



**Fingal
Public
Participation
Network**

Fingal PPN Support Worker Report

30th March 2021

Goal 1: Improving our Network

Action

Activity

Action 1:

Grow PPN membership in a planned and sustainable way.

Membership numbers (22rd March 21):

- Community: 354 February: 340
- Environment: 27 February: 24
- Social Inclusion: 80 February: 76
- Total: 461 February: 440**

Increase by 21

- **5 New groups 16 via re-registrations**
- **5 New Groups:**

1. Naul Tidy Towns
2. Lucan Cricket Club – Lucan are based St. Catherine's Park
3. McNally Swords Cycling Club
4. Fingal North Dublin Beekeepers Association
5. St Sylvester's Superstars

New Member Groups – Introduction

The following new groups have been sent an Induction Pack along with a copy of the PPN Constitution.

1. Naul Tidy Towns
2. Lucan Cricket Club
3. McNally Swords Cycling Club
4. LUSK Community Choir
5. Dublin Airport Football Club
6. SkerriWinkles
7. Balbriggan Travellers Project
8. Blanchardstown Hospital Society Company Limited

	<p>9. Malahide Old Village Residents Association (OSRARA)</p> <p>10. Loughshinny sea angling club</p> <p>11. Portmarnock Lions Club</p>
<p>Action 2:</p> <p>Increase the operational capacity of the PPN.</p>	<p>Lisa Moran appointed to provide interim administrative support to the PPN</p> <p>Prior to the establishment of the PPN Support Worker position, Fingal County Council Community Development Office provided interim administration support for two days per week to process the FCCR registrations, compile and circulate the PPN Newsletter and update the website. In 2019 the PPN Support Worker position was resourced by DRCD with a contribution of €5K from Fingal County Council. As adequate staff resources were available at the time the seconded administrator continued to work alongside the Support Worker and Resource Worker. Following the promotion of the Support Worker, the seconded administrator applied for and was appointed to the Acting Support Worker Position in Sept 2020. From this time, the Acting Support Worker has absorbed the administrator duties alongside the duties of their new role. At the 27th Oct 2020 FCC/FPPN Review meeting it was noted that due to significant administrative staff shortages in the Community Culture & Sports Office it was not possible to replace the interim administration role now that the Support Worker position is filled.</p> <p>Further to our conversation earlier this week regarding the processing of the FCCR registrations etc. I wish to advise that I am currently in a position to provide interim administrative support to the PPN and Lisa Moran will be assisting with this duty. Lisa works 3 days/2 days per week and therefore will be providing an additional day per fortnight to the PPN.</p> <p>This interim arrangement will be reviewed in July 2021.</p> <p>PPN Handbook and Strategic Plan Review</p> <p>Prepared by Jamie Moore on behalf of the review subgroup.</p> <p>23 March 21, Fingal PPN setup a working group to oversee this piece of work. The working group consists of representatives of the Secretariat (John Melvin and Todd Pocius), Linkage Group Facilitators (Denise McDermott), PPN Representatives (Alice Davis), PPN Staff (Laura Barton) and Fingal County Council (Sinead Wiley). The subgroup held its kick-off meeting on 21 January 2021 to agree a programme of work. The second meeting of the subgroup took place on Monday 15 February.</p> <p>1. 3rd Meeting of Subgroup: Thursday 4 March</p> <p>The subgroup held its third meeting on Thursday 4 March 2021 to discuss progress on the handbook review. The subgroup discussed feedback received from the Secretariat and members of the subgroup since the last meeting in February. The subgroup also discussed a number of best practice considerations that the PPN may wish to incorporate into its operations. This meeting of the subgroup did not progress onto the Strategic Plan due to time constraints. Discussion on the Strategic Plan is to commence at the next meeting of the subgroup.</p> <p>Mandatory Requirements Assumptions</p> <p>The subgroup agreed to review the assumptions made by the consultant regarding mandatory actions that are marked as 'complied with'. The mandatory requirement of a staff liaison subgroup has been changed to amber to reflect that the subgroup is currently not active. Confirmation (or otherwise) of these assumptions is expected at the next meeting.</p> <p>2. Next subgroup meeting</p> <p>The subgroup will next meet on during the week commencing 29 March (postponed from 25 March). At this meeting the subgroup will consider recommending the draft handbook review is formally submitted to the Secretariat for its consideration and for onward consideration by the PPN Plenary.</p>

	<p>The subgroup will also consider progress on the review of the strategic plan and questions that arise in relation to this.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Analysis of membership demographic • Review how the current strategic plan actions are measured and if these measures are appropriate or require development. • Discuss draft strategic plan membership survey. <p>The desktop review of the Strategic Plan follows a similar approach in formatting to the review of the PPN Handbook. A greater level of input will be required from PPN Staff and the PPN Secretariat in relation to measuring progress in this plan. This will be identified by the consultant and discussed with the subgroup.</p> <p>3. Information Meetings</p> <p>It is proposed to host information meetings on both the PPN Handbook Review and the PPN Strategic Plan review.</p> <p>Tentative dates for this include:</p> <ul style="list-style-type: none"> • Tuesday 4 May: PPN Handbook Review • Wednesday 5 May: PPN Strategic Plan Review 						
<p>Action 3:</p> <p>Operate the network to the highest possible standard.</p>	<p>MOU: Signed on 16th March 2021</p> <table border="0" data-bbox="499 1003 1353 1160"> <tr> <td>Chief Executive of Fingal County Council</td> <td>AnnMarie Farrelly</td> </tr> <tr> <td>PPN Secretariat</td> <td>John Melvin</td> </tr> <tr> <td>PPN Secretariat</td> <td>Anthony Brennan</td> </tr> </table> <hr/> <p>National PPN Review Meeting: Next meeting June 2020</p> <hr/> <p>Staff Support Subgroup: Establish staff working group.</p> <p>Working plenary</p> <hr/> <p>Plenary Sub Committee: Plenary steering committee second meeting took place: 11/03/2021 – please see minutes attached.</p> <p>Items discussed:</p> <ul style="list-style-type: none"> • Online Voting – Meeting with Kieran South Dublin County Council • Vacancies – Outlined below • MOU –signed 16/03/2021 • Chambers in County Hall – booked for the May 12th • Zoom Account – to be upgraded to hosting meetings with 100 or more. <p>Bi-Annual Report: Volume 10 – to include Finance, Training, Linkage Groups, Strategic Review, a piece on Re-registrations. It will not be printed physically. Digital copies will be circulated to members in PDF format.</p> <p>Secretariat vacancies to be filled in May:</p>	Chief Executive of Fingal County Council	AnnMarie Farrelly	PPN Secretariat	John Melvin	PPN Secretariat	Anthony Brennan
Chief Executive of Fingal County Council	AnnMarie Farrelly						
PPN Secretariat	John Melvin						
PPN Secretariat	Anthony Brennan						

	<ul style="list-style-type: none"> • 3 Environment • 4 Social Inclusion • Community <p>LCDC Reps:</p> <ul style="list-style-type: none"> • 1 Environment • 1 Community • 1 Social Inclusion <p>Geraldine Rooney Second Term</p> <ul style="list-style-type: none"> • Social Inclusion LCDC
<p>Action 4: Further develop Linkage Groups.</p>	<p>Linkage Group Updates</p> <p><u>Next Round of Meeting Schedule</u></p> <ul style="list-style-type: none"> • 1st April: Arts, Community, Heritage and Sports • 13th April: Climate Change, Water and Environment • 15th April: Housing, Planning and Transport • 22nd April: Community Safety, Crime and Policing • 29th April: Social Inclusion, Rural Development, Youth and Enterprise <p>Young People Under 18s at Social Inclusion, Rural Development, Youth and Enterprise</p> <p>At last secretariat meeting, it was concluded that PPN structure could not accommodate this.</p> <ul style="list-style-type: none"> • Facilitator has been informed. • PPN staff to email Youth Groups who attend last meeting to inform them of decision and encourage youth groups to elect a rep (over 18) to attend linkage group meetings so that young peoples' voice can be heard. <hr/> <p><u>Induction for New Representatives</u></p> <p>Catch all induction for new Reps to be organised in early 2021 with appropriate support training to be made available in line with the recruitment of linkage group facilitators. This proposal is being deferred till June.</p> <p>Meeting with new representatives will be convened in February for a link in and update on how they are getting on. – not yet progressed.</p>

Policy Hub

Support Worker is current sourcing all of Fingal County Council's main policies in order to assist in the creation of a policy hub that can help guide linkage groups in the writing of motions – No Progress

Following a series of consultation with PPN members, the PPN will be hosting their 2021 Spring/ Summer Training Programme in April 2021. This programme will feature 3 sessions including Running an Effective Meetings, Using Social Media to Promote your Organisation and Grant Writing Tips and Tricks

Spring/Summer 2021 Training Programme

All training to be delivered online and are two hours in duration

Running an Effective Meeting - Wednesday 7th April 2021

- Understand the elements of effective meetings
- Manage challenging behavior at meetings
- Keep meetings focused and productive
- Produce effective agendas
- Produce accurate, brief and clear minutes
- Understand good practice in minute-taking
- Understand the importance of agendas and minute

Using Social Media to promote your Organisation - Wednesday 14th April 2021

- Defining your audiences
- understanding the different platform
- Tips on how to effectively communicate your work online
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Grant Writing Tips and Tricks - Wednesday 21st April 2021

- The challenges
- Common mistakes in grant making
- The Grantor's point of view
- The Grantee's point of view
- Be Prepared – having the basics to hand
- Creating a team effort
- Making the grant application process easier
- Clear communication – Language and wording
- Making your case
- Tips on grants
- Guidance on seeking grants and completing grant application forms

Community Climate Conversations Meeting: Members of the Climate Change, Environment and Water Linkage Group met on

- 1st February
- 4th March
- 18th March

“Climate Conversation” workshop will take place via Zoom for PPN members on Wednesday 7th April 2021 between 7.30-9.00pm. The Dialogue is focused on providing input to the next iteration of the 2019 Climate Action Plan. Insight from these virtual workshops will help inform aspects of this plan and could capture ideas on how best to implement existing visions for Community Wellbeing.

Ronan OReilly – FCC Senior Executive Engineer and a CARO Representative will be attending to assist with any queries that may arise.

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Goal 2: Improving our Communications

Action	Activity
Action 5: Showcase our achievements.	<p>Activity report in 2020 was collated in conjunction with the Plenary. Soft copies of this report available on the website November with hard copies available to PPN members.</p> <p>It was also circulated members via Fingal PPN Newsletter: November 2020</p>
Action 6: Continue to develop communications.	<p>Social Media: notifying members of Linkage Groups on Social media. Planned campaign 'Getting to Know Us' for social media platforms for early 2021. Will not progress until June 2021</p> <p><u>Fingal PPN Newsletter: 2021</u></p> <ul style="list-style-type: none">• 4ú Scéim Teanga 4th Irish Language Scheme• The Forest of Fingal, A Tree Strategy for Fingal• Public Consultation on expert advisory group report entitled "Expanding• Ireland's Marine Protected Area Network"• Celebrating IWD 2021: A Conversation on Women's Leadership in the Community• Summer Camp Scheme 2021• EIL Seed Fund• Education Innovation Fund 2020-2023• Fingal Creative Ireland Grant Scheme• Wildflowers Masterclass• AONTAS STAR Awards 2021• Fingal Virtual Community Centre <p><u>Mass emails:</u></p> <ul style="list-style-type: none">• €1m fund for Community Development Pilot Projects• Sport Equipment Funding Scheme• 92.5 Phoenix FM Board and committee vacancies• COMPETITION: Announcing the Fingal#HomemadeParade• 2021 Spring/Summer Training Programme <p><u>Social media posts</u></p> <p>Facebook/Twitter March</p>

	<ul style="list-style-type: none"> • Fingal’s St Patricks Day ‘Home-made Parade’ competition. Encouraging families to create their own St Patricks Day ‘Homemade Parade’ to be in with a chance of wining €100 one 4 all gift cards. • Valuing Our Volunteers: Community, Culture and Sports Department Podcasts. This podcast is the departments way of highlighting the important work of volunteers and to let their volunteers know that they value their commitment and thank them for the important work they are doing in their communities. <p><u>Website Updates:</u></p> <ul style="list-style-type: none"> • Sport Equipment Funding Scheme now open online • Minister O’Brien launches €1m fund for Community Development Pilot Projects • COMPETITION: Announcing the Fingal#HomemadeParade • Celebrating International Women’s Day 2021 • Fingal Virtual Community Centre • AONTAS STAR Awards 2021 • Celebrating IWD 2021: A Conversation on Women’s Leadership in the Community • Social Enterprise Development Fund 2021 • Where to find COVID-19 Vaccination Information • Current recommendations for the use of Personal Protective Equipment (PPE) • COVID-19 Guidance for Healthcare Staff in Disability Services • Public Health Advice for Construction Sector: key points for construction industry in responding to a case of COVID-19 • General guide on the management of COVID-19 outbreaks in the workplace • COVID-19 Guidance for Health and Social Care Workers who visit homes to deliver healthcare • Interim Guidance on COVID-19 Outbreaks in Meat Factories in Ireland • COVID-19 Vaccination Programme • Minister O’Brien asks all Government Departments to provide detail on their engagement with the C&V sector • Earrach i Leabharlanna Fhine Gall 2021 Go leor le feiceáil ... go leor le déanamh Spring in Fingal Libraries 2021 • COVID-19 Vaccines Partner Pack • Free Masterclass – How to introduce and maintain a wildflower Area
<p>Action 7:</p>	<p>Work ongoing with all Fingal County Council departments in circulating key information to groups. Departments are increasingly contacting Fingal PPN to</p>

<p>Work closely with Fingal County Council in communicating to citizens.</p>	<p>circulate information so being viewed as the best conduit for disseminating information to groups.</p> <p><u>Newsletter and mail out.</u></p> <p><u>Fingal County Council</u></p> <ul style="list-style-type: none"> • 4ú Scéim Teanga 4th Irish Language Scheme • The Forest of Fingal, A Tree Strategy for Fingal • Public Consultation on expert advisory group report entitled “Expanding Fingal’s St Patricks Day ‘Home-made Parade’ • Valuing Our Volunteers: Community, Culture and Sports Department Podcasts. • Celebrating IWD 2021: A Conversation on Women’s Leadership in the Community • Sport Equipment Funding Scheme now open online • Fingal Creative Ireland Grant Scheme • Fingal Virtual Community Centre
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Fingal PPN Resource Worker Report
30th March 2021

Goal 3: Improving our Representation

Action	Activity
<p>Action 8: Further develop relationships between the PPN and Public Representatives.</p>	<p>Further work to build on the relationship with elected representatives to be scheduled in 2021. To be progressed in June 2021</p>
<p>Action 9: Foster key partnerships and explore further public participation initiatives.</p>	<p>Working with all interested groups to bring diverse and relevant events to the membership of Fingal PPN. To be progressed in June 2021</p>
<p>Action 10: Establish the PPN as a mandatory consultative and participatory structure.</p>	<p>PPN has fed into Corporate Plan. PPN Strategic Plan to be included as reference document supported by the Corporate Plan.</p> <p>PPN Climate Change, Environment and Water Linkage Group will be making a submission to The Forest of Fingal in March 2021.</p> <p>The Fingal PPN Environment Linkage Group will be hosting the Community Climate Conversations Meeting on the 7th April.</p>

Action 11: Provide more information sharing opportunities and supports for PPN Representatives.	PPN Reps forum scheduled to take place early in 2021. To be progressed June 2021.
Action 12: Develop the Social Inclusion Pillar.	Fingal Inclusion Week – completed 2020. 2021 event planned for September 2021
Action 13: Develop policies to make the PPN more accessible.	Pilot access and participation fund agreed for 2020 –Social Inclusion Week falls under the budgetary heading.

Fingal PPN Resource Worker Report

23th February 2021

Goal 4: Improving our Membership Supports

Action	Activity
Action 14: Provide a range of training supports.	Training starting as details above Spring/Summer Training Programme
Action 15: Establish an efficient signposting and referral service.	Signposting on an ad-hoc basis. No further progress. Resource Worker will examine a referral system in June 2020 – June 2021
Action 16: Develop an open data membership database online.	Open database available on website. Task completed
Action 17: Collaborate across the Greater Dublin Area.	Slaintecare: FPPN have stepped away from the Slaintecare project while the Resource Worker in on Maternity Leave. Will revisit in June 2021 Acting Resource Worker is sitting on Healthy Ireland Committee.

Other

Annual Leave	Resource Worker Maternity Leave Start Date 30 th November. Provisional Return date June 2021. Acting Resource Worker – Study leave booked April 21
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