



DLR PPN Workplan 2024

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 with additional community support responsibilities as required:

- 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 2024 Workplan incorporates the 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 2024 Workplan includes objectives and activities identified through the consultation process for the Strategic Plan. An important objective for the 2024 Workplan will be to identify the steps needed to implement the Strategic Plan in 2025 and beyond.

Objectives

In 2024, the DLR PPN will seek to achieve the following operational and strategic objectives, aims and actions. We look forward to working on these aims with DLR PPN members and other stakeholders over the coming year.

- Encouraging and enabling 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 engage with groups from all sections of our community, with emphasis on under-represented communities, new communities and minority groups, older and younger members of the community to ensure these groups have an opportunity to join the PPN and input into local authority decision-making.
- Maintaining a robust informative communication platform for community groups
- Promotion of our members via the Member's Directory and maintenance of same
- Launch and implement the DLR PPN Strategic Plan roadmap for 2024 - 2029.
- Maintaining good governance by updating policies for our organisation in line with DRCD recommendations.
- Continuing to develop our website to make it user-friendly and a repository of resources for our community.
- Promote Climate Action initiatives in DLR community.
- Continuing to engage with the dlr Community Response/ Integration Forum
- Enhancing our regional collaboration within the Dublin region PPNs
- Engaging with relevant national structures and stakeholders (e.g. NAG, DRCD, DECC and National Resource Worker's meeting)
- Continuing our strong working relationships with dlr County Council
- Responding to the requirements of the dlr council when forming the new local decision-making committees post-election 2024
- Admin and Financial reporting.
- Reports – LCDC, Annual x 2, LECP, summaries of activity for Age-Friendly, income and expenditure for Secretariat and DRCD
- Salesforce database updates and training
- New membership registration application reviews
- Funding – looking for opportunities
- Supporting the Secretariat, facilitating and minuting
- Transparency and public accountability – uploading minutes, policies, governance documents on the website on a regular basis
- Facilitation of audits
- Facilitation of Representatives Network meetings
- Research on opportunities available
- Developing partnerships with various stakeholders
- Representation on Caomhairle nÓg, Age Friendly committees
- 2 Plenary meetings
- Adult Education training centre courses
- SLA, MOUs
- Organise public consultation and participation events at the request of local/ national government
- Responding to other queries from the public and directing them to relevant council departments
- Information evening on available grants
- Support the council and other organisations with targeted consultations
- Workshops on various topics that may be of interest to the membership.
- Organisation of a Project review and brainstorming session with the Secretariat.
- Undertake other tasks as required.

DLR PPN Secretariat:

Pillar	Name	DLR PPN Member Group
Community & Voluntary	Aileen Eglinton	Kiltarnan/Glenamuck Residents Assoc.
Community & Voluntary	Kay Gleeson	Sandycove & Glasthule Residents Assoc
Community & Voluntary	Tony McCarthy	Dun Laoghaire-Active Retirement
Environment Pillar	Bill O'Dea	Crann, Trees for Ireland
Environment Pillar	Gavin Harte	Friends of the Earth
Environment Pillar	Vacancy	
Social Inclusion Pillar	Viola Di Bucchianico	DLR Integration Forum
Social Inclusion Pillar	Sharon Perry	Women's Collective Ireland DLR
Social Inclusion Pillar	Vacancy	

DLR PPN Representatives

Committee	Name	Member Group
Community, Culture & Wellbeing SPC	Vacant	
Community, Culture & Wellbeing SPC	Olivia Dunne	Cualanor Residents Association
Community, Culture & Wellbeing SPC	Andrew Clinch	Crann Trees of Ireland
Community, Culture & Wellbeing SPC	Pierrot Ngadi	Congolese Anti-Poverty Network
Community, Culture & Wellbeing SPC	Sheila Grace	Shankill Old Folks Association
Economic Dev & Enterprise SPC	Aileen Eglinton*	Kiltarnan Glenamuck Residents Association
Economic Dev & Enterprise SPC	Fardus Sultan	Women4Women DLR
Environment & Climate Change & Energy SPC	Elizabeth Clooney	Kiltarnan Glenamuck Residents Association
Environment & Climate Change & Energy SPC	Dervla King	Sallynoggin Estate Management Forum
Environment & Climate Change & Energy SPC	Diarmuid McAree	Crann Trees of Ireland
Environment & Climate Change & Energy SPC	Reji Chacko Jacob	Irish Nurses Families Co-operative Housing Society Ltd.
Housing SPC	Vacant	
Housing SPC	Maoiliosa Reynolds	Dublin Cycling Campaign DLR Branch
Housing SPC	David Girvan	Parents Families & Friends Association of St John of God Carmona Services
Housing SPC	PJ Drudy	Parents Families & Friends Association of St John of God Carmona Services
Joint Policing Committee	Anne Harrington	Irish Countrywomen's Association - now Marlay Guild

Joint Policing Committee	Tony McCarthy*	Dún Laoghaire Active Retirement Association
Joint Policing Committee	Bébhinn Murphy	Dublin Cycling Campaign DLR Branch
Joint Policing Committee	Eimear McAuliffe	Blackrock Flyers Special Olympics Club
Local Community Development Committee	Joe Varley	Maritime Institute of Ireland
Local Community Development Committee	Valerie Snow	Glenculen Tidy District
Local Community Development Committee	Annette McAlister	Church Lane Ballybrack Environmental Group
Local Community Development Committee	Louise Keogh	Rosemount Family Resource Centre
Local Community Development Committee	John Doyle	DLR Drugs and Alcohol Task Force
Planning & Citizen Engagement SPC	Brid Meehan	Old Connaught and District Community Association
Planning & Citizen Engagement SPC	Ronan Browne	Birdwatch Ireland South Dublin Branch
Planning & Citizen Engagement SPC	Micheál Walsh	Dublin Cycling Campaign DLR Branch
Planning & Citizen Engagement SPC	Geraldine Greydon	ASFAN (Autism Support & Family Advocacy Network)
Transportation & Marine SPC	Jim Long	Mounttown & District Residents' Association
Transportation & Marine SPC	Aaron Moore	Dublin Cycling Campaign DLR Branch
Transportation & Marine SPC	Emma Cahill	Dublin Cycling Campaign DLR Branch
Transportation & Marine SPC	Dara Carroll (2)	Acts

Dún Laoghaire Rathdown Public Participation Network Workplan 2024

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

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?	Quarter	Outcome/Impact/Target/KPI
<p>Publish a proposed training schedule.</p> <p>Run training/workshops/seminars based on member's expressed and predicted needs.</p>	Staff/ Secretariat	Other organisations such as SSP/ DLR Volunteer Centre/ DLRCC/ Professional Training Organisations	<p>Quarter 1</p> <p>Quarter 4</p>	<ul style="list-style-type: none"> • Training/workshops/seminars run for DLR PPN members focusing on capacity building. • Record attendance numbers • Feedback from attendees to inform future training
Ensure PPN representation on decision-making bodies	Secretariat/ Staff	DLR PPN Reps Secretariat	Quarter 3 and 4 And as required	<ul style="list-style-type: none"> • 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 post local elections 2024. Ensure a mechanism of accountability and reporting for reps. • Identify, support and encourage new representatives to come forward
Facilitate the development of appropriate Linkage groups to support the representatives on the various committees	Secretariat/ Staff	DLR PPN Secretariate & Representatives External Facilitators	Ongoing	<ul style="list-style-type: none"> • Develop a plan for creating and supporting linkage groups • Organise meetings between groups and representatives.
Support DLR PPN representatives on decision-making bodies	Secretariat/ Staff	DLRCC/ DRCD	<p>As required</p> <p>Quarters 1,2 and 4</p>	<ul style="list-style-type: none"> • Ensure induction training is provided to new DLR PPN representatives and Secretariat members. • Representatives Buddy System – Secretariat supporting Representatives • Secretariat to meet with DLR PPN representatives to address any issues representatives are experiencing and to ensure they receive the support needed. • Representatives Network Meetings to

				continue
Support PPN members to take part in consultations	Secretariat/ Staff	DLRCC/ DRCD/ DECC	All year	<ul style="list-style-type: none"> Members are given timely information about upcoming consultations and are facilitated to take part. Work with DLRCC to run consultation workshops when appropriate, including online consultations Support the Council and other stakeholders in organising consultations specifically with PPN groups and /or targeted consultations.
Improve inclusivity and accessibility of DLR PPN and its activities.	Secretariat/ Staff	Representatives	All year	<ul style="list-style-type: none"> Run relevant training DLR PPN events are held in accessible venues. DLR PPN organises pre-training on how to use online platforms for meetings. DLR PPN provides one-to-one support to members that are not confident in joining online meetings. Members are asked about accessibility needs and facilitated to join meetings.
Enhance links and engagement with minority groups to support community engagement and diversity.	Secretariat/ Staff	DLRCC/ DLR Integration Forum/ SSP/ Age Friendly Forum	All year	<ul style="list-style-type: none"> 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/ Staff	PPN Representatives & members	Twice yearly	<ul style="list-style-type: none"> 2 Plenary meetings Attendance at Plenary meetings Members input at Plenary meetings
Ensure key decisions and strategies made by the Secretariat are approved by PPN members	Secretariat/ Staff	PPN members	All year	<ul style="list-style-type: none"> Workplan and relevant policies and procedures ratified by PPN members. Updating policies approved by the membership.

Update members on progress	Secretariat / Staff	PPN members	All year	<ul style="list-style-type: none"> ● Presentation on progress at Plenary ● Opportunity for members to ask questions from the floor at Plenary ● Annual report created and distributed to members and published on website ● Updates in ezine, monthly. ● Website updated with information on a daily/ weekly basis ● Bi-weekly or weekly email to membership as is the case. ● Information distributed via Social Media Channels
Engagement with voice of youth by continued support for Comhairle na nOg	Staff		All year	<ul style="list-style-type: none"> ● 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?	Quarter	Outcome/Impact/Targets/KPI
Take part in outreach opportunities and support community engagement and participation in DLR	Secretariat / Staff	DLRCC/ PPN members/PPN Representatives / External organisations	All year	<ul style="list-style-type: none"> ● Outreach activities undertaken, including relating to cultural diversity/social inclusion/age friendly (this includes online outreach)
Ensure DLR PPN events and activities are documented. Make information about these events publicly accessible.	Staff	Representatives	All year	<ul style="list-style-type: none"> ● Reports of Plenary meetings available on website ● PPN activities shared on website, social media and e-zine ● Radio promotion available through Community Connections. ● Representatives' Reports
Provide support by email and phone to DLR PPN members and to groups looking to join the PPN	Staff		All year	<ul style="list-style-type: none"> ● Level of engagement with DLR PPN members ● New membership registrations
Compile & Distribute an Ezine with relevant information on a regular basis	Staff	PPN members DLR CC/ SSP/ Service Providers	Monthly	<ul style="list-style-type: none"> ● Level of engagement with ezine <ul style="list-style-type: none"> ○ within the PPN ○ external to PPN
Maintain and develop the DLR PPN website	Staff		All year	<ul style="list-style-type: none"> ● Update the website and maintain repository of resources for our community ● Evidence of website views ● Membership database completed for dlrppn.ie ● Membership applications coming through dlrppn.ie ● Booking facility for training, events and consultations ● Surveys, Consultations Local and National ● Funding
Maintain and develop DLR PPN Social Media Channels	Staff		All year	<ul style="list-style-type: none"> ● Facebook & Twitter ● Relevant posts made regularly ● Interactions on social media

Objective 3		Community Wellbeing and Climate Action Awareness		
Planned actions /activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Vision for Community Wellbeing	Staff/ Secretariat Representatives	DLR PPN stakeholders	All year	<ul style="list-style-type: none"> ● Vision Statement being used by Secretariat, network manager and DLR PPN representatives.
Continue to support Community-Wellbeing based initiatives	Secretariat/ Staff	DLRCC/ SSP/ PPN members/ Government	All year	<ul style="list-style-type: none"> ● Link in with other initiatives. ● Link in with Social Inclusion Week. ● Share information on Wellbeing initiatives and services with our members and the community via our communications
Embrace and support Climate Action initiatives in DLR	Secretariat/ staff	PPN members. DLR PPN Stakeholders	All year	<ul style="list-style-type: none"> ● Promote awareness raising initiatives about Climate Action. ● Support legitimate local and regional climate action initiatives, in partnership with other PPNs and organizations ● Link in with Climate Action Week ● Identify the needs of groups for Climate Action training and funding.
Help inform the LECP 2024-2028	Secretariat/ staff	DLRCC/ PPN representatives	All year	<ul style="list-style-type: none"> ● Feedback given by representatives on drafting the LECP ● Bi-annual progress reports provided by the DLR PPN Manager

Objective 4
Operate the PPN in a transparent, inclusive and accountable manner

Planned Actions /activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Hold regular meetings of Secretariat members and Staff	Secretariat/ staff		All year	<ul style="list-style-type: none"> Number of meetings held Number of attendances at meetings
Staff's report to Secretariat on workplan.	Staff		All year	<ul style="list-style-type: none"> Report presented at each Secretariat meeting.
Minutes of Secretariat meeting on dlrrppn.ie website	Secretariat/ Staff		All year	<ul style="list-style-type: none"> Minutes posted on dlrrppn.ie
Continue to work on compliance with GDPR	Secretariat/ Staff		All year	<ul style="list-style-type: none"> Updating policies in line with guidance from the Government
Maintain a clear record of expenditure.	Secretariat/ Staff	SSP	All year	<ul style="list-style-type: none"> 2024 budget approved by Secretariat Finance sub-group Ratified by Plenary Follow Financial Controls procedures 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/ staff	SSP/ DLRCC	As requested	<ul style="list-style-type: none"> 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/ Staff	DLRCC	When requested	<ul style="list-style-type: none"> Report submitted. Any reports or returns must be signed by representatives of both DLR PPN and DLRCC
Monitor and evaluate annual workplan	Secretariat/ staff		Ongoing	<ul style="list-style-type: none"> Evaluation information included in the annual report.



Líonraí Rannpháirtíochta Pobail DLR Public Participation Network DLR

Draft Budget 2024 – For Ratification at Spring Plenary 11 April 2024

Funding 2024	€
Carried forward from 2023	7,540.00
Dlr CoCo Funding	35,000.00
DRC D Funding	85,700.00
Support Worker Unspent Ring-Fenced Funding from 2023 Recoup	(797.00)
Total Anticipated Funding 2024	127,443.00
Expenditure 2024	€
Cost of Employment inclusive of Employers PRSI etc.	88,000.00
Hosting Fees	8,500.00
Utilities – Phones, Insurance, Bank Charges, Web hosting	5,690.00
Travel and Subsistence to include attendance at the National PPN Conference	3,900.00
Projects/Activities /Events sponsored by PPN - Strategic Plan, Training, Workshops and Network Events	21,353.00
Total Budgeted	127,443.0