



DLR PPN

Dún Laoghaire-Rathdown
Public Participation Network

Dún Laoghaire-Rathdown Public Participation Network

Workplan 2018

Ratified by DLR PPN members
25th April 2018

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. Public Participation Networks (PPNs) were established by the Irish Government under the Local Government (Reform) Act 2014 to be the main link through which the Local Authority connects with these groups.

DLR PPN is governed by a voluntary board elected from the DLR PPN membership whose responsibility is to oversee the development of the network and ensure that the objectives of the PPN are carried out. DLR PPN has one full-time staff member who manages the day-to-day running of the PPN. DLR PPN receives an annual budget of €80,000; €30,000 for Dún Laoghaire-Rathdown County Council and €50,000 from the Department of Rural and Community Development.

Government guidelines outline 3 main objectives for PPNs:

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

These government guidelines also specify a number of principles and values that PPNs are expected to operate by; they should be inclusive, participatory, independent, valuing of diversity, transparent and accountable.

The Local Economic and Community Plan (LECP) for Dún Laoghaire-Rathdown contains 5 actions for which DLR PPN has partial responsibility, relating to building the capacity of community groups to create positive change in their communities and having a voice in local authority decision-making.

DLR PPN's 2017 workplan aimed to build a solid foundation for the PPN to enable it to progress and grow. It was an ambitious workplan of 38

planned actions, activities or outputs grouped under 5 key objectives compiled from the government guidelines for PPNs, the DLR Local Economic and Community Plan and priority actions identified by DLR PPN members. 25 of these actions were achieved, 8 were partially achieved, 5 were not achieved or are still in progress.

The Draft 2018 workplan is structured under the same 5 key objectives and aims to build on the achievements of 2017 and rethink the challenges. It also aims to balance what is required of DLR PPN by its members, the local authority and the national government while at the same time being realistic about available resources.

This workplan was formally ratified by DLR PPN members at the Plenary meeting on the 25th of April 2018.

DLR PPN Secretariat

Claire Carroll, DLR Volunteer Centre

Aileen Eglington, Kiltarnan/Glenamuck Residents Association

David Girvan, Parents Families & Friends Association of St John of God Carmona Services

Kay Gleeson, Sandycove & Glasthule Residents Association

Tom Kivlehan, South Dublin Branch of Birdwatch Ireland

Goff Lalor, Crann - Trees for Ireland

Sheila Moore, Foxrock Area Community & Enterprise

John Nolan, DLR Disability Consultation Group

Ben Stafford, Balally Family Resource Centre

Dún Laoghaire Rathdown Public Participation Network Workplan 2018

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 (LECP action)	Support PPN members to identify issues of collective concern, to take action on these issues and influence local policy.			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Target/KPI
Work with DLRCC and other agencies/ organisations to increase understanding of the PPN, build relationships and improve communications.	Secretariat/ Network manager/DLRCC		ongoing	Number of collaborations with DLRCC and other organisations/agencies
Support the development of working groups on issues that are relevant to PPN members.	Secretariat/ Network manager/PPN Reps	Relevant DLRCC Departments	by end of Quarter 4	2 working groups operating. Reps attending/interacting with working groups.
Maintain PPN representation on decision making bodies	Secretariat/ Network manager		as required	Run elections as needed to ensure PPN representative positions are filled, including new Secretariat members. Provide induction training for new reps and Secretariat members.
Create a protocol for all of the local authority's committees/decision making bodies with PPN representatives that will enable the representatives to engage fully. Work with	Secretariat/ Network manager/PPN representatives	DLRCC	by end of Quarter 4	Protocol created. At least 1 meeting with DLRCC about protocol.

DLRCC to have this protocol adopted.				
Support PPN members to take part in consultations	Secretariat/ Network manager	DLRCC	by end of Quarter 4	Number of times information about consultations is shared with members.
Key Action 1.2 (LECP action)	Seek the inclusion of groups who find it difficult to engage and enable them to participate at local and county level.			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Continue to support groups who find it difficult to engage.	Secretariat/ Network manager		Ongoing	Increased membership of these groups.
Key Action 1.4 (LECP action)	Support DLR Comhairle na nÓg (CNN)			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
DLR PPN manager sitting on CNN steering committee	Network manager		ongoing	Number of CNN steering committee meetings attended
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			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Schedule training based on	Secretariat/		By end of	60 attendances at training

member's expressed and predicted needs.	Network manager.		Quarter 4	Feedback from training
Participate in and support information events/seminars	Secretariat/ Network manager.		By end of Quarter 4	2 information events or seminars attended.
Objective 3	Provide information relevant to the environmental, social inclusion, community and voluntary sector and act as a hub around which information is distributed and received.			
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 4	Information pack distributed to all existing PPN member organisations and issued to new members.
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	4 articles in local media
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	Summary report of Plenary meetings available on website 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 increased
Implement associate membership for groups who do not meet criteria.	Network manager		By end of Quarter 4	Increase in associate members
Key Action 3.2	Collect and distribute accessible, relevant information to PPN members in a timely manner			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Distribute an Ezine with relevant information on a regular basis	Secretariat/ Network manager	DLRCC Departments Local orgs/groups LCDC members	ongoing	No of ezines produced Increased ezine sign-up Increased readership
Maintain and develop the DLR PPN website	Secretariat/ Network manager		ongoing	Increased views of website
Increase online membership applications by working with DLRCC	Secretariat/ Network manager	DLRCC	ongoing	60% of applications coming in through website
Maintain and develop DLR PPN Facebook & Twitter	Network manager		ongoing	Increased likes, follows and interactions
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 Wellbeing Statement Toolkit to develop a draft wellbeing statement			

Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Plan to implement Wellbeing statement toolkit	Secretariat/ Network manager		By end of Quarter 4	Strategy for drawing up wellbeing statement created.
Objective 5	Operate the PPN in a transparent, inclusive and accountable manner			
Key Action 5.1	Hold regular Secretariat meetings			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
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			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Ensure compliance with General Data Protection	Secretariat/ Network		May 2018	Data audit produced Actions arising for data audit completed.

Regulations	manager/			Data Protection Policy produced Updated privacy statement on dlrppn.ie
Develop a revised Memorandum of Understanding for the PPN and bring to DLRCC for agreement.	Secretariat	DLRCC	End of Quarter 2	MOU drawn up by Secretariat.
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 submitted to and signed off by Secretariat
Biannual financial report produced for Dept. of Rural & Community Development	Secretariat/ Network manager	DLRCC	Twice yearly as requested	2 financial reports per year
Submit end of year report to Dept. of Housing, Planning, Community and Local Government	Secretariat/ Network manager/	DLRCC	When requested	1 report
Key Action 5.4	Consult with and report regularly on progress to PPN members			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Hold Plenary meetings	Secretariat/ Network manager		April and November	2 Plenary meetings held Feedback from attendees

Ensure key decisions and strategies are approved by PPN members	Secretariat/ Network manager		ongoing	Workplan and any policies and procedures ratified by PPN members
Update members on progress	Secretariat	Network manager	April & October	Presentations at Plenary
Monitor and evaluate 2018 workplan and use this as basis for development of 2019 workplan	Secretariat/ Network manager		Quarter 4	Evaluation information included in annual report 2019 workplan
Create annual report for members	Secretariat/ Network manager		1st Quarter of 2019	Report presented at plenary Report published on dlrppn.ie