# DLR PPN Workplan 2025

## 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 committee 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.

Government guidelines outline 3 main objectives for PPNs with additional community support responsibilities as required, with two additional responsibilities since the onset of the pandemic:

- 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.
- Community support and engagement as required

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 diversity, transparent and accountable.

DLR PPN's 2025 Workplan incorporates the main objectives of PPNs listed above as well as actions assigned to DLR PPN in the Local Economic & Community Plan 2023-2028 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 DLR PPN Workplan 2025 follows the objectives and action set in the DLR PPN Strategic Plan 2024-2029. Due to circumstances relating to the change of host, a number of additional actions related to governance and operations will likely occur in the first and second quarter of 2025. It is hoped that these will not have a major impact on the overall annual activities of the PPN, however, it is important to note and include them in the Workplan, as they may affect the operations of the PPN in 2025.

We look forward to working with all DLR PPN members and stakeholders to achieve the Workplan 2025.

## DLR PPN Secretariat 2025:

| Pillar | Name | DLR PPN Member Group |
|---|---|---|
| Community & Voluntary | Aileen Eglington | Kilternan/Glenamuck Residents Assoc. |
| Community & Voluntary | Kay Gleeson | Sandycove & Glasthule Residents Assoc |
| Community & Voluntary | Vacancy | |
| Environment Pillar | Bill O'Dea | Crann, Trees for Ireland |
| Environment Pillar | Gavin Harte | Friends of the Earth |
| Environment Pillar | Ronan Browne | BirdWatch Ireland South Dublin Branch |
| Social Inclusion Pillar | Viola Di Bucchianico | DLR Integration Forum |
| Social Inclusion Pillar | Sharon Perry | Women's Collective Ireland DLR |
| Social Inclusion Pillar | Hilda Arenas | Filipino Multicultural Society of Ireland |

## DRAFT: Dún Laoghaire Rathdown Public Participation Network Workplan 2025

List of Abbreviations:

DECC Department of Environment, Climate and Communications
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 DLR

| Strategic Priority 1 – Governance & Operations | | |
|---|---|---|
| **Actions/Objectives** | **Measures of Success** | **By** |
| Ensure successful transition to a new Host organisation. | -Transition completed – updated operations, policies and reporting structures in place | 2025 |
| Review policies and procedures annually against the National PPN Handbook and Mandatory Checklist | -Review completed and recorded | Annually |
| Hold two plenary and the number of secretariat meetings as required in the PPN Handbook and DLR PPN Constitution. | -Meetings held and actions recorded | Ongoing |
| Develop an annual workplan framed around the strategic objectives and report on it at the Secretariat meetings. | -Workplan in place<br>-Managers reports against workplan objectives<br>-Facilitated workshop on annual work planning in 2024 | Annually |
| Continue to use the DLR PPN website as a medium to share, minutes of Secretariat and Plenary meetings and reports from PPN representatives. PPN monthly Activity Reports | -Number of website posts | Ongoing |
| Develop a DLR PPN Risk Register | -Risk Register in place | 2025 |
| Work with DLR County Council to create a framework to reflect the synergies in the overarching DLR policy documents | -Common reporting framework in place that captures the outcomes common to the Community Wellbeing statement, LECP and County Development plans. | 2025 |
| Undertake a stakeholder analysis and from this, identify collaborations and partnerships to be pursued. | -Improved inter agency and collaborative working<br>-Relationships established with the 3 DLRCC Climate Action Officers | Ongoing |
| Demonstrate compliance with DRCD and DLR County Council MOU & contractual reporting requirements. | -End of year activity and quarterly financial reports submitted to funders dlr co co, Annual Income and Expenditure Report submitted to dlr co co and DRCD | Annually |
| Effective succession planning in place | -Advertise for any Secretariat vacancy<br>-New personnel in member groups | 2025 |
| DLR PPN invest in their staff | -Training plans and Continuous Professional Development in place<br>-DLR staff have access to supervision & appraisal | Ongoing |

| Strategic Priority 2 – Participation & Representation | | |
|---|---|---|
| **Actions/Objectives** | **Measures of Success** | **By** |
| Ensure full PPN representation on the 7 SPC's, the LCDC, new Community Safety Structure (if the case may be), Rural Taskforce, dlr Age Friendly Forum, Comhairle nÓg and others as requested | -Run elections in 2025 for new SPC members<br>-All seats filled by PPN representatives.<br>-Supports in place to assist and brief DLR PPN representatives on decision making bodies (Training, Mentoring, Reps Network)<br>-Reports submitted by Reps on the outcomes of meetings<br>-Examples where Reps have had a material impact on decisions captured and showcased in the DLR PPN annual impact report | Ongoing with measures of success reported on to the Secretariat. |
| Engage with DLR County Councillors | -Information packs on DLR PPN distributed to election candidates<br>-Invite all elected Councillors to a meet and greet event in Q2 or Q3 of 2025 | Q1 to Q3 2025 |
| Expand the Network Group<br>Establish a DLR PPN Linkage Group (LG) with different themes | -New DLR PPN Linkage Group established<br>- Facilitation resources in place for LG themes<br>-Reports on each completed theme submitted to DLRCC | Start mid 2025 |
| Participate in all public consultations relevant to the DLR community | -Number of consultations that members engaged in<br>-Number of events (workshops, public meetings) facilitated as part of the consultation process<br>-Impact of consultation on policy development tracked and reported | Ongoing |
| Profile the current DLR PPN membership (inc. Secretariat) and based on the findings developed a strategy for inclusion of underrepresented groups | -Profile of current membership completed<br>-Strategy for inclusion of underrepresented groups in place and being actioned | End of 2025 |
| Reflect the voice of young people by engaging directly with youth organisations | -Number of member groups working with children & young people aged 10-24<br>-Number of young person's policy initiatives championed<br>-Collaborations with Comhairle na nÓg | Ongoing |
| Ensure all DLR PPN participation & representation activities are inclusive and accessible | -Ensuring DLR PPN activities are accessible and inclusive and where barriers are identified supports are promptly put in place | Ongoing |

| Strategic Priority 3 – Capacity Building | | |
|---|---|---|
| **Actions/Objectives** | **Measures of Success** | **By** |
| Deliver effective training, workshops, seminars based on member capacity building needs | -Training plan in place that reflects DLR PPN needs.<br>-Number of trainings, workshops, seminars delivered<br>-Number of DLR PPN members attending<br>-Evaluation of the training impact (New Reps & Secretariat members, funding secured by member groups) and the extent to which capacity building needs have been met<br>-Increased networking & engagement between member groups. | Ongoing - Measured through annual survey |
| Collaborate with community, statutory and corporate organisations to enhance the capacity of member groups | -Number of trainings, workshops, seminars delivered in partnership with other agencies.<br>-PPN to participate in Festival of Inclusion | Ongoing |
| Hold a minimum of two plenary meetings annually with the agenda facilitating capacity building for member groups. | -Number of plenary meetings held<br>-Attendance at plenary meetings<br>-Outcomes from the meetings are reported and actioned | Ongoing |
| Use the Vision for Community Wellbeing statement to shape and inform capacity building for groups | -Document where DLR PPN outputs contribute to the 6 community wellbeing themes in the DLR annual impact report<br>-LG topics relating to the 6 community wellbeing themes. | End of 2025 and ongoing |
| DLR PPN articulates its role in respect of Climate Action, Biodiversity, and the Rights of Nature | -A minimum of one climate action event annually in partnership with DLR County Council over the next five years | End of 2025 |
| Funding | Hold information event on funding available | Q2 or Q3 |
| Census of member groups and training needs | -Update the membership directory in terms of number of members and participants in DLR member groups.<br>- Survey of training needs circulated to member groups. | End of 2025 |

| Strategic Priority 4 – Information & Communication | | |
|---|---|---|
| **Actions/Objectives** | **Measures of Success** | **By** |
| Formalise the DLR PPN communication strategy and review annually | -Communication Strategy & Key Performance Indicators in place<br>-Alignment with National PPN strategy<br>-Improved brand, identity, awareness, and reach<br>- Establish connections with underrepresented groups<br>- Attendance at County and Community events | End of 2025 |
| Build presence on social media platforms | -Facebook, twitter & Instagram posts | Ongoing |
| Ensure relevant and accessible information is disseminated to members and stakeholders through mediums with maximum reach | -Monthly e-zine circulated<br>-Number of initiatives advertised for member groups in the e-zine<br>-Number of Community Connections radio shows and topics discussed with guests | Ongoing |
| Conduct an annual review of the DLR PPN website and its effectiveness | -Review completed<br>-Number of website posts | Annually |
| Explore the resources required to develop DLR PPN as an information hub for the DLR community | --DLR PPN recognised as an information hub for groups working across the 6 Community Wellbeing thematic areas | 2025 |
| Consider the creation of Ambassador roles to increase influence and awareness of DLR PPN | -Ambassador role defined<br>-Number of Ambassadors in place | 2025 |
| Members Directory | -Organisation - Member groups are requested to update their organisation contact details such as social media, website, and organisation email address these details will be published in the Directory.<br>Member groups are requested to update their primary and secondary contact details these remain private unless specific request received to publish. | Annually |
| Work with DLRCC on Directory of Services for Older People & Resident's Association Directory | -Directory of Services for Older People in place<br>-Resident's Association Directory in place | End of 2025 |

| | | |
|---|---|---|
| Appraise the benefits and implications of Artificial Intelligence for DLR PPN's work. | -Increased awareness of AI<br>-Report on implications of AI tabled and discussed | 2025 |
| Promotion and awareness of DLR PPN in the county | -Request for inclusion in DLR Times – inclusion in the call out for submissions by dlr coms<br>Coffee Morning-for new members and new contacts of existing groups, opportunity for informal introduction and Q&A | 2025 |

# APPENDIX 1

## List of projected meetings, events, training sessions in 2025

| Category | Number of meetings/ sessions | Day | Evening/ Weekend |
|---|---|---|---|
| Spring Plenary | 1 | | 1 |
| Representatives Training DCU | 4 | 2 | 2 |
| Training of PPN staff in relation to SPC meetings | 1 | 1 | |
| Representatives Network Meetings | 2 | | 2 |
| PPN Summer School | 8 | 4 | 4 |
| LGBTQ+ training | 4 | 1 | 3 |
| Festival of Inclusion ( digital skills with adult education service SE) | 3 | 3 | |
| Meeting with councillors | 1 | | 1 |
| Funding Training | 2 | 1 | 1 |
| Climate Action Awareness | 2 | | 2 |
| Linkage group | 3 | | 3 |
| Autumn Plenary | 1 | | 1 |
| Governance training with other PPNs | 3 | | 3 |
| Secretariat Meetings | 12 | | 12 |
| AI Training | 1 | | 1 |

| | | | |
|---|---|---|---|
| **Presentation to the SPCs** | 7 | | **7** |
| **Dublin Mountain workshop** | 1 | | **1** |
| **Dublin Regional Meetings** | 3 | **3** | |
| **PPN National Conference** | 2 (days) | **2** | |
| **PPN retreat** | 2 (days) | **2** | |
| **Coffee Morning for new members** | 2 | **2** | |
| **Meetings with dlr County Council** | 2 | **2** | |
| **Community Integration Forum** | 26 | **26** | |
| **HR Annual increment meetings** | 2 | **2** | |
| **Comhairle Steering Group** | 4 | **4** | |
| **Quarterly meeting with host** | 4 | **4** | |
| **Attendance at Social Enterprise Steering Committee x2** | 2 | **2** | |
| **Dlr Age Friendly Forum** | 4 | **4** | |
| **Presentation to the LCDC about the PPN** | 1 | **1** | |
| **Presentation to the Community Safety Partnership about the PPN** | 1 | **1** | |
| **PPN National Workers Meetings** | 6 | **6** | |
| **TOTAL meetings, events, sessions** | **117** | **73** | **44** |