

## DLR PPN Interim Workplan 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 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 currently has one full-time staff member who manages 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. This year, thanks to additional funding from the Department of Rural and Community Development and Dún Laoghaire-Rathdown County Council, DLR PPN is being resourced to employ a Support Worker to assist the Network Manager for a one-year fixed term contract. This is an important and much needed development for DLR PPN.

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 2019 workplan incorporates the 3 main objectives of PPNs listed above as well as actions assigned to the 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.

2019 will be an important year for DLR PPN. The 2019 Local Elections will bring about changes in representatives on the local authority's Strategic Policy Committees. DLR PPN members will have the opportunity to elect people from within the DLR PPN membership to sit on these committees for the next Council term 2019-2024 to act as their representatives, ensuring DLR PPN members have an opportunity to feed into the local authority's policy-making structures.

DLR PPN will also be developing its members' *Vision for Community Wellbeing*. This consultative process asks members what they think is required for the wellbeing of individuals and communities in Dun Laoghaire-Rathdown, now and for future generations. It identifies what the key issues are for community wellbeing in the county and acts as a guide for the work of DLR PPN, its Secretariat, its representatives on local authority committees and its staff.

This year we aim to shift the cycle of the development of the workplan and its ratification by DLR PPN members. Therefore this interim workplan will be reviewed and updated during the summer and early autumn and brought back to members at the autumn Plenary meeting to be ratified as the 2020 workplan.

Members of DLR PPN formally ratified the 2019 interim workplan at the DLR PPN member's spring Plenary meeting on the 3rd of April 2019.

#### **DLR PPN Secretariat**

Aileen Eglington, Kilternan/Glenamuck Residents Association

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

Kay Gleeson, Sandycove & Glasthule Residents Association

Goff Lalor, Crann - Trees for Ireland

Jen Kane-Mason, PRISM dlr

Dara Carroll, Dublin Cycling Campaign

Tony McCarthy, Dun Laoghaire-Active Retirement

Gavin Harte, Friends of the Earth

Sharon Perry, Southside Women's Action Network (SWAN)



Dún Laoghaire Rathdown Public Participation Network Interim Workplan 2019				
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.	Network manager/ Support worker	Other organisations such as Southside Partnership/ DLR Volunteer Centre	Ongoing	<ul style="list-style-type: none"> <li>• Training/workshops/seminars run for DLR PPN members</li> <li>• Attendance numbers</li> <li>• Feedback from attendees.</li> <li>• Feedback from attendees used to inform future training</li> </ul>
Support the development of linkage groups of DLR PPN members and representatives.	Secretariat/ Network manager/ PPN representatives	DLRCC	By end of Quarter 4	<ul style="list-style-type: none"> <li>• Amount of linkage groups operating.</li> <li>• Number of linkage group meetings held.</li> <li>• Reps interacting with linkage groups.</li> <li>• Reps bringing information from working groups to committees and vice-versa.</li> </ul>
Ensure PPN representation on decision making bodies	Secretariat/ Network manager		as required	<ul style="list-style-type: none"> <li>• Run elections as needed to ensure PPN representative positions are filled, including new Secretariat members.</li> <li>• Provide induction training for new reps and Secretariat members.</li> </ul>
Create a Representatives Charter	Secretariat/ Network manager/PPN representatives		By end of Quarter 3	<ul style="list-style-type: none"> <li>• Reps charter in place</li> </ul>



Support PPN members to take part in consultations	Secretariat/ Network manager	DLRCC	by end of Quarter 4	<ul style="list-style-type: none"> <li>Members are given timely information about upcoming consultations and are facilitated to take part.</li> </ul>
Improve inclusivity and accessibility of DLR PPN and its activities.	Secretariat/ Network manager		Ongoing	<ul style="list-style-type: none"> <li>Run relevant training</li> <li>DLR PPN events are held in accessible venues.</li> <li>Members are asked about accessibility needs.</li> </ul>
Enhance links and engagement with minority groups to support community engagement and diversity.	Secretariat/ Network manager	DLRCC/ DLR Integration Forum/ Southside Partnership	by end of Quarter 4	<ul style="list-style-type: none"> <li>Target groups under-represented communities, new communities and minority groups identified.</li> <li>Outreach to these groups undertaken.</li> <li>Increased involvement of target groups.</li> <li>Consider for social inclusion sectors ways to engage with hard to reach Community groups with regard to joining the PPN.</li> </ul>
Hold Plenary meetings	Secretariat/ Network manager	PPN members	Twice yearly	<ul style="list-style-type: none"> <li>2 Plenary meetings held</li> <li>Members input at Plenary meetings.</li> <li>Feedback from attendees</li> </ul>
Ensure key decisions and strategies made by the Secretariat are approved by PPN members	Secretariat/ Network manager	PPN members	ongoing	<ul style="list-style-type: none"> <li>Workplan and any policies and procedures ratified by PPN members</li> <li>Change in workplan cycle implemented.</li> </ul>
Update members on progress	Secretariat/ Network manager	PPN members	ongoing	<ul style="list-style-type: none"> <li>Presentation on progress at Plenary</li> <li>Opportunity for members to ask questions from the floor at Plenary</li> <li>Annual report created and distributed to members.</li> <li>Report published on dlppn.ie</li> <li>Updates in ezine.</li> </ul>
Engagement with voice of youth by continued support for Comhairle na nOg	Network manager		ongoing	<ul style="list-style-type: none"> <li>DLR PPN manager sitting on Comhairle na nOg steering committee.</li> <li>Promotion of Comhairle na nOg activities through DLR PPN.</li> </ul>



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
Establish a Secretariat sub committee to finalise the Communications Strategy 2019-2021	Secretariat	PPN Manager	By end of Quarter 4	<ul style="list-style-type: none"><li>• Sub-committee established.</li><li>• Communications strategy completed.</li></ul>
Take part in outreach opportunities and support community engagement and participation in DLR	Secretariat/ Network manager.	DLRCC/ PPN members/ external organisations	By end of Quarter 4	<ul style="list-style-type: none"><li>• Take part in dlr Age Well Expo.</li><li>• Take part in Festival of Inclusion.</li><li>• Other outreach activities undertaken to include cultural diversity/social inclusion/age friendly</li></ul>
Distribute Plain English information pack about the PPN to members	Network manager/Support worker		By end of Quarter 1	<ul style="list-style-type: none"><li>• Information pack distributed to all existing PPN member organisations and issued to new members.</li></ul>
Ensure DLR PPN events and activities are documented, for example photos/ video/ feedback/ articles/ reports. Make information about these events publicly accessible.	Network manager/ Support worker		ongoing	<ul style="list-style-type: none"><li>• Reports of Plenary meetings available on website</li><li>• PPN activities shared on website, social media and e-zine</li></ul>
Provide support by email, phone and face to face to DLR PPN members and to groups and organisations	Network manager/Support worker		ongoing	<ul style="list-style-type: none"><li>• Level of engagement with DLR PPN members</li><li>• New membership registrations</li></ul>



looking to join DLR PPN				
Distribute an Ezine with relevant information on a regular basis	Network manager/Support worker	PPN members	monthly	<ul style="list-style-type: none"> <li>• Level of engagement with ezine <ul style="list-style-type: none"> <li>◦ within the PPN</li> <li>◦ external to PPN</li> </ul> </li> </ul>
Maintain and develop the DLR PPN website	Network manager/ Support worker		ongoing	<ul style="list-style-type: none"> <li>• Evidence of website views</li> <li>• Membership database completed for dlrppn.ie</li> <li>• Membership applications coming through dlrppn.ie</li> </ul>
Maintain and develop DLR PPN Facebook & Twitter	Network manager		ongoing	<ul style="list-style-type: none"> <li>• Relevant posts made regularly</li> <li>• Interactions on social media</li> </ul>
<b>Objective 3</b>	<b>Community Wellbeing</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>
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/ Network manager	Social Justice Ireland will supply training and facilitation support  PPN members	By end of Quarter 4	<ul style="list-style-type: none"> <li>• Project plan created and agreed by Secretariat</li> <li>• Information on the Vision for Community Wellbeing shared with members beforehand.</li> <li>• Plan and updates on progress shared with members.</li> <li>• Training sessions completed by manager and Wellbeing subgroup</li> <li>• Number of consultation events</li> <li>• Evidence of widespread participation across the community &amp; voluntary, social inclusion and environmental pillars and across the county.</li> <li>• Vision for Community Wellbeing in DLR created.</li> <li>• Vision Statement being used by Secretariat, network manager and Reps.</li> </ul>
Continue to support the development of Community	Secretariat/ Network Manager	PPN members	ongoing	<ul style="list-style-type: none"> <li>• Secretariat sub-group to consider how to achieve this.</li> </ul>



Hubs				
Continue to support community-based initiatives to alleviate loneliness and isolation	Secretariat/ Network Manager	PPN members	ongoing	<ul style="list-style-type: none"> <li>• Link in with other initiatives.</li> <li>• Link in with Social Inclusion Week.</li> <li>• Progress outcomes from DLR PPNs loneliness workshop in October 2018.</li> </ul>
<b>Objective 4</b>	<b>Operate the PPN in a transparent, inclusive and accountable 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>
Hold regular meetings of Secretariat members and Network Manager	Secretariat/ Network manager/		Ongoing	<ul style="list-style-type: none"> <li>• Number of meetings held</li> <li>• Number of attendances at meetings</li> </ul>
Network Manager to deliver report to Secretariat on progress on workplan activities.	Network manager		Ongoing	<ul style="list-style-type: none"> <li>• Report produced prior to every Secretariat meeting.</li> </ul>
Minutes of Secretariat meeting to be made publicly available on dlppn.ie website	Secretariat/ Network manager/		Ongoing	<ul style="list-style-type: none"> <li>• Minutes posted on dlppn.ie</li> </ul>
Continue to work on compliance with General Data Protection Regulations	Secretariat/ Network manager		Ongoing	<ul style="list-style-type: none"> <li>• Actions arising for data audit being completed.</li> </ul>



Carry out membership re-registration process.	Network manager/ Support worker	PPN Salesforce Support	Quarter 3	<ul style="list-style-type: none"> <li>Re-registration process completed</li> </ul>
Agree Memorandum of Understanding for 2019 with DLRCC.	Secretariat	DLRCC	End of Quarter 2	<ul style="list-style-type: none"> <li>MOU agreed and signed</li> <li>Regular meetings held with DLRCC</li> </ul>
Maintain a clear record of expenditure.	Secretariat/ Network manager	Southside Partnership	ongoing	<ul style="list-style-type: none"> <li>2019 budget approved by Secretariat Finance sub-group</li> <li>Quarterly financial reports approved by Secretariat Finance sub-group</li> <li>Quarterly financial reports submitted to DLRCC. Any financial reports or returns must be signed by representatives of both DLR PPN and DLRCC</li> </ul>
Financial report produced for Dept. of Rural & Community Development	Secretariat/ Network manager	Southside Partnership/DLRCC	As requested	<ul style="list-style-type: none"> <li>Report submitted. Any reports or returns must be signed by representatives of both DLR PPN and DLRCC</li> </ul>
Submit end of year report to Dept. of Rural & Community Development	Secretariat/ Network manager/	DLRCC	When requested	<ul style="list-style-type: none"> <li>Report submitted. Any reports or returns must be signed by representatives of both DLR PPN and DLRCC</li> </ul>
Monitor and evaluate 2019 workplan on an ongoing basis.	Secretariat/ Network manager		Ongoing	<ul style="list-style-type: none"> <li>Evaluation information included in annual report.</li> <li>Performance indicators explored subject to resources</li> </ul>
Recruit PPN Support Worker	Secretariat Network manager	Southside Partnership as host organisation	Quarter 1	<ul style="list-style-type: none"> <li>Job specification, advertisement and salary agreed.</li> <li>Interview process completed in a fair and transparent manner.</li> <li>Support worker recruited</li> </ul>