DLR PPN Workplan 2020

Members of DLR PPN will be asked to formally ratify the 2020 workplan at the DLR PPN member's Autumn Plenary meeting on the 15th of October 2019. Please send all comments and suggestions regarding this Draft workplan to Laura Howe at laura@dlrppn.ie before Friday 11th of October 2019.

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 the Secretariat, 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. The Secretariat are supported by one full time manager and a part-time support worker who manage the day-to-day running of the PPN.

Funding for DLR PPN is provided by both the Department of Rural and Community Development and by Dún Laoghaire-Rathdown County Council through an annual allocation. The PPN in Dún Laoghaire-Rathdown is hosted by Southside Partnership DLR CLG.

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.

DLR PPN's 2020 workplan incorporates the 3 main objectives of PPNs listed above as well as actions assigned to DLR PPN in the Local Economic & Community Plan 2016-2021 relating to building the capacity of community groups to create positive change in their communities and having a voice in local authority decision-making.

The focus of DLR PPN's work in 2020 will be on:
- Supporting and building the capacity of our members and our representatives to engage with dlr County Council's policy-making structures.
- Building cohesive and engaged Community and Voluntary, Environmental and Social Inclusion pillar groups within the PPN who can support the work of our representatives.
- Continuing to develop DLR PPN's Vision for Community Wellbeing, which, when completed will act as a guide for the work of DLR PPN, ensuring that it reflects the priorities of its members.
- Continuing to engage with groups from under-represented communities, new communities and minority groups to make sure these groups have an opportunity to join the PPN and input into local authority decision-making.

We look forward to working on these aims with DLR PPN members and other stakeholders over the coming year.

DLR PPN Secretariat:
Aileen Eglington, Kilternan/Glenamuck Residents Association
Kay Gleeson, Sandycove & Glasthule Residents Association
Tony McCarthy, Dun Laoghaire-Active Retirement
Goff Lalor, Crann - Trees for Ireland
Dara Carroll, Dublin Cycling Campaign
Gavin Harte, Friends of the Earth
Jen Kane-Mason, PRISM dlr
Sharon Perry, Southside Women's Action Network (SWAN)

DLR PPN
Dún Laoghaire-Rathdown
Public Participation Network

DRAFT: Dún Laoghaire Rathdown Public Participation Network Workplan 2020

List of Abbreviations:
DLRCC   Dún Laoghaire-Rathdown County Council
DLR PPN   Dún Laoghaire-Rathdown Public Participation Network
DRCD   Department of Rural and Community Development
GDPR   General Data Protection Regulations
SSP   Southside Partnership

Objective 1	Participation & Capacity building			
Key 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
Publish a proposed training schedule. Run training/ workshops/ seminars based on member's expressed and predicted needs.	Manager/ Support worker	Other organisations such as SSP/ DLR Volunteer Centre	Ongoing	• Training/workshops/seminars run for DLR PPN members • Attendance numbers • Feedback from attendees. • Feedback from attendees used to inform future training
Ensure PPN representation on decision making bodies	Secretariat/ Manager	DLR PPN representatives	as required	• Run elections as needed to ensure PPN representative positions are filled, including new Secretariat members. • Develop a process of engagement to maximise the DLR PPN memberships' participation in all 6 SPC's. • Facilitate the development of appropriate Linkage groups to support the SPC process.
Support DLR PPN	Secretariat/	DLRCC/ DRCD	as required	• Ensure induction training is provided to new DLR PPN

DLR PPN
Dún Laoghaire-Rathdown
Public Participation Network

representatives on decision-making bodies	Manager			representatives and Secretariat members. ● Secretariat to meet with DLR PPN representatives to address any issues representatives are experiencing and to ensure they are receiving the support they need.
Support PPN members to take part in consultations	Secretariat/ Manager	DLRCC	Ongoing	● Members are given timely information about upcoming consultations and are facilitated to take part. ● Work with DLRCC to run consultation workshops when appropriate.
Improve inclusivity and accessibility of DLR PPN and its activities.	Secretariat/ Manager		Ongoing	● Run relevant training ● DLR PPN events are held in accessible venues. ● Members are asked about accessibility needs.
Enhance links and engagement with minority groups to support community engagement and diversity.	Secretariat/ Manager	DLRCC/ DLR Integration Forum/ SSP	Ongoing	● Target groups under-represented communities, new communities and minority groups identified. ● Outreach to these groups undertaken. ● Increased involvement of target groups. ● Consider for social inclusion sectors ways to engage with hard to reach Community groups with regard to joining the PPN.
Hold Plenary meetings	Secretariat/ Manager	PPN members	Twice yearly	● 2 Plenary meetings held ● Attendance at Plenary meetings ● Members input at Plenary meetings. ● Feedback from attendees
Ensure key decisions and strategies made by the Secretariat are approved by PPN members	Secretariat/ Manager	PPN members	ongoing	● Workplan and relevant policies and procedures ratified by PPN members.
Update members on progress	Secretariat/ Manager	PPN members	ongoing	● Presentation on progress at Plenary ● Opportunity for members to ask questions from the floor at Plenary ● Annual report created and distributed to members.

DLR PPN
Dún Laoghaire-Rathdown
Public Participation Network

Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
				• Report published on dlrppn.ie • Updates in ezine.
Engagement with voice of youth by continued support for Comhairle na nOg	Manager		ongoing	• DLR PPN manager sitting on Comhairle na nOg steering committee. • Promotion of Comhairle na nOg activities through DLR PPN.
Objective 2	**Communications & Engagement**			
Key Action	Increase understanding of the Public Participation Network within DLR PPN and externally, build relationships and improve communications.			
Planned actions/activities/outputs	**Who is responsible**	**Who can help?**	**Timescale**	**Outcome/Impact/Targets/KPI**
Take part in outreach opportunities and support community engagement and participation in DLR	Secretariat/ Manager	DLRCC/ PPN members/ external organisations	Ongoing	• Outreach activities undertaken, including relating to cultural diversity/social inclusion/age friendly
Ensure DLR PPN events and activities are documented. Make information about these events publicly accessible.	Manager/ Support worker		ongoing	• Reports of Plenary meetings available on website • PPN activities shared on website, social media and e-zine
Provide support by email, phone and face to face to DLR PPN members and to groups and organisations looking to join DLR PPN	Manager/ Support worker		ongoing	• Level of engagement with DLR PPN members • New membership registrations

Distribute an Ezine with relevant information on a regular basis	Manager/ Support worker	PPN members	monthly	• Level of engagement with ezine
				   ○ within the PPN
				   ○ external to PPN

DLR PPN
Dún Laoghaire-Rathdown
Public Participation Network

Maintain and develop the DLR PPN website	Manager/ Support worker		ongoing	- Evidence of website views - Membership database completed for dlrppn.ie - Membership applications coming through dlrppn.ie
Maintain and develop DLR PPN Facebook & Twitter	Manager		ongoing	- Relevant posts made regularly - Interactions on social media
Objective 3	**Community Wellbeing**			
Planned actions/activities/outputs	**Who is responsible**	**Who can help?**	**Timescale**	**Outcome/Impact/Targets/KPI**
Continue to develop a Vision for Community Wellbeing that looks at what is required for the wellbeing of individuals and communities, now and for the generations to come.	Secretariat/ Manager	DLR PPN stakeholders	By end of Quarter 4	- Project plan created and agreed by Secretariat - Information on the Vision for Community Wellbeing shared with members beforehand. - Plan and updates on progress shared with members. - Number of consultation events - Evidence of widespread participation across the community & voluntary, social inclusion and environmental pillars and across the county. - Vision for Community Wellbeing in DLR created. - Vision Statement being used by Secretariat, network manager and DLR PPN representatives.
Continue to support the development of Community Hubs	Secretariat/ Manager	PPN members	ongoing	Secretariat sub-group to consider how to achieve this.
Continue to support community-based initiatives to alleviate loneliness, isolation	Secretariat/ Manager	PPN members	ongoing	- Link in with other initiatives. - Link in with Social Inclusion Week.
Objective 4	**Operate the PPN in a transparent, inclusive and accountable manner**			

DLR PPN
Dún Laoghaire-Rathdown
Public Participation Network

Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Hold regular meetings of Secretariat members and Network Manager	Secretariat/ Manager		Ongoing	● Number of meetings held ● Number of attendances at meetings
Manager's report to Secretariat on workplan.	Manager		Ongoing	● Report produced prior to every Secretariat meeting.
Minutes of Secretariat meeting on dlrppn.ie website	Secretariat/ Manager		Ongoing	● Minutes posted on dlrppn.ie
Continue to work on compliance with GDPR	Secretariat/ Manager		Ongoing	● Actions arising for data audit being completed.
Maintain a clear record of expenditure.	Secretariat/ Manager	SSP	ongoing	● 2020 budget approved by Secretariat Finance sub-group ● Quarterly financial reports approved by Secretariat Finance sub-group ● Quarterly financial reports submitted to DLRCC. Any financial reports or returns must be signed by representatives of both DLR PPN and DLRCC
Financial report produced for DRCD	Secretariat/ Manager	SSP/ DLRCC	As requested	● Report submitted. Any reports or returns must be signed by representatives of both DLR PPN and DLRCC
Submit end of year report to DRCD	Secretariat/ Manager	DLRCC	When requested	● Report submitted. Any reports or returns must be signed by representatives of both DLR PPN and DLRCC
Monitor and evaluate annual workplan on an ongoing basis.	Secretariat/ Manager		Ongoing	● Evaluation information included in annual report. ● Performance indicators explored subject to resources

DLR PPN
Dún Laoghaire-Rathdown
Public Participation Network