

Fingal Public Participation Network –Work plan – January 2016 to 2018

| GOAL 1 | | | |
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| Ensure that the Network operates to the highest possible standard | | | |
| Action | Who is Responsible? | Key Performance Indicator/Targets to be met - | Timescale |
| <p>1. Agree Network membership criteria; (Electoral College/Geo Area/Financial/Governance etc.)</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Examine the original Dept. Guidelines outlining the rationale for membership criteria b) Recommend to the Secretariat and PPN Membership changes and amend where appropriate/necessary | Secretariat/ Resource Worker | <ul style="list-style-type: none"> - Recommendation of changes - Decision taken to make changes to membership criteria | June 2016 |
| <p>2. Review Network Registration Form and process</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Look at how groups register – postal/electronic? b) Examine & revise the existing Registration Form c) Develop Electronic/ Online Registration form d) Organise reprint | Secretariat/ Resource Worker | <ul style="list-style-type: none"> - Revised registration form - Online registration form facility | June 2016 |
| <p>3. Organise election of network representatives</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Develop and agree a process of election/selection of candidates for existing vacancies b) Develop and agree a process of | Resource Worker/ Secretariat | <ul style="list-style-type: none"> - Election Policy - Occurrence of an election - Elected representatives filling positions | June 2016 ongoing |

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| <p>election/selection of candidates for new vacancies occurring (outside of current LCDC/SPCs/JPC)</p> <p>c) Convene elections when necessary</p> | | | |
| <p>4. Develop Network Terms of reference/ Constitution</p> <p>Tasks:</p> <p>a) Develop short easily read/understood document (TOR/ constitution)</p> <p>b) Present to the PPN for approval</p> | <p>Secretariat/ Resource Worker</p> | <ul style="list-style-type: none"> - Constitution - Constitution presented at plenary meeting | <p>June 2016</p> |
| <p>5. Organise 2 Plenary Meetings per annum – prepare, notices/agenda/minutes/venues etc.</p> <p>Tasks:</p> <p>a) Agree appropriate dates for both Plenaries</p> <p>b) Plan/book venue when appropriate</p> <p>c) Ensure Plenaries are widely publicised – community notice boards/local radio/etc.</p> <p>d) Ensure that minutes from previous Plenary are circulated</p> <p>e) Ensure that Agenda is set and Speakers etc. are informed and supported</p> <p>f) Ensure plenary can facilitate decision making and to bring proposals forward (if required)</p> <p>g) Provide update on PPN work plan progress</p> | <p>Resource Worker/ Secretariat/ PPN Elected Representatives</p> | <ul style="list-style-type: none"> - Occurrence of meeting - No's attending - No of Decisions taken - No of proposals presented | <p>Ongoing</p> |
| <p>6. Organise 9 Secretariat Meetings per annum – prepare notices/agendas/minutes/venues etc.</p> <p>Tasks:</p> <p>a) Develop a Calendar of Meeting dates and Venues</p> | <p>Resource Worker/ Secretariat</p> | <ul style="list-style-type: none"> - Occurrence of meeting - No's attending - No of decisions taken - No of proposals presented - Circulation of minutes and | <p>Ongoing</p> |

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| <ul style="list-style-type: none"> b) Book venues when appropriate/arrange refreshments etc. c) Ensure that Minutes and Agenda and supporting documentation are circulated in good time d) Send Meeting Reminder to Secretariat members e) Ensure that any other appropriate tasks are carried out before meetings f) Take minutes at the meetings g) Monitor attendance of PPN Elected Representatives at Meetings h) Ensure the proposals are presented and decision are taken | | <p>agenda</p> <ul style="list-style-type: none"> - Report on elected representatives | |
| <p>7. Support the development of Linkage Groups</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Keep and maintain a register of Linkage group members b) Develop a Linkage Group terms of reference including key focus of work c) Develop new Linkage Groups as need arises d) Facilitate election of PPN representatives (when appropriate) e) Develop guideline/ structure to ensure that PPN reps are reporting to the Linkage Groups f) Convene linkage group meetings g) Explore and identify most suitable mechanism to communicate with LG members h) Review and evaluate work of Linkage Group | <p>Resource Worker/ Secretariat/ PPN Elected Representatives</p> | <ul style="list-style-type: none"> - No of Linkage Group meetings - Register of LG members - LG TOR - Occurrence of elections - New communications mechanisms - Reporting structure and no of reports | <p>June 2016</p> <p>Ongoing</p> |

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| <p>8. Implement Governance Code for Community, Voluntary & Charitable Organisations e.g. business Plan. Policies & Procedures; risk assessment etc.</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Become familiar with the Governance Code for Community Voluntary & Charitable Organisations b) Ensure that the Code is understood by all c) Examine the five principles of the Code and develop a plan/timescale to ensure that PPN will be in a position to adopt the Code in the future d) Provide training e) Adapt the Code as Best Practice | Secretariat | <ul style="list-style-type: none"> - Training took place - Code Implemented | 3 rd Quarter of Year (Sep-Oct) |
| <p>9. Ensure that the Secretariat and members are kept aware of developments at a National level</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Attend National and Regional briefing Sessions b) Liaise/network with other PPN members/Secretariats/Resource Workers – sharing information and best practice | Secretariat/ Resource Worker | <ul style="list-style-type: none"> - No of meeting attended - No of best practice and information shared | When appropriate |
| <p>10. Review the work of the Network on an annual basis, both quantitative and qualitative</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Develop and Review the work plan b) Design a method of evaluation/feedback i.e. | Secretariat/ Resource Worker | <ul style="list-style-type: none"> - Questionnaire - No of feedback received - Workplan revised | Annual |

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| questionnaire, and circulate to PPN members on network performance | | | |
| <p>11. Manage and Maintain an Active Register of Groups</p> <p>Tasks:</p> <p>a) Update register with new application details</p> <p>b) Send yearly reminder to groups to update contact details</p> <p>c) Report to Secretariat on new memberships</p> <p>d) Revise membership details when requested/informed or schedule every 3 years</p> | Resource Worker | <ul style="list-style-type: none"> - Updated register - Register groups - part of RW meeting report - Schedule 3 year update of PPN members details | Ongoing 2018 |
| <p>12. Develop Statement of Wellbeing</p> <p>Tasks:</p> <p>a) Facilitate discussion and agree a 'Statement of Wellbeing' with the Network members</p> | Resource Worker/ Secretariat/ network members | <ul style="list-style-type: none"> - Statement of Wellbeing | April 2016 (Plenary) |
| <p>13. Develop Network Policy and Procedures</p> <p>Tasks:</p> <p>a) Identify list of policy and procedures required</p> <p>b) Write and agree the network procedures</p> | Resource Worker/ Secretariat | <ul style="list-style-type: none"> - List policies - Policies agreed and implemented | June 2016 |

GOAL 2**Support the Network member – Elected Representative, Secretariat and general member**

| Action | Who is responsible? | Key Performance Indicator/Target to be met – KPIs | Timescale |
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| 1. Develop a Training and Support Programme for the Network – Elected Representatives, Secretariat members | Resource Worker/FCC/ | <ul style="list-style-type: none"> - Consult with (i) Elected Representatives, (ii) Secretariat | June 2016 |

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| <p>and general member</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Consult with network members to identify their training requirements b) Design/implement training programme c) Collaborate with agencies (FCC, ETB etc.) on the provision of training and support | <p>other agencies Secretariat</p> | <p>members and (iii) general members</p> <ul style="list-style-type: none"> - Programme of Training and Support - Delivery of Training | <p>(training ongoing)</p> |
| <p>2. Provision of direct support to Elected Representatives</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Develop Procedural Guidelines/Manual for Network Representatives- include all information relevant to their positions e.g. Standing Orders/Calendar of Meetings/Chairperson, Committee Members/Contact details for Secretariat, Resource Worker etc. b) Design/ implement supports programme i.e. induction Session/induction Pack for Representatives on SPCs etc. c) Advocate on behalf of Elected representative to key stakeholder to further their participation in decision making | <p>Resource Worker</p> | <ul style="list-style-type: none"> - Development of Procedural Guideline - Development of Support mechanisms – induction pack etc. - Liaisons with Stakeholders | <p>June 2016</p> <p>Ongoing as required</p> |

| GOAL 3 | | | |
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| Support and monitor the work of the Network Resource Worker: | | | |
| Action | Who is responsible? | Key Performance Indicator/Targets to be met - KPIs | Timescale |
| 1. Liaise with FCC on the management of the Resource Worker Tasks: a) Agree the role of the Resource Worker b) Recruit the Resource Worker c) Agree a work plan for the resource worker d) Agree a structure to manage the Resource worker e) Review the work of the Resource Worker | Secretariat/FCC | <ul style="list-style-type: none"> - Resource worker employed - Management structure development and implemented - Work plan developed and reviewed | June 2016 Review of work ongoing |

| GOAL 4 | | | |
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| Promote the Network amongst its Members and in the wider community | | | |
| Action | Who is responsible? | Key Performance Indicator/Targets to be met – KPIs | Timescale |
| 1. Actively promote new membership of the Network Tasks: a) Advertise work of network and encourage membership via website/ online registration, information events, print media/ radio interview, workshops etc... b) Review old CCS database and target groups that have not transferred over to register | Resource Worker/ Secretariat | <ul style="list-style-type: none"> - Increase in membership numbers | Ongoing |
| 2. Develop Public Relations Strategy to actively promote the work of the Network– social media. Local and regional media | Secretariat/ Resource Worker | <ul style="list-style-type: none"> - Strategy completed - Brochure, logo, social media - website in place and no of traffic - No of newsletters circulated | June 2016 |

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| <p>Tasks:</p> <ul style="list-style-type: none"> a) Design brochure/logo etc. b) Develop and maintain website c) Develop and circulate newsletter/ e-zine/ info emails d) Newspaper articles and interviews | | <ul style="list-style-type: none"> - No of articles and interviews featured - | (Promotion and maintenance of Register – ongoing) |
| <p>3. Encourage National Network Group to develop a National PR Strategy</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Attend Regional Meetings etc. b) Lobby for the development of a PR Strategy | Secretariat | <ul style="list-style-type: none"> - National PR Strategy | Ongoing where appropriate |
| <p>4. Ensure that the work of the PPN is not only included in FCC policies and plans e.g. Local Economic and Community Plan; County Dev Plan; Green Infrastructural Plan etc. but is also integrated into the plans and policies of other organisations e.g. Education and Training Board (ETB); Fingal Partnership; Dept. of Social Protection</p> <p>Tasks:</p> <ul style="list-style-type: none"> a) Identity key organisation and list of key contacts b) Invite organisations to plenary c) Circulate information to relevant organisation/ key contacts d) Provide opportunity for relevant organisations to address plenary when required e) Make submissions to relevant organisations plan/ policies/ newsletter when invited | Secretariat/ Resource Worker | <ul style="list-style-type: none"> - List of key Interest Organisations - Attendance at plenary - No of addresses made by organisations - No of submissions made by PPN - No of Information/ Newsletters submitted | |