

**ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COMMUNITY PLANNING PARTNERSHIP**

MINUTES OF THE COMMUNITY PLANNING STRATEGIC PARTNERSHIP (CPSP) MEETING HELD IN COMMITTEE ROOM, BANBRIDGE CIVIC BUILDING, BANBRIDGE CIVIC BUILDING, BANBRIDGE ON THURSDAY 8 FEBRUARY 2018 AT 10.00AM

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PRESENT: Armagh City, Banbridge Craigavon Borough Council Roger Wilson (Chair)

OFFICIAL PARTNERS: Aldermen  
Junior McCrum

Councillors

Seamus Doyle  
Kevin Savage

Julie Flaherty

EANI  
Health Board  
Invest NI  
Libraries NI  
NIFRS  
NIHE  
PSNI  
SHSCT  
Tourism NI

John Unsworth (Vice Chair)  
Louise McMahon  
Ethna McNamee  
Adrienne Adair  
Lloyd Crawford  
Elma Newberry  
Sergeant Billy Stewart  
Gerard Rocks  
Stephen Bill

APOLOGIES: CCMS Gillian McGrath  
Invest NI Bill Scott  
NIHE Catherine McFarland  
NIHE Clark Bailie  
PHA Colette Rogers  
PHA Edmond McClean  
PSNI Chief Inspector Bernard O'Connor  
SHSCT Paul Morgan  
Sport NI Willie Devlin  
Tourism NI Rosemarie McHugh

IN ATTENDANCE: Mike Reardon, Strategic Director (People)  
Sharon O'Gorman, Strategic Director (Position)  
Elaine Gillespie, Head of Department: Community Planning  
Nicola Wilson, Head of Department: Economic Development  
Jennie Dunlop, Community Planning Manager  
Michelle Markey, Community Planning Officer  
Jennifer Doak, Statistician  
Patricia McParland, Democratic Services Officer

## **1. WELCOME AND APOLOGIES**

### **1.1 Apologies**

NOTED: apologies were received and accepted from Gillian McGrath CCMS, Bill Scott Invest NI, Colette Rogers PHA, Edmond McClean PHA, Chief Inspector Bernard O'Connor PSNI, Paul Morgan SHSCT, Willie Devlin Sport NI and Rosemarie McHugh Tourism NI.

### **1.2 Welcome**

Roger Wilson welcomed everyone to the second meeting of the Community Planning Strategic Partnership. He added that council was leading the process but was not in charge of it and in order to have meaningful conversations partners needed to be open and honest.

**NOTED.**

## **2. MINUTES FROM PREVIOUS MEETING**

### **2.1 Approve Minutes from Previous Meeting**

Minutes of the Community Planning Strategic Partnership (CPSP) meeting on 8 November 2017.

**AGREED:** that the minutes of the Community Planning Strategic Partnership (CPSP) meeting on 8 November 2017 having been previously circulated be confirmed and signed as a correct record.

### **2.2 Adopt Revised Terms of Reference**

Adopt terms of reference Community Planning Strategic Partnership (CPSP).

**AGREED:** to adopt Terms of Reference for the Community Planning Strategic Partnership (CPSP).

## **3. SKILLED ECONOMY AND ENTERPRISING ECONOMY ACTION PLAN**

### **3.1 Presentation from Jennie Dunlop**

Jennie Dunlop went through the report elaborating briefly on the following points:

- Skilled and Enterprising Economy Action Plan Approach
- Further Opportunities for Partners to Participate in Action Plans
- Evaluation Feedback
- Agreeing an Approach to Community Planning for the Borough
- Agreeing a Process for Action Planning for the Borough

Elaine Gillespie added that whilst the process seemed very prescriptive, it was important to have harmony and to be cognisant of the need for flexibility. As far as possible the process would be followed, but if there was a need to step outside it this could be done.

*Lloyd Crawford joined the meeting at 10.21 am.*

Further discussion ensued during which Jennie Dunlop explained that the action plan was dynamic in nature, and would be revised in light of ongoing research and community engagement.

It was felt that whilst the partnership could be criticised for taking so long to develop the plan, care had to be taken to ensure that the right partners were included. There were more than 40 people involved in the process in total.

**NOTED.**

### **3.2 Presentation from Ethna McNamee and Nicola Wilson**

Ethna McNamee and Nicola Wilson went through the Skilled Economy and Enterprising Economy Action Plan, elaborating briefly on the following points:

- Skilled Economy Actions

*Councillor Flaherty joined the meeting at 10.33 am.*

- Enterprising Economy Actions

Roger Wilson explained that this was not about replacing the plans that organisations had in place but was about having an umbrella plan which worked alongside others.

**NOTED.**

### **3.3 Group Discussion**

Elaine Gillespie stated that the Action Planning process had not always been easy but it worked well. It had been difficult as people had not been confident enough to take the lead in actions, but she explained that an action co-ordinator was not responsible for delivery but for co-ordinating each action. She also advised that as not every partner will be able to participate in every Thematic Action Plan Team, there would be an opportunity for all partners to feed into each action plan at the Community Planning Strategic partnership meeting.

*A breakout discussion took place between 10.45 am and 11.07 am.*

*Councillor Doyle retired from the meeting at this juncture.*

Nicola Wilson gave feedback following group discussion and the following points were noted:

- Skills fairs in Libraries
- Broadband
- Intergenerational Work
- PSNI and Ambulance Service already provided work experience for young people
- There were more than 400 volunteers who provided help in the care area
- Business in Community
- Enterprise Grant
- Workshops / events in Libraries

Ethna McNamee gave feedback following group discussion and the following points were noted:

- Linkages identified which had not been seen before
- Do not ignore public sector
- In Republic of Ireland Life Sciences drive innovation

- Link to Ambassador role
- Hospitality sector – need to create mind-set of good opportunities
- Work experience opportunities around the table – need to share and make commitment
- Fuel poverty in older people – retrofit older houses with heating to combat this
- Strong construction sector / social enterprise

Elaine Gillespie added that one of the actions in the action plan was for partners to lead by example, and so if partners were happy, Officers could liaise with their respective Human Resources Departments in relation to work experience opportunities.

Further discussion ensued where it was noted that a Skills Refresh course which would bring skilled people back into the workforce would be extremely beneficial.

Roger Wilson noted the discussion points and asked if partners were happy to sign off on the Action Plan, stating that points raised could be built in and circulated to partners for comment within week. If no feedback was received it would be approved.

**AGREED:**

- To approve Community Planning Approach and Process
- To approve the Skilled Economy and Enterprising Economy Action Plan subject to any further comments from partners.

#### **4. PERFORMANCE MANAGEMENT FRAMEWORK**

##### **4.1 Verbal Update from Agenda Item 4 Report**

Elaine Gillespie went through the report elaborating briefly on the main points of the Performance Management Framework.

**NOTED.**

##### **4.2 Presentation from Jennifer Doak**

Jennifer Doak went through the report elaborating briefly on the following points:

- Outcomes Based Approach
- Performance Measures
- Report Card

She explained that it was proposed to work with the Action Coordinator to set performance measures for each action in the plan. It is important to have some consistency across all the action plans and to measure only what was necessary to determine impact.

Some discussion ensued following which Roger Wilson asked if partners were happy to approve. All confirmed that they were.

**AGREED:** that the Community Planning Team further develop the Partnership's Performance Management Framework through the Skilled and Enterprising Economy Action Plan, for the consideration of the partnership at a later meeting.

*Nicola Wilson retired from the meeting at 11.31 am.*

#### **5. ENGAGEMENT AND COMMUNICATIONS WORKING GROUP**

## **5.1 Report for decision Agenda Item 5 Report**

Jennie Dunlop went through the Report.

Some discussion ensued and it was noted that some partners had limited resources which meant it may be more difficult for them to assist. This was acknowledged by Officers who explained that they did not want the process to become onerous.

All partners were happy to agree the recommendations.

### **AGREED:**

- that an external provider be appointed to undertake a desktop review of Good Practice in relation to Community Engagement in Community Planning, subject to approval of the appropriate budgetary allocation by Council
- that where possible, partners assist with section 75 focus groups through their existing engagement mechanisms
- that partners nominate a representative from their organisation to participate in the Communications Working Group to develop a promotional video for the Community Plan

## **6. GOOD PRACTICE LINKS**

### **6.1 Item for Information – Verbal Update – Jennie Dunlop**

*Councillor Savage retired temporarily from the meeting at 11.40 am.*

Jennie Dunlop explained that the Community Planning process had been ongoing in Scotland for the last 10 years and that a link was already in place with Highland Community Planning Partnership and an invitation had been extended for three volunteers from this partnership to attend a trip from 19 to 22 March 2018. The draft itinerary included attendance at a board meeting, Local Community Partnerships and Community Engagement.

Some discussion ensued where it was confirmed that the cost of this trip would be met by Council, but if partners were in a position to reimburse Council, this would provide a saving. Some partners felt that it may be beneficial to have a better idea of what was planned for the trip before deciding if it would be worthwhile. Officers advised that at the moment the itinerary was in draft and so efforts could be made to accommodate any specific requests.

Details of the trip would be e-mailed to all partners and if more than three were interested, names would be drawn at random.

**NOTED.**

## **7. PROGRAMME OF WORK**

### **7.1 Presentation on Programme of Work**

Elaine Gillespie went through the Programme of Work elaborating briefly on the main points.

*Councillor Savage returned to the meeting at 11.43 am.*

**NOTED.**

## **8. FURTHER OPPORTUNITIES FOR COLLABORATIVE WORKING**

### **8.1 Item for decision Verbal Update**

Elaine Gillespie explained that this was the second meeting of the partnership which had commenced with inclusion of the statutory members which were stated in legislation. It was important to include additional partners that might be required to sit on the Community Planning Strategic Partnership and it was hoped to engage an external facilitator at the next meeting of the partnership in May to agree a process for this.

All partners were happy with this suggestion.

**AGREED:** to engage an external facilitator and to develop process for inviting additional partners to the Community Planning Strategic Partnership.

### **8.2 Presentation from Elaine Gillespie**

Elaine Gillespie went through the Powerpoint Presentation on Council's Draft Corporate Plan elaborating briefly on the following points:

- Challenges
- Development / format of Corporate Plan
- What this looks like
- Summary of Our Commitments
- Next steps

Roger Wilson added that the Corporate Plan was now in open consultation and encouraged partners to give feedback.

**NOTED.**

## **9. ANY OTHER BUSINESS**

### **9.1 Governance Arrangements**

Jennie Dunlop explained that now that formal governance arrangements were in place, Officers wanted to make sure that the relevant people were getting the correct information. She would be circulating e-mails in the coming weeks.

**NOTED.**

### **9.2 Participatory Budgeting Workshops**

Gerard Rocks advised that a number of workshops were being held in relation to Participatory Budgeting. Jennie Dunlop advised that she was aware of these and would circulate details.

**AGREED:** that details of Participatory Budgeting workshops be circulated.

### **9.3 Pensioners Parliament**

Elaine Gillespie advised that Officers had been approached by the Age Sector Platform in relation to holding a Pensioners Parliament event. Details would be circulated when the date was confirmed.

**NOTED.**

**10. DATE OF NEXT MEETING**

The next meeting would take place on 10 May 2018, venue to be confirmed.

The business having been completed, the meeting concluded at 12.06 pm.

**NOTED.**