



Líonraí Rannpháirtíochta Pobail DLR Public Participation Network DLR

DLR PPN Representatives' Charter

Introduction

DLR PPN Public Participation Network (DLR PPN) realises that all those who represent the network need to be supported, respected and informed to fulfil their role and their potential as a Representative, and that all representatives need to be clear on their role.

This Charter lays out responsibilities, roles and rights for the DLR PPN's Representatives, Linkage Groups/Thematic Networks, the Secretariat and also for the Committees & Boards that the Representatives sit on.

While it is best practice for the Representatives to meet prior to attending their Committee or Group meeting, DLR PPN recognises that it is not always possible to have meetings and it is understood that consultation between the Representative and the Linkage Group/Thematic Network may be via email, phone or other means.

DLR PPN is appreciative of the experience and knowledge that Representatives bring to their roles, and the time that Representatives give, this helps to make DLR PPN a stronger and more effective voice on behalf of, Community & Voluntary, Environmental and Social Inclusion groups in DLR.

PPNs have representatives sitting on a wide range of committees across multiple thematic areas. Many of these are Local Authority based. Representation structures include.

- PPN Secretariat
- Strategic Policy Committees (SPC)
- Joint Policing Committee (JPC) or the replacing structure as advised
- Local Community Development Committee (LCDC)
- Other Forums, Boards and Committees

The term of office held by a DLR PPN Representative varies according to the structure.

Responsibilities of DLR PPN to the Representatives

Representatives are DLR PPN's most valuable resource and our organisation aims

to encourage and support them in their role by:

- Ensuring that Representatives are provided with an induction to the PPN.
- Providing training for representatives where possible.
- Be familiar with the Representatives and the role of the Committees and Groups that they have representation on.
- Listen to the issues raised by Representatives and respond promptly to these issues.
- Take the time to read, understand and respond to communications that are received in relation to the PPN.
- Consult directly with the Representative, or through the Linkage group/Thematic Network, to discuss any matters to be raised at meetings.
- Ensure that Representatives are advised directly, or through the Linkage Groups/Thematic Network, of any consultations or issues the PPN or Secretariat is undertaking.
- Treat all Representatives in accordance with DLR PPN's Policies and adhere to the PPN's Charter.
- Provide the Representative with a clear indication of decisions made that might impact their work on behalf of the PPN
- Ensure feedback from Representatives is shared with PPN member groups.
- DLR PPN will ensure that Representatives receive out-of-pocket/ travel expenses to enable them to participate in committees they were elected to as per the DLR PPN Travel and Expenses Policy should they not be recoverable elsewhere.

Responsibilities of the DLR PPN members, Linkage/Thematic Groups and Network to the PPN Representatives

- Support Representatives to sit on Committees and Groups.
- Recognise that the Linkage Group/Thematic Network is representative of DLR PPN and part of this larger network
- Recognise that Linkage Groups/Thematic Network can operate quite informally and that each Linkage Group may operate differently.
- Take the time to read, understand and respond to communications that are received in relation to the Linkage Group/Thematic Network.
- Listen to the issues raised by Representatives and respond promptly to these issues.
- Engage directly with the Representative to discuss any matters to be raised at meetings.
- Feed back to their own member groups on the work of the Linkage Group and Committee.
- Adhere to DLR PPN's Charter and policies.

Responsibilities of Committees to the PPN Representatives

- Recognise that PPN Representatives are there to represent a diverse range of community and voluntary, social inclusion and environmental groups in the Local Authority area.
- Provide a briefing to all members of the Committee or Group on the role of the PPN and its voluntary Representatives.
- Treat PPN Representatives with respect and equally involve them in the work and decision-making of the Committee or Group.
- To hold at least some meetings at times, dates and locations that facilitate the participation of volunteers. Ideally, these dates should be set annually.
- To provide the PPN Representatives with an induction to the Committee or Group clearly outlining the Terms of Reference for the Committee, Committee Standing Orders, how to have issues put on the agenda etc.
- Work collaboratively with PPN Representatives to ensure that they have an opportunity to input on matters and issues that they are there to represent.
- Provide Minutes and Agendas for meetings at least two weeks in advance of meetings to allow the PPN Representative an opportunity to gain input from the PPN/Linkage Group.
- To offer relevant training to PPN Representatives and to provide support to them in interpreting technical documents.
- Ensure that any conflict of interest is clearly stated and dealt with appropriately.
- Produce an agreed meeting outcome document at the end of each meeting which can be shared with the PPN membership.
- Be familiar with and adhere to DLR PPN's Charter and Policies with regard to Representatives.

Responsibilities of Representatives

- To be committed to the aims, objectives and principles of DLR Public Participation Network.
- Be willing to be representative of DLR PPN as a whole and to advocate for DLR PPN, Secretariat and Linkage Group/Thematic Network.
- Ask for support or backup when needed.
- Be willing and able to attend meetings of the relevant Committee or Group that they sit on.
- Take the time to read, understand and respond to communications that are received in relation to the DLR PPN and the Committee or Group.
- Be willing and able to engage with DLR PPN/ Linkage group/ Thematic Network for consultation and identification of issues either through meetings, electronic or other means. Ensuring that there is an agreed record of relevant discussion and all decisions
- Ensure that any conflict of interest is clearly stated in relation to discussions and decision-making on committees
- Clearly indicate whether feedback provided reflects a factual view of the meeting or a personal view.

- Recognise that the Linkage Group/Thematic Network or DLRPPN is the decision-making body and that decisions may conflict with their own opinion.
- Provide a brief written report from each committee meeting they attend on the DLR PPN's behalf. The report should provide a brief synopsis of any discussions at the meeting and the resulting decision using the PPN Reporting Template
- Where there are multiple PPN Reps on one committee, a commitment should be made to meet prior to the meeting, to rotate the reporting responsibility and to ensure that the report is approved by all Reps prior to further circulation.
- Have due regard to issues of confidentiality when reporting from meetings.
- Ensure that the Resource Worker is kept informed of all meetings attended and reports issued.
- To be readily contactable by members of the PPN, through the Resource Worker.
- Adhere to the PPN's Charter and Policies.

DLR PPN Representatives Meeting Report Template

DLR PPN Representative Name	
Committee Name	
Date of Meeting	
Other Reps who fed into this Report (if applicable)	

Agenda Item	Notes	Outcome/ Decisions Made	Actions Required – by Who & When

Other Comments/ Actions required from DLR PPN	
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Date of next meeting		Signed (DLR PPN Representative)	
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