



**Armagh City, Banbridge and Craigavon Borough**  
**Healthy Community Thematic Action Planning Team**  
**Meeting Notes**

**DATE:** Tuesday 3 July 2018 **TIME:** 1.30pm, **VENUE:** Seagoe Parish Centre

**Chair:** Southern Health & Social Care Trust (SHSCT) – Gerard Rocks

**Attendees:** – **Facilitator** – Richard, HSCB – Alison Patterson, Northern Ireland Ambulance

**Service** – Andrew Patterson, **LLTCA** – Claire Patience, **Volunteer Bureau** – Donna Stewart, **NIFRS** – Mark Duffield, **West Armagh Consortium** – Stephen Fields, **Donaghcloney Community Garden** – Walter Ferris, **Ulster GAA** – Anne Garvey, **Volunteer Now** – Eamon Murphy, **Waringstown Together** – Lenny Deans, **TADA** – Ruth McCrory

**Statutory Partners:** – **Armagh City Banbridge and Craigavon Borough Council** – Carmel Taylor, Catriona Regan, Claire Weir, Eileen Campbell, Elaine Devlin, Elaine Gillespie, Frances Haughey, Gerard Houlahan, Gillian Topping, Jennie Dunlop, Jennifer Doak, Lynn Esler, Michelle Markey, Mark Doran, Cathy Devlin, **Libraries NI** – Evelyn Hanna, **Public Health Agency** – Ciara O’Hanlon, Fiona Teague, **Sport NI** – Angharad Bunt, **SHSCT** – Carolyn Agnew,

**Apologies:** – **Armagh City Banbridge and Craigavon Borough Council** – Alison Beattie, Sharon McNicholl, Gillian Dewart, **Northern Ireland Ambulance Service** – Stephanie Leckey, **NIACRO Portadown** – Rachel Long, **SHSCT** – Lynne Smart, **Libraries NI** – Sean Beattie, **Public Health Agency** – Colette Rogers

1	<p><b>Welcome and aims of the session</b></p> <p>Gerard Rocks (Chair) welcomed attendees to workshop 4 and thanked everyone for their engagement to date. NCB reminded attendees of the work undertaken to date and shared the aims of the session as follows:</p> <ul style="list-style-type: none"> <li>• To review and refine Draft Actions</li> <li>• To assign leads and partners to actions, and complete action plan template</li> </ul>
2	<p><b>Reviewing the draft actions</b></p>

	<p>NCB talked attendees through the process for today's discussion, including the questions to work through in order to refine actions, and available information to assist this. Resources were provided, including:</p> <ul style="list-style-type: none"> <li>a. <b>Draft turning-the-curve reports</b> updated from workshop 3 with any additional 'story behind the baseline' information added, as well as shortlisted 'what works' ideas for action.</li> <li>b. <b>Mapping exercise:</b> the mapping spreadsheet was updated with additional information received since the last session. Additionally, NCB provided a summary page of mapping responses to aid discussion.</li> <li>c. <b>Feedback on engagement activities:</b> Again, updated with information received since the last session, and a summary sheet provided highlighting common areas of feedback to aid discussion.</li> </ul>
3	<p><b>Group exercise: Reviewing and refining draft actions</b></p> <p>Groups were assigned a facilitator and worked through the following steps in order to refine their actions:</p> <ul style="list-style-type: none"> <li>• Revisit the story behind the baseline- do your actions address the issues identified?</li> <li>• Review the community engagement feedback- How do the actions build on community strengths? How do actions address the gaps identified?</li> <li>• Review the service mapping-do the actions duplicate or add to existing service portfolio?</li> <li>• Is there evidence we need to gather to help us decide which actions to take forward?</li> <li>• Use the Sharp edges criteria to prioritise actions (see appendix 1)</li> </ul> <p>The group were talked through a worked example to aid understanding (see appendix 2)</p>
4	<p><b>Action planning: signing up to actions and identifying action coordinators</b></p> <p>Following discussions, refined actions were written on individual flipchart pages to enable attendees to sign up to actions.</p> <p>Attendees were reminded that the role of the Action Coordinator is to:</p> <ul style="list-style-type: none"> <li>• Coordinate the contributions of partners to define and agree the performance measures and the involvement of each identified partner towards the action.</li> <li>• 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.</li> </ul> <p>The group reviewed each action and those who had signed up to each, and where possible, an Action Coordinator was agreed. Further discussion will be needed for some actions, particularly where education partners will be required. During discussions, a number of common themes emerged:</p>

	<ul style="list-style-type: none"> <li>• The need for messages to be incorporated within the Take 5 initiative, specific examples mentioned included: clarifying health messages and finding the appropriate methods to get them out and working with schools to help support building resilience in young people. There may be an opportunity to get a range of other messages out from a range of the other actions identified.</li> <li>• The need for the creation of community champions (e.g. in schools and in workplaces). These individuals would be role models within their respective fields who would help to get specific messages out into the community and motivate people to change their behaviour.</li> <li>• The importance of linking to other workstrands within ABC planning process, as well as with activity ongoing across Northern Ireland.</li> <li>• Some of the refined actions remain large pieces of work. Initial actions may be research and engagement pieces to determine next steps.</li> </ul> <p>These discussions will be particularly important as the group moves towards finalising and implementing actions.</p> <p>Further work will be required to fill out the details of the action planning process. Due to time constraints, NCB didn't cover performance measure theory as planned, however slides have been provided to assist.</p>
5	<p><b>Next steps &amp; close</b></p> <p>Gerard (Chair) thanked everyone again for their contribution, and reminded attendees that this is the beginning of a process. Jennie advised that notes from today's session will be circulated, along with direction for next steps in moving towards implementation and in ensuring a joined up approach with other work streams and wider regional work ongoing.</p>

## Appendix 1: Sharp edges criteria

*In OBA methodology, Sharp Edges help prioritise strong actions to take forward.*

**Specific:** “Put 10 extra police on the streets” is more specific than “more police on the streets”

**Leverage:** What difference will your proposed action make? Ensure that the proposed action(s) is the most suited to and will have the most impact on the proposed indicator, e.g. investing in quality child care would be expected to have a high impact on getting children ready for school.

**Values:** Pick actions that are the right thing to do: You wouldn’t choose to kick out all troublemakers to improve attendance rates at school because it’s the wrong thing to do.

**Reach:** Choose actions that are feasible and affordable. No cost/low cost actions will rank higher than actions that require significant new resources.

Each action should be ranked High, Medium or Low under each criteria to help narrow down actions to take forward.

	SHARP Edges criteria			
Idea	Specific	Leverage	Values	Reach
1				
2				
3				
4				

## **Appendix 2: Refining actions; worked example**

### **Worked example: Reviewing and refining draft actions**

**Indicator:** % of people who participate in sport / physical activity on at least 1 day per week

**Proposed action:** Consistent messaging – co-ordinating what is available so people know about everything without being overwhelmed by info

#### **Revisit the story behind the baseline:**

- Main issues focused on lack of motivation to take part in exercise. Group discussed desire to focus on 'fun element' to encourage motivation.
- There are loads of services available locally – it is awareness of these services that is important
- Story behind the baseline suggested older people and those with disability less likely to take part. Is there an option to start here?

#### **Review engagement feedback:**

- Strengths reported include range of facilities, cross-community working (consistent with story above)
- Engagement feedback agrees that there needs to be better advertising of services (again consistent).
- Lack of rural transport- fits with story behind the baseline comments. Action might be around advertising available transport options?
- Enabling the voice of the community- action may be to support organisations to raise awareness of their available activities, rather than raise awareness for them?

#### **Review service mapping:**

What's already happening: lots of individual physical activity programmes; who is taking a coordinating role? Is this for particular groups of the population, or full population approach?

**Research agenda:** What do we still need to know?

- Is anyone already taking a coordinating role?
- How has motivation to take part in exercise been supported elsewhere? Is there any research on encouraging physical activity via messaging? How was this done? What were the messages?
- Are there existing common messages already? (eg in local strategies?)
- Do we need to further map activity, or are we happy that this has been done?

**Original action:** Consistent messaging – co-ordinating what is available so people know about everything without being overwhelmed by info

**Specific draft actions:**

Action 1: **Clarify what the key messages are.** Are they focused on motivation, or information on local services, or information on how to access local services? Do they need to be different for different groups of people? RESEARCH ACTIVITY TO INFORM MESSAGE CONTENT

Action 2: **Getting the messages out.** Is anyone already doing similar? If not, where should responsibility lie? What methods might work? What existing vehicles are there to do this (eg local newsletters etc) ENGAGEMENT ACTIVITY/ RESEARCH ACTIVITY

**Sharp edges:**

**Specific:** yes, we've now got definite steps to define messages and consider methods for delivery.

**Leverage:** we can't answer this until we've done the research and engagement above.

**Values:** Review common goals of the planning group. Fits with encouraging motivation, improving access. High!

**Reach:** again depends on research activities above. If there are existing vehicles to get messages out, this could potentially be low cost & reach wide population.

**A reminder of Common Goals (these should align to values above)**

1. Improving outcomes for individuals OR empowering people to feel better
2. Building resilience and capacity of volunteers, recognising the contribution that such individuals/organisations make
3. Joint working
4. Encouraging motivation and engagement across the community
5. Taking action
6. Improving access to services
7. Supporting engagement of marginalised groups