



PPN Annual Report 2018

Please complete the following report in respect of the activities of your PPN in 2018.

If you wish to make further comments on any section you may do so.

If you have documents which already give the information requested in some sections please attach them using the buttons provided and reference them in this report.

- This questionnaire is structured similar to previous versions.
Section A Section A (1 to 6) should be completed by the PPN Resource Worker and Secretariat.
- Section B Section B (7) should be completed by the Local Authority at least at Administrative Officer level.
- Section C Section C (8 and 9) should be completed by both.

Deadline: All PPN Annual Reports for 2018 should be submitted by [DATE] at the latest.

The Secretariat should be actively involved in the preparation of this report.

What PPN do you represent?

Tipperary

PPN Name and Address

Tipperary PPN, Thurles Chamber Enterprise Centre
LIT Campus, Nenagh Rd Thurles Ci. Tipperary , E41 TK65

PPN Email

ppntipperary@gmail.com

PPN Phone Number

(087) 4567111

PPN Website

www.ppntipperary.org

1. Please provide contact details for this report

Avril Wilson

Secretariat Member Contact Email Address

knockcdp@gmail.com

PPN Resource Worker (Name)

Avril Wilson

PPN Resource Worker Email Address

ppntipperary@gmail.com

2.1 Please list the number of Members in each category.

	Full Members 31/12/2017	Associate Members 31/12/2017	Full Members 31/12/2018	Associate Members 31/12/2018
Environmental College	19		25	

Social Inclusion College	131	163
Community and Voluntary College	994	1246
Total	1167	1434

Main Secretariat Contact for this Report (Name) Ruth Smith

Are you responding on behalf of the PPN Worker / Secretariat or the Local Authority? PPN Worker / Secretariat

2.3 Have you re-registered PPN Members or updated the details of PPN Members in 2018? No

2.4 What methodology do you use to re-register or update the details of PPN Members?(Place 'X' beside all that apply and comment where necessary) Salesforce Email Post
Members not re-registered in 2018

Section A (1 to 6) should be completed by the PPN Worker and Secretariat

2.3(a) If no, when did you last re-register or verify your PPN Membership? We commenced it in December 2018 and a true reflected of the re registration process will not be seen until 2019.

3. Representation and Decision-Making.

Aim: To facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion, community and voluntary colleges on decision making bodies.

In what ways did the PPN participate in consultations?

Distributed information to member groups about local consultations.	Always
Distributed information to member groups about national consultations.	Always
PPN Reps attended consultation events representing the PPN.	Sometimes
Resource Worker attended consultation events representing the PPN.	Sometimes
Made written submissions to consultations as the PPN or as a subgroup (linkage group, etc.).	Sometimes

The PPN organised consultations with its membership (i.e. organise meetings and surveys to feed into a consultation submission).	Sometimes
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3.2(a) Please suggest ways in which consultations could be improved.

More lead in time, to allow member groups to meet and discuss and accessing feedback after a consultation would be very beneficial to PPN members. Sometimes lead in in time can be very short.

I cannot say if the PPN was notified about all consultations.

3.2 Please comment on your PPN's experience of the following:

The PPN is notified about all local authority consultations.	Always
The PPN is notified about local authority consultations in a timely manner (i.e. allows for discussion and input).	Sometimes
The PPN can access feedback on the submissions it makes to consultations (i.e. through Chief Executive Reports, Consultation Reports, Direct feedback to PPN, etc.).	Sometimes

3.3 Boards and Committees.

Please provide a list of all boards and committees which have requested PPN representatives, how many seats are filled, the number of meetings held in 2018, any vacancies as of 31/12/2018 and any comments.

3.1(a) Please provide some detail about these consultations as outlined above.

LCDC PPN Reps Contributed to making a submission to National Planning Framework

PPN Secretariat submission on the PPN user guide.

Secretariat members and RW attended RSES consultation meetings and contributed to a joint submission from the South.

Healthy Tipperary consultation took place at our Health and well-being plenary.

3.5 Supports for PPN Representatives.

A. What support structures are in place to support (please answer y/n and give specific number):

- PPN Representatives on Boards and Committee
- Community input to policy development and decision making

REMEMBER: Please make sure your answers are consistent with Section 2

Please provide details

	Total	Male	Female
No. of PPN Representatives on Boards and Committees	43	17	26
No. of New Representatives elected in 2018	7	3	4

No. of Representatives who retired in 2018	5	5
TOTAL no. of Boards and Committees on which the PPN is represented	16	
TOTAL no. of contested seats (i.e. elections)	6	
TOTAL no. of uncontested seats (i.e. one nomination per seat)	3	
TOTAL no. of open PPN vacancies on Boards and Committees	4	

3.4 Do any individuals represent the PPN on more than one Board or Committee?

No

Where Municipal Districts exist, what supports do you have for PPN representatives at that level?

We don't have committees at MD level that PPN reps can participate in.

B. Linkage Groups

Please provide any comments you may have on these supports.

All new Reps will receive an email with clear instructions on their role as a rep. inclusive of reps charter.

RW will then meet with new Reps on a 1 to 1 basis

All reps are provided with an email link where all the member organisations of that linkage group are added to the email. The rep is only required to email that one email and it will get to all linkage group members. For e.g. the CYPSC the linkage groups members are all added to cypsc@ppntipperary.org

Quote from a Rep:

As a new rep I would like to commend all county council staff for their helpfulness to me. In particular, Margo Hayes, Michael Moroney, Pat Slattery and our Chairman John Carroll. I found that all County Council staff that assists the LCDC are very approachable and patient.

As a committee member I find the meetings are informative. The cases that we discuss cover a wide range of community issues. Discussions are frank and to the point. Everyone is afforded the time to give their views, objections or recommendations. Some clarifications from county council staff have educated me in understanding why some decisions which initially I would not have agreed with are made. This mainly relates to rules and regulations.

As a member of the general public I like to think that general questions from me and my fellow members in some way assists the focuses of decision makers on accountability on the allocation of funds for projects.

The LCDC is a learning curve for me, made interesting by all involved. As a member of the general

public who has been given a chance to participate, I feel this process is reaching out to the wider community.

I am delighted to be a member of Local Community Development Committee. With members of the public (like me) participating with the county council in a questioning respectful way on decisions and proposals is surely a sign of democracy working well.

	Yes	No	Number (if applicable)
Linkage Groups	Yes 5 CYPSC linkage group meetings		5
Thematic or Activity Networks (specific purpose, i.e. Disability Network, Social Inclusion Network, and so on)	Yes 2 Disability Network facilitated workshops/sessions		2
Representatives Charter	Yes		
Training for PPN Representatives	Yes 7 One to One support provided		7
Training for Linkage Groups	Workshop for disability network		
Meeting Feedback Forms Completed by Reps	Yes		20
Local PPN Reps Network	Yes LCDC Rep meeting		2
One-to-one Support	Yes 7		
Local Authority / Committee Host			

How many Linkage Groups have been formed in your PPN? Please number and list.

All's SPC's and committees/Boards have linkage groups formed i.e. member groups have signed up to particular interest's linkage groups. Each linkage group has an email address especially for that linkage group where members of the linkage group and reps are encouraged to send information reports etc. to the group and linkage groups members are encouraged to give feedback, raise issues, queries concerns etc.

How do Linkage Groups communicate?

Meetings and virtually

What is the level of participation in your PPNs Working Group?

Good

Does your Linkage Groups elect PPN Representatives?

Yes

Please provide any comments you may have.

In active linkage groups the participants do nominate reps as we know we will have engagement from that group.

C. Thematic Networks

How many Thematic Networks have been established in your PPN? Please provide number and list.

2.

Disability linkage group set up,
Age friendly and healthy Tipperary in the process of being set up
Tipperary Environmental Network set up but was not very active in 2018. This network is currently being reigniting and have had 2 meeting to date in 2019.

How many Thematic Networks are active (i.e. meeting at least 3 times per year, including virtually)? 2

How do Thematic Groups communicate?

Meetings and email

What is the level of participation in your Thematic Groups

Do your Thematic Networks elect PPN Representatives?

3.6 Comment on Support Structures for PPN Representatives. Please use the comment box below to provide any additional information on support (incl. guidance, mentoring and feedback) structures for PPN Representatives and Community Input into policy development.

All Reps meet with the RW when they are first nominated. The role of the PPN and role as a Rep are clearly identified. A rep can request further support from the RW if required. The RW is in regular contact with Reps throughout the year and support is provided in an informal/formal manner. Reps are invited to give feedback through reports and to present at plenary's.

How many Linkage Groups are active (i.e. meeting at least 3 times per year, including virtually)? 2

3.7 Specific Proposals and Outcomes

Please provide 3 to 5 examples of specific proposals or actions that PPN Representatives have brought to decision making boards or committees and the outcome, if any (i.e. discussed, deferred, decision made, project initiated, etc.).

Please detail the Decision Making Body, the Proposal and the Outcome (if any).

Example 2

LCDC Rep:

Proposals to expand the SICAP programme to new areas and nominating those new areas.
Proposals for future processes for the Healthy Tipperary strategy to increase the transparency of the funding process. Accepted
Proposals Re open public community based consultation on Healthy Tipp. AGREED

Example 4

Further Education and Training Rep:

Invited Linkage group input to the Action plan for Education

Following each report to the Linkage group Rep requested priority issues of requests for course development.

Proposed additional administrative posts be included in the budget application to support demands of GDPR and Quality Assurance.

Example 5

SERDATF Rep is also SICAP worker and the board is now working to ensure that Substance Misuser is a recognised target group in the national SICAP programme in the future

4. Communications

Aim: Provide information relevant to the environmental, social inclusion, community and voluntary groups and act as a hub around which information is distributed and received.

Example 1

Sports Partnership:

By establishing the quarterly report, the PPN is now getting regular feedback on the activities that the TSP is organising. This has resulted in greater participation in organised events and courses run by the TSP.

- 1: Quarterly report now generated by TSP for distribution to PPN
- 2: TSP has established closer links with the FAI Regional Development Officers (RDO)
- 3: TSP has promoted greater participation in soccer by girls, via running four soccer sisters' camps – very good turnout
- 4: TSP has established more communication links with the sports bodies in the county

Example 3

LCDC Reps sought Clarification on Leader projects for e.g. LCDC examined ownership of premises to avoid any conflict of interest before committing funds.

4.2 Communications Methodologies (please quantify all that apply - numbers only)

	Number	Number of Likes / Followers (where applicable)
Physical printed newsletters	11	
Electronic online newsletters	11	
Email	80929	
Website	12	
Facebook (include number of likes)	362	362
Twitter (include number of followers)	381	381
Holding PPN Roadshows	1	
Participating in events hosted by other organisations		
Local Radio (Community and/or Commercial)	1	

Developing promotional and publicity material (please provide number and comment what has been produced, i.e. leaflets, pens, folders, magnets, etc.)

2000 leaflets
200 folders
1000 pens

4.1 How have you publicised and promoted your PPN and its activities in 2018? Please advise if there is a strategy underpinning your communications.

Website, monthly newsletters, Social media and targeted emails.

TPPN purchased banners, displays and promotional material in 2018. This material is used at every opportunity to promote the PPN.

TPPN attended the National Ploughing, National PPN Conference.

TPPN has been actively involved in the Healthy Tipperary fund and strategy plan and the Age Friendly Strategy.

TPPN members are encouraged to have stands and displays at every plenary. The PPN has a member's corner in each newsletter where the members are encouraged to promote events or activities.

TPPN send press release's to local paper for e.g. a press release on The PPN Champion initiative (5 PPN members graduated with a BA in Business, enterprise and Community Development in 2018. These participants were all on scholarships through the PPN

PPN, SICAP and Volunteer centre co hosted an event to promote volunteering in Tipperary.

Other

Note: email correspondence recorded above is an average of 3/4 emails a month to all contacts on our database

4.3 What type of content do you communicate to your members?

- PPN Events
- PPN Activities
- PPN Vacancies
- Member Group Activities
- PPN Representative Reports
- Funding Information
- Consultations

4.4 Do you use Salesforce for the following?

Maintain as the Primary membership database

Members Profiles (Member information)

Registering Members Directly from Website

Mass Email

Sending E-Bulletins / Newsletters

Mass Texting

Tracking attendance at Linkage Groups

Tracking attendance at Secretariat Meetings

Dashboards

Running reports on - Full Membership Numbers

Running reports on - Electoral Area or MD membership numbers

Running reports on - Membership by Pillar

Running reports on - Bounced Emails

Running reports on - Email open rates

Running reports on - Active Members and Inactive Members

4.5 What functions does your PPN Website have (select all that apply)?

List / Database of registered members

Minutes / Reports of Secretariat meetings

Minutes / Reports of Plenary meetings

PPN Representative Reports

PPN Newsletters

Advertising Member Events / News

Upto date list of all PPN Representatives

Adopted PPN Policies

Please provide any comment you may have.

Details of accounts and budgets are presented at Plenary. Details of presentations are made available to full membership.

5. Capacity Building

Aim: Strengthen the capacity of communities and of the environmental, social inclusion community and voluntary groups to contribute positively to the community in which they reside / participate

Local Libraries, Citizens Information Centres and Volunteer Centres (Please provide number and comment)

RW sits on the Board of Tipperary Volunteer Centre.

We engage with libraries & citizens info centres through various committee meetings that both are in attendance at. We share any info they request to membership.

5.1 Training and Capacity Building Programmes. How many training and capacity building programmes were held in 2018? Please distinguish and give a breakdown. (This includes informal activities such as one on one mentoring)

	Name / Topic	Target Group	Topics Covered	Number of Sessions Held	Duration of Sessions	Overall Attendance
Programme 1	One to one mentoring	Reps/Secretariat members	Induction, issues, concerns supports etc	12	1 hour	Full attendance
Programme 2	Mindfulness for PPN members	PPN members	Mindfulness	10	2.5	25
Programme 3	GDPR	PPN members	GDPR	2 one north and south of the County	3 Hours	106
Programme 4	Grant writing workshops	PPN members	How to write a successful grant application	2	3 hours	79
Programme 5	SDG's	PPN Members	Sustainable Development Goals and how to use them in your community	2 one north and south of the County	3 hours	21
Programme 6	Celebrating Volunteers	Volunteers in Tipperary	How to volunteer in your community and celebrating the good good volunteers do	1	5 hours	120

Please provide any comment you may have.

We also ran a degree programme in partnership with Kilkenny PPN and Equal Ireland where 6 PPN members received scholarships to attend same.

5 participants graduated with a BA in Business, Enterprise and Community Development.

5.2 National and Regional Networking. Did your PPN participate in National or Regional Networking meetings or initiatives? (Please tick all that apply and comment if needed)

National PPN Conference

Regional Social Justice Ireland Meetings

National PPN Resource Workers Network

Ploughing Championships (PPN Stall)

Locally Organised Regional PPN Networks (Please specify)

South East regional meetings 2

6. Operation of the PPN

6.1 Secretariat Details. Please provide details on the composition of your Secretariat

	Comment
How many places are allocated on the Secretariat?	15
- Provide detail on how these places are allocated? (By municipal district, college, electoral area, etc.)	5 MD's - 1 Rep from each College
- What is the term of office on the Secretariat?	4 years
- Provide a breakdown of seats filled	10 seats filled in 2018 - vacancies in the following SI seat Thurles temp Roscrea MD, C&V seat and Env seat Vacnacy in Clonmel/Cahir MD, SI seat in nenagh, Env in carrick on Suir/Fethard MD (Clonmel Cahir C&V seat now filled in 2019 Temp/Thur?Ros seat SI now filled in 2019)
- If there are any vacancies on the Secretariat (Please detail)	As above
- What is the average overall attendance rate of your Secretariat? (i.e. 50%)	80%
How does your Secretariat operate a flat structure? (Please detail)	yes
- Rotating Facilitator	Rotates every 3 months
- Rotating Roles (Staff Liaison, Finance, etc.)	Sub groups are reviewed annually
- Decisions made by consensus	yes
- Proposals brought to Plenary	yes if required
- Terms of Reference emphasising flat structure	Yes and a group contract/agreement in place and reviewed when new members start
- Minutes / Reports available to all PPN members	Minutes on website

Does your Secretariat have subgroups? (Please detail)	Yes Staff sub committee, Finance Sub Committee, Capacity Building Sub Committee, Plenary Planning sub committees
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6.2 PPN Meetings and Events. Please provide detail on the events and meetings held by your PPN in 2018. (Do not include roadshows, training, etc. which has already been identified)

	Number Held	Held in Daytime	Held in Evening	Held at Weekend
Plenary	2	1	1	
Secretariat	9		9	
Linkage Groups	4	4		
Municipal District	5			
Other Events	Listed below			
Trainings	2 Salesforce			

Please provide any comment you may have on the events detailed above.

TPPN presented to the full council and to the LCDC in 2018.

RW attended 4 Healthy Ireland meetings

RW attended 2 County Childcare Meetings

RW attended 6 meetings with Tipperary Volunteer Centre

12 meetings took place between LA staff and RW/PPN

Capacity Building sub group met 3 times

Finance subgroup had 6 meetings

Support and Supervision with Staff subcommittee and RW took place 6 times

2 Sports Partnership meetings with RW re Reps and elections.

RW attended 2 Sustainable Tipperary meetings

6.3 Memorandum of Understanding (MOU). Was there an active MOU between the PPN and the Local Authority in 2018?

For PPNs who operate through a Host organisation: Was there an active Service Level Agreement (SLA) in place between the PPN and the host organisation in 2018?

6.4 Interagency Collaboration. How did the PPN collaborate with other

agencies/organisations in the county / city or elsewhere in 2018 (Such as LCDC, Age Friendly, Comhairle na nÓg, HSE, Túsla, Drugs Task Force, Healthy Ireland, etc.).

TPPN is committed to working in partnership with all the agencies and groups around the county. Through our representatives we contribute to the work of the Tipperary County Council (LCDC, SPCs etc), ETB (lifelong learning), Tusla (CYPSC), Drug and Alcohol Task Forces (SE and MW), Tipperary Volunteer Centre

Specific inter-agency work this year includes:

TPPN fed into the development of age Friendly Strategy.

TPPN have been active in the Healthy Ireland Strategy & fund. Organised a Health and Well-Being event funded through healthy Ireland in which PPN members and all relevant agencies attended and had stands at same.

TPPN have 3 Reps on CYPSC, 1 Rep on the South East Regional Drugs and alcohol task force.

TPPN had a stand at an Age friendly event.

Administered a Men's shed and women's group grant on behalf of the LA - 54 groups benefited from this small grant scheme.

6.5 Social Inclusion. How has the PPN worked to “actively support inclusion of socially excluded groups, communities experiencing high levels of poverty, communities experiencing discrimination, including Travellers to enable them to participate at local and county level”?

PPN RW attended SI Forum training hosted in Knockanrawley Resource Centre

TPPN worked in collaboration with both Leader development companies to carry out good governance training in each MD. The SICAP team then worked with some of the PPN member's post the training to implement the learning. As a direct result of the training new LCP's were introduced to North Tipperary Leader Partnership (NTLP) and the training assisted in NTLP reaching SICAP targets.

There are 163 members of the Social Inclusion College, and they receive relevant information about funding and events.

A PPN rep chairs the Social Inclusion subgroup of the LCDC and a second rep is an active member. This brings social inclusion issues strongly to the fore.

6.6 Structure of the PPN. Under what legal and administrative structure is your PPN operating? (Hosted by the local authority, hosted by another community organisation or operating as an independent company) Please provide detail.

Hosted until October end 2018 then set up as an independent Company

6.7 Staff Resources. What staffing resources eg. dedicated Resource Worker and/or support staff is available to the PPN? (Please detail full time / whole time equivalents / agency staff / volunteers, etc.)

Detail

Resource Worker (Please detail as whole time equivalent i.e. 1 WTE in the case of two part time RWs)	1
Administrator	1 (admin 2 days per week) we hired a volunteer on a contractual basis to assist with the re registration process and admin overload from end October to December 2018
Development Worker	
Agency Staff	
Volunteer	3
Other (Please define)	1 CE

6.8 Staff Recruitment. Was the Resource Worker or any other staff recruited in 2018? If so, please state the recruitment process and the nature of the involvement of the Secretariat and the Local Authority in that process.

	Comment
Who was recruited?	Admin worker
What was the recruitment process?	Contractual to help PPN RW with re registration process as we were the pilot PPN for same. We had a volunteer in place doing the work one day a week and the Finance sub committee and Secretariat agreed to hire the volunteer 2 days per week.
Who conducted the recruitment process?	
There was no recruitment in 2018	

6.9 Staff Employment. By what entity (LA, Host organisation, directly by PPN?) is the PPN Resource Worker and any other PPN staff employed?

PPN Directly

Please provide any comments you may have

The PPN only became an independent company and employing its staff in October 2018. Up to that date the PPN was a hosted organisation. It was hosted by North Tipperary Development Company

6.10 Staff Management. How is the Resource Worker and any other staff managed? Please detail any shared management arrangements (i.e. Work Plan function managed by Secretariat, Human Resource function managed by Host organisation, etc.).

Entirely by Secretariat

6.11 Where is the PPN Office / Workspace located?

Standalone rented space

6.12 PPN Budget and Expenditure Report 2018

Please provide a detailed breakdown of PPN income and expenditure for 2018

Income

	Local Authority	Department	Other	Total
Amount	90660.72			

Expenditure - Operational

	Budget	Actual
Staff Salary (incl. PRSI)	44715.42	48002.46
Staff Expenses (incl. T&S)	4000.00	3724.53
PPN Rep T&S Expenses	6790.00	4965.35
Rent / Hosting	4147.56	4147.56
Postage / Telephone	1399.92	951.06
Office Supplies / Stationary	999.96	2493.34
Light & Heat		
Insurance	947.50	830.88
Bank Charges	250.00	281.83
Auditing / Accountancy	900.00	553.60
Training & Development	5000.00	6400.00
Equipment		
Website / Hosting	150.00	98.40
IT Support & Maintenance	1500.00	1582.16
Marketing and Promotion	1000.00	1333.31
Projects / Activities / Events	2500.00	2606.93
Room Hire / Refreshments	1500.00	1911.63
Plenary Costs	4000.00	4587.61
PPN Awards		
Consultancy	700.00	774.72
Total	80500.36	86057.87

Please provide any comment you may have in respect of the above expenditures.

Increase in staff salary from the budgeted figure was to due to resource worker receiving an increase from €40,000.00 to €42,000.00 per annum and also the hiring of admin worker toward the end of 2018 to assist with re registration process. (2 days - 15 hours admin per week)

The budgeted Rep expenses decreased due to the LA paying reps on LCDC and SPC's prior to that the PPN paid them for same.

What process(es) and procedure(s) due to follow to:

a) Agree your Annual Budget

Projected budget is drafted at the first Finance Sub committee (FSC)meeting of the year. This proposed budget is then put forward as a recommendation to the secretariat.

b) Spend your Annual Budget

RW and FSC meet every 2/3 months to review expenditure and put forward any recommendations at each Secretariat meeting.
Each month the account is reconciled. A cash flow is presented to the Secretariat

c) Ensure that the Plenary is fully aware of the above?

Full account of income and expenditure is presented at each plenary.

Where you have disclosed 'Other' income, please provide more detail.

Income over and above our expenditure was for Healthy Ireland grant application that the PPN applied for on behalf of members organisations. Funding agreement between Tipperary LCDC and Tipperary PPN

6.13 Reimbursement of PPN Representative Expenses

For PPN Reps who sit on local authority boards or committees, does the reimbursement of their expenses come from the core PPN Budget or paid directly from the local authority?

Local Authority

6.14 Hosting Fees. If your PPN pays a hosting charge / management fee, please provide information on how that figure was agreed / apportioned.

Figure was agreed when PPN commenced in 2014.
Fee was 2% admin fee of the overall salary cost up to end of October - before COUNTY TIPPERARY PUBLIC PARTICIPATION NETWORK OPERATIONS COMPANY LIMITED BY GUARANTEE / 623158 commenced paying wages to staff.

6.15 PPN Budget Management. How is the PPN Budget managed?

	Yes	No	Other
Transfer of all monies to a PPN Bank account	yes		
Transfer of some monies to a PPN Bank account managed by the Secretariat?			

<p>- What amount? How is this allocation determined (please respond in Other column)?</p>	<p>80000.00</p>	<p>80000.00 monies are allocated to the PPN account once a workplan and MOU and an updated report are submitted to the LA. This year the PPN requested monies to be paid over in early January to facilitate the payment of wages to staff who are now paid by the PPN Company</p>
<p>- How are the remaining monies managed? (please respond in Other column)</p>		
<p>Managed in Local Authority</p>		
<p>(If so, please detail how Secretariat members approve allocations and payments)</p>		
<p>Other</p>		

6.16 PPN Expenditure Decisions. How are decisions made on how the PPN funding is spent? (Select all that apply.)

Secretariat approves all expenditure

Please provide any comment(s) you may have on the above.

RW will make recommendation to FSC

Day to day spend is managed by the RW for e.g. petty cash etc. However all is signed off and agreed by the FSC members of the Secretariat

6.17 Budget Management and Administration Process. Please comment on the process for the management and administration of the budget in 2018. If you have a formal financial policy, please reference it here and attach a copy.

TPPN has a formal Finance Policy which covers approval thresholds, procedures for approving and making payments, procedures for budget over sight and reporting of same. FSC implement this policy with the support of the RW. All cheque signatories and IBB authorisers are Secretariat members. Policy reviewed for 2019 and to be approved at next Secretariat meeting.

Attach copy financial policy

[TPPNO Finance Policy.docx](#)

6.18 PPN Policies and Procedures. Please indicate which of the following policies and procedures your PPN has in place. Note: It is not expected that PPNs have all these policies.

<p>Constitution</p>	<p>Yes</p>
<p>Terms of Reference for Secretariat</p>	<p>Yes</p>
<p>Terms of Reference for Subgroups of Secretariat</p>	

Terms of Reference for Plenary	
Terms of Reference for Linkage Groups	Yes
Representative Charter	Yes
Expenses Policy	Yes
Dignity for All Policy	Yes
Grievance / Conflict Procedure	Yes
Access Policy	Yes
HR Procedure	Yes
Induction Programme for new Reps	Yes
Procurement Procedure	
Staff Recruitment Procedure	Yes
Staff Development Policy	Yes
PPN Rep Report Templates	Yes
Glossary of terms for member groups	Yes
Health and Safety Policy	Yes
Glossary of Terms for member groups	No
Others (Please specify in box below)	Yes

If you ticked 'Other', please provide details.

GDPR Privacy Statement/Policy
 Secretariat group agreement

You completed Section A on behalf of the PPN. Section B is for completion on behalf of the Local Authority. Please now skip ahead to Section C.

Skip

For PPN Reps who sit on non-PPN and non-local authority boards and committees, does the host organisation (i.e. The HSE, Development Company, etc.) reimburse the PPN Reps expenses?

Some do pay expenses for e.g. Development Company but CYPSC do not pay Rep expenses

Section B

Section B (7) should be completed by the Local Authority at least at Administrative Officer level.

7.1 Supporting the Development of the PPN

In 2018, what ways has the Local Authority supported the development of PPN, and the active participation of environmental, social inclusion, community and voluntary organisations in policy and decision making, information sharing and capacity building?

Note: this does not include the provision of a budget or the core duties of the resource worker.

7.4 Local Authority Boards and Committees

Please provide a full list of boards and committees by which the local authority facilitates community representation on and detail if the PPN has been allocated seats on these.

This should include committees/boards separate to SPCs, JPC and the LCDC such as Heritage Forums, Coastal Liaison Groups, Road Safety Groups, Local Area Liaison Groups, Local Sports Partnerships, and any others.

7.7 Training of Staff

What provision has been made for the training of local authority staff and elected members in public participation and the PPN?

Section C

Section C (8 and 9) should be completed by both (local authority at DOS/SEO level).

8.1 Recommendations for the Development of PPNs

What 3 recommendations would the PPN and the local authority (appropriate Director of Service, or equivalent) make for the successful development of the PPN in 2019 and in the future?

Recommendation 2

Increase in income for PPN - More resources for the RW to be freed up to do outreach work and animate the linkage groups and communities and support realistic salary increments for both workers.

Recommendation 3

Fully resourced national Secretariat structure

Recommendation 1

The retention of the admin support worker is key to the PPN performing its remit and carrying out its huge work load in a County that has 5 MD's and takes two hours to travel length of.

8.2 Recommendations for Training

What specific training is required for LAs and PPNs, both priority training in 2019 and also in subsequent years?

Local Authority

On-going training in understanding the value of community development and social inclusion as well as local environmental issues and the long term impacts on the county

PPN

More opportunities for National Resource Worker Training.

Training/upskilling (and resources for same) for Reps around making effective Policy inputs/proposals/submissions. In particular for the new cohort of SPC Reps following local elections.

Team building & conflict resolution training for the Secretariat - resources provided for same.

Members need and have requested more training on Good Governance, GDPR, and making effective funding applications.

Social media Training.

8.3 Policy and Decision Making in Partnership

What would facilitate better participation of the PPN in policy and decision making, moving towards a partnership approach?

Local Authority

Understanding the needs of effective community representation (in particular on SPC's)

PPN

Training/upskilling (and resources for same) for Reps around making effective Policy inputs/proposals/submissions.

Date Monday, March 25, 2019

Completed on behalf of the PPN by Avril Wilson

Role within the PPN RW

PPN Worker Email ppntipperary@gmail.com

Phone Number (0504) 61014

Date Monday, March 25, 2019

Completed on behalf of the Local Authority by Pat Slattery

Role (DOS or SEO) DOS

LA Email pat.slattery@tippcoco.ie

Phone Number (076) 1065000

Date Monday, March 25, 2019

Secretariat Approval. Please read carefully: By submitting this report, the PPN Secretariat declares that the information provided in relation to the organisation described in this report is true and complete to the best of their knowledge and belief.

Ruth Smith

Approved on behalf of the Secretariat by

Role Secretariat member

Secretariat Email knockcdp@gmail.com

9. Certification and Checklist

Please note, incomplete reports will be returned to relevant PPN and Local Authority for completion.

Freedom of Information Disclosure

Under the Freedom of Information Act 2014, the information in this document and its attachments may be released on request to third parties.

If you believe that any of the information in this document is sensitive and should not be disclosed to a third party, you must identify the sensitive information and provide the reason(s) for its sensitivity.

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If you do not identify any of the information supplied in this document and supporting documentation as being sensitive you are acknowledging that any, or all of the information supplied, may be released in response to a Freedom of Information request.

Checklist. Please ensure that you have completed the following:

Section A (1 to 6) completed by the PPN

- Appendix 1 (Members of Boards and Committees) completed by PPN

Section B (7) completed by Local Authority

Section C (8 and 9) completed and agreed by both PPN and Local Authority

Section 10: Appendix 1 Memberships of Boards and Committees

Please provide details of the Board and Committee Memberships associated with your PPN. Alternatively, if you have an existing format for this information, please attach it to this form by clicking the button below.

If you have an existing template, please upload it below.

[SPC Committee_or_Board_RepList.xlsx](#)