

Mid and East Antrim Community Planning Guide

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Led by

**Mid & East
Antrim**
Borough Council

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1 INTRODUCTION

This is a guide for the Mid and East Antrim Community Planning Partnership. It is the framework for partnership working in the area, leading up to the completion of the first Mid and East Antrim Community Plan by March 2017. Following the Plan's adoption in April 2017, the Community Planning Partnership will continue as an implementation body for the then agreed Community Plan.

Councils in Northern Ireland have a statutory duty to lead on Community Planning as identified in the [Local Government Act \(Northern Ireland\) 2014](http://www.legislation.gov.uk/nia/2014/8/part/10/enacted)¹. This came into operation on the first of April 2015. Community Planning is about the public, private and voluntary organisations in the Borough working together, and with communities to plan and deliver better services which make a real difference to people's lives. Specifically this is about, identifying long term objectives for improving the social, economic and environmental wellbeing of the area.

The work of the Community Planning partnership looks two ways. On the one hand it looks toward the needs of Mid and East Antrim and its citizens. In this partner organisations, will flex and bend their activities to create solutions to reflect the specific needs of the people of Mid and East Antrim. On the other it looks toward wider regional priorities and the [NI Executive's Programme for Government](http://www.northernireland.gov.uk/pfg)², so that it too can be sensitive to local needs and circumstances.

As the name suggests, communities are at the heart of Community Planning, as it allows citizens and community groups a say in how services are delivered, and how big issues can be resolved. This is vitally important so that services improve general well-being.

Community Planning in Mid and East Antrim is about achieving better outcomes for its citizens. At the heart of this, is a process which emphasises the importance of collaboration and 'collaborative gain'. Collaboration gain is what can be achieved by departments, agencies or statutory partners working together rather than alone.

The Community Planning process is NOT an unwieldy plan of plans-duplicating or repeating what is already being done. Instead the Community Planning Partnership will focus on added value activity which comes about through new collaborations.

Mid and East Antrim, with its towns, villages and rural areas, offers many advantages over other areas - such as the attractive and unique local environment, many tourism offers, development potential, and some good transport links. More than other areas, Mid and East Antrim, offers people opportunities. It is a good

¹ <http://www.legislation.gov.uk/nia/2014/8/part/10/enacted>

² <http://www.northernireland.gov.uk/pfg>

place to live, bring up families, work and spend leisure time. However there are also individuals and communities who face challenges in their lives, for example in accessing better employment and training, in enjoying better health, in fulfilling aspirations, in ensuring they and their families are safe.

In early 2015 a strategic Community Planning Partnership Conference discussed and identified some overarching themes for the work of the Community Planning Partnership. These are the key things community planning, will focus on. These are:

- ❑ Sustainable Jobs;
- ❑ Good Health;
- ❑ Progress in Education, improving aspirations for all;
- ❑ Improving Community Safety and Cohesion; and
- ❑ Developing Tourism Potential.

The five Community Planning Partnership priority areas do not operate in isolation. There are many interrelationships between these priorities and their combined contribution will help to achieve a better present and future for the people of Mid and East Antrim.

2 STRUCTURE OF THE COMMUNITY PLANNING PARTNERSHIP (CPP)

The structure of the CPP is illustrated on the diagram below, including the position of, and links between, the:

- ❑ Mid and East Antrim Borough Council Community Planning Committee;
- ❑ Strategic Alliance;
- ❑ Community Panel;
- ❑ Community Planning Operational Board;
- ❑ Performance Management Group; and the
- ❑ 5 Task and Finish Working Groups
 1. Sustainable jobs
 2. Good Health
 3. Progress in Education, improving aspirations for all
 4. Improving Community Safety and Cohesion
 5. Developing Tourism Potential



This structure is designed to be strategic and delivery focussed. In particular it is designed to:

- a) **Ensure effective oversight by elected representatives**, through the role of Mid and East Antrim Borough Council Community Planning Committee and Councillor representation on other groups;
- b) **Allow strategic collaboration to grow and allow decisions to be made** through the Strategic Alliance;
- c) **Ensure effective role for communities and citizens** through the Community Panel;
- d) **Be action and outcome focussed** through the Task and Finish Working Groups;
- e) **Be an efficient and focussed process** through the work of the Community Planning Operational Board; and
- f) **Have robust performance management targets and monitoring and evaluation procedures** through the Performance Management Group.

2.1 Membership

The Community Planning Partnership has the ability to flex and bend membership according to issues and need. However, there are some key statutory partners and non-statutory partners as agreed by Mid and East Antrim Borough Council, and proposed by the Department of the Environment in its community planning consultations.

The Council has considered the range of partners required to develop and deliver the Community Plan for Mid and East Antrim and has identified the following:

Table 1: Statutory Partners

Public Health Agency
Health & Social Care Board
Northern Health & Social Care Trust
Northern Ireland Housing Executive
Education Authority
Police Service for Northern Ireland
Northern Ireland Fire & Rescue Service
Invest Northern Ireland
Tourism Northern Ireland
Sport NI
Council for Catholic Maintained Schools
Libraries NI

Table 2: Non-Statutory Partners

Translink
Northern Regional College
NI Water
The Consumer Council
Transport NI
Youth Justice NI
Patient & Client Council

Table 3: Elected Representatives

Strategic Alliance	Councillor Mrs A Wales MBE Mayor	DUP
	Alderman W McNeilly Deputy Mayor	UUP
	Councillor Miss L Millar Planning Committee Chair, MEABC	UUP
	Alderman J Carson Operational Committee Chair, MEABC	DUP
	Councillor Mrs R Wilson Community Planning Committee Chair, MEABC	TUV
	Councillor W Ashe Economic Growth & Development Committee Chair, MEABC	DUP
	Alderman G McKeen Policy and Resources Committee Chair, MEABC	DUP
	Councillor D O'Loan Audit and Scrutiny Committee Chair, MEABC	SDLP
Community Panel	Alderman Tommy Nicholl, MBE Ballymena area	DUP
	Alderman Robin Cherry, MBE Ballymena area	UUP
	Councillor Lynn McClurg Carrickfergus area	DUP
	Councillor Andrew Wilson Carrickfergus area	UUP
	Councillor Paul Reid Larne Area	DUP
	Councillor Ruth Wilson Larne area	TUV
	Chairperson of Community Planning Committee	

Table 4: Community Partners

North Ballymena Community Cluster
Ballymena South Community Cluster
Ballymena East Rural Community Cluster
Bann Maine West Community Cluster
Carrickfergus Community Forum
Larne Community Development Project
North Antrim Community Network
South Antrim Community Network

Table 5: Section 75 Partners

Where available, individuals or organisations who represent the interests of the Section 75 groupings, as contained within the Northern Ireland Act, will be included. The S.75 require equality of opportunity between the following:

Persons of different racial background
Persons of different age
Persons of different sexual orientation
Persons of different religious belief
Persons of different political opinion
Persons with a disability and persons without
Persons of different marital status
Persons with dependants and persons without
Men and women generally

Current S.75 Partners include:

Mid and East Antrim Inter Ethnic Project
Mid and East Antrim Agewell Partnership
The Rainbow Project

3 THE REMIT AND ROLE OF THE PARTNERSHIPS GROUPS

The structure of the Community Planning Partnership, has been designed as a means to an end - delivering better outcomes for the people of Mid and East Antrim. The detail below, represents the key remit, membership and operational elements. Within this there remains some flexibility as to how the groups may work in practice.

3.1 Community Planning Strategic Alliance (CPSA)

This is the key overarching strategic partnership body for Community Planning. It is in effect the board by which the various partners, communities and agencies meet and make the required overarching decisions.

3.1.1 Remit

To exercise the strategic leadership by developing and communicating the vision, purpose, and intended outcomes of Community Planning for citizens and service users in Mid and East Antrim:

- ❑ To drive the aims of the Community Planning in Mid and East Antrim and to exercise strategic leadership;
- ❑ To agree the strategic objectives for Community Planning within the Borough;
- ❑ To approve strategies and action plans proposed by the Task and Finish groups to meet the strategic objectives;
- ❑ To assume overall accountability for performance monitoring and reporting;
- ❑ To secure, approve and allocate departmental, agency or statutory partner resources, to enable delivery of the Community Plan;
- ❑ To champion partnership working and lead by example;
- ❑ To approve an annual Community Plan report; and
- ❑ To approve the first Community Plan for Mid and East Antrim and review and amend the Plan in line with statutory requirements set out in the Local Government Act and Statutory Guidance.

3.1.2 Membership

The Alliance membership reflects the statutory partners, and additional partners who are key to achieving the Community Planning Partnership's shared priorities. The Alliance members are:

- ❑ x8 Elected Members, one of whom will be the Chair;
- ❑ Chief Executive of Mid and East Antrim Borough Council;
- ❑ Up to 6 Community Panel Members;
- ❑ Education Authority NI;
- ❑ Northern Health and Social Care Trust;

- ☐ Public Health Agency;
- ☐ Health Social Care Board;
- ☐ Police Service Northern Ireland;
- ☐ Northern Ireland Fire and Rescue Service;
- ☐ Northern Ireland Housing Executive;
- ☐ Invest NI;
- ☐ Tourism Northern Ireland;
- ☐ Council for Catholic Maintained Schools;
- ☐ Sport NI;
- ☐ NI Water;
- ☐ Northern Regional College;
- ☐ Libraries NI;
- ☐ Youth Justice NI;
- ☐ The Consumer Council;
- ☐ Translink;
- ☐ Transport NI; and
- ☐ Patient and Client Council.

3.1.3 Meetings

The Community Planning Strategic Alliance will initially meet quarterly (to be reviewed in April 2017). No business shall be dealt with at any meeting unless a quorum is present. The quorum for a meeting shall be eight members, present in person.

A simple majority of the votes cast shall decide all questions arising at any meeting. Every member shall have one vote. If there are equal numbers for and against, the Chair shall be entitled to the casting vote.

On behalf of the Community Planning Strategic Alliance, the Chief Executive of Mid and East Antrim Borough Council (the lead agency) may convene additional ad hoc meetings of the relevant partners, to ensure delivery of activity, in between Strategic Alliance meetings.

3.1.4 Reporting arrangements

The Community Planning Strategic Alliance, will receive minutes from Task and Finish Working Groups (TFWG's) and Community Panel (CP).

The Chair of the Community Planning Operational Board, will produce papers relating to the development of the Community Planning work programme and will provide appropriate reports including performance and monitoring reports to the Community Planning Strategic Alliance.

The Mid and East Antrim Borough Council Chief Executive will report to the Council on behalf of the Community Planning Strategic Alliance via quarterly reports to the Mid and East Antrim Borough Council Community Planning Committee.

3.2 Community Planning Operational Board (CPOB)

This is the key operational group for the Community Planning Partnership. It is the 'clearing house' for arranging day to day activities and informing and supporting strategic decisions made by the Community Planning Strategic Alliance.

3.2.1 Remit

To support the achievement of Mid and East Antrim Community Plan, including:

- ❑ To programme manage the community planning process;
- ❑ To support Task and Finish Working Groups, the Community Planning and the Strategic Alliance;
- ❑ To work with, assist and direct the Task and Finish Groups and Community Panel, where appropriate;
- ❑ To oversee the work of the Performance Management Group (See below);
- ❑ To support the development and monitor the implementation of theme strategies and action plans;
- ❑ To solve problems and resolve issues raised by the Task and Finish Working Groups and the Community Panel;
- ❑ To scrutinise the use of resources and implement joint resourcing approaches;
- ❑ To champion partnership working and lead by example; and
- ❑ To ensure effective community engagement is at the heart of community planning.

3.2.2 Membership

- ❑ Director of Organisational Development and Community Planning, Mid and East Antrim Borough Council
- ❑ Task and Finish Working Groups' Chairs or Head of Community Planning & Development
- ❑ Other statutory and local partners as deemed appropriate
- ❑ Community Panel representatives (up to 6 persons)

3.2.3 Meetings

The Community Planning Operational Board will meet quarterly. No business shall be dealt with at any meeting unless a quorum is present. The quorum for a meeting shall be four members, present in person.

A simple majority of the votes cast shall decide all questions arising at any meeting. Every member shall have one vote. If there are equal numbers for and against, the chair shall be entitled the casting vote.

The Chair may at any time convene additional meetings.

3.2.4 Reporting arrangements

All reports from the Task and Finish Working Groups and regular updates from the Performance Management Group (PMG) will be fed into the Community Planning Operational Board. The Operational Board will service and provide papers for the Strategic Alliance and the Mid and East Antrim Borough Council Community Planning Committee, where appropriate.

3.2.5 Performance Management Group (PMG)

This is a key subset of the Operational Board and is tasked with gathering and analysing research and intelligence as regards the aims and outcomes and ensuring ongoing performance is monitored. This group will be made up of key Mid and East Antrim Borough Council officers and relevant representatives from partner organisations, drawn from the Operational Board. This group will:

- ❑ In first instance liaise with partner agencies as regards:
 - Gaining understanding of individual agency planning cycles; and
 - Develop a community planning data sharing protocol between partner agencies.
- ❑ Assist Task and Finish Working Groups with data and issue development.
- ❑ Assist Task and Finish Working Groups with outcomes development process.
- ❑ Create annual review process.
- ❑ Set up community planning performance management framework, including processes to:
 - Scrutinise performance; and
 - Scrutinise use of resources.
- ❑ Monitor progress of Community Plan implementation.

3.3 Community Panel (CP)

The Community Panel has a key and unique role in providing representatives to input into other parts of the Community Planning Partnership structure. The Community Panel, and its representatives, is the means by which civil society (community and voluntary organisations and citizens more generally) can share and input into the Community Planning process. The Community Panel is not designed to be a substitute for existing community activity, but instead is there to augment the work of local community activity in relation to community planning objectives.

3.3.1 Remit

- ❑ To devise a process by which Community Panel members are selected to play a role in the Community Planning Operational Board, the Community Planning Strategic Alliance and the Task and Finish Working Groups.
- ❑ To maintain that role of Community Panel representation on other groups.
- ❑ To share information on community planning with the community.
- ❑ To champion partnership working and lead by example.
- ❑ To ensure effective community processes are at the heart of community planning.
- ❑ To carry out an annual review of Community Panel progress and membership.
- ❑ To hear and discuss feedback from Community Panel members who sit on the Community Planning Operational Board, the Community Planning Strategic Alliance and the Task and Finish Working Groups.

3.3.2 Membership

The Community Panel will be chaired by a representative from the community sector. The Panel should ensure it has a fair representation by geography and Section 75 groupings.

This membership includes:

- ❑ 4 representatives from Ballymena Community Clusters
- ❑ 4 representatives from Carrickfergus fora
- ❑ 4 representatives from Larne fora
- ❑ 4 representatives from North and South Antrim Community Network
- ❑ 6 councillors to be nominated onto the Community Panel (two from each Legacy Council area)
- ❑ Chairperson of the Mid and East Antrim Borough Council's Community Planning Committee

3.3.3 Meetings

The Community Panel will meet at least three times a year (The Chair may convene additional meetings if required). However, it is important to note that Community Panel representatives will be involved in the other groups within the Community Planning Partnership structures. No business shall be dealt with at any meeting unless a quorum is present. The quorum for a meeting shall be 10 members, present in person.

A simple majority of the votes cast shall decide all questions arising at any meeting. Every member shall have one vote. If there are equal numbers for and against, the Chair shall be entitled the casting vote.

3.3.4 Reporting arrangements

Community Panel members will be involved in other groups, and as such will have direct sight of papers and reports and be part of any discussion relevant to each of these groups.

3.4 Task and Finish Working Groups

The Task and Finish Working groups will be time limited and run from May until September 2016, when they will disband.

These Task and Finish Working Groups will have core members relevant to that theme and also be subject to a 'open call' for members. There will be five separate theme groups in the first instance. These will cover:

- ☐ Sustainable Jobs;
- ☐ Good Health;
- ☐ Progress in Education, improving aspirations for all;
- ☐ Improving Community Safety and Cohesion; and
- ☐ Developing Tourism Potential.

3.4.1 Remit of Task and Finish Groups

- ☐ Produce themed plans of action, with aims, objectives, outcomes and outputs.
- ☐ Shift focus and resources to preventative and early intervention approaches.
- ☐ Co-ordinate joint working across the themes with a view to ensuring best practice and identifying gaps in services, creating multi-agency solutions as appropriate.
- ☐ Report to the Community Planning Strategic Alliance and other appropriate fora on progress.

3.4.2 Membership

- ☐ Membership to include partners relevant to that theme.
- ☐ All Task and Finish Working Groups will contain at least 1 Community Panel member.
- ☐ To host a member of Community Planning Operational Board who has responsibility for Performance Management.
- ☐ Other members as part of 'open call'.

3.4.3 Meetings

- ☐ Monthly
- ☐ The Chair may at any time convene additional meetings.

3.4.4 Reporting arrangements

- To report to the Community Planning Strategic Alliance.

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