

Being a PPN Representative

The Representatives Charter

Tipperary PPN understands that all Representatives need to be supported, respected and informed in order to fulfil their role and their potential as a Representative and that all Representatives need to be clear in their role.

Responsibility of Tipperary PPN TO the Representative

The PPN has responsibilities to the Representatives. Representatives are Tipperary PPN's most valuable resource, and our organisation aims to encourage and support them in their role.

- Ensuring that Representatives are provided with an induction to the PPN
- Providing training for representatives where possible.
- Be familiar with the Representatives and the role of the Committees and Groups that they have representation on.
- Listen to the issues raised by Representatives and respond promptly to these issues.
- Take the time to read, understand and respond to communications that are received in relation to the PPN.
- Consult directly with the Representative, or through the Linkage group/Thematic Network, to discuss any matters to be raised at meetings
- Ensure that Representatives are advised directly, or through the Linkage Groups/Thematic Network, of any consultations or issues the PPN or Secretariat is undertaking.
- Treat all Representatives in accordance with the PPN's policies and adhere to the PPN's Charter.
- Provide the Representative with a clear indication of decisions made that might impact on their work on behalf of the PPN
- Ensure feedback from Representatives is shared with PPN member groups.
- Tipperary PPN will ensure that Representatives receive out of pocket/travel expenses to enable them to participate in committees they were elected to as per the Tipperary PPN Travel and Expenses policy.

Responsibility OF the Representative

- To be representative of the PPN as a whole, even when in conflict with own opinion.
- Be able to attend meetings of the relevant Committee or Group that they sit on.
- Take the time to read, understand and respond to communications.
- Be willing and able to engage with the PPN/Thematic Network.
- Conflict of interest/Confidentiality.
- Clearly indicate whether feedback provided reflects a factual view of the meeting or a personal view.

Feedback/Reporting.

- Provide a brief written report from each committee meeting they attend on the PPN's behalf. The report should provide a brief synopsis of any discussions at the meeting and the resulting decision using the PPN reporting template
- Where there are multiple PPN Reps on one committee, a commitment should be made to meet prior to the meeting, to rotate the reporting responsibility and to ensure that the

report is approved by all Reps prior to further circulation.

- Adhere to the PPNs Charter & policies.
- Ask for information, support, or backup when needed.

The Representatives Code of Conduct

Co Tipperary PPN is committed to ensuring that involvement with the Network is a positive and meaningful experience. Therefore, the PPN has adopted a Code of Conduct for its voluntary Representatives which aims to contribute to a constructive and pleasant experience for all involved in representing the PPN.

The Code of Conduct details what each voluntary Representative shall commit to in their role as a Representative of the PPN and in all areas relating to their interaction with, and on behalf of, the PPN.

Responsibilities of Committees to the PPN Representatives

- Recognise that PPN Representatives are there to represent a diverse range of community and voluntary, social inclusion and environmental groups in the Local Authority area.
- Provide a briefing to all members of the Committee or Group on the role of the PPN and its Representatives.
- Treat PPN Representatives with respect and equally involve them in the work and decision-making of the Committee or Group.
- To hold at least some meetings at times, dates and locations that facilitate the participation of volunteers. Ideally these dates should be set annually.
- To provide the PPN Representatives with an induction to the Committee or Group clearly outlining the Terms of Reference for the Committee, Committee Standing Orders, how to have issues put on the agenda etc.
- Work collaboratively with PPN Representatives to ensure that they have an opportunity to input on matters and issues that they are there to represent.
- Provide Minutes and Agendas for meetings at least two weeks in advance of meetings to allow the PPN Representative an opportunity to gain input from the PPN/Linkage Group.
- To offer relevant training to PPN Representatives and to provide support to them in interpreting technical documents.
- Ensure that any conflict of interest are clearly stated and dealt with appropriately.
- Produce an agreed meeting outcome document at the end of each meeting which can be shared with the PPN membership
- Be familiar with and adhere to the PPN's Charter and policies with regard to Representatives.