



## Creative Place 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	Gerard Rocks - SHSCT	Mike Reardon
	Confident and Welcoming	Barbara McNally PSNI	Seamus McCrory
Economy	Skilled and Enterprising	Ethna McNamee – Invest NI	Nicola Wilson
	Tourism Economy	Tourism NI	Brian Johnston
Place	Creative	Averil Morrow – Education Authority	Brian Johnston
	Revitalised and Enhanced	Ailbhe Hickey – Northern Ireland Housing Executive	Sharon O’Gorman

### 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.

*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

## 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.

## Roles and Responsibilities

Education Authority is the statutory lead for this team and will be chaired by Averil Morrow, each team will also have a dedicated Council Lead and will be supported by the Community Planning Team. 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 Chair and the Council Lead – Averil Morrow, Education Authority and Brian Johnston, Armagh City Banbridge and Craigavon Borough Council*

The chair and council lead 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)
- 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 pass information about upcoming activities, opportunities to have your say and successful projects to the chair.
- 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 Partnership.

### **Reporting Arrangements**

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

There were 15 organisations involved represented by 34 attendees.

Armagh City, Banbridge and Craigavon Borough Council represented by:

- Tourism, Arts and Culture –**Council Lead**
- Economic Development
- Community Planning
- Community Development
- Health and Recreation
- Planning
- Regeneration
- Estates and Assets Management

Elected Member Representation by:

- Councillor Speers

Armagh Pipers Club

Banbridge Arts Club

Brownlow Ltd

City of Armagh Rugby Club

Department for Communities (DfC)

Education Authority (Amma Centre) – **Chair**

Friends of McWilliam

Invest NI

John Hewitt Society

Libraries NI

Lislea Community Association

Northern Ireland Housing Executive represented by:

- Placeshaping South Team
- Good Relations

Portadown 2000

Southern Regional College