

Fingal Public Participation Network Representative Charter

Guidelines for Fingal Public Participation Network (PPN) Representatives on Committees

Background

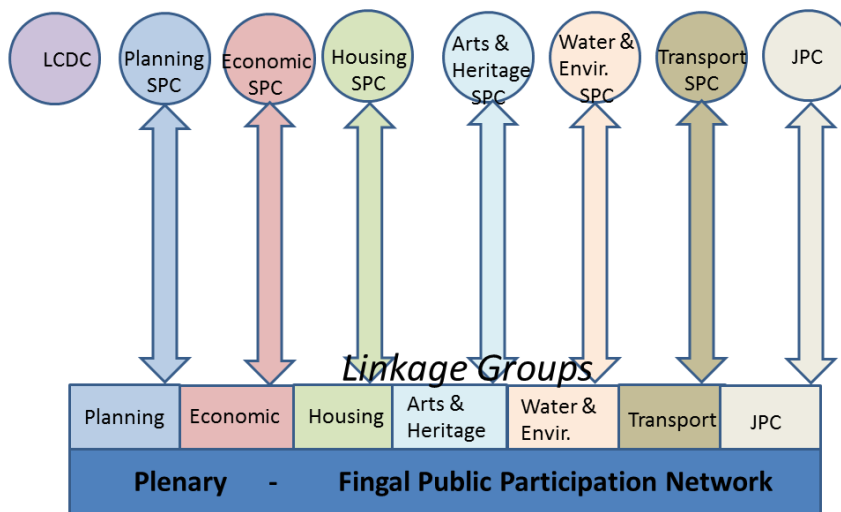
The Fingal Public Participation Network (FPPN) was established in 2014 initially registering over 400 diverse member groups including sports groups, women's groups, older people's groups, tidy towns, , Travellers groups, community councils, resident's associations, youth groups and more.

The over- arching ethos of the PPN is putting people first by '*acting as the voice of the Community in Fingal ... to influence improved decision making in the county*'. It is underpinned by the values of openness and transparency, democracy and accountability, inclusiveness and participation.

The Fingal PPN is the mechanism through which Community representation is provided on committees of the Fingal County Council. There are currently 25 seats available on Fingal County Council committees including: the Local Community Development Committee; Housing Strategic Policy Committee; Planning & Strategic Infrastructure Strategic Policy Committee; Transport Strategic Policy Committee, Water & Environment Strategic Policy Committee; Arts, Cultural Heritage & Community Strategic Policy Committee; Economic Development Enterprise & Tourism Strategic Policy Committee; Joint Policing Committee. Fingal PPN Representatives are the voice of the community and strives to ensure that the needs of the community are prioritised within local policy.

Group registered with Fingal PPN may join and attend Linkage Group meetings. A Linkage Group is a collection of member groups with a particular interest, for example housing, transport... They are tasked with the responsibility for electing their Representative. They discuss and debate matters being considered at committees so as to mandate the Representative to bring forward collective views and positions from the Linkage group on policies.

Visual of Fingal PPN



Purpose of the Charter

This Charter outlines the role and responsibilities of the Fingal PPN Representatives to their Committee, Linkage Group and wider PPN membership. The purpose is to help representatives understand the process, maximise time and efforts invested and enable good communication and accountability by all involved

Role and Responsibilities of Fingal PPN Representatives to Committee

Fingal Public Participation Network requires that its representatives on committees will represent the views of and are accountable to the Fingal Public Participation Network membership. They are not representing their own organisation or personal agenda. Where a Representatives contributes to discussions without a PPN mandate, they should ensure their contribution are relate to the committee that they are speaking personally on the matter as this issue/ subject has not been discussed at Linkage group meetings

The PPN representatives have responsibility to three groupings: the Linkage Group, the full PPN membership and the Committee of to which they are elected.

(i) Linkage Group

As the mandated member of a Linkage Group, the Rep must work with fellow committee representatives and the Resource Worker to

- Develop a two way communication mechanism for the linkage group.

- Convene, prepare and attend Linkage group meetings.
- Identify the views of the relevant Linkage Group and bring forward to the committee for their consideration
- Agreed a strategy for bringing issues to Committees
- Develop an agreed report to feedback information to the Linkage group and electoral college (environment/social inclusion and community & voluntary) (See appendix 1)
- Work collaboratively with the Linkage group to identify issues, research, policy and proposals

(ii) Full PPN Membership

As representative of the full PPN membership the rep must

- Work with fellow representatives to develop and deliver an agreed report to the bi-annual PPN plenary
- Provide updates to the Secretariat on a quarterly basis
- Use the reporting/communication structure to engage with the Secretariat and Resource Worker.

(iii) Committees

Committees comprise of Strategic Policy Committees, Local Community Development Committee and Joint Policing Committee. As representative of the PPN membership and the Linkage Group on Committees the rep must:

- Endeavour to attend all Committee meetings (SPC LCDC JPC – and Linkage Group Meetings)
- Prepare for meeting by reading all documentation in advance and where necessary seek clarification, additional information and support from the Resource Worker.
- Participate fully in all agenda items on the committee agenda.
- Agree upon any issues of confidentiality with the committee before reporting to the Linkage Group
- Get items on to the committee agendas when necessary (see appendix 2)
- Positively promote and encourage new membership of Fingal PPN

Other Responsibilities

- Attend relevant training or networking events organised by the Department , Support Agency, Fingal PPN or the Committee.
- Liaise with fellow Fingal PPN Representatives on their committee
- Be open and honest in dealings with all stakeholders to build positive relationships

Rights of the representative are to

Fingal PPN Representatives have rights to the following

- Have active engagement from the Linkage Group, including timely responses to issues.
- Be heard and respected at both the Linkage Group and Committee, with an appreciation that they are a volunteer and that this is an evolving process

- Receive relevant training to enable them to participate effectively on the Committee
- Receive expenses for attending committee meetings.
- Receive an induction pack for the committee on taking up appointment to include
 - ✓ Terms of reference
 - ✓ Standing orders /procedures
 - ✓ Meeting schedules, locations and times
 - ✓ Contact details for all committee members
 - ✓ Access to technical support where required

Important Relationships

Resource worker

The Resource Worker will work to the Secretariat to strategically develop the Fingal Public Participation Network within the guidelines outlined by the Department of Environment, Community and Local Government. In addition he/she will support the PPN Reps in their work, and in particular facilitating effective feedback between the reps and the linkage group and the wider PPN.

Committees

Relationships within the context of the committees are very important. A good working relationship with fellow reps is key for the PPN message to be delivered in an agreed and succinct manner.

It is a vital part of the process that the PPN reps have a good working relationship with the Chairperson of committee, Director or Senior Executive Officer for that particular committee and the meeting coordinator.

Linkage group

The linkage groups are the mandating body and as such a two way communication process is important.

Secretariat

In addition to the Secretariat role as to oversee the proper function of the PPN, the Secretariat should provide a support structure for the PPN reps.

Review and Approval

The Fingal Public Participation Network Representative Charter was drafted in consultation with Representatives and presented to the Secretariat and full membership for approval. A review of the Charter will be held within a 5 year timeframe with Representatives. Recommendations to the document will be presented to the Secretariat and full membership for approval.

Date: _____

Appendix 1: Reporting Procedures & Template

Fingal PPN Representatives are required to report and feedback from committees they attend. The following are guidelines to support the representatives when reporting and to ensure a level of consistency among committee reports

1. Fingal PPN Representatives (if more than one appointed to a committee) to collectively discuss and decide on a rota for writing the Committee Report
2. Reports to be written and circulated in the Reporting Template (below) no longer than two weeks after the committee meeting.
3. Draft report to be circulated among fellow representatives for comments and approval
4. Approved report to be sent to the Resource Worker who may edit/ check content. Any editing will be presented back to the report writer before posting on www.fingalppn.ie
5. Reports to be concise and feature key items discussed, decisions made, issues for the attention of the PPN

Fingal PPN Representative Report Template

The following is a report compiled by your Fingal PPN Representative from either the Strategic Policy Committee/ Local Community Development Committee/ Joint Policing Committee. The report is a concise and interpreted view of issues discussed. Please contact your representative for further information

Name of Representative (s) attending the meeting	
Name of Committee Attended	
Date of the Meeting	
Report Compiled by	
Items discussed at the meeting and Key Decisions Made	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.
Issues brought forward by the PPN Representatives (if any)	
Issues of interest to/ to be raised with the Linkage Group/ PPN members	
Any other comments	

Appendix 2 : Guide for Fingal PPN Representatives to submitting items to committee agenda

Strategic Policy Committee (SPC)

- Strategic Policy Committee agenda is managed by FCC Corporate Services
- Corporate Services compile a draft agenda with the relevant department and circulate approximately two weeks in advance of the SPC meeting
- SPC members are informed of the closing date for submission of motions three weeks before the meeting and have one week to submit any motions they may have.
- Motions should be submitted directly to the Corporate Services email corporate.services@fingal.ie and cc'd to your the relevant department contact
- Each SPC member is confined to submitting one motion. The submission of questions for SPC agendas is not permitted.
- Motions must be relevant to the business of the SPC and relate to a particular subject and not apply to a variety of services.
- Should a motion be deemed not relevant, Corporate Services will contact the member and ask them to withdraw the motion.
- A motion is essentially a proposal placed before a meeting requesting or directing that the Local Authority takes, or does not take, a certain course of action.

Local Community Development Committee (LCDC)

- Local Community Development Committee meeting agenda is managed by Economic Enterprise and Tourism Development Department in Fingal County Council.
- Notification of meetings is given in a timely manner, specifying the venue, date and time of the meeting, and giving no less than five working days' advance notice of any meeting,
- Committee members may submit relevant items for inclusion on the meeting Agenda, no less than seven working days in advance of any meeting,
- Members should send items for the agenda to the LCDC Chief Officer & LCDC Support Officer.
- No business shall be transacted at a meeting of the LCDC other than that specified in the agenda accompanying the notice of the meeting, unless otherwise agreed by two thirds of the board members present at said meeting.
- Each meeting agenda will feature a permanent item 'Promoting Community Interests' this includes actions and Items that promote:
 - social inclusion or the social, environmental, recreational, cultural or community development, or
 - the general development, including enterprise and economic functions arising from local and community development activities, within the local authority administrative area.

Joint Policing Committee

Key Contacts when submitting items for agenda

Corporate Services	Noreen Cullen	corporate.services@fingal.ie
Arts Culture Heritage & Community	Janett Scott	janette.scott@fingal.ie
Planning	Jackie Fowler	Jackie.fowler@fingal.ie
Water & Environment	Michael Campbell	michael.campbell@fingal.ie
Housing	Anita Neville	anita.neville@fingal.ie
Transport	Anne Roche	anne.roche@fingal.ie
Economic Development	Toni Hogan	toni.hogan@fingal.ie
Local Community Development Committee	Fran Creed	fran.creed@fingal.ie
Joint Policing Committee	Ann Murphy	ann.murphy@fingal.ie