BF/ICA/001

1 May 2022

**BRIEFING NOTE** - **INTELLIGENCE CORPS ASSOCIATION INCREASE IN BENEVOLENCE AND WELFARE PROVISION**

1. **Introduction.** In order to further enhance the Strong Corps Family, the ICA Trustees are introducing two new funds which will result in at least £750,000 of additional benevolence and welfare funding becoming available over the next 10 years. This briefing note will explain the background and scope of the new funds and how to access them.
2. **Current Levels of Support**. As a matter of course, and for many years, ICA has

provided a broad suite of support to members (which will continue) including, but not limited to, the following:

* + Financial support to referred welfare and benevolence cases.
  + Financial support to Sports and Adventure Training.
  + Financial support to team building events.
  + Financial support to the ICA Regional Secretaries to support regional events.
  + Production of The Rose and the Laurel annual journal.
  + Operating the Corps shop.
  + Maintaining the Corps website.
  + Support to Corps Day activities worldwide.
  + Annual supplement to Commanding Officers’ Public Fund (COPF).
  + Support to memorials and parades (including the Cenotaph and NMA).
  + Support to Corps History and Heritage (including a stipend to the Corps Museum).

1. **Context.** Two events have resulted in additional funds being made available to ICA; one was the very generous benevolence bequest of £431,986.31 left by Lt Col Norman Svendsen in July 2018 when he passed away;[[1]](#footnote-1) the second has been the accumulation in the value of the ICA fund, due to good stewardship of investments and to the inability to spend all income over the Covid pandemic, resulting in an ‘excess’ of funds accruing. There were other contributary factors leading to the happy position of being able to disperse further funds, which are explained in the ICA Benevolence Strategy paper[[2]](#footnote-2).
2. **The New Funds.** The ICA Trustees, acting on the recommendations of the Benevolence Policy[[3]](#footnote-3) and Benevolence Strategy papers, agreed to two new funds to be in place by Corps Day 2022 (16 Jul 22). The funds will be known as the Svendsen Benevolent Fund (SBF) and the New Purpose Fund (NPF). Both funds will be available to ICA ‘Full Members’ (serving or retired), ‘Associate (Next of Kin) members’[[4]](#footnote-4) and their immediate families.
   1. **The Svendsen Benevolent Fund**. The SBF will cover the cost of respite

accommodation for qualifying members and their families up to a total maximum amount of £43,000 a year. Further detail, including qualifying criteria and how to apply are at Annex A. It is envisaged that the SBF will remain available for at least 10 years.

* 1. **The New Purpose Fund**. The NPF provides a ring-fenced sum of £350,000 to

be released equally over 10 years for the benefit of qualifying members. Full details, including qualifying criteria and how to apply are at Annex B. As the name suggests, the NPF will enable ICA to fund some previously unfunded welfare areas, and enable increased funding levels to those already in place, to include:

* + - Cost of carers
    - Personal Development
    - Support for Spouses
    - Annual Stipends
    - Cost of Living Support - Fuel and Light
    - Duke of Edinburgh’s Award Scheme

1. **General Provisions**. In accordance with ICA Rules and Byelaws,[[5]](#footnote-5) all decisions

regarding the level of funding to individual cases will rest with the ICA Benevolence and Grants Committee,[[6]](#footnote-6) or referred to Trustees if necessary. Serving soldiers and officers will require to have applications endorsed by the Chain of Command; retired members may be referred by Regional Secretaries or recognised third parties.

1. **How to Apply**. Application Forms for both funds are easily available through the

following:

* ICA Website (roseandlaurel.uk)
* Regional Secretaries
* Unit HQs
* HQ ICA, either 01462 2297, or by email [ica\_hq@roseandlaurel.uk](mailto:ica_hq@roseandlaurel.uk)

1. **Summary**. ICA Trustees have spent considerable time determining the most

appropriate and beneficial way of releasing funds for wider and better welfare support. It is very much hoped that the SBF and NPF will see both immediate and long-term benefit to our members. I urge you to apply for support if you think that you, your family, or your comrades might benefit.

Colonel (retired) Nick Fox OBE

Deputy Colonel Commandant

Chair, ICA Trustees

Annexes:

1. Guidance for use of the Svendsen Benevolent Fund.
2. Guidance for use of the New Purpose Fund.

Annex A To

BF/ICA/001

Dated 1 May 22

**THE SVENDSEN BENEVOLENCE FUND - RESPITE BREAKS**

**Introduction**

1. The Intelligence Corps Association was left a generous bequest of over £430,000 by Lt

Col (Retd) Norman Svendsen[[7]](#footnote-7) to be used for Benevolence purposes. Trustees agreed that the Svendsen Benevolence Fund (SBF) should be used to fund respite breaks.

**Concept**

1. Approximately £43,000 will be made available each year to service the SBF; this should

ensure a funding stream for at least 10 years, and possibly longer.

1. The purpose of the SBF is to promote health, well-being and mental fitness by funding the

accommodation charges of respite breaks for qualifying members seeking to de-stress, rehabilitate or just needing time away. As these health issues can affect anyone and are no respecter of rank or status, the SBF is open to all, irrespective of rank or length of service.

**Qualifying Criteria**

1. Trustees wish to make the SBF as accessible as possible, so the qualifying criteria are

broad ranging. SBF grants are open to Full and Associate (Next of Kin) ICA members and their immediate families.

1. Members fulfilling any of the criteria below, or other similar conditions, may request SBF grant:

* Post-deployment or operational induced fatigue.
* Recovery from injuries linked to operational service.
* Work-related stress.
* Requirement for decompression after a deployment or a particularly intense period at work.
* Families needing time to reacquaint after extended periods of separation.
  + Family applications should normally be limited to the immediate family unit (applicant, partner, dependent children).
* Those acting as carers who need a respite break.
* Recovery after a long illness, surgery or other treatment.

**Limitations**

1. The length of respite breaks would normally be up to a week, although longer stays will

be considered on a case-by-case basis. It would be unusual for more than one SBF-funded respite break to be authorised for applicants each year.

1. Within the limits identified at para 12 below, meals included in the booking price will be

considered as included in the grant.

1. Applicants will usually be responsible for their travel costs and appropriate insurance,

although in cases of demonstrable need, transport to and from the accommodation may be

subsidised by ICA.

1. The accommodation should be in the UK, except if applicants live or work abroad, in

which case the accommodation may be in the country where they are domiciled.

1. Serving personnel should expect to take Individual Leave Allowance to benefit from SBF

-funded breaks.

**Allowable Rates**

1. As prices of accommodation are subject to market fluctuations, it is difficult to

provide hard and fast ‘rates’ which may be subject to seasonal change. The following should be taken as a guide:

* 1. For one person: up to £100 per night.
  2. For couples: up to £125 per night.
  3. For families: dependent on the number of rooms required, but for a week usually

up to a total of £1250 for two rooms and £1500 for three rooms.

1. Applicants would normally be expected to make a 10% contribution to the overall costs.

**Process**

1. A case is to be made on the Grant Application Form (Enclosure 2) and sent to the

ICA Grants Committee for consideration. A clear articulation of why the applicant would benefit from SBF support should be included.

1. Serving applicants will need endorsement from their Chain of Command. Other

applicants (e.g. retired personnel, Associate (Next of Kin) members) may apply directly, but where they have been referred by a Regional Secretary or recognised third-party organisation (to include SSAFA, RBL, ABF, another ICA member), the Regional Secretary or third party should comment appropriately.

1. The applicant should identify suitable accommodation and provide a link to the

accommodation in the application form; this should also include the anticipated cost. Note: it is advised that *booking.com* or a similar application is used.

1. The ICA Grants Committee will consider the request and inform the applicant of the

decision. If the application is not supported a reason will be given. If supported, ICA staff will make the booking and inform the applicant.

1. Each application will be considered on a case-by-case basis.
2. Based on the application for funding, final decisions will rest with the Grants Committee.

In cases where the Grants Committee is split in its decision, the application will be referred to Trustees for arbitration.

1. After-action: The applicant is to confirm to ICA the accommodation was used. A

Voluntary short written report may be included by the applicant.

**Conclusion**

1. The SBF is there to be used but is a limited annual resource. The stronger the

benevolence/welfare case the more likely applications will be supported. The Corps Secretary, as chair of the Grants Committee, is contactable for advice in all cases.

Enclosures.

1. Bio of Lt Col NK Svendsen
2. Grant Application Form

Enclosure 1 to

Annex A to

BF/ICA/001

Dated 1 May 22

**Lieutenant Colonel Norman Kristian Svendsen TD\*\*\* BSc(Econ)**

Norman Svendsen had a very full career as soldier and civil servant. He was born in Liverpool on 12 April 1929. His father was a Danish national who ran a wire rope factory in Liverpool. In 1947 he applied for a civil service commission as an Executive Officer, but in January 1948 was conscripted into the army as a national serviceman at 85 Primary Training Centre in Ballymena. The following month he was sent to the Intelligence Corps Depot at Maresfield and on completion of his training was posted to the Western Command Intelligence Unit in Chester. From 1948 to 1949, he served in various detachments until he was demobilised in December 1949. On 1 January 1950, he started work for the Board of Trade where his role covered finance, statistics and promotion of exports. The following month he joined the lntelligence Corps (TA) and was posted to 134 Field Security Section (FSS) at the Duke of York's Headquarters in Chelsea. In 1954, he was commissioned and posted to 135 FSS, which was also located in Chelsea, before transferring to the Travel Control Security Group in Hampstead.

By September 1960 he had married June, a civil servant in the Admiralty, been promoted to Higher Executive Officer (HEO) and posted to Singapore where he worked in the Office of HM Commissioner General for South East Asia. His duties there were to act as a point of contact with the UK High Commission in Kuala Lumpur. He also found time to join the Singapore Volunteer Corps, but he was short-toured and moved to Karachi as Assistant Trade Commissioner. In 1964, he returned to the Board of Trade's Commercial Relations and Exports Department where he was involved with trade relations with Germany and Eastern European countries. In 1966, he was promoted to SEO and headed a small secretariat dealing with the granting of loans. On the military side, he also joined the Pool of Technical Intelligence Staff Officers (TISO), which was controlled by the Intelligence Corps Depot in Ashford. Here he rose to Lieutenant Colonel and was a regular attender at 22 Intelligence Company in Handel Street, London. In 1972, he was posted to the MoD and appointed Assistant Director in the Defence Sales Department. His remit covered large areas of South East Asia and involved working closely with UK manufacturers. By October 1980, he had risen to Senior Principal in the Contracts Department handling air electronics purchases. He retired from the Civil Service in 1989 but remained with the TA until 1994.

In 1990, he reverted from Lieutenant Colonel to Major and was appointed to command 22 Intelligence Company (TA) until 1994 when he handed over his command. During his TA service, Norman Svendsen attended the American Language Training Facility in Salt Lake City and graduated as a Russian Interpreter. As he subsequently discovered, teetotal Mormons dominated Salt Lake City; however, Norman and his British fellow language student, managed to track down a liquor store and stocked up on booze - purely for medicinal purposes, of course. The landlady of their boarding house was very understanding because, as she explained, her aunt 'had had a drink problem as well!'

During his service Norman was awarded the Territorial Efficiency Medal and accumulated no fewer than three TD clasps. He retired from the TA on 11 April 1994 and was restored to the rank of Lieutenant Colonel. In retirement, he studied ancient Greek as a hobby. He died on 6 Jul 2018. His funeral was held on Wednesday, 1 August 2018, at the Northeast Surrey Crematorium in Morden, Surrey, and attracted a large congregation of friends and colleagues. A widower, he had no immediate surviving family, and in consultation with this life-long friend and Corps and ICA member, Ken Heffernan, made this generous bequest to ICA.

Enclosure 2 to

Annex A to

BF/ICA/001

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**ICA Svendsen Benevolent Fund Grant Application**

Double click on the icon below



Annex B To

BF/ICA/001

Dated 1 May 22

**THE NEW PURPOSE FUND**

**Introduction**

1. It has been agreed by Trustees to ringfence £350k of investment funds for the New Purpose Fund (NPF). A number of fresh initiatives, detailed below, have been identified which will be managed through this fund. The NPF directly complements the ethos and direction of the Corps’ Vision and Plan.[[8]](#footnote-8)

**Concept**

2. Of the £350k being ringfenced, £35k per annum will be released to service the NPF; this will see an assured funding stream for at least 10 years, and possibly longer. This funding stream is to be used to cover the costs of a wide range of enhanced benevolence and welfare initiatives for qualifying members and their families.

3. The concept is broad-ranging, and includes, but not limited to the seven recognised charitable effects outlined in the Army Charities Policy[[9]](#footnote-9): *benevolence and relief of hardship; welfare, health and wellbeing; strengthening esprit de corps; employment, education and training; sport and Adventurous Training (AT)[[10]](#footnote-10); preserving and presenting heritage; and engaging and inspiring young people.*

**Qualifying Criteria**

4. Trustees wish to make the NPF as accessible as possible within bounds to all Full and Associate (Next of Kin) Association members and their families. The criteria are wide-ranging and includes:

* **Carer’s Support** - for members or their next of kin providing individual care support to family members. This is likely to form short-term financial support until circumstances of long-term care are resolved at a local level. In cases when ‘respite break’ support is required, applications should be made through the Svendsen Benevolence Fund.
* **Personal Development** - non-academic education courses for serving and retired. Applicants would normally be expected to make a 10% contribution to the overall costs.
* **Support for Partners**[[11]](#footnote-11) - to include, but be limited to, educational training opportunities to enhance employability.
  + Applicants would normally be expected to make a 10% contribution to the overall costs.
* **Annual Stipend** - for those in financial need and facing fiscal hardship.
* **Fuel and Light** - emergency financial support for those in need.
* **Duke of Edinburgh’s Award Scheme** - financial support for a dependent of an Association member[[12]](#footnote-12).
  + Applicants would normally be expected to make a 10% contribution to the overall costs.
* **Support to our Cadet Affiliations**.
* **Worldwide Affiliations** - Enabling closer ties with Intelligence Corps affiliations via benevolence projects such as support to the Commonwealth War Graves Commission or similar commemorative initiatives.

5. The NPF grant is only open to current Full and Associate (Next of Kin) ICA members and their immediate families. The grant application form is at Enclosure 1.

6. Grant applications from serving personnel will require Chain of Command support before being forwarded to the Grants Committee.

7. Other applicants (e.g. retired personnel, Associate (Next of Kin) members) may apply directly or be referred by a Regional Secretary or known third party (to include SSAFA, RBL, ABF, another ICA member).

**Process**

9. The following process should be followed:

a. Serving applicants fill in the grant application form and forward it to ICA through the Chain of Command. The request should highlight in detail the NPF initiative being requested with the Chain of Command’s full support.

b. Other applicants may apply directly, but where they have been referred by a Regional Secretary or third-party organisation, the Regional Secretary or third party should comment appropriately.

c. The ICA Grants Committee will consider the request and inform the applicant of the decision. If the application is not supported a reason will be given.

d. Within financial bounds, and an assessment of reasonableness, the Grants Committee will confirm suitability to the applicant.

**Limitations**

10. Based on the application for funding, final decisions will rest with the Grants Committee. In cases when the Grants Committee is split in its decision the application will be presented to the Trustees for arbitration.

11. The NPF is there to be used but is a limited financial resource. The stronger the benevolence/welfare case the more likely applications are to be supported. The Corps Secretary, as chair of the Grants Committee, is contactable for advice in all cases.

Enclosure:

1. Grant Application Form

Enclosure 1 to

Annex B to

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Dated 1 May 22

**ICA New Purpose Funds Grant Application Form**

Double click on the icon below

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1. The full amount of the Svendsen legacy was not clear until all aspects of his Will had been administered; this was 21 Oct 20. [↑](#footnote-ref-1)
2. ICA Benevolence Strategy BF/ICA/001 dated Dec 21. [↑](#footnote-ref-2)
3. ICA Benevolence Policy BR/ICA/001 dated Oct 21. [↑](#footnote-ref-3)
4. Full and Associate (Next of Kin) membership are defined in the Constitution. [↑](#footnote-ref-4)
5. Rules and Byelaws adopted 03 Dec 20. [↑](#footnote-ref-5)
6. Chaired by the Corps Secretary, with members: the Corps COS, Corps SM and a WO or SNCO from Templer Coy. [↑](#footnote-ref-6)
7. Norman Svendsen biography at Enclosure 1. [↑](#footnote-ref-7)
8. Intelligence Corps Vision and Plan 2022 - 2025. [↑](#footnote-ref-8)
9. AGAI 100, Part 1, para 100.005. [↑](#footnote-ref-9)
10. Financial support to Sport and AT is covered separately by ICA. [↑](#footnote-ref-10)
11. This support should complement a number of schemes in place across the Service Charities Sector such as the Army Families Federation Training initiative: <https://aff.org.uk/advice/employment/training/> [↑](#footnote-ref-11)
12. Financial support for a dependent on average will vary from: £100 for Bronze, £250 for Silver and £500 for Gold awards. [↑](#footnote-ref-12)