



Department of Rural and
Community Development



*An Roinn Forbartha
Tuaithe agus Pobail*

CVSP 3/2018

PPN Payments for 2018

20 February, 2018

Dear Director

2018 Payments – Memo of Understanding

The Department is providing up to €50,000 to each local authority in 2018 towards the cost of its PPN, provided this is supplemented by a minimum of €30,000 from the authority's own resources.

Similar to the position in 2017, the Department will be making an initial payment of €30,000 to each local authority from its annual commitment of up to €50,000, to ensure PPNs have access to funding from the outset. **However, this payment is subject to the receipt of confirmation from each local authority that a clear Memorandum of Understanding has been signed between the local authority and PPN in respect of 2018.** The MOU should outline in a clear and unambiguous manner the roles and responsibilities of the local authority and PPN with regard to the delivery of the PPN Programme including expenditure as laid down in Department guidelines/circulars and, most recently, in the PPN User Guide.

The balance of the Department's contribution (up to €20,000) will subsequently be addressed later in the year following the formal submission of an account of expenditure and estimated costs. Details of this requirement will issue at a later stage.

The Department requests that your authority's contribution of €30,000 would also be made available from the outset to the PPN so as to maximise the total budget available (€60,000) to the PPN as early as possible this year. The Department also requests each local authority to pay over approved funds to their PPN in a timely way to enable them to efficiently discharge their responsibilities.

Hosting of Resource Workers

As outlined in the Department circulars and the PPN User Guide, there are a number of options in relation to the hosting of the PPN Resource Worker. In cases where the PPN Resource Worker is employed by the local authority, you are requested to outline the management and reporting arrangements currently in place for this worker.

PPN Representative Expenses

In relation to the payment of PPN representative expenses, the PPN User Guide provides as follows:

“Volunteers should never be out of pocket for their participation on Boards or Committees, and it is the role of the relevant Board or Committee to pay expenses. Only in very specific circumstances where the Board or Committee has no resources should the PPN pay expenses to their representatives. If a PPN representative takes on a supplementary role within a Board or Committee which incurs extra costs, those costs are the responsibility of the Board or Committee, not of the PPN. For example, if a PPN representative attends an event on behalf of their Board or Committee, the cost of that must be borne from the Board or Committee’s own resources.”

The Department expects the costs incurred by PPN representatives participating on local authority boards and committees to be met by the local authority – these costs are not to be met from the core funding of €80,000 available to the PPN from the Department/local authority.

Please confirm the position in relation to the Memo of Understanding between the Council and the PPN and, where applicable, the management and reporting arrangements for the PPN Resource Worker, to ppn@drccd.gov.ie by Friday 2 March 2018

Any queries in relation to this report should be addressed to Ms. Ellie Corcoran at 888396 (Ellie.Corcoran@drccd.gov.ie) or Mr. Alan Monks at 8883972 (Alan.Monks@drccd.gov.ie)

Yours sincerely

Jason Kearney
Principal Officer
Community & Voluntary Supports and Programmes
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cc. PPN Resource Worker for onward transmission to the PPN Secretariat.