

Skilled and Enterprising Economy Thematic Action Planning Team Terms of Reference

CONTEXT

Connected: A Community Plan for the Armagh City, Banbridge and Craigavon Borough 2017-2030 is the overarching strategic plan. It contains a long term vision and aspirations for the borough whilst providing a framework for other strategies and plans. We have agreed nine long-term outcomes arranged under the strategic themes of Community, Economy and Place. A number of Thematic Action Planning (TAP) teams will be formed to develop, implement and monitor thematic action plans to ensure they are contributing to their relevant outcomes.

Thematic Action Planning (TAP) Teams

The key role of the Thematic Action Planning Teams is to agree collaborative actions that contribute to realising the long-term outcomes in the community plan. The action plans will focus on actions/activities where partners can achieve more by working together.

A number of teams will be convened based on each of the long-term outcomes, and where a close strategic link has been identified between outcomes these will be progressed through a single action plan. Table one below outlines the proposed TAP teams.

Strategic Theme	Thematic Action Planning Team	Chair	Council Lead
Community	Healthy	Health Partners (TBC)	Mike Reardon
	Confident and Welcoming	Billy Stewart – PSNI	Seamus McCrory
Economy	Skilled and Enterprising	Ethna McNamee – Invest NI	Nicola Wilson
	Tourism Economy	Stephen Bill – Tourism NI	Brian Johnston
Place	Creative	TBC	Brian Johnston
	Revitalised and Enhanced	TBC	Therese Rafferty

TAP Teams deliverables

A longer term goal for community planning is for joint planning and delivery of services for the borough. Action plans will be for a two-year period, and initially will aim to contribute to short-term outcomes in each thematic area through increased collaborative actions. The Skilled and Enterprising Economy TAP Team has identified that relationships between members will be essential to achieve our outcomes.

There are four key deliverables for each team

1. Develop clear, achievable and measurable shared action plans to cover a two-year period
2. Consult with stakeholders and promote involvement of Section 75 groups in this process
3. Implement performance management framework including review
4. Ensure cross-cutting themes of **equality, connectivity** and **sustainability** are integral to the action plans

SKILLED AND ENTERPRISING ECONOMY THEMATIC ACTION PLANNING (TAP) TEAM

Vision and outcomes

The **vision** for the Economy theme in the community plan is:

We are an internationally renowned destination – our competitive industries, productivity and outward facing economy provides the global platform to attract, develop and maintain talent, investment and high growth opportunities.

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This team will work towards the skilled economy and enterprising economy long-term **outcomes** in the community plan:

Skilled Economy - *People are better equipped to take full advantage of the opportunities provided by our dynamic economy.*

Enterprising Economy - *Our borough is a centre of excellence for entrepreneurship, innovation and investment.*

We have adopted the following **principles** to guide our work:

- Honesty and trust, Mutual respect and understanding
- Open and honest communication with a willingness to really listen to 'people' and what they think is important to them and their community
- Willingness to deliver
- Collaboration not just cooperation
- Responsiveness

Membership

The teams will be operational and therefore membership will consist of statutory partners and other relevant partners from public, private and voluntary sector. Wider community engagement on the themes will happen in a parallel process. The Thematic Action Planning Team structure will be subject to review by the Community Planning Strategic Partnership. Membership attached at appendix 1.

Roles and Responsibilities

Invest NI is the statutory lead for this team and will be co-chaired by Ethna McNamee, Invest NI and Nicola Wilson, Armagh City, Banbridge and Craigavon Borough Council. All members are required to demonstrate commitment and be willing to contribute to collaborative working.

All team members

Each team member will support the progression of the community plan by:

- Participating in action planning teams/working groups to deliver on the community plan
- Work with team members to identify actions, develop and agree action plans and ensure delivery against planned outcomes
- Taking a lead in actions when required
- Carrying out allocated tasks as agreed at meetings
- Contribute to effective community engagement in the development and implementation of action planning
- It will be the responsibility of each team member/organisation to engage with stakeholder groups within the borough. The participation and views of stakeholder in shaping action plans will ensure they are responsive and reflect local needs.
- To promote inclusivity teams will identify hard to reach groups and identify appropriate methods of engagement.
- Collecting data for performance management
- Develop relationships across the borough to foster collaborative working
- Each partner will be responsible for gaining the necessary approvals from their own organisation.

The Co-Chairs – Ethna McNamee, Invest NI and Nicola Wilson, Armagh City Banbridge and Craigavon Borough Council

The chairs will have additional roles to those outlined above these include:

- Chairing meetings
- Agreeing agendas
- Allocating/reviewing/co-ordinating work between meetings
- Ensuring each action is attributed to an owner
- Ensuring the development and delivery of the Thematic Action Plans within the agreed timeframe
- Ensuring that the group reports on progress at designated intervals
- Reporting back to partnership (Statutory Lead)

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- Agreeing and reviewing performance management
- To pass information about upcoming activities, opportunities to have your say and successful projects to the relevant communications lead
- To ensure they and their members are maintaining good communication practice in accordance with this Protocol.

Action Co-ordinators

The key responsibilities of an Action Coordinator include:

- Coordinate the contributions of identified partners to define and agree the performance measures and the involvement of each identified partner towards the action.
- Act as a key point of contact for the chair of the thematic action planning team in relation to that action and collate reporting on progress of the action for the chair using the performance measures identified.
- To ensure information is made available to the Chair of their action planning team in a timely manner.
- The chairs of each thematic action planning team will collate and report progress on outcomes to the Community Planning Strategic Partnership.

Community Planning Team

The community planning team will have additional roles to those outlined above these include:

- Driving community planning across all service areas in council
- Providing action planning process and advisory role to community planning partners
- Supporting an evidence informed approach through provision of baseline data, engagement tools and performance management framework
- Convening action planning meetings
- Administration
- Providing and advising on templates and screening
- Establishing and facilitating the process
- Ensuring consistency/co-ordination between working groups
- Sense checking
- Coordinating and publishing a performance review every 2 years
- Thematic Action Plan Resource Pack.

Conflict of Interest

This is an open and transparent process and documentation in relation to the TAP Team will be publicly available. Conflicts of interest may arise during the action planning process. It is the responsibility of team members to identify any potential conflict and to declare it to the Chairs. Any conflict of interest will be recorded in the minutes.

Timeframe

It is envisaged that the development of the action plans will require approximately four meetings over a 12-week period. The TAP teams will implement the action plans once they have been approved by the Community Planning Strategic.

Workshop	Date	Time	Venue
Workshop 1	Wednesday 13 th September	9.30am – 1pm	Bleary Business & Community Centre
Workshop 2	Tuesday 26 th September	2pm - 5pm	Bleary Business & Community Centre
Workshop 3	Tuesday 24 th October	2pm - 5pm	Lakeview 2, Craigavon Civic Centre
Workshop 4	Wednesday 15 th November	9.30am – 1pm	Civic Building, Banbridge

Reporting Arrangements

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TAP teams are accountable to the Community Planning Strategic Partnership (CPSP). Implementation will also be subject to approvals of the CPSP. A consistent and concise reporting template will be developed to support the gathering of information for each of the six action plans. The partnership will report to the Department for Communities every two years and progress will also be reported to stakeholders and the wider community.

Decision Making

All team members are required to demonstrate commitment and be willing to contribute to collaborative working. To enhance collaborative working decisions will be made by consensus as far as possible. Decisions taken should ensure team members can demonstrate the strong link between the action and the long-term outcome.

ATTENDEES

Invest NI - **Statutory Lead**

Armagh City, Banbridge and Craigavon Borough Council represented by:

- Economic Development –**Council Lead**
- Community Planning
- Community Development
- Health and Recreation
- Planning
- Regeneration

Elected Member Representation by:

- Alderman McCrum
- Alderman Twyble
- Councillor Lennon
- Councillor Savage

ABC Community Network

Banbridge District Enterprises

Brownlow Ltd

Catholic Council Maintained Schools (CCMS)

Department for Communities (DfC)

Department for Communities (DfC) – Jobs and Benefits Office

Department of Education

Federation of Small Business

Education Authority represented by:

- Amma Centre
- School Development Service
- Youth Service

NI Chamber of Commerce

Northern Ireland Food and Drink Association (NIFDA)

People First

PSNI

Social Enterprise

Southern Regional College

Translink

Use1

Young Enterprise