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## THEMATIC ACTION PLANNING (TAP) TEAM: Skilled and Enterprising Economy

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### Workshop four: Agreeing Actions

DATE:15<sup>th</sup> November 2017, TIME:9.30 am, VENUE: Committee Room, Banbridge Civic Building

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**Attendees:** Adrian Ballentine- **Brownlow Ltd**, Aidan McCormick- **Education Authority**, Carol Fitzsimons- **Young Enterprise**, David Vint- **SRC**, Derek Browne- **Social Enterprise**, Francis O'Neill- **Brownlow Ltd**, Katie Patterson- **AMMA Centre**, Jim Cunningham - **SRC**, John Mc Guinness- **ABC Community Network**, Paul Murray - **Department of Education**, Ethna McNamee - **Invest NI**, Geraldine Lawless - **USEL**, Harry Hamilton- **NIFDA**, Patricia McEvoy- **People First**, Shirley Devlin- **Invest NI**, Sharon Polson- **Department for Communities**, Ciaran Cunningham – **Banbridge Enterprise Centre**.

**ABC Council:** Alison Beattie, Colm Gallagher, Elaine Gillespie, Jennie Dunlop, Jennifer Doak, Jill Boyd, Michelle Markey, Natalie Leneghan, Nicola Wilson, Sarah Jane Macdonald, Wanda Rea, Alderman McCrum, Alderman Twyble.

**Apologies:** Billy Stewart- **PSNI**, , Chris Morrow- **NI Chamber of Commerce**, Gary Mawhinney – **Translink** , Gerry D'Arcy- **Translink**, Gillian McGrath- **CCMS**, Joan Cassells- **Department of Education**, Orla Major- **Princes Trust**, Shirley Oguz- **Department for Communities**, **ABC Council** Damien McEvoy, Mary Hanna, Councillor Savage Olga Murtagh,.

#### 1. Welcome

Ethna McNamee, Invest NI as Chair welcomed members to the final workshop for the Skilled and Enterprising Economy Thematic Action Planning Team.

#### 2. Recap from workshop three

Nicola Wilson, Armagh City, Banbridge and Craigavon Borough Council provided a brief recap from workshop three in which we:

- Reviewed initial engagement feedback
- Reviewed mapping of current actions
- Identified draft actions

#### 3. Purpose of workshop four

Nicola outlined the purpose for the workshop as:

- Review and refine draft actions
- Complete action plan template

## 4 Draft Actions

Nicola presented the draft actions that were identified at workshop 3. Following this workshop, the community planning team have reordered the draft actions into the action plan templates under the headings **Skilled Economy and Enterprising Economy**.

### Skilled Economy Action Plan

These actions are those that fall under an employment forum, a skills employability pipeline, career guidance and graduate programmes.

- **Increase coordination of skills and employment services, business and statutory agencies.**  
This could be development of an employability forum which will reflect the dual focus of supply and demand and that these should be addressed at the same time.
- **Establish a local Skills Pipeline to provide a service pathway focussed on the individual**  
–Skills pipeline for people who are unemployed – some of the actions identified in the previous workshop will flow from the establishment of a skills pipeline that will look at the coordination of programmes around NEETs, mentoring and support individuals into employment. Its purpose is to provide an improved service user journey, moving from one service to another, moving to employment and then in job progression. The pipeline is divided into stages which include: referral/identification of needs and strengths; barrier removal; vocational activity; employer engagement and job matching and; in-work/after care – including ways to progress in work.
- **Enhance Careers Advice and Guidance for students**
- **Support local businesses to recruit highly skilled, specialist roles**

### Enterprising Economy Action Plan

These action are those that fall under:

- Encourage collaboration and signposting to support for start-ups and existing businesses
- Improve links between the private sector and schools to support entrepreneurship activities in new and growing businesses including live learning opportunities
- Help create the conditions for investment and growth.

Discussion took place around the following:

- **Whether there was general agreement with the draft actions?**
- **Whether anything was missing at this stage?**

There was broad agreement that the draft actions should be included in the action plans following some discussion around terminology used. It was agreed that the following should be included within the existing actions and some changes to the language in some of the actions:

- Brexit
- Use of level 4 instead of graduate
- Lifelong learning pathway
- Experience of work instead of work experience
- Awareness and engagement of business base

- Within the Skills Action Plan expand wording of the skills employability pipeline to include all section 75 groups

## 5 Action Plan

Elaine presented the action plan template, which was previously circulated ahead of the workshop, and asked members to note changes to some of the heading names.

Elaine went through the template and provided an explanation of each of the headings that the teams were going to populate during the session.

### Suggested Partners

- What type of partner organisation(s) would add value to the action?
- Who needs to be involved to ensure the success of the action?

### Timeframe

It is important to think of how each action fits into the overall two-year action plan timeframe. Whilst agreeing timeframe the following will be considered

- Preparation
- Start/finish
- Ongoing/Time bound
- Review/Reporting

### Resources

Most of the actions are low or no cost but there are other resources required and will include things like:

- Staff time, ideas and expertise
- Promotion – Social Media/Referrals
- Sharing research, consultation and good practice
- Access to networks and forums
- Venues
- Catering
- External Facilitator

### Suggested Action Coordinator

In order to assist in management of the action plans, it is necessary to identify a partner organisation to undertake the role of an 'Action Co-Ordinator' for each individual action.

The nature of the action coordinator is primarily for coordinating activity and collating reporting on the progress of each action. An Action Coordinator does not have sole responsibility for the achievement of an action, success on the action will depend on the active contribution of a number of partners.

### **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.
- The chairs of each thematic action planning team will collate report progress on outcomes to the Community Planning Strategic Partnership.

### **Performance Measures**

Community Planning takes an outcomes based approach and TAP Teams will incorporate and use evidence in the planning, delivery and reporting stages.

As part of the process evidence is used to identify actions that will make an impact.

Once actions are agreed, council statistician will work with TAP teams to identify appropriate performance measures. To monitor progress on each action and which can be used to feedback and improve actions as they progress.

Performance measures will look at:

- How much did we do? (quantity)
- How well did we do it? (quality)
- Is anyone better off? (impact)

### **Cross-Cutting Themes**

During discussions at the tables it was felt that these headings should be picked up after the actions had been agreed.

Members split into two groups to look at each of the draft action plans. The task was to discuss the action under each heading and agree what was needed to make the action happen. Each table looked at:

- Suggested Partner(s)
- Timeframe
- Resources
- Suggested Action Coordinator

### **Draft Skilled Economy Action Plan**

Discussion ensued around the draft actions and how these should or could be taken forward. The discussion has been reflected in the changes to the actions namely:

- Change of Enhance to Localise career guidance for this area
- Change student to lifelong learning as career guidance is relevant to any stage of career development
- Change work experience to experiences of work
- The action around NEETS should also include a reference around Section 75 groups

### **Draft Enterprising Economy Action Plan**

There was discussion around the draft actions which is reflected in the amended draft action plan.

Ongoing engagement and research into what works will be standing actions in all the action plans. To deepen understanding of the issues, their causes and what works to address them.

## 6 Next Steps

Community Planning Team will work with Nicola and Ethna as the chairs of this team along with partner organisations who have named themselves a suggested partner and or a suggested action coordinator to populate the action plans further.

Elaine advised that it may be necessary to bring the team back together in January to review the final action plan ahead of being presented at the Community Planning Partnership for approval in February.

Please hold Wednesday 17<sup>th</sup> January 2018 at 9.30am, Island View Room, Lough Neagh Discovery Centre should this workshop be required.

## 7 Close and Thanks

Elaine Gillespie, Armagh City, Banbridge and Craigavon Borough closed the session thanked everyone for their continued support and contribution to the workshop and advised community planning team would be in touch regarding next steps.