

PPN Annual Report 2017 – Brief Sheet

Please complete the following report in respect of the activities of your PPN in 2017.

Please note that you can put extra information into the boxes or spaces shown as they will expand as you type. If you wish to make further comments on any section you may do so.

If you have documents which already give the information requested in some sections please append them and reference them in this report.

The Secretariat should be actively involved in the preparation of this report.

Section A	Section A (1 to 6) should be completed by the PPN Resource Worker and Secretariat.
Section B	Section B (7) should be completed by the Local Authority at least at Administrative Officer level.
Section C	Section C (8 and 9) should be completed by both (local authority signature at DOS/SEO level).
Deadline	All PPN Annual Reports for 2017 should be submitted by Thursday 15th March 2018 at the latest.
Submission	Completed Annual Reports should be returned to: ppn@drcd.gov.ie in two formats: <ol style="list-style-type: none">1. One scanned copy of fully completed form including all signatures.2. One word document of fully completed form.

2017 <Replace with PPN Name> PPN Annual Report

<Insert PPN Logo>

<Insert Local Authority Logo>

<Insert Department Logo>

Section A

Section A (1 to 6) should be completed by the PPN Resource Worker and Secretariat.

1. Introduction

Contact Information for this Report	
PPN Name	
PPN Address	
PPN Phone	
PPN Email	
PPN Website	
Main Secretariat Member Contact for this report	
Secretariat Member Contact Email	
PPN Resource Worker	
PPN Resource Worker Email	

2. Membership

2.1 Membership Numbers

Breakdown	31/12/2016	31/12/2017	31/12/2017
Total number of	Full Members	Full Members	Associate
- Community and Voluntary			
- Environment			
- Social Inclusion			
Total			

2.2 If you have introduced the category of Associate Membership, please set out how the category is defined.

2.3 Have you re-registered PPN members or updated the details of PPN Members in 2017?

(If not, when did you last re-register or verify your PPN membership?)

2.4 What methodology do you use to re-register or update the details of PPN Members

(Place 'X' beside all that apply and comment where necessary)

Method	X	Comment
Salesforce		
Ad hoc (i.e. when groups tell us)		
Email		
Post		
Other (Please specify)		

3. Representation and Decision Making

Aim: Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion, community and voluntary colleges on decision making bodies.

3.1 In what ways has the PPN participated in consultations in 2017?

(Please quantify and detail where possible)

Method	Number	Detail
Distributed information to member groups about local consultations.		
Distributed information to member groups about national consultations.		
PPN Reps attended consultation events representing the PPN.		
Resource Worker attended consultation events representing the PPN.		
Made written submissions to consultations as the PPN or as a subgroup (linkage group, etc.).		
The PPN organised consultations with its membership (i.e. organise meetings and surveys to feed into a consultation submission).		
Other <i>(Please specify)</i>		

3.2 Please comment on your PPNs experience of the following:

Method	Comment
The PPN is notified about all local authority consultations.	

Method	Comment
The PPN is notified about local authority consultations in a timely manner (i.e. allows for discussion and input).	
The PPN can access feedback on the submissions it makes to consultations (i.e. through Chief Executive Reports, Consultation Reports, Direct feedback to PPN, etc.).	
Please suggest ways in which participation in consultations could be improved.	

3.3 Boards and Committees

Please append a list of all boards and committees which have requested PPN representatives, how many seats are filled, the number of meetings held in 2017, any vacancies as of 31/12/2017 and any comments.

Number of...	Men	Women
... PPN Representative on boards and committees		
... New PPN Representatives elected in 2017		
... PPN Representatives who retired in 2017		
... Boards and committees that the PPN is represented on	Total:	
... Contested seats (i.e. elections)	Total:	
... Uncontested seats (i.e. one nomination per seat)	Total:	
... Open PPN vacancies on boards and committees	Total:	

3.3 Do any individuals represent the PPN on more than one board of committee?

(Place 'X' in the relevant box)

Yes	No

If Yes, state how many, how the situation has arisen and what is being done to address this in line with the User Guide (Please note, a member who sits on the

Secretariat and one decision making committee is not considered to be on multiple boards).

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3.4 Supports for PPN Representatives

What support structures are in place to support:

- *PPN Representatives on Boards and Committee*
- *Community input to policy development and decision making*

(Place 'X' beside all that apply and quantify or comment where possible)

A. Structure / Support	X	Comment
Linkage Groups		
Thematic or Activity Networks (specific purpose, i.e. Disability Network, Social Inclusion Network, and so on)		
Representatives Charter		
Training for PPN Representatives		
Training for Linkage Groups		
Meeting Feedback Forms Completed by Reps		
Local PPN Reps Network		
One-to-one Support		
Local Authority / Committee Host		

B. Linkage Groups	Comment
How many Linkage Groups have been formed in your PPN? Please list.	
How many Linkage Groups are active? (Meeting at least 3 times per year, including virtually)	
How do Linkage Groups communicate?	
What is the level of participation in your PPNs Linkage Groups?	
Do your Linkage Groups elect PPN Representatives?	

C. Thematic Networks	Comment
How many Thematic Networks have been formed in your PPN? Please list.	
How many Thematic Networks are active? (Meeting at least 3 times per year, including virtually)	
How do Thematic Networks communicate?	
What is the level of participation in your PPNs Thematic Networks?	
Do your Thematic Networks elect PPN Representatives?	

3.5 Comment on Support Structures for PPN Representatives

Please use the comment box below to provide any additional information on support (incl. guidance, mentoring and feedback) structures for PPN Representatives and Community Input into policy development.

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3.6 Specific Proposals and Outcomes

Please provide 3 to 5 examples of specific proposals or actions that PPN Representatives have brought to decision making boards or committees and the outcome, if any (i.e. discussed, deferred, decision made, project initiated, etc.).

Decision Making Body	Proposal	Outcome (if any)

4. Communications

Aim: Provide information relevant to the environmental, social inclusion, community and voluntary groups and act as a hub around which information is distributed and received

4.1 How have you publicised and promoted your PPN and its activities in 2017?

Please advise if there is a strategy underpinning your communications.

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4.2 Communication Methodologies

(Place 'X' beside all that apply and quantify or comment where possible)

Method	X	Number / Frequency / Comment
Physical printed newsletters		
Electronic online newsletters		
Email		
Website		
Facebook <i>(include number of likes)</i>		
Twitter <i>(include number of followers)</i>		
Holding PPN Roadshows		
Participating in events hosted by other organisations		
Developing promotional and publicity material <i>(please comment what has been produced, i.e. leaflets, pens, folders, magnets,</i>		

Method	X	Number / Frequency / Comment
<i>etc.)</i>		
Local Radio (<i>Community and/or Commercial</i>)		
Local Libraries, Citizens Information Centres and Volunteer Centres (<i>Please comment</i>)		
Other (<i>Please specify</i>)		

4.3 What type of content do you communicate to your members?

(Place 'X' beside all that apply and comment if needed)

Content	X	Comment
PPN Events		
PPN Activities		
PPN Vacancies		
Member Group Activities		
PPN Representative Reports		
Funding Information		
Consultations		
Other		

4.4 Do you use Salesforce for the following?

(Place 'X' in the relevant option)

Feature	Always	Sometimes	Occasionally	Never
Maintain as the Primary membership database				
Members Profiles (Member information)				
Registering Members Directly from Website				
Mass Email				
Sending E-Bulletins / Newsletters				
Mass Texting				
Tracking attendance at...				
- <i>Plenary Meetings</i>				
- <i>Linkage Groups</i>				
- <i>Secretariat Meetings</i>				
- <i>PPN Organised Training</i>				
Calendar				
Dashboards				
Running reports on...				
- <i>Full Membership numbers</i>				
- <i>Electoral Area or MD membership numbers</i>				
- <i>Membership by Pillar</i>				
- <i>Membership by Cause</i>				
- <i>Bounced Emails</i>				
- <i>Email open rates</i>				
- <i>Active Members and Inactive Members</i>				
- <i>Structure of groups</i>				

Feature	Always	Sometimes	Occasionally	Never
Track participation in consultations				
Other (Please specify)				

If you are not using Salesforce to manage your database and communications, please identify how you manage it.

4.5 What functions does your PPN Website have?

(Place 'X' beside all that apply and comment if needed)

Content	X	Comment
List / Database of registered members		
Minutes / Reports of Secretariat meetings		
Minutes / Reports of Plenary meetings		
Minutes / Reports of Linkage Group meetings		
PPN Representative Reports		
PPN Newsletters		
Advertising Member Events / News		
Upto date list of all PPN Representatives		
Adopted PPN Policies		
Adopted PPN Budgets / Accounts		
Other		

5. Capacity Building

Aim: 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

5.1 Training and Capacity Building Programmes

How many training and capacity building programmes were held in 2017? Please distinguish and give a breakdown. *(This includes informal activities such as one on one mentoring)*

Programme	Target Group	Topics Covered	Number of Sessions held and duration	Overall Attendance	Comment
(Example answer - Delete) <i>Autumn Training Programme</i>	<i>All PPN Members</i>	<i>Funding, Governance, Advocacy</i>	<i>3 x 3 hours</i>	<i>18</i>	<i>Partnered with SICAP / Volunteer Centre / etc.</i>

5.2 National and Regional Networking

Did your PPN participate in National or Regional Networking meetings or initiatives? *(Place 'X' beside all that apply and comment if needed)*

Initiative	X	Comment
National PPN Conference		
Regional Social Justice Ireland Meetings		

Initiative	X	Comment
National PPN Resource Workers Network		
Ploughing Championships (<i>PPN Stall</i>)		
The Wheel Conference (<i>PPN Stall / Masterclass</i>)		
Locally Organised Regional PPN Networks (<i>Please specify</i>)		
Other (<i>Please specify</i>)		

6. Operation of the PPN

6.1 Secretariat Details

Please provide detail on the composition of your Secretariat

Detail	Comment
How many places are allocated on the Secretariat?	
- Provide detail on how these places are allocated? (By municipal district, college, electoral area, etc.)	
- What is the term of office on the Secretariat?	
- Provide a breakdown of seats filled	Men: Women:
- If there are any vacancies on the Secretariat (<i>Please detail</i>)	
- What is the average overall attendance rate of your Secretariat? (i.e. 50%)	
How does your Secretariat operate a flat structure? (<i>Please detail</i>)	
- Rotating Facilitator	
- Rotating Roles (Staff Liaison, Finance, etc.)	
- Decisions made by consensus	
- Proposals brought to Plenary	

Detail	Comment
- Terms of Reference emphasising flat structure	
- Minutes / Reports available to all PPN members	
Does your Secretariat have subgroups? <i>(Please detail)</i>	

6.2 PPN Events and Meetings

Please provide detail on the events and meetings held by your PPN in 2017. (Do not include roadshows, training, etc. which has already been identified)

Meeting / Event	Number Held	Held in Daytime	Held in Evening	Held at Weekend	Comment
Plenary					
Secretariat					
Linkage Groups					
Municipal District					
Other Events (add rows)					

6.3 Active Memorandum of Understanding

Was there an active memorandum of understanding (MOU) between the PPN and Local Authority in 2017?

(Place 'X' in the relevant box)

Yes		No	
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For PPNs who operate through a Host organisation: Was there an active Service Level Agreement (SLA) in place between the PPN and the host organisation in 2017?

(Place 'X' in the relevant box)

Yes

No

6.4 Interagency Collaboration

How did the PPN collaborate with other agencies/ organisations in the county / city or elsewhere in 2017 (Such as LCDC, Age Friendly, Comhairle na nÓg, HSE, Túsla, Drugs Task Force, Healthy Ireland, etc.).

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6.5 Social Inclusion

How has the PPN worked to “actively support inclusion of socially excluded groups, communities experiencing high levels of poverty, communities experiencing discrimination, including Travellers to enable them to participate at local and county level”?

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6.6 Structure of the PPN

Under what legal and administrative structure is your PPN operating? (Hosted by the local authority, hosted by another community organisation or operating as an independent company) Please provide detail.

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6.7 Staff Resources

What staffing resources eg. dedicated Resource Worker and/or support staff is available to the PPN? (Please detail full time / whole time equivalents / agency staff / volunteers, etc.)

Staff Resource	Detail (Part time, Full time etc.)
Resource Worker (Please detail as	

Staff Resource	Detail (Part time, Full time etc.)
<i>whole time equivalent i.e. 1 WTE in the case of two part time RWs)</i>	
Administrator	
Development Worker	
Agency Staff	
Volunteer	
Other (Please define)	

6.8 Staff Recruitment

Was the Resource Worker or any other staff recruited in 2017? If so, please state the recruitment process and the nature of the involvement of the Secretariat and the Local Authority in that process.

Recruitment Details	
Who was recruited?	
What was the recruitment process?	
Who conducted the recruitment process?	

6.9 Staff Employment

By what entity (LA, Host organisation, directly by PPN?) is the PPN Resource Worker and any other PPN staff employed?

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6.10 Staff Management

How is the Resource Worker and any other staff managed? Please detail any shared management arrangements (*i.e. Work Plan function managed by Secretariat, Human Resource function managed by Host organisation, etc.*).

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6.11 Where is the PPN Office / Workspace located?

(Place 'X' beside the option that applies and comment if needed)

Option	X	Comment
Within a Local Authority building		
Within the Host organisations premises		
Standalone rented space		
Other		

6.12 PPN Budget and Expenditure Report 2017

Please provide a detailed breakdown of PPN income and expenditure for 2017.

PPN Budget and Expenditure Report 2017			
Income			
Local Authority	Department	Other	Define 'Other'
€	€	€	
Expenditure – Operational			
	Budgeted	Actual	Comment
Staff Salary (incl. PRSI)			
Staff Expenses (incl. T&S)			
PPN Rep T&S Expenses			
Rent / Hosting			
Postage / Telephone			
Office Supplies / Stationary			
Light & Heat			
Insurance			
Bank Charges			
Auditing / Accountancy			
Training & Development			
Equipment			

PPN Budget and Expenditure Report 2017			
Website / Hosting			
IT Support & Maintenance			
Marketing and Promotion			
Projects / Activities / Events			
Room Hire / Refreshments			
Plenary Costs			
Consultancy			
Total Expenditure			

6.13 Reimbursement of PPN Representative Expenses

Reimbursement of PPN Rep Expenses	Please Detail
For PPN Reps who sit on local authority boards or committees, does the reimbursement of their expenses come from the core PPN Budget or paid directly from the local authority?	
For PPN Reps who sit on non-PPN and non-local authority boards and committees, does the host organisation (i.e. The HSE, Development Company, etc.) reimburse the PPN Reps expenses?	

6.14 Hosting Fees

If your PPN pays a hosting charge / management fee, please provide information on how that figure was agreed / apportioned.

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6.15 PPN Budget Management

How is the PPN Budget managed?

(Place 'X' beside the relevant structure and comment where appropriate)

Initiative	X	Comment
Transfer of all monies to a PPN Bank account managed by the Secretariat		
Transfer of some monies to a PPN Bank account managed by the Secretariat?		
- What amount? How is this allocation determined?		
- How are the remaining monies managed?		
Managed in Local Authority <i>(If so, please detail how Secretariat members approve allocations and payments)</i>		
Other <i>(Please specify)</i>		

6.16 PPN Expenditure Decisions

How are decisions made on how the PPN funding is spent?

(Place 'X' beside all that apply. Detail where appropriate)

Decision made by the...	X	Comment
Secretariat		
Resource Worker		
Local Authority		
Other <i>(Please specify)</i>		

6.17 Budget Management and Administration Process

Please comment on the process for the management and administration of the budget in 2017. If you have a formal financial policy, please reference it here.

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6.18 PPN Policies and Procedures

Please indicate which of the following policies and procedures your PPN has in place. Note: It is not expected that PPNs have all these policies.

(Place 'X' beside all that apply. Detail where appropriate)

Policy / Procedure	X	Comment
Constitution		
Terms of Reference for...		
- Secretariat		
- Subgroups (of Sec)		
- Linkage Groups		
- Plenary		
Representative Charter		
Expenses Policy		
Dignity for all		
Grievance / Conflict Procedure		
Access Policy		
HR Procedure		
Induction Programme for new Reps		
Procurement Procedure		

Policy / Procedure	X	Comment
Staff Recruitment Procedure		
Staff Development Policy		
PPN Rep Report Templates		
Glossary of terms for member groups		
Health and Safety Policy		
Glossary of Terms for member groups		
Others (<i>Please specify</i>)		

Section B

Section B (7) should be completed by the Local Authority at least at Administrative Officer level.

7. Work of the Local Authority

This section is to be completed by the Local Authority official with responsibility for the PPN (at least at Administrative Officer Level).

7.1 Supporting the Development of the PPN

In 2017, what ways has the Local Authority supported the development of PPN, and the active participation of environmental, social inclusion, community and voluntary organisations in policy and decision making, information sharing and capacity building? Note: this does not include the provision of a budget or the core duties of the resource worker.

(Place 'X' beside all that apply. Detail where appropriate)

Support Mechanism	X	Comment
Active Memorandum of Understanding in Place for 2018.		
Memorandum of Understanding Reviewed in 2017		
Assist, where appropriate, the PPN in achieving its Work Plan		
Supported the PPN to be active Actors in the LECP		
Cross-departmental participation in PPN Events		
Involvement of Local Authority PPN Contact Person in PPN (please detail, i.e. supporting the worker, attending Secretariat meetings, overseeing the budget, etc.)		
Provided additional core funding to the PPN to support its work (additional to the €80,000)		
Provided additional funding for specific PPN projects		

Support Mechanism	X	Comment
Specific campaigns to promote the work of the PPN within the local authority (Please detail)		
Other (<i>Please specify</i>)		

7.2 Local Authority Consultations

Total number of...	Total
... local authority public consultations in 2017	
... notifications of consultations sent to the PPN in 2017	
... local authority consultations carried out via the PPN as the main vehicle in 2017	
... consultation workshops jointly hosted by the PPN and the Local Authority in 2017	

7.3 Specific Areas of Collaboration and Co-operation

Please outline specific areas of collaboration and co-operation between the PPN and the Local Authority.

7.4 Local Authority Boards and Committees

Please provide a full list of boards and committees by which the local authority facilitates community representation on and detail if the PPN has been allocated seats on these.

This should include committees/boards separate to SPCs, JPC and the LCDC such as Heritage Forums, Coastal Liaison Groups, Road Safety Groups, Local Area Liaison Groups, Local Sports Partnerships, and any others.

Board, Committee, Group or Forum Name	Number of Community Seats	Number of seats nominated through the PPN
Local Community Development Committee		
Joint Policing Committee		
SPC:		
SPC:		
SPC:		
SPC:		

If not all local authority boards and committee with community representation have had that representation nominated through the PPN, please set out the process and timeline by which this is to be regularised below.

7.5 Grant Eligibility

Does the Local Authority require groups to be members of PPN to be eligible for grants? *(Place 'X' beside the case that applies. Detail where appropriate)*

Case	X	Comment
Yes always	<input type="checkbox"/>	
Yes for most grants	<input type="checkbox"/>	
Groups advised to join PPN but it is not compulsory	<input type="checkbox"/>	
No	<input type="checkbox"/>	

7.6 Induction for PPN Representatives

Does the Local Authority provide specific induction or training to newly nominated PPN Representatives (separate to by the PPN itself) who sit on their boards or committees?

7.7 Training of Staff

What provision has been made for the training of local authority staff and elected members in public participation and the PPN?

7.8 Additional Supports

What additional support does the local authority believe could be provided by the Department of Rural and Community Development to continue to develop the PPNs?

Section C

Section C (8 and 9) should be completed by both (local authority signature at DOS/SEO level).

8. Recommendations

8.1 Recommendations for the Development of PPNs

What 3 recommendations would the PPN and the local authority (appropriate Director of Service, or equivalent) make for the successful development of the PPN in 2018 and in the future?

#	Recommendations
1	
2	
3	

8.2 Recommendations for Training

What specific training is required for LAs and PPNs, both priority training in 2018 and also in subsequent years?

Stakeholder	Training Required
Local Authority	
PPN	

8.3 Policy and Decision Making in Partnership

What would facilitate better participation of the PPN in policy and decision making, moving towards a partnership approach?

Stakeholder	Training Required
Local Authority	
PPN	

9. Certification and Checklist

Certification of Report			
Completed on behalf of the PPN by			
Role		Date	
Email		Phone	
Signature			
Completed on behalf of the Local Authority by			
Role (DOS or SEO)		Date	
Email		Phone	
Signature			
Signed on behalf of the Secretariat by			
Role		Date	
Signature			

Please note, incomplete reports will be returned to relevant PPN and Local Authority for completion.

Item	X
Section A (1 to 6) completed by the PPN	
- Appendix 1 (Members of Boards and Committees) completed by PPN	
Section B (7) completed by Local Authority	
Section C (8 and 9) completed and agreed by both PPN and Local Authority	

10. Appendix 1: Members of Boards and Committees

If you have an existing format which gives this information, please use it.

Example:

Name of Board or Committee	
Managed By	Local Authority
Number of Seats	7
Number Filled	7
Vacancies	0
College Breakdown	3C – 3SI – 1E
Number of Meetings in 2017	4
Additional Comments	None

Name of Board or Committee	
Managed By	
Number of Seats	
Number Filled	
Vacancies	
College Breakdown	
Number of Meetings in 2017	
Additional Comments	

Name of Board or Committee	
Managed By	
Number of Seats	
Number Filled	
Vacancies	
College Breakdown	

Number of Meetings in 2017	
Additional Comments	

Name of Board or Committee	
Managed By	
Number of Seats	
Number Filled	
Vacancies	
College Breakdown	
Number of Meetings in 2017	
Additional Comments	

Copy and Paste Additional Tables as Necessary