



PPN User Guide Review

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4324312923616104304

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Queries

Please contact ppnuserguidereview@drcd.gov.ie or Alan Monks at (076) 100 6907.

Your Details

Are you making this submission as an individual or on behalf of an organisation?

On behalf of an Organisation

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Organisation Name

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Was is the title of your role within the Organisation named above

Resource Worker



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Your Submission

STRUCTURE OF THE PPN (County/City, Plenary, Secretariat, Municipal Districts PPNs, Linkage Groups, Membership)

2 Plenary Meetings per year should be retained.

1 Plenary meeting should act as an AGM in line with proper governance.

Clear instruction needs to be provided on operating a flat structure, this could be achieved through defining a role of Facilitator of the Secretariat, etc.

Fingal PPN recommends a facilitator that changes after each Plenary meeting. This way the facilitator is responsible for managing meetings in-between each Plenary and there is a natural end to their role.

Linkage Groups are crucial to the proper functioning of PPNs. Each Linkage Group should appoint a facilitator to manage the meetings and manage the reporting of the SPC/JPC/LCDC Reps back to the Linkage Group, and vice versa. This was introduced to Fingal PPN in September 2018. It has been an immense success with average attendance at Linkage Groups now at almost 30 groups. Up from 14 previously.

OPERATION OF PPNs (Budget and Work plan, Resource Worker, Support Worker)

Each PPN should have a multi-year Strategic Plan that supports its development in relation to the above.

RELATIONSHIPS BETWEEN THE PPN AND THE RESPECTIVE LOCAL AUTHORITY (Budget, Resource Worker, Support Worker)

- The work of the PPN Resource Worker must be managed by the Secretariat.

- Where the resource worker is employed by a local authority or a host organisation, there must be a joint employer/secretariat/rw committee.

- The PPN should be absolutely responsible for allocating the spend of the programme budget of the PPN. (i.e. the 20/30,000)

- the PPN should be involved on any interview panel on the recruitment or secondment of a PPN Resource Worker.

MONITORING AND EVALUATION (Budget, Workplan, Resource Worker)

Governance and accountability of PPN to its members needs to be a priority.

- Monthly resource worker report should be provided to the Secretariat.
- Finance reports should be at least each quarter to the Secretariat.
- Budget should be approved by Plenary upon recommendation of Secretariat.
- Quarterly linkage group report should be published by the PPN.
- 6 monthly activity report should be published by PPN for Plenary meetings, outlining all PPN activity since last plenary.
- All PPN governance documents should be on the PPN website. Each PPN should be required to have a website.
- All minutes from all Secretariat, Linkage Group Meetings, Plenary Meetings, etc. should be required to be on PPN website.
- All PPN finance reports should be on the PPN website.

What Templates would you regard as being helpful to include in a revised PPN User Guide (Constitution, Grievance Procedure, Representatives Charter, Expense Policy, Memorandum of Understanding, etc.)

Draft Fingal PPN Constitution uploaded with this submission. This was developed with the support of Carmichael Ireland and in line with the current User Guide. IT includes:

- Constitution
- Role of Secretariat
- Role of Facilitator
- Role of Resource Worker
- Grievance Procedure
- Complaints Procedure
- Removal of Representatives (self-disqualifying vs removal)
- Code of Conduct
- Roles/Responsibilities of PPN Reps (Reps Charter)
- Expense Policy
- Plenary Meetings
- Good detail on operation of Linkage Groups

Potentially some good practice pieces identified which may be incorporated into new PPN Handbook.

Any other Recommendations in relation to the review of the User Guide?

- The new handbook must be in Plain English - while we would not insist on the 'Plain English Mark', it should go through a basic Plain English edit.

- Many PPN members and stakeholders have expressed an interest in the reviewed user guide / handbook being made available as a draft for further feedback before being finalised.



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Supporting Documentation

Supporting Documentation (Max 4 files)

[2019_04_24_Constitution_Draft.pdf](#)
[B23224 Fingal PPN Newsletter.pdf](#)

Freedom of Information

All materials received by the Department will be subject to the Freedom of Information (FOI) Act. This means that all materials submitted during this consultation period could be released to a wider audience on request.