



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 29th March 2019 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, Thurles, Tipperary , E41T6K5

PPN Email

coordinator@ppntipperary.ie

PPN Phone Number

(0504) 61014

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

coordinator@ppntipperary.ie

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?

Yes

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

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

2.2 If you have introduced the category of Associate Member, please set out how this is defined.

NO

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.	Always
Resource Worker attended consultation events representing the PPN.	Always
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

3.2(a) Please suggest ways in which consultations could be improved.

More time allowed - sometimes the feed-in time is not long enough.

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.).	Always
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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.

All consultations that are sent to us are distributed in our Newsletters or as once off emails.

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

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?

All Reps were encouraged to feed into and attend our community well-being MD meetings.

B. Linkage Groups

Please provide any comments you may have on these supports.

Support for reps is provided throughout the year. All reps are inducted by RW and RW facilitates 2 network meetings for all reps in the year.

RW will also meet reps on an ad hoc or requested basis, this is done via email and also one to one meetings or group meetings re e.g.

RW met all LCDC reps in 2019

	Yes	No	Number (if applicable)
Linkage Groups	y		1
Thematic or Activity Networks (specific purpose, i.e. Disability Network, Social Inclusion Network, and so on)	y		2
Representatives Charter	y		
Training for PPN Representatives	y		15
Training for Linkage Groups		n	support provided
Meeting Feedback Forms Completed by Reps	y		

	Yes	No	Number (if applicable)
Local PPN Reps Network	y		
One-to-one Support	y		
Local Authority / Committee Host	y		

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 are asked to sign up to a linkage group where they have a particular interest. 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... These linkage groups have not been working very well with little engagement.

1 linkage group meets in person - CYPSC.

Our secretariat has recognized that linkage groups for the most part are not working as there are too many boards and committees etc. and too many meetings for volunteers to attend.

At our last rep meeting of 2019 it was agreed that we would look at having thematic linkage groups for 2020.

How do Linkage Groups communicate?

CYPSC linkage group meets quarterly.

LCDC send reports via email to linkage group.

Other reps tried to send reports but got little or no feedback from members.

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

Good

Does your Linkage Groups elect PPN Representatives?

No

Please provide any comments you may have.

Only in the case of the CYPSC linkage group as they have always operated like this and it is a functioning linkage group.

C. Thematic Networks

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

2
Disability network
Age friendly network

2 meetings took place in 2019 to re establish our Environmental network.

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

2

How do Thematic Groups communicate?

via email and in person at meetings

What is the level of participation in your Thematic Groups

Good

Do your Thematic Networks elect PPN Representatives?

Yes

Please provide any comments you may have.

We commenced looking at forming thematic linkage groups towards the end of 2019. After much discussion on how to engage reps more with linkage groups. Reps find it a struggle to commit to attend SPC's or committee meetings as well as managing supporting setting up linkage groups. the feedback is that it is just to much to expect a volunteer to do.

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 clearing 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. Rep are invited to give feedback through reports and to present at plenary's. Reps are invited to attend a bi annual rep network meeting.

Reps were present at the well being MD meetings.

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

Sports Partnership Rep:

Rep was able to provide information to IWA regarding exercise and sport activity programmes in North Tipperary such as swimming, basketball and centre based exercise 'go for life' programmes

Liaised with TSP in relation to boccia tournaments.

Provided cheap supplier for purchase of basketball / sports wheelchairs

Example 4

SERDATF REP:

Information on injection facilities and possibilities of SE region researching the service – discussed/deferred

Feedback on SERDATF regional strategic plan not linking in fully with National Drug Strategy objectives – discussed and amendments made

Input on SICAP grants and their availability – only to SICAP registered LCGs. Recorded& resulted in

Waterford SI manager gave guest input at next meeting re SICAP
 Lack of addiction services in South Tipp generally (SE Region only includes S Tipp) – led to discussion on gaps in services in SE region – resultant mapping suggestion in the strategic plan

Example 5

LCDC REP:

Provided input in relation to applications submitted for LEADER funding from the community and voluntary sector.

Contributed on discussions on Mental Health supports particularly for the West Tipperary area.

Provided input on stroke awareness campaign and on the first regional Stroke Conference.

Was nominated and approved as Vice-Chair of the Committee.

Provided input on the town renewal programme and on supports required to revitalise Tipperary Town.

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

CYPSC REP:

PPN linkage group involvement in next CYPSC action plan

The linkage group highlighted the need for disability rep to be included on CYPSC

Sought clarification re CYPSC seed funding – application form produced as a result

Example 3

Housing and emergencies services Rep:

Met with a number of Fire Service personnel after election to the S.P.C. to gain some understanding of what they would see as the role of the PPN Rep, around the issue of emergency services, they were very helpful, as were a number of volunteer first responder groups.

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

	Number	Number of Likes / Followers (where applicable)
Physical printed newsletters (please provide details of the number of newsletters, not the number of people each newsletter was distributed to (e.g. if your PPN produces a monthly newsletter and sends it to 1,000 members, the number here is 12, not 12,000)	13	
Electronic online newsletters (note as above)	13	
Email (individual emails please)	74145	
Website	30	
Facebook Posts (include number of likes)	304	433

	Number	Number of Likes / Followers (where applicable)
Twitter Posts (include number of followers)	188	433
Holding PPN Roadshows	0	
Participating in events hosted by other organisations	6	
Local Radio (Community and/or Commercial)	3	

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

We didn't print any new flyers in 2019.

We have 2 flyers - but they need updated but we are waiting until we have the well being vision completed and we will publish a new suite of promotional material.

We purchased 2000 pens and 100 mobile phone power banks.

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.

Annual PPN report at plenary.

We publish and promote our PPN in each Newsletter with a section at the beginning PPN and member news.

We present at event for e.g. LDCD

We publish press releases in local newspapers - in particular in 2019 in relation to the well being

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

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 - Membership by Cause

Running reports on - Bounced Emails

Running reports on - Email open rates

Running reports on - Active Members and Inactive Members

4.4(a) If you are not using Salesforce to manage your database and communications, please identify how you manage it?

we use salesforce

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

Minutes / Reports of Linkage Group 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.

We are currently in the process of developing a new website - we secured LEADER funding for same.

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)

Flyers are distributed at plenaries, in Family Resource Centre, Volunteer Centres and LA premises.

We also give Rep's our flyers for distribution.

Please provide any comment you may have.

The Degree program was blended learning both online and classroom based I have only factored in the classroom based hours on the template above.

There are 13 people on the degree prog part funded through the PPN and Tipperary Volunteer Centre.

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)

6. Operation of the PPN

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

	Please provide numeric or Y/N answers only (as appropriate)
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	Carrick MD: C&V and SI seats filled, Tipperary Cahir Cashel MD: SI, C&V. ENV filled, Thurles: SI, C&V & EVN filled, Nenagh: C&V and ENV filled, Clonmel: SI filled
- If there are any vacancies on the Secretariat (Please detail)	4 vacancies 2 SI and 2 Env
- 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	yes 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 group contrac/agreement in place and reviewed when new members start
- Minutes / Reports available to all PPN members	yes
Does your Secretariat have subgroups? (Please detail)	yes - Finance, staff liaison, Capacity Building, Plenary and well being sub committees.

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)

	Total Number Held	No. Held in Daytime	No. Held in Evening	No. Held at Weekend
Plenary	2	1	1	0
Secretariat	10	1	9	0
Linkage Groups	4	4	0	0
Municipal District	3	0	3	0
Other Events	Listed below			
Trainings	As listed in training section			

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

RW attended 4 healthy Tipp sub group meetings
 RW attended 3 County Childcare meeting
 Rw attended 5 Tipp Volunteer meetings
 PPN showcase at Stoke awareness event
 PPN Showcase at Litter Campaign event with Env section of LA
 Tipp PPN shortlisted for Aontas - adult education awards (nominated through the Degree prog with Equal Ireland)
 PPN showcase at Mens shed event
 PPN showcase at Blue door opening event (listening service in Tipperary)
 12 meetings with LA staff and PPN
 Support and supervision 6 meetings
 Finance sub committee 5 meetings
 Capacity building 3 meetings
 Plenary planning and well being 3 meetings
 RW attended 2 sustainable Tipperary meetings
 Canon Hayes relaunch
 Comhairle nOg steering group 1 meeting attended
 Drcd public consultations attended in the Thurles and mallow
 Attended national conference
 Community food initiative event Fethard
 Tipperary Climate change forum in the Dome
 Tipperary volunteer day Cahir
 Nala training and communication and advocacy training (SJI in TCEC Tipp)

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, Tipperary Transport coordination unit

Specific inter-agency work this year includes:

Age Friendly and TPPN joint event.

TPPN have been active in the Healthy Ireland Sub committee in Tipp.

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

RW on Boards of TVC and County Childcare Committee

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”?

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 members after the training, to implement the learning. As a direct result, of the training new LCGs were introduced to North Tipperary Leader Partnership (NTLP) and the training assisted in NTLP reaching SICAP targets.

There are 107 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.

Operating as a pPN flat structure as per user guide/handbook however has an independent company for the purpose of hiring staff and applying for funding

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
Development Worker	0
Agency Staff	0
Volunteer	0

	Detail
Other (Please define)	Ce scheme 19.5 hours

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 support worker
What was the recruitment process?	External advertising (local newspapers/Activelink and social media and through or PPN membership, Short listing, Interviewing and selection process. All info kept on file, shortlisting and interview scores etc.
Who conducted the recruitment process?	Staff liaison sub committee
There was no recruitment in 2019	0

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

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.).

Shared by Company Board / Secretariat

If the answer to the above question is 'Shared', please provide further detail.

The Board are responsible for HR matters however are instructed by the secretariat on issues related to HR and staff or funding etc.

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

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

6.13 Reimbursement of PPN Representative Expenses

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.

Constitution	Yes
Terms of Reference for Secretariat	Yes

Terms of Reference for Subgroups of Secretariat	No
Terms of Reference for Plenary	No
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	No
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
Others (Please specify in box below)	Yes

If you ticked 'Other', please provide details.

GDPR Statement
Secretariat group contract

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

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

PPN Rep perspective:

Maybe some thought could be given to thematic linkage groups – discussed at the national level – people are jaded from trying to attend every meeting and there is so much overlap. There are always a few committed people who do their best but for the reps to remain so needs some thoughts at national level on the expectation of the community and voluntary sector.

This will probably be a key factor in the PPN structure review

From an inter agency perspective:

In order to enhance and ensure vibrancy of the PPN it is imperative that all agencies use the PPN to make connections with the community and voluntary sector, within each county there is a number of statutory groups for e.g. LCDC, CYPSC, SPC within this the voice of the PPN rep on behalf of the community and voluntary sector is integral but it cannot be tokenistic. It should be incumbent on all partners of the LCDC and CYPSC structure that PPN so that it becomes the norm to use the PPN to share information and seek representation

Recommendation 3

Inclusive induction for PPN reps onto Boards/Committees/SPC's, encouraging a more collaborative working approach with the community (Reps) and LA's Reps (Councillors)/staff etc.

More support/resources to do work with reps/thematic groups.

Recommendation 1

Increase in budget for PPN:At local and national level.

PPN's need a National Resource worker to provide support to workers, NAG and Dept (and other key stakeholders)

It is impossible to implement PPN to its fullest potential and do outreach work to build capacity, inform and strengthen communities in a County as large as Tipperary with one Coordinator and one admin support worker.

Ensure support workers are permanent staff.

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

Understanding PPN and the role of PPN for all LA staff and Local Councillors, with a focus on equality and community Development.

Training and appropriate induction for new reps on SPC's etc.

PPN

Training for Reps on making effective submissions. If training was provided maybe more reps would be inclined to make submissions or understand the value of them.

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 effective community consultation and community representation (in particular on SPC's). Some LA staff attended the well being vision MD consultation meetings and they commented on the truly consultative process that was being undertaken by the PPN to create a vision for its members and County.

A better understanding of the framework for local and community development in Ireland published in 2015 to ensure strong local government system securing and supporting individual and community engagement and participation in policy development, planning and delivery, and decision-making processes in respect of local and community interventions and supports at a local level.

LA need to ensure the voices and views of those who are not traditionally influential are heard and taken into account.

In the introduction to Ireland's Action Plan for Open Government 2016-2018, Minister Paschal Donohoe says "When citizens are engaged in public policy making it leads to more informed decisions. Policies and services can then better respond to people's needs..... Citizens and service users can better understand the reasons behind some decisions and have more confidence that things are moving in the right direction."

This participatory principle is strongly upheld in Goal 16 of the United Nations Sustainable Development Goals in which countries commit to "Promote just, peaceful and inclusive societies ensuring, responsive, inclusive, participatory and representative decision making at all levels."

One such e.g. to facilitate more local participation in policy and decision making the PPN through our newsletter could send out the agenda for local MD meetings and encourage citizens to feed into or attend such meetings. The PPN would need to be sent these agendas by the MD meeting administrators if LA were in agreement.

PPN

Training and up skilling or reps and resources for same on effective policy's proposals/submissions. This would lead to increased participation and value of PPN reps on Boards Committees SPC's etc.

PPN's with adequate resources can do the grassroots work, follow PPN principles and practices and ensure all policies support the work, the workers and the communities will be empowered and informed for maximum participation in a democracy that values equally the voice of the PPN and its reps.

Date Wednesday, May 13, 2020

Completed on behalf of the PPN by Avril Wilson

Role within the PPN RW

PPN Worker Email coordinator@ppntipperary.ie

Phone Number (0504) 61014

Date Monday, May 11, 2020

Completed on behalf of the Local Authority by Fiona Crotty

Role (DOS or SEO) Administrative officer

LA Email fiona.crotty@tipperarycoco.ie

Phone Number (087) 125-2938

Date Wednesday, May 13, 2020

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. Approved on behalf of the Secretariat by Ruth Smith

Role Secretariat

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.

You will be consulted about the sensitive information before any decision is made to release the information to a third party.

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, 9 and 10) completed by both PPN and Local Authority, these sections do not have to be completed jointly, but can be completed separately.

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.

