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**Armagh City, Banbridge and Craigavon Borough  
Confident and Welcoming Thematic Action Planning Team  
Workshop 4 Meeting Notes**

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**DATE:** Thursday 05 July 2018 **TIME:** 1.30pm **VENUE:** Seagoe Parish Centre, Portadown

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**Chair:** PSNI – Billy Stewart

**Attendees:** PCSP –, NIFRS – Mark Duffield, React NI – Marion Jameson, Department for Communities (DfC) – Anita Waite, Sharon Polson, Supporting Communities – Siobhan O’Neill, University of Ulster – Markus Ketola, Southern Regional College (SRC) – Heather Kavanagh, Armagh Travellers Support Group – Peter Wilkinson, TADA Rural Support Network – Brendan McCann, Terri Carvill, Co. Armagh Community Development – David McMullen, Playboard – Katie Turkington

**Statutory Partners:** Armagh City Banbridge and Craigavon Borough Council – Alex Clifford, Alison Beattie, Audrey McClune, Colin Bell, Elaine Gillespie, Gerard Houlahan, Jennie Dunlop, Joan Noade, Lynn Esler, Michelle Markey, Clifford Forbes, Libraries NI – Evelyn Hanna, Southern Health & Social Care Trust – Debbie Smith, Donna Haughian, PSNI – Barbara McNally, Billy Stewart

**Apologies:** Armagh City Banbridge and Craigavon Borough Council – Cathy Donnelly, Craigavon Area Foodbank and Emmanuel Churches – Chris Leech, University of Ulster – Karl O’Connor, Paul Carmichael

## **1&2. Welcome and Reconnecting Together**

Billy Stewart, PSNI welcomed everyone to the final workshop. He thanked everyone for their ongoing attendance and participation during and between the workshops.

## **3. Setting the Scene**

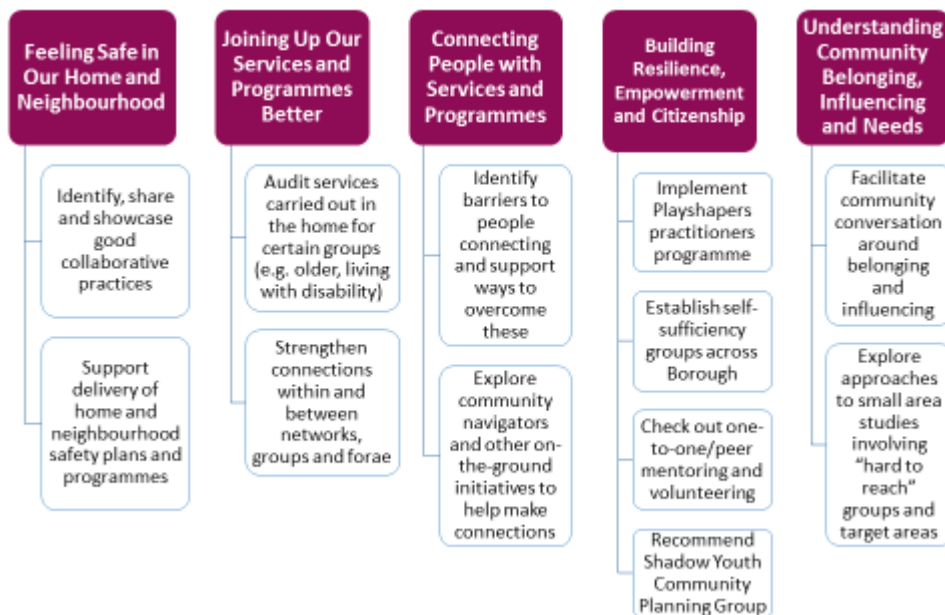
- Recap CWTAP’s action planning process
- Review and refine the draft CWTAP action plan
- Identify action coordinators and key partners to take forward the action plan
- Identify CWTAP’s key messages on their action plan
- Agree next steps – from planning to implementation

## 4 Participative Session 1: Review and Refine Process

Eleanor provided an overview of the process to date which included a recap.

- Step 1: Evidence of Needs
- Step 2: Strategic Themes
- Step 3: Action Planning

Eleanor went through the five strategic themes and the priorities for action identified at the workshop three. Each table was given the opportunity to refine and make amendments.



## 5 Participative Session 2: Action Co-ordinators and Partners

Eleanor went through the role of the action coordinator

**For each action the action coordinator will:**

- Bring together partners to agree:
  - the plan (who – what – when – how)
  - outcomes (performance measures)
  - themes (connectivity, equality, sustainability)
- Lead and coordinate the team in line with agreed plan and roles and responsibilities
- Act as key point of contact for the CWTAP chair and report on progress against agreed performance measures

For each action each member had the opportunity to think about:

- What partner organisations/groups need to be involved to *ensure* the successful delivery of this action?

Members were given the opportunity to think about and nominate themselves to be involved in taking forward the action to planning and delivery e.g. Action Coordinator and/or team member?

## 7 Agreement on Next Steps

Eleanor outlined the following next steps which were agreed by the team:

- CWTAP to complete and sign off report on action plan and process followed (August 2018)
- Action Coordinators to bring partners together to develop action plan timelines, performance measures, membership (September to October 2018)
- CWTAP chairperson to forwarding action plan to Community Planning Strategic Partnership for approval (September 2018)
- CWTAP to provide feedback on action plan process and outcomes to community and other partners (October 2018)
- CWTAP team: transition from action planning to implementation (October 2018)

## **8 CWTAP Team Closing and Thanks form Chairperson**

Billy thanked everyone for their contribution to the final workshop and passed thanks onto the Community Planning Team and Eleanor for facilitating the four workshops.