil Town Council recognises that military training, mobilisation, deployment and cadet volunteering can place additional demands on employees and their families.

14.2 The Council is committed to supporting the wellbeing of Reservists and Cadet Force Adult Volunteers before, during and after periods of service-related absence.

14.3 Support may include:

- Welfare contact during periods of mobilisation where appropriate;
- Return-to-work wellbeing discussions;
- Access to the Council's wellbeing support arrangements;
- Occupational Health referral where appropriate;
- Reasonable workplace adjustments where supported by medical or occupational health advice; and
- Signposting to support available through the NHS, Armed Forces charities and veterans' organisations.

14.4 Managers should recognise that some employees returning from mobilisation may require a period of adjustment as they transition back to civilian employment. The Council will seek to provide a supportive environment where well-being concerns can be raised openly and appropriate support accessed at an early stage.

14.5 No employee will be disadvantaged for seeking support for physical or mental wellbeing issues associated with Reserve Forces service or cadet volunteering activities.

15. Related Employment Commitments

15.1 In accordance with the Council's Armed Forces Covenant commitments, Yeovil Town Council welcomes applications from veterans and guarantees an interview to veterans who meet the essential criteria contained within the person specification for an advertised post. Further details are contained within the Council's Recruitment and Selection Policy.

16. Responsibilities

16.1 Reservist and CFAV Employees

16.1.1 Employees are responsible for:

- Informing the Council of their Reservist or CFAV status;
- Providing notice of training, cadet activities and mobilisation commitments;
- Maintaining communication with the Council where reasonably practicable; and
- Complying with the special leave application process.

16.2 HR

16.2.1 HR is responsible for:

- Supporting Reservist and CFAV employees;
- Managing mobilisation and return-to-work arrangements;

- Providing advice on employment legislation and HR best practice relating to Reservists and Cadet Force Adult Volunteers; and
- Monitoring legislative changes affecting this policy.

16.3 Chief Executive / Town Clerk

16.3.1 The Chief Executive/Town Clerk is responsible for:

- Ensuring consistent application of this policy;
- Considering applications for special leave; and
- Ensuring the Council fulfils its commitments under the Armed Forces Covenant.

17. Monitoring and Review

17.1 This policy will be reviewed every five years, or sooner where changes to legislation, Ministry of Defence guidance, organisational requirements or the Council's Armed Forces Covenant commitments require amendment.

Yeovil Town Council
September 2026
To be reviewed: September 2031