

# DLR PPN Workplan 2017

Ratified at the April 26th 2017 Plenary meeting



**DLR PPN**  
Dún Laoghaire-Rathdown  
Public Participation Network

## **Introduction:**

Dún Laoghaire-Rathdown Public Participation Network (DLR PPN) is an independent umbrella network of community & voluntary, environmental and social inclusion groups active within the county. This document lays out the workplan for Dún Laoghaire-Rathdown Public Participation Network (DLR PPN) for 2017.

The five main objectives in this workplan are taken from 'Public Participation Networks: A User Guide', issued by the Dept. of Environment, Community and Local Government in May 2016. The workplan also incorporates actions from the DLR Local Economic and Community Plan 2016-2021 that have been assigned to the PPN, as well as priority actions identified by DLR PPN members at a Plenary meeting in November 2016. The focus of DLR PPN's workplan for 2017 will be to build a solid foundation for the PPN that will enable it to progress and grow in the future.

This workplan was formally ratified by PPN members at the DLR PPN member's Plenary meeting on the 26th of April 2017.

## **Workplan Overview:**

**Objective 1:** Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion, community and voluntary sectors on decision making bodies.

- Key Action 1.1: Support PPN members to identify issues of collective concern, to take action on these issues and influence local policy.

- Key Action 1.2: Actively seek the inclusion of groups of people which may be marginalised and enable them to participate at local and county level.
- Key Action 1.3: Create opportunities for networking and sharing learning between PPN members and between the PPN members and the local authority
- Key Action 1.4: Support DLR Comhairle na nÓg

**Objective 2:** 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.

- Key Action 2.1: Deliver training that builds member's capacity

**Objective 3:** Provide information relevant to the environmental, social inclusion, community and voluntary sector and acts as a hub around which information is distributed and received.

- Key Action 3.1: Communicate clearly about the role and remit of the PPN
- Key Action 3.2: Collect and distribute accessible, relevant information to PPN members in a timely manner

**Objective 4:** Develop a Wellbeing Statement that looks at what is required for the wellbeing of individuals and communities, now and for the generations to come.

- Key Action 4.1: Use PPN Wellbeing Statement Toolkit (when available) to develop a draft wellbeing statement.

**Objective 5:** Operate the PPN in a transparent, inclusive and accountable manner

- Key Action 5.1: Hold regular Secretariat meetings
- Key Action 5.2: Create robust policies and procedures for the governance of DLR PPN
- Key Action 5.3: Keep clear financial records and create regular financial and progress reports
- Key Action 5.4: Consult with and report regularly on progress to PPN members



Dún Laoghaire Rathdown Public Participation Network Workplan 2017				
<b>Objective 1</b>		<b>Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion, community and voluntary sectors on decision making bodies</b>		
Key Action 1.1		Support PPN members to identify issues of collective concern, to take action on these issues and influence local policy.		
<b>Planned actions/activities/outputs</b>	<b>Who is responsible</b>	<b>Who can help?</b>	<b>Timescale</b>	<b>Outcome/Impact/Target/KPI</b>
Work with DLRCC to increase understanding of PPN within DLRCC, build relationships and improve communications.	Secretariat/Network manager/DLRCC		ongoing	At least 1 presentation about the PPN delivered to relevant DLRCC heads of department.  No. of DLRCC departments sharing relevant information with PPN
Work with DLRCC to increase the PPN's understanding of Council structures and schemes such as the Strategic Policy Committee (SPC) and the Local Community Development Committee (LCDC)	Secretariat/Network manager/DLRCC	LCDC/SPCs	ongoing	No. of meetings between PPN and relevant members of DLRCC/DLRCC committees  Information from these meetings being shared with wider PPN
Support the development of linkage groups (or thematic groups if more appropriate) for committees that have PPN representation	Secretariat/Network manager/PPN Reps	Relevant DLRCC Departments	by end of Quarter 4	Number of linkage groups facilitated

Work with PPN Reps to create reports of each SPC meeting and make them accessible to PPN members.	Network Manager/PPN Reps	Secretariat	ongoing	Number of reports created for SPC meetings  Evidence of reports are being accessed by PPN members
Create induction pack for PPN Reps/Reps charter	Secretariat/Network manager/DLRCC (as per MOU)	PPN Reps SPC Chairs/ Corporate Services	By end Quarter 4	Induction pack distributed to all DLR PPN Reps  Evaluation of packs by Representatives
Key Action 1.2	Actively seek the inclusion of groups who find it difficult to engage and enable them to participate at local and county level.			
<b>Planned actions/activities/outputs</b>	<b>Who is responsible</b>	<b>Who can help?</b>	<b>Timescale</b>	<b>Outcome/Impact/Targets/KPI</b>
Research and map these groups	Secretariat/Network manager/DLR Economic Community & Cultural Development (as per LECP)	Organisations who are already engaging with these groups	ongoing	List of target groups created
Develop strategy to actively promote the PPN to these groups	Secretariat/Network manager/ DLR Economic Community & Cultural Development (as per LECP)	As above	By end of Quarter 4	Increased membership of these target groups

Key Action 1.3		Create opportunities for networking and sharing learning between PPN members			
<b>Planned actions/activities/outputs</b>	<b>Who is responsible</b>	<b>Who can help?</b>	<b>Timescale</b>	<b>Outcome/Impact/Targets/KPI</b>	
Hold Plenary meetings	Secretariat/Network manager		April and October	2 Plenary meetings held Feedback from attendees	
Hold Pillar Group meetings	Secretariat/Network manager		By end of Quarter 4	1 Pillar group meeting held for Social Inclusion and 1 for Community & Voluntary. Feedback from attendees	
Key Action 1.4		Support DLR Comhairle na nÓg (CNN)			
<b>Planned actions/activities/outputs</b>	<b>Who is responsible</b>	<b>Who can help?</b>	<b>Timescale</b>	<b>Outcome/Impact/Targets/KPI</b>	
Investigate how, on a national level, the PPN and Comhairle na nÓg are supposed to be working together in relation to public participation.	Secretariat/Network manager/ DLR LCDC (as per LECP)	PPN Workers Network, Comhairle na nÓg national co-ordinator	By end of Quarter 4	Network Manager to attend presentation from CNN national co-ordinator at PPN Workers Meeting	
Explore ways that the PPN can support the work of Comhairle na nÓg and that Comhairle na nÓg can feed into and support the PPN	Secretariat/Network manager/DLR LCDC (as per LECP)	Comhairle na nÓg Steering Group/CNN committee/ PPN members	By end of Quarter 1	Network Manager sitting on DLR CNN Steering Group	
<b>Objective 2</b>	<b>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</b>				
Key Action 2.1		Deliver training that builds member's capacity			

Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Continue to survey DLR PPN members about their training needs.	Network manager.		Quarter 3	No of responses to training survey
Schedule training based on findings of training survey.	Secretariat/Network manager.		By end of Quarter 4	Number of attendances at training Feedback from training
<b>Objective 3</b>	<b>Provide information relevant to the environmental, social inclusion, community and voluntary sector and act as a hub around which information is distributed and received.</b>			
Key Action 3.1	Communicate clearly about the role and remit of the PPN			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Create an information pack about the PPN for members	Secretariat/Network manager.		By end of Quarter 3	Information pack distributed to all existing PPN member organisations and issued to new members.
Create concise printed leaflet with basic info about PPN for distribution during outreach	Secretariat/Network manager.		By end of Quarter 2	Printed leaflet produced
Attend community events/outreach opportunities	Secretariat/Network manager.	PPN members DLRCC	ongoing	Present or exhibit at at least 3 community events. Link in with Festival of Inclusion
Work with media outlets to create awareness of DLR PPN and its remit.	Secretariat/Network manager.	Local and national media (if appropriate)	ongoing	Measure reach, response and membership conversion
Ensure DLR PPN events and activities are documented, for example photos/ video/ feedback/ articles/ reports. Make information about these events publicly accessible.	Secretariat/Network manager.		ongoing	Plenary reports  PPN activities shared on social media and e-zine

				News posts on website
Provide support by email, phone and face to face to groups and organisations looking to join DLR PPN	Network manager		By end of Quarter 4	Membership at 350 groups/orgs
<b>Key Action 3.2</b>	<b>Collect and distribute accessible, relevant information to PPN members in a timely manner</b>			
<b>Planned actions/activities/outputs</b>	<b>Who is responsible</b>	<b>Who can help?</b>	<b>Timescale</b>	<b>Outcome/Impact/Targets/KPI</b>
Distribute an Ezine with relevant information on a regular basis	Secretariat/Network manager	DLRCC Departments Local orgs/groups LCDC members	ongoing	Distribute at least 1 ezine a month
Maintain and develop the DLR PPN website	Secretariat/Network manager		ongoing	Increased views of website  Membership sign-ups coming through website
Maintain and develop DLR PPN Facebook & Twitter	Network manager		ongoing	Increased likes, follows and interactions
<b>Objective 4</b>	<b>Develop a Wellbeing Statement that looks at what is required for the wellbeing of individuals and communities, now and for the generations to come.</b>			
<b>Key Action 4.1</b>	<b>Use Wellbeing Statement Toolkit to develop a draft wellbeing statement</b>			
<b>Planned actions/activities/outputs</b>	<b>Who is responsible</b>	<b>Who can help?</b>	<b>Timescale</b>	<b>Outcome/Impact/Targets/KPI</b>
Wellbeing Statement Toolkit currently being developed for PPNs	Environmental Protection Agency/ Social Justice Ireland/ National Environmental Pillar		By end of Quarter 2 (approx)	

Use Toolkit to create strategy for developing draft wellbeing statement	Secretariat/Network manager/	DLRCC (as per MOU)	By end of Quarter 4	Strategy in place for developing draft wellbeing statement in 2018  Strategy identifies opportunities to link in with other national plans relating to wellbeing, eg. Healthy Ireland, Creative Ireland
<b>Objective 5</b>	<b>Operate the PPN in a transparent, inclusive and accountable manner</b>			
Key Action 5.1	Hold regular Secretariat meetings			
<b>Planned actions/activities/outputs</b>	<b>Who is responsible</b>	<b>Who can help?</b>	<b>Timescale</b>	<b>Outcome/Impact/Targets/KPI</b>
Hold regular meeting of Secretariat members and Network Manager	Secretariat/Network manager/		Ongoing	Secretariat Meeting every 2 months minimum.
Network Manager to deliver report to Secretariat on progress on workplan activities.	Network manager		Ongoing	Report produced prior to every Secretariat meeting.
Minutes of Secretariat meeting to be made publicly available on dlppn.ie website	Secretariat/Network manager/		Ongoing	Minutes posted on dlppn.ie
Key Action 5.2	Create robust policies and procedures for the governance of DLR PPN			
<b>Planned actions/activities/outputs</b>	<b>Who is responsible</b>	<b>Who can help?</b>	<b>Timescale</b>	<b>Outcome/Impact/Targets/KPI</b>
Research and develop relevant policies and procedures	Secretariat/Network manager/	Other PPNs	By end of Quarter 3	Policies agreed by Secretariat
Policies and procedures ratified by members at October Plenary	Secretariat/Network manager/		October	Ratified policies
Policies and procedures published on website	Secretariat/Network manager		By end of Quarter 4	Policies & Procedures on dlppn.ie
Key Action 5.3	Keep clear financial records and create regular financial and progress reports			



Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Clear record of expenditure maintained	Secretariat/Network manager	Southside Partnership	ongoing	Quarterly financial reports
Biannual financial report produced for Dept. of Housing, Planning, Community and Local Government requests	Secretariat/Network manager		July & December as requested	2 financial reports per year
Submit end of year report to Dept. of Housing, Planning, Community and Local Government	Secretariat/Network manager		When requested	1 report
Submit quarterly financial and progress reports to DLRCC and meet to discuss progress on workplan.	Secretariat/Network manager		July & December	4 financial and progress reports per year.
<b>Key Action 5.4</b>	<b>Consult with and report regularly on progress to PPN members</b>			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Ensure key decisions and strategies are approved by PPN members	Secretariat/Network manager		ongoing	Workplan and all policies and procedures ratified by PPN members
Update members on progress at Plenary meetings	Secretariat	Network manager	April & October	Presentations at Plenary Feedback from Plenary
Monitor and evaluate 2017 workplan and use this as basis for development of 2018 workplan	Secretariat/Network manager		Quarter 4	Evaluation information included in annual report 2018 workplan
Create annual report	Secretariat/Network manager		1st Quarter of 2018	Report presented at plenary Report published on dlppn.ie Report submitted to DLRCC to be included in their Draft Annual Report