

## 5 Action Plan

Strategic Priority	Policy Influence	By Whom	By When	Indicator	Output	Outcome
<b>Aim 1</b>	To articulate the voice of the community and voluntary sector and provide a link to policy and decision making at local and regional level					
<b>Objective 1.1</b>	To increase effective communication, representation and participation in policy change					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>To identify and undertake a training programme for staff on consultation techniques</li> </ul>	Co-ordinator	Annually	<ul style="list-style-type: none"> <li>No. of training programmes run</li> <li>No. of staff participating</li> </ul>	<ul style="list-style-type: none"> <li>1 training programme held</li> <li>2 staff trained</li> </ul>	Increased awareness of the issues affecting the local community and community/voluntary sector
	<ul style="list-style-type: none"> <li>Agree a policy consultation process with the Board</li> </ul>	Co-ordinator Board	Jun 07	<ul style="list-style-type: none"> <li>Policy consultation process agreed</li> </ul>	<ul style="list-style-type: none"> <li>1 Policy consultation Process agreed</li> </ul>	
	<ul style="list-style-type: none"> <li>To undertake up to 3 Consultation workshops per annum of relevant issues and host at least one meeting with statutory sector on each issue per annum</li> </ul>	Co-ordinator	Annually	<ul style="list-style-type: none"> <li>No of policies consulted on</li> <li>Nos attending</li> <li>No of meetings with statutory agencies</li> </ul>	<ul style="list-style-type: none"> <li>3 Consultation workshops held</li> <li>Minimum 15 people attending</li> <li>Minimum of 1 meeting with statutory agencies</li> </ul>	
	<ul style="list-style-type: none"> <li>To report back to the community on the main issues through the monthly community Newsletter</li> </ul>	Co-ordinator & staff	Monthly	<ul style="list-style-type: none"> <li>No of reports back to the community</li> </ul>	<ul style="list-style-type: none"> <li>Up to 10 reports to the community</li> </ul>	

Strategic Priority	Policy Influence	By Whom	By When	Indicator	Output	Outcome
<b>Objective 1.2</b>	To build the capacity of local communities to represent themselves as key stakeholders in policy change					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>To initiate discussion with members of Ballymoney Community Network on the choice of policy issues to be addressed</li> </ul>	Co-ordinator Network members	6 monthly	<ul style="list-style-type: none"> <li>No of meetings of Network</li> <li>Nos attending</li> <li>No of issues to be addressed</li> </ul>	<ul style="list-style-type: none"> <li>2 meetings held</li> <li>10-15 attending</li> </ul>	Empowering the local community to influence and address issues which affect them
	<ul style="list-style-type: none"> <li>Network members to attend up to 3 Consultations per annum</li> </ul>	Network members	Ongoing	<ul style="list-style-type: none"> <li>No. of consultations attended</li> </ul>	<ul style="list-style-type: none"> <li>3 consultations attended</li> </ul>	
	<ul style="list-style-type: none"> <li>To develop and undertake training for community/voluntary representatives on consultation and Lobbying skills between 2005-2008</li> </ul>	Staff	Ongoing	<ul style="list-style-type: none"> <li>No of training events</li> <li>Nos attending</li> </ul>	<ul style="list-style-type: none"> <li>4 training events</li> <li>13 attendees</li> </ul>	
<b>Objective 1.3</b>	To influence and work in partnership with relevant agencies on key policies in the interests of local community and voluntary sector					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>To identify key contacts per annum with policy influencers in at least three statutory agencies and maintain good relationships through regular meetings per annum</li> </ul>	Co-ordinator	Ongoing Annually	<ul style="list-style-type: none"> <li>No of statutory agencies contacted</li> <li>No of meetings each year</li> </ul>	<ul style="list-style-type: none"> <li>3 statutory agencies contacted</li> <li>Minimum of 4 meetings each year</li> </ul>	Improved & increased service to the local community
	<ul style="list-style-type: none"> <li>To initiate or represent Network on at least 1 partnership/Group (Interagency) per annum (based on prioritised themes) to influence local and regional policy and decision making</li> </ul>	Co-ordinator 4 Network members	Ongoing	<ul style="list-style-type: none"> <li>Schedule developed</li> </ul>	<ul style="list-style-type: none"> <li>1 Partnership developed</li> </ul>	

Strategic Priority	Community Development and Networking	By Whom	By When	Indicator	Output	Outcome
<b>Aim 2</b>	To promote community development and Networking within community and voluntary sector in Ballymoney Borough					
<b>Objective 2.1</b>	To strengthen the work of community and voluntary groups by developing a Community Network to provide information sharing, support, advice, develop good practice and breaking down barriers.					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Ballymoney Community Network established with membership invited to representatives from all community and voluntary groups within Ballymoney</li> </ul>	CO-ordinator All Staff	monthly	<ul style="list-style-type: none"> <li>Network established</li> <li>Membership nos</li> <li>Nos of meetings of Network per annum</li> </ul>	<ul style="list-style-type: none"> <li>Membership of at least 20 groups</li> <li>10 meetings of Network per annum</li> </ul>	Increased level of ideas and good practice of local groups to assist in improving their local communities
	<ul style="list-style-type: none"> <li>Continually update a database of all community and voluntary member groups in Ballymoney borough</li> </ul>	Administrator	Ongoing	<ul style="list-style-type: none"> <li>Up to date database</li> </ul>	<ul style="list-style-type: none"> <li>Up to date database</li> </ul>	Enhanced effectiveness of communication with local groups
<b>Objective 2.2</b>	To promote community development strategically and offer practical community development support to local communities					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>To develop and deliver a planned support service (based on agreed targets) assisting groups to produce action plans and review progress with each group on ongoing basis</li> </ul>	Community Development Worker	Ongoing	<ul style="list-style-type: none"> <li>No of groups on programme</li> <li>No. of action plans</li> <li>No. of reviews held</li> </ul>	<ul style="list-style-type: none"> <li>8 groups on programme</li> <li>8 Action Plans developed</li> <li>16 reviews held</li> </ul>	Increased level of skills and knowledge of local community groups to regenerate areas and address local issues
	<ul style="list-style-type: none"> <li>To deliver Targeting Communities Low Infrastructure project to December 05 based on operational plan agreed with funder to 8 groups</li> </ul>	Community Development worker	Annually	<ul style="list-style-type: none"> <li>No of groups involved</li> </ul>	<ul style="list-style-type: none"> <li>8 groups supported</li> </ul>	
	<ul style="list-style-type: none"> <li>To develop new project post December 2006 to meet the community development/capacity building needs of the community sector and seek funding for same</li> </ul>	Co-ordinator Community Development Worker	By December 2006	<ul style="list-style-type: none"> <li>Project developed</li> </ul>	<ul style="list-style-type: none"> <li>1 Project developed based on identified need</li> </ul>	

Strategic Priority	Community Development and Networking	By Whom	By When	Indicator	Output	Outcome
<b>Aim 2</b>	To promote community development and Networking within community and voluntary sector in Ballymoney Borough					
<b>Objective 2.3</b>	To promote and enhance networking links at local and regional levels					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Organise Seminar on How to Network effectively</li> </ul>	Co-ordinator	Ongoing	<ul style="list-style-type: none"> <li>Seminar organised</li> </ul>	<ul style="list-style-type: none"> <li>1 Seminar organised</li> </ul>	Increased level of ideas and capacity of local groups to assist in improving their local communities
	<ul style="list-style-type: none"> <li>Proactively develop group projects that are partnership based and invite local groups to participate</li> </ul>	Co-ordinator Community Development Worker Project Worker	Ongoing	<ul style="list-style-type: none"> <li>No of group projects developed</li> <li>No of groups participating</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of 1 group project developed</li> <li>Minimum of 8 groups participating</li> </ul>	
	<ul style="list-style-type: none"> <li>Ballymoney Community Network representation and membership of North Antrim Community Network, Rural Community Network and NICVA</li> </ul>	Co-ordinator Network members	Ongoing	<ul style="list-style-type: none"> <li>Nos of link organisations with Network represented</li> </ul>	<ul style="list-style-type: none"> <li>Membership of 3 regional networking organisations</li> </ul>	
<b>Objective 2.4</b>	To host one Networking Visit for member groups per annum					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Secure funding and research best practice networking visit for groups to another council area</li> </ul>	Co-ordinator Community Development Worker	Annually	<ul style="list-style-type: none"> <li>Networking Visit secured</li> </ul>	<ul style="list-style-type: none"> <li>1 Networking visit secured</li> </ul>	Increased level of ideas and capacity of local groups to assist in improving their local communities
	<ul style="list-style-type: none"> <li>Recruit a minimum of 10 groups to participate in the visit</li> </ul>	Co-ordinator Community Development Worker	Ongoing	<ul style="list-style-type: none"> <li>No of groups participating</li> </ul>	<ul style="list-style-type: none"> <li>10 groups participating</li> </ul>	
	<ul style="list-style-type: none"> <li>Undertake best practice networking visit</li> </ul>	Co-ordinator Community Development worker	Annually	<ul style="list-style-type: none"> <li>No of best practice networking visits undertaken</li> </ul>	<ul style="list-style-type: none"> <li>1 best practice networking visit undertaken</li> </ul>	

Strategic Priority	Capacity Building	By Whom	By When	Indicator	Output	Outcome
<b>Aim 3</b>	Promotion and facilitation of relevant training and capacity building programmes to increase capacity and sustainability for community and voluntary groups					
<b>Objective 3.1</b>	To identify, through Training Needs Analysis (TNA), the training and development needs of all groups					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Develop new Training Needs Analysis by Jun 07</li> </ul>	Co-ordinator Community Development worker	Jun 07	<ul style="list-style-type: none"> <li>TNA developed</li> </ul>	<ul style="list-style-type: none"> <li>TNA developed</li> </ul>	Increased Awareness of the training needs of local groups and enhanced ability of BCRC to plan training and capacity building activities
	<ul style="list-style-type: none"> <li>Undertake TNA with all member groups by Jun 08</li> </ul>	Co-ordinator Community Development Worker	Jun 07-Jun 08	<ul style="list-style-type: none"> <li>No of TNAs undertaken</li> </ul>	<ul style="list-style-type: none"> <li>A minimum of 20 TNAs completed</li> </ul>	
	<ul style="list-style-type: none"> <li>Agree timetable and development plan of training</li> </ul>	All Staff	Ongoing	<ul style="list-style-type: none"> <li>Training &amp; Development Plan developed</li> </ul>	<ul style="list-style-type: none"> <li>Training &amp; Development Plan developed and implemented</li> </ul>	
<b>Objective 3.2</b>	To facilitate three theme based training sessions each year for all member groups across the Borough					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Organise, promote, run and evaluate three collective training sessions per annum-based on feedback from TNA</li> </ul>	Co-ordinator Community Development Worker	Starting Sep 07	<ul style="list-style-type: none"> <li>No of training sessions run</li> </ul>	<ul style="list-style-type: none"> <li>3 Training Sessions run</li> </ul>	Increased level of skills and capacity of local community to address local issues
	<ul style="list-style-type: none"> <li>Review effectiveness of each and report to Committee with evaluation after completion</li> </ul>	Co-ordinator Committee	Annually	<ul style="list-style-type: none"> <li>No. of reviews undertaken</li> </ul>	<ul style="list-style-type: none"> <li>3 reviews undertaken</li> </ul>	
<b>Objective 3.3</b>	Provide Capacity Building training Programme to at least 8 groups per annum aimed at developing skills and building capacity					

Strategic Priority	Capacity Building	By Whom	By When	Indicator	Output	Outcome
<b>Aim 3</b>	Promotion and facilitation of relevant training and capacity building programmes to increase capacity and sustainability for community and voluntary groups					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Develop and deliver, in partnership with Community Change, a Capacity Building Training Programme of 6-8 sessions per annum which will be monitored and reviewed with each group three and six months after training programme</li> </ul>	Co-ordinator Staff Community Change	Ongoing	<ul style="list-style-type: none"> <li>No. of groups on programme</li> <li>No of sessions</li> <li>No. of reviews held</li> </ul>	<ul style="list-style-type: none"> <li>8 groups on programme</li> <li>6-8 sessions per annum</li> <li>16 reviews held</li> </ul>	Increased level of skills and knowledge of local community groups to address local issues
<b>Objective 3.4</b>	To build and support the community capacity of Network members					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>To develop new projects which meet the specific capacity building needs of the community sector and seek funding for same</li> </ul>	Co-ordinator	Ongoing	<ul style="list-style-type: none"> <li>No of projects developed</li> </ul>	<ul style="list-style-type: none"> <li>1 project developed yearly (based on need)</li> </ul>	Increased level of skills and knowledge of local community groups to address local issues
<b>Objective 3.5</b>	To encourage take-up of community education courses in local areas, in partnership with Causeway Institute					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>To actively promote Causeway Institute Community Education Programme through Newsletter and Network meetings</li> </ul>	All staff	Ongoing	<ul style="list-style-type: none"> <li>No. of groups participating</li> <li>No of articles in Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>10 groups participating</li> <li>2 articles per annum</li> </ul>	Increased level of skills and knowledge of local community
	<ul style="list-style-type: none"> <li>To assist groups secure funding to run Community Education Classes</li> </ul>	Co-ordinator Community Development Worker	Ongoing	<ul style="list-style-type: none"> <li>No. of groups funded</li> </ul>	<ul style="list-style-type: none"> <li>6 groups funded</li> </ul>	

Strategic Priority	Information and PR	By Whom	By When	Indicator	Output	Outcome
<b>Aim 4</b>	To provide relevant, accessible information to community and voluntary groups to aid the advancement of their work in the community					
<b>Objective 4.1</b>	To produce a monthly Community Newsletter disseminated throughout local community and voluntary sector and other stakeholders					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>To produce 100 monthly newsletters for members and other stakeholders with a yearly review of the effectiveness of newsletter</li> </ul>	Co-ordinator Administrator Project Staff	Ongoing	<ul style="list-style-type: none"> <li>No of Newsletter produced</li> <li>No of reviews</li> </ul>	<ul style="list-style-type: none"> <li>100 Newsletters X 12 months</li> <li>1 Review</li> </ul>	Increased effectiveness of communication with the local community
<b>Objective 4.2</b>	To organise 3 Seminars per annum to brief sector on current issues					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>3 Information Seminars organised on relevant issues identified by Network members per annum</li> </ul>	Co-ordinator	Ongoing	<ul style="list-style-type: none"> <li>No of information seminars</li> </ul>	<ul style="list-style-type: none"> <li>3 Information Seminars organised and held</li> </ul>	Increased effectiveness of communication with the local community
<b>Objective 4.3</b>	Development of user-friendly web-site to provide up to date information to members and partner agencies					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>To develop a user friendly web-site with profiles of groups, information on services of BCRC and current information on relevant training, funding opportunities and general information</li> </ul>	All staff	ongoing	<ul style="list-style-type: none"> <li>Web-site developed</li> </ul>	<ul style="list-style-type: none"> <li>Web-site developed</li> </ul>	Increased effectiveness of communication with the local community and other stakeholders
	<ul style="list-style-type: none"> <li>Regularly update web-site and review usage</li> </ul>	All staff	Ongoing	<ul style="list-style-type: none"> <li>Web-site updated</li> <li>Usage reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Web-site update</li> <li>Usage reviewed</li> </ul>	
<b>Objective 4.4</b>	To put in place, as part of a PR strategy, actions which will improve the organisation's profile and raise awareness of the work of community and voluntary groups in the Borough, by December 2005, to be reviewed yearly					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Develop new PR Strategy by April 07 and implement accordingly</li> </ul>	Co-ordinator Management Committee	By April 07	<ul style="list-style-type: none"> <li>Development of new PR Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Development and implementation of new PR Strategy</li> </ul>	Increased effectiveness of communication with the local community
	<ul style="list-style-type: none"> <li>Review effectiveness of new Strategy annually through Review Group organised yearly</li> </ul>	All Staff Management Committee	Ongoing	<ul style="list-style-type: none"> <li>No of review meetings held</li> </ul>	<ul style="list-style-type: none"> <li>1 Review meeting held</li> </ul>	
	<ul style="list-style-type: none"> <li>To produce a Resource Centre Information Leaflet</li> </ul>	All Staff	End 2006	<ul style="list-style-type: none"> <li>No of leaflets distributed</li> </ul>	<ul style="list-style-type: none"> <li>500 leaflets distributed</li> </ul>	

Strategic Priority	Identifying needs and gaps	By Whom	By When	Indicator	Output	Outcome
<b>Aim 5</b>	To identify new and emerging needs and identify gaps in community infrastructure					
<b>Objective 5.1</b>	To undertake a mapping exercise of community development and voluntary activity across the borough to address gaps in community infrastructure					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Mapping exercise undertaken and completed</li> </ul>	Co-ordinator	Six monthly	<ul style="list-style-type: none"> <li>Mapping exercise completed</li> </ul>	<ul style="list-style-type: none"> <li>Mapping exercise completed</li> </ul>	Strengthen community infrastructure in Ballymoney Borough through co-operative action and partnership working
	<ul style="list-style-type: none"> <li>Gaps in community infrastructure identified and proposals put in place, in partnership with key stakeholders, to address gaps</li> </ul>	Co-ordinator Project Workers	Ongoing	<ul style="list-style-type: none"> <li>Gaps identified</li> <li>No of proposals</li> </ul>	<ul style="list-style-type: none"> <li>Gaps identified</li> <li>At least 2 proposals</li> </ul>	
<b>Objective 5.2</b>	To develop initiatives, in partnership, to support the inclusion of young people					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Manage interagency Youth Partnership to support the inclusion of young people in the Borough</li> </ul>	Co-ordinator Community Development Worker	ongoing	<ul style="list-style-type: none"> <li>Interagency Partnership established</li> </ul>	<ul style="list-style-type: none"> <li>1 Interagency Partnership established</li> </ul>	Strengthen community infrastructure in Ballymoney Borough through co-operative action and partnership working
	<ul style="list-style-type: none"> <li>Carry out Audit of Youth needs in Ballymoney borough in partnership with key statutory &amp; voluntary agencies</li> </ul>	Co-ordinator Ballymoney Youth Partnership	By Apr 2006	<ul style="list-style-type: none"> <li>Audit of Youth needs</li> </ul>	<ul style="list-style-type: none"> <li>Audit of Youth needs</li> </ul>	
	<ul style="list-style-type: none"> <li>1 Initiative developed to support the inclusion of young people</li> </ul>	Co-ordinator Ballymoney Youth Partnership	Ongoing	<ul style="list-style-type: none"> <li>No of initiatives developed</li> </ul>	<ul style="list-style-type: none"> <li>1 Youth Initiative developed based on need</li> </ul>	

## 6 Action Plan

Strategic Priority	Causeway Disability Programme	By Whom	By When	Indicator	Output	Outcome
<b>Aim 6</b>	Manage and develop Causeway Disability Programme					
<b>Objective 6.1</b>	Develop 3 year Strategic Plan for a Causeway Disability Programme					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Hold Strategic Planning Meeting with key stakeholders-Disability Forum, Disability Advisory Group, Management Committee and staff to plan strategy and facilitated by Disability Action</li> <li>Develop 3 year Strategic Plan for Causeway Disability Programme</li> <li>To employ Disability Dev. Officer</li> </ul>	Co-ordinator Disability Development Officer Management Committee Disability Forum	2006-08	Meetings Plan produced Recruitment of staff	<ul style="list-style-type: none"> <li>5 meetings held</li> <li>Production of Strategic Plan</li> <li>3 staff recruited</li> </ul>	Plan implementation between 2006-08
<b>Objective 6.2</b>	Build the capacity of people with disabilities and their carers					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Design and Provide relevant themed training programme</li> <li>Life skills and Independent Living; Active Citizenship and Leadership; Good Relations, Equality and Human Rights; Finance and Benefits Systems; Cultural determinants of health and well being.</li> <li>Assist People with disabilities and their carers access Education courses for employability purposes</li> </ul>	Co-ordinator Disability Development Officer Assistant Support Officer Facilitators Causeway FHE	Ongoing Quarterly	<ul style="list-style-type: none"> <li>No. of courses</li> <li>No of people trained</li> <li>No of access courses</li> </ul>	<ul style="list-style-type: none"> <li>8 training courses</li> <li>100 participants</li> <li>5 access participants</li> </ul>	Skilling and upskilling of people with disabilities and their carers  Increased knowledge of rights and coping strategies for living

Strategic Priority	Causeway Disability Programme		By Whom	By When	Indicator	Output	Outcome
<b>Aim 6</b>	Manage and develop Causeway Disability Programme						
<b>Objective 6.3</b>	Increase knowledge of People with Disabilities and their carers						
<b>Indicative Actions</b>	<ul style="list-style-type: none"> <li>Produce information fact sheets to inform on Policies, Business services, Services from Care Professionals and Independent Living.</li> <li>Produce Disability guides for stakeholders throughout North Antrim and inform on key contacts and good practice initiatives</li> </ul>	Disability Development Officer Assistant Support Officer Government agencies Community/Voluntary Groups	Six monthly	<ul style="list-style-type: none"> <li>No. of fact sheets/guides</li> <li>Distribution</li> </ul>	<ul style="list-style-type: none"> <li>4 fact sheets produced</li> <li>2 Guides</li> <li>600 x 6 distributed</li> </ul>	Individuals, families and the wider community are more informed upon Government policies and key services and contacts  Wider impact of the project	
<b>Objective 6.4</b>	<b>Provide accessible outreach advice service</b>	Disability Development Officer Assistant Support Officer Government Agencies Community/Voluntary Groups	ongoing	Needs assessment  No. of people supported  Outreach sessions	<ul style="list-style-type: none"> <li>200 people supported</li> <li>10 planned outreach sessions per annum</li> <li>adhoc sessions recorded</li> <li>2 needs audits produced for mental and physical disabilities</li> </ul>	Empowerment and inclusion of people with disabilities and their carers  Knowledge gained of available services to meet needs  Gaps identified	

Strategic Priority	Causeway Disability Programme	By Whom	By When	Indicator	Output	Outcome
<b>Aim 6</b>	Manage and develop Causeway Disability Programme					
<b>Objective 6.5</b>  <i>Indicative Actions</i>	<b>Partnerships created to deliver programme</b> <ul style="list-style-type: none"> <li>Work in partnership and improve links with statutory, business, community and voluntary sector organisations</li> <li>Co-ordinate monthly Disability Forum meetings for consultation and lobby purposes.</li> <li>Initiate Forums in new areas</li> </ul>	Disability Development Officer Assistant Support Officer Government Agencies Community/Voluntary Groups	Ongoing  10 monthly meetings	No. of Partnerships  No. of meetings scheduled	<ul style="list-style-type: none"> <li>4 genuine partnerships</li> <li>10 monthly meetings covering 3 areas</li> </ul>	Genuine Partnerships created and prolonged  Promotion of volunteering with user led Forums involving People with disabilities and their carers
<b>Objective 6.6</b>  <i>Indicative Actions</i>	<b>Awareness raising and promotion of role models</b> <ul style="list-style-type: none"> <li>To raise awareness amongst schools, community groups, businesses and trade unions, leisure facilities</li> <li>Work to engender respect for those living with a disability and deepen understanding of all kinds of disabilities</li> </ul>	Disability Development Officer Assistant Support Officer	Quarterly ongoing	<ul style="list-style-type: none"> <li>visits and information events</li> </ul>	<ul style="list-style-type: none"> <li>5 Information sessions</li> <li>5 visits</li> </ul>	Enhanced awareness and increased understanding of all kinds of disability

Strategic Priority	Management – Monitoring and Evaluation	By Whom	By When	Indicator	Output	Outcome
<b>Aim 7</b>	To improve the internal efficiency and effectiveness of Ballymoney Community Resource Centre including update of its governance					
<b>Objective 7.1</b>	To put in place range of internal governance changes required to make Ballymoney Community Resource Centre a more accountable and effective organisation by December 2005					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>To change organisation to Company Limited by Guarantee</li> </ul>	Co-ordinator Management Committee	End 2006	<ul style="list-style-type: none"> <li>Change of legal standing from Management Committee to Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>Change of legal standing from Management Committee to Board of Directors</li> </ul>	Increased effectiveness of organisation to meet the needs of the community/voluntary sector
	<ul style="list-style-type: none"> <li>Set up Sub-Committees: Finance and Employment</li> </ul>	Co-ordinator Management Committee	ongoing	<ul style="list-style-type: none"> <li>No of Sub-Committees set up</li> </ul>	<ul style="list-style-type: none"> <li>2 sub Committees set up</li> </ul>	Increased effectiveness of organisation to meet the needs of the community/voluntary sector and increased accountability
<b>Objective 7.2</b>	To develop an Operational Plan for the Strategy by August 2005 with a series of performance indicators					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Host a Staff meeting to agree final actions and timescales</li> </ul>	Co-ordinator All Staff	ongoing	<ul style="list-style-type: none"> <li>Staff meeting held</li> </ul>	<ul style="list-style-type: none"> <li>1 Staff meeting held</li> </ul>	Enhanced effectiveness of the Strategy and increased accountability
	<ul style="list-style-type: none"> <li>Add the Action Plan to the Strategic Plan and review progress regularly</li> </ul>	Co-ordinator All Staff Management Committee	ongoing	<ul style="list-style-type: none"> <li>Action Plan added to Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Action Plan added to Strategy</li> </ul>	Enhanced effectiveness of the Strategy and increased accountability

Strategic Priority	Management – Monitoring and Evaluation	By Whom	By When	Indicator	Output	Outcome
<b>Aim 7</b>	To improve the internal efficiency and effectiveness of Ballymoney Community Resource Centre including update of its governance					
<b>Objective 7.3</b>	To monitor progress on the strategic plan and action plan performance indicators on a quarterly basis					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Gather performance information for progress reports to present to Board meetings</li> </ul>	Co-ordinator	Ongoing Monthly	<ul style="list-style-type: none"> <li>Performance information gathered</li> </ul>	<ul style="list-style-type: none"> <li>Performance information reported to Board</li> </ul>	Enhanced ability of Management Committee/Board to make informed decisions
<b>Objective 7.4</b>	To implement and maintain good practice systems and procedures for management of employees within Ballymoney Community Resource Centre					
<i>Indicative Actions</i>	<ul style="list-style-type: none"> <li>Implement monthly staff meetings</li> </ul>	Co-ordinator All Staff	Monthly	<ul style="list-style-type: none"> <li>No of monthly staff meetings held</li> </ul>	<ul style="list-style-type: none"> <li>12 monthly staff meetings held</li> </ul>	Enhanced working environment for Staff and increased effectiveness of Organisation to deliver objectives
	<ul style="list-style-type: none"> <li>Implement 6 weekly individual Staff Supervision sessions and yearly Appraisals</li> </ul>	Co-ordinator All Staff Chairperson	6 weekly & Annually	<ul style="list-style-type: none"> <li>No of Supervision sessions held</li> <li>No of Appraisals held</li> </ul>	<ul style="list-style-type: none"> <li>8 Supervision sessions held per staff member</li> <li>1 Appraisal per staff member</li> </ul>	
	<ul style="list-style-type: none"> <li>Regularly review policies and procedures and ensure they are actioned</li> </ul>	Co-ordinator All Staff Management Committee	Every six months	<ul style="list-style-type: none"> <li>No of reviews</li> </ul>	<ul style="list-style-type: none"> <li>2 policy reviews held per year</li> </ul>	

Strategic Priority	Ethnic Minorities & Migrant Workers Programme	By Whom	By When	Indicator	Output	Outcome
<b>Aim 8</b>	To manage Ethnic Minorities & Migrant Workers Support Project					
<b>Objective 8.1</b>	<ul style="list-style-type: none"> <li>To identify and address needs of various ethnic groupings in Ballymoney Borough</li> </ul>	Co-ordinator & Ethnic Minorities Support Worker	Ongoing	<ul style="list-style-type: none"> <li>Researched needs</li> <li>No of initiatives developed</li> <li>Facilitate gaps</li> </ul>	<ul style="list-style-type: none"> <li>Primary Research</li> <li>Secondary Research</li> <li>Formal Audit</li> </ul>	<p>Production of needs and initiatives designed to address those needs.</p> <p>Develop an Action Plan to meet needs identified</p>
<b>Objective 8.2</b>	<ul style="list-style-type: none"> <li>Build relationships liaising with local employers and relevant agencies</li> <li>Engage in Public Relation activity</li> </ul>	Co-ordinator & Ethnic Minorities Support Worker	Ongoing	<ul style="list-style-type: none"> <li>No of employers contacted</li> <li>No of agencies involved</li> <li>Publicity sought</li> <li>Cultural diversity events</li> </ul>	<ul style="list-style-type: none"> <li>Networking opportunities</li> <li>Develop Interagency Advisory Group as Inter Ethnic Forum</li> <li>Raise awareness of cultural diversity</li> </ul>	<p>Strengthen community infrastructure for Ethnic Minorities and Migrant Workers in Ballymoney Borough through co-operative action and partnership working</p> <p>To ensure the inclusion of ethnic minority groups in the planning and delivery of new initiatives</p>

Strategic Priority	Ethnic Minorities & Migrant Workers Programme	By Whom	By When	Indicator	Output	Outcome
<p>Objective 8.3</p>	<ul style="list-style-type: none"> <li>Assist Ethnic Communities to develop local capacity through small scale intervention</li> <li>Provide opportunities for integration of Ethnic Communities into local life</li> </ul>	<p>Co-ordinator &amp; Ethnic Minorities Support Worker</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>No of events assisted</li> <li>Social events organised</li> </ul>	<ul style="list-style-type: none"> <li>Esol classes</li> <li>Welcome packs</li> <li>Translations</li> <li>Internet Access</li> <li>Signposting Service</li> <li>Access to Interpreting Service</li> <li>Volunteering opportunities</li> <li>Raise awareness of employment rights</li> </ul>	<p>To empower and inform Ethnic Minorities &amp; Migrant Workers of key requirements for living/working or moving to Ballymoney Borough.</p> <p>To improve quality/enjoyment of life of Ethnic minority individuals &amp; Migrant Workers living/working or moving to Ballymoney Borough.</p>