**PPN Annual Report 2021**

**Please complete the following report in respect of the activities of your PPN in 2021.**

**Everybody has to complete Q1 & Q2.**

**The PPN answers Section A.**

**The Local Authority answers Section B.**

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

*\* Denotes answering is mandatory*

**Q1 & Q2**

**These questions must be answered by everybody.**

**\* 1. What PPN do you represent?**

**\* 2. Are you responding on behalf of -**

**(Local Authority - please skip to Section B)**

*The PPN Worker / Secretariat*

*Local Authority*

***Section A***

***Section A should be completed by the PPN Resource Worker and Secretariat.***

***Part 1 - PPN & Membership***

***\* 3. Please provide contact details for this report***

*PPN Name and address*

*PPN Email*

*PPN Phone Number*

*PPN Website*

*Main Secretariat Contact*

*for this Report (Name)*

*Secretariat Member*

*Contact Email address*

*PPN Resource/Support*

*Worker (Name)*

*PPN Resource/Support*

*Worker Email Address*

**\* 4. Please provide the number of members in each category below**

Full membership as of the 31st of December

2020 Community and Voluntary

2020 Social Inclusion

2020 Environment

2021 Community and Voluntary

2021 Social Inclusion

2021 Environment

**5. Please provide the number of members in each category below**

Associate Membership as of the 31st of December

2020 Community and Voluntary

2020 Social Inclusion

2020 Environment

20201Community and Voluntary

2021 Social Inclusion

2021 Environment

**6. If you have introduced the category of Associate Member, please set out how this is defined. (If not applicable, just use n/a)**

**\* 7. Have you re-registered PPN Members or updated the details of PPN Members in 2021?**

Yes

 No

**8. If no, when did you last re-register or verify your PPN Membership?**

**\* 9. What methodology do you use to re-register or update the details of PPN members? Tick all boxes that**

**apply.**

Salesforce

Ad hoc (When member groups tell us)

Email

Post

Members not re-registered in 2021

**Section A**

**Section A should be completed by the PPN Resource Worker and Secretariat.**

**Part 2 - Representation and Decision-Making.**

**Aim: To 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.**

**\* 10. In what ways did the PPN participate in consultation?**

Always Sometimes Rarely Never

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)

**\* 11. How many consultations has the PPN responded to in 2021 (consultations initiated by PPNs and other bodies)?**

**\* 12. Select the option that reflects the experience of your PPN Representation: When it comes to AgendaSetting (Setting the agenda for the meeting / new year / 5 year term of office)**

The LA decides or does everything and informs the PPN afterwards

The LA requests inputs from the PPN on certain areas, selected by the LA

The LA retains control of the process, but allows the PPN to suggest inputs

The LA and PPN collaborate in all aspects of the process

**\* 13. Select the option that reflects the experience of your PPN Representation: When it comes to Drafting (writing policies, communication plans etc.)**

The LA decides or does everything and informs the PPN afterwards

The LA requests inputs from the PPN on certain areas, selected by the LA

The LA retains control of the process, but allows the PPN to suggest inputs

The LA and PPN collaborate in all aspects of the process.

**\* 14. Select the option that reflects the experience of your PPN Representation: When it comes to Decision-making (the process of decision-making about a policy, initiative etc.)**

The LA decides or does everything and informs the PPN afterwards

The LA requests inputs from the PPN on certain areas, selected by the LA

The LA retains control of the process, but allows the PPN to suggest inputs

The LA and PPN collaborate in all aspects of the process.

**\* 15. Select the option that reflects the experience of your PPN Representation: When it comes to Implementation (putting policy into practice)**

The LA decides or does everything and informs the PPN afterwards

The LA requests inputs from the PPN on certain areas, selected by the LA

The LA retains control of the process, but allows the PPN to suggest inputs

The LA and PPN collaborate in all aspects of the process.

**\* 16. Select the option that reflects the experience of your PPN Representation: When it comes to Monitoring (monitoring and assessing outcomes of a policy or decision)**

The LA decides or does everything and informs the PPN afterwards

The LA requests inputs from the PPN on certain areas, selected by the LA

The LA retains control of the process, but allows the PPN to suggest inputs

The LA and PPN collaborate in all aspects of the process.

**\* 17. Select the option that reflects the experience of your PPN Representation: When it comes to Reformulation (using the information gathered through the Monitoring phase to evaluate and reformulate a policy or initiative)**

The LA decides or does everything and informs the PPN afterwards

The LA requests inputs from the PPN on certain areas, selected by the LA

The LA retains control of the process, but allows the PPN to suggest inputs

The LA and PPN collaborate in all aspects of the process.

**18. Any further comments on the experience of your PPN Representation**

**\* 19. Does your PPN have a completed Vision for Community Wellbeing?**

Yes

No

**20. If the answer is Yes – how has the PPN used them to influence decision making?**

**21. If the answer is No - Please explain why**

**22. Please suggest ways in which consultations could be improved.**

**Section A**

**Section A should be completed by the PPN Resource Worker and Secretariat.**

**Part 3 - Boards and Committees.**

**Please provide details of all boards and committees which have requested PPN representatives, how many seats are filled, the number of meetings held in 2021, any vacancies as of 31/12/2021 and any comments.**

**\* 23. Total Number of Reps**

Male

Female

Other / Prefer not to say

**\* 24. Total Number of new Reps elected 2021**

Male

Female

Other / Prefer not to say

**\* 25. Total Number of Reps retired 2021**

Male

Female

Other / Prefer not to say

**\* 26. Total Number of Boards and Committees with PPN Reps 2021**

**\* 27. Total Number of contested seats (elections) 2021**

**\* 28. Total Number of uncontested seats in 2021**

**\* 29. Total Number of open vacancies at 31/12/2021**

**30. Please attach a list of all Boards and Committees on which your PPN was represented in 2021**

**31. Where representation ceased during 2021, please indicate and provide an explanation and additional Comment, if necessary.**

**\* 32. Do any individuals represent the PPN on more than one Board or Committee?**

Yes

No

**33. If Yes, state: How the situation has arisen and what is being done to address this in line with the Handbook (Please note, a member who sits on the Secretariat and one decision making committee is not considered to be on multiple boards).**

**34. If yes, state: How many individual Representatives are concerned.**

**\* 35. Has your PPN had any difficulty in recruiting Representatives for positions arising in 2021?**

Yes

No

**36. If yes, please explain**

**\* 37. 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.).**

**Please detail the Decision Making Body, the Proposal and the Outcome (if any).**

**\* 38. Thinking of the IMPACT your PPN has had in 2021, please provide 3 to 5 concrete examples where the PPN has had a key impact / achieved a key deliverable (please think of the benefit delivered to the community from work undertaken by the PPN).**

**Section A**

**Section A should be completed by the PPN Resource Worker and the Secretariat**

**Part 4 - Support for PPN Representatives**

**\* 39. What support structures are in place to support - PPN Representatives on Boards and Committee and Community input to policy development and decision making? Please give a number to any that apply.**

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

Other

**40. Please provide any comments you may have on these supports.**

**\* 41. Do you have Municipal Districts or administrative areas?**

Yes

No

**\* 42. Does the PPN have a local presence in each Municipal District or administrative area?**

Yes

No

**43. Please provide more detail.**

**Section A**

**Section A should be completed by the PPN Resource Worker and the Secretariat**

**Part 5 - Linkage Groups and Thematic Networks**

**\* 44. How many Linkage Groups have been formed in your PPN? Please number and list.**

**45. How many Linkage Groups are active (i.e. meeting at least 3 times per year, including virtually)?**

**46. How do Linkage Groups communicate?**

**47. What is the level of participation in your PPNs Linkage Group?**

A great deal

A lot

A moderate amount

A little

None at all

**Do your Linkage Groups elect PPN Representatives?**

Yes

No

**49. If the answer to the above is “No”, what body elects Representatives?**

**\* 50. How many Thematic Networks have been established in your PPN? Please provide number and list.**

**51. How many Thematic Networks are active (i.e. meeting at least 3 times per year, including virtually)?**

**52. How do Thematic Groups communicate?**

**53. What is the level of participation in your Thematic Groups?**

A great deal

A lot

A moderate amount

A little

None at all

**54. Do your Thematic Networks elect PPN Representatives?**

Yes

No

**55. Please provide any comments you may have.**

**Section A**

**Section A should be completed by the PPN Resource Worker and the Secretariat**

**Part 6 - 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.**

**\* 56. How have you publicised and promoted your PPN and its activities in 2021? Please advise if there is a strategy underpinning your communications.**

**57. Communications Methodologies (please quantify all that apply - numbers only)**

Physical printed

newsletters (please

provide details of the

number of newsletters, not

the number of people each

newsletter was distributed

to (e.g. if your PPN

produces a monthly

newsletter and sends it to

1,000 members, the

number here is 12, not

12,000)

Electronic online

newsletters (note as

above)

Website hits / visits

Facebook (include number

of likes)

Twitter (include number of

followers)

Other, i.e Instagram, Tik

Tok etc. (include number of

followers)

Participating in events

hosted by other

organisations

Community and/or

Commercial Local Media,

i.e. radio print, podcasts,

magazines and blogs

(taken out ads, participated

in interviews, articles etc.)

**\* 58. Please provide an overview of other methods that you employ, e.g. advertising in libraries, CICs, VCs, etc.?**

**\* 59. What type of content do you communicate to your members?**

PPN Events

PPN Vacancies

PPN Representatives Reports

Consultations

PPN Activities

Member Group Activities

Funding Information

Other (please provide details)

**\* 60. Is there anything you would have liked Salesforce to support / support better in 2021?**

**\* 61. What functions does your PPN Website have (select all that apply)?**

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

Up to date list of all PPN Representatives

Adopted PPN Policies

Adopted PPN Budgets / Accounts

Not applicable – my PPN does not have a website

Other (please provide details)

**62. Please provide any other comment you may have**

**Section A**

**Section A should be completed by the PPN Resource Worker and the Secretariat**

**Part 7 - 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**

**63. Training and Capacity Building Programmes.**

**How many training and capacity building programmes were held in 2021?**

**Please distinguish and give a breakdown. (This includes informal activities such as one on one mentoring) (If you have this information in a spreadsheet or available as a download from Salesforce, you can upload a document in the next question).**

Topics Covered

Target Groups

No. Of Sessions Held

Total no. of hours for

Programmes

Other details

Other details

**64. If you have this detail in a spreadsheet or other format, you can upload it here**

**\* 65. Was the work of the PPN affected by Covid-19 in 2021?**

Yes

No

**\* 66. Please provide details of work PPN’s specifically undertook in response to the Covid pandemic in support of the communities it serves in 2021.**

**Please include details, e.g. did PPN’s collaborate with other organisations, who were the target groups of the activities, what were the aims and outcomes of these?**

**Section A**

**Section A should be completed by the PPN Resource Worker and the Secretariat**

**Part 8 - Operation of the PPN**

**\* 68. Secretariat Details. Please provide details on the composition of your Secretariat**

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

If there are any vacancies

on the Secretariat (Please

detail)

What is the average overall

attendance rate of your

Secretariat? (i.e. 50%)

**\* 69. How does your Secretariat operate a flat structure?**

Rotating Facilitator

Rotating Roles (Staff Liaison, Finance, etc.)

Decisions made by consensus

Proposals brought to Plenary

Terms of Reference emphasising flat structure

Minutes / Reports available to all PPN members

Other (please provide details)

**70. Does your Secretariat have subgroups? (Please detail)**

**\* 71. PPN Meetings and Events.**

**Please provide detail on the events and meetings held by your PPN in 2021. (Do not include roadshows, training, etc. which has already been identified) PLEASE GIVE RESPONSES IN NUMBERS ONLY**

Plenary - Weekend

meetings

Plenary - Daytime

meetings

Plenary - Evening

meetings

Secretariat - Weekend

Meetings

Secretariat - Daytime

Meetings

Secretariat - Evening

Meetings

**\* 72. PPN Meetings and Events.**

**Please provide detail on the events and meetings held by your PPN in 2021. (Do not include roadshows, training, etc. which has already been identified) PLEASE GIVE RESPONSES IN NUMBERS ONLY**

Linkage Groups -

Weekend Meetings

Linkage Groups - Daytime

Meetings

Linkage Groups - Evening

Meetings

Municipal District -

Weekend meetings

Municipal District -

Daytime meetings

Municipal District - Evening

Meetings

**\* 73. PPN Meetings and Events.**

**Please provide detail on the events and meetings held by your PPN in 2021. (Do not include roadshows, training, etc. which has already been identified) PLEASE GIVE RESPONSES IN NUMBERS ONLY**

Other Events - Weekend

meetings

Other Events - Daytime

meetings

Other Events - Evening

Meetings

Trainings - Weekend

meetings

Trainings - Daytime

meetings

Trainings - Evening

Meetings

**74. Please provide any comment you may have on the events detailed above.**

**\* 75. Was there an active Memorandum Of Understanding (MOU) between the PPN and the Local Authority in**

**2021?**

Yes

No

**76. 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 2021?**

Yes

No

Not Applicable

**77. How did the PPN collaborate with other agencies/organisations in the county / city or elsewhere in 2021 (Such as LCDC, Age Friendly, Comhairle na nÓg, HSE, Túsla, Drugs Task Force, Healthy Ireland, etc.). (PLEASE NOTE, THIS IS FOR NON-COVID-RELATED COLLABORATION ONLY. COVID-RELATED WORK IS ADDRESSED IN QUESTION 61/2)**

**78. 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”?**

**\* 79. Under what legal and administrative structure is your PPN operating?**

Hosted by Local Authority

Hosted by another Community Organisation

Operating as an independent company

Other (please give details)

**\* 80. Did your PPN change its hosting position in 2021?**

Yes

No

**81. If yes, why? Please give details of hosting position as at 31/12/2021**

**\* 82. 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.) PLEASE GIVE YOUR RESPONSE IN NUMBERS ONLY**

Resource Worker (Please

detail as whole time

equivalent i.e. 1 WTE in

the case of two part time

Rws)

Support Worker (Please

detail as whole time

equivalent i.e. 1 WTE)

Administrator

Development Worker

Agency Staff

Volunteer

Other (Please define e.g.

facilitator, mediator etc.)

**83. Was the Resource Worker or any other staff recruited in 2021? If so, please state the recruitment process and the nature of the involvement of the Secretariat and the Local Authority in that process.**

Who was recruited

(Resource or Support

Worker)?

On what date did the

vacancy occur?

On what date was the

vacancy filled?

What was the recruitment

process?

There was no recruitment

in 2021

**\* 84. By what entity is the PPN Resource Worker and any other PPN staff employed?**

Local Authority

Host Organisation

PPN Directly

Self-Employed

**85. Please provide any comments you may have**

**\* 86. How is the Resource Worker, Support Worker and any other staff managed?**

Entirely by Secretariat

Entirely by Local Authority

Entirely by HR Function

Shared by Host Company / Secretariat

Shared by Company Board / Secretariat

Shared by Local Authority / Secretariat

Other (please give details)

**87. If the answer to the above is “Shared” please provide further details**

**88. Please detail any shared management arrangements (i.e. Work Plan function managed by Secretariat, Human Resource function managed by Host organisation, etc.).**

**\* 89. Where is the Official PPN Address located?**

Within a Local Authority Building

Within the Host Organisation’s Premises

Standalone rented space

Other (please specify)

**\* 90. What was the total PPN Expenditure in 2021? (Please ensure your answer is consistent with your response to Departmental Circular CVSP01/2021)**

**\* 91. What processes and procedures do you have to agree your Annual Budget?**

**\* 92. What processes and procedures do you have to spend your Annual Budget?**

**\* 93. What processes and procedures do you have to ensure that the Plenary is fully aware of the above?**

**\* 94. For PPN Representatives who sit on Local Authority Boards and Committees, where does the reimbursement of their travel and expenses come from?**

Local Authority

Core PPN Budget

Combination of Both

**95. If your answer to the above is "Combination of Both", please explain**

**\* 96. 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?**

Yes

No

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

**\* 98. How is the PPN Budget managed?**

Transfer of all monies to a PPN Bank account?

Transfer of some monies to a PPN Bank account managed by the Secretariat?

Managed in Local Authority?

Other (please give details)

**99. If some of the monies are transferred to a PPN account, please provide details of the amount transferred (in number) and how the allocation is determined.**

**100. Please provide details of how the remaining monies are managed**

**101. If managed by the Local Authority, please provide details of how the Secretariat approve allocations and payments.**

**\* 102. PPN Expenditure Decisions. How are decisions made on how the PPN funding is spent? (Select all that apply.)**

Secretariat approves all expenditure

Secretariat and Resource Worker share approval

Resource Worker approves all expenditure

Local Authority approves all expenditure

Secretariat, Local Authority and Resource Worker share approval

Other (please provide details)

**103. Please comment on the process for the management and administration of the budget in 2021.**

**\* 104. Please indicate which of the following policies and procedures your PPN has in place.**

Constitution

Travel and Expenses Policy

Email and Internet Usage Policy

Grievance Procedure

Driving for Work Policy

Vulnerable Adults Policy

Dignity in the Workplace Policy

Data Protection Policy and Guidelines

HR Policy

Finance Policy

Health and Safety Policy

Access and Equality Policy

Other (please give details)

**Section A**

**Recommendations and Certification**

**Q105. What 3 recommendations would the PPN make for the successful development of the PPN in 2022 and in the future?**

1.

2.

3.

**106. What specific training is required for PPNs, both priority training in 2022 and also in subsequent years?**

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

**108. PPN Checklist**

**Completed on behalf of the**

**PPN by**

**Role within the PPN**

**PPN Worker Email**

**Phone Number**

**Date**

**109. Secretariat Approval. Please read carefully: By submitting this report, the PPN Secretariat declares that the information provided in relation to the organisation described in this report is true and complete to the best of their knowledge and belief.**

Approved on behalf of the Secretariat by:

First Name:

Last Name:

Role

Secretariat Email

Date

**110. Freedom of Information Disclosure Under the Freedom of Information Act 2014, the information in this document and its attachments may be released on request to third parties. If you believe that any of the information in this document is sensitive and should not be disclosed to a third party, you must identify the sensitive information and provide the reason(s) for its sensitivity. You will be consulted about the sensitive information before any decision is made to release the information to a third party. If you do not identify any of the information supplied in this document and supporting documentation as being sensitive you are acknowledging that any, or all of the information supplied, may be released in response to a Freedom of Information request. Please outline the sensitive information and the reason(s) for the sensitivity in the text box below.**

**\*111. As the PPN, do you also complete the Local Authority Section?**

This will allow those that complete together as PPN and L.A. to access Section B.

**Section B**

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

**\* 112. In 2021, 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? Tick all that apply.**

**Note: this does not include the provision of a budget or the core duties of the resource worker**

Active Memorandum of Understanding in place for 2021

Memorandum of Understanding Reviewed in 2021

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 provide details in next section)

Provided additional core funding to the PPN to support its work

Provided additional funding for specific PPN projects

Specific campaigns to promote the work of the PPN within the Local Authority (please provide details in next section)

**113. Please provide any comments you may have on the provision of the above supports.**

**\* 114. Please provide the total number of:**

Local authority public

consultations in 2021

Notifications of

consultations sent to the

PPN in 2021

Local authority

consultations carried out

via the PPN as the main

vehicle in 2021

Consultation workshops

jointly hosted by the PPN

and the Local Authority in

2021

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

**\* 116. 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.**

Local Community

Development Committees

Joint Policing Committee

Arts Culture & languages

Economic Development &

Enterprise SPC

Environment SPC

Housing SPC

Planning & Strategic

Development SPC

Roads & Transportation

SPC

Social Inclusion,

Community & Rural Affairs

SPC

Tourism SPC

Other - please provide

details

Other - please provide

details

Other - please provide

details

**117. 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.**

**\* 118. Does the Local Authority require groups to be members of PPN to be eligible for grants?**

Yes always

Yes for most grants

Groups advised to join the PPN, but not compulsory

No

**119. Please provide details, if appropriate**

**\* 120. 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?**

Yes

No

**121. If yes, please provide details.**

**\* 122. What provision has been made for the training of local authority staff and elected members in public participation and the PPN? (please provide details)**

Inside the Community

Department

Outside of the Community

Department

Other Local Authority Staff

**\* 123. 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?**

**124 . What 3 recommendations would the Local Authority (appropriate Director of Service, or equivalent) make for the successful development of the PPN in 2022 and in the future?**

**125. Local Authority Question: What specific training is required for Local Authorities, both priority training in 2022 and also in subsequent years?**

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

**127. Local Authority Checklist**

**Completed on behalf of the**

**Local Authority by Role**

**(DOS or SEO)**

**LA Email**

**Phone Number**

**Date**

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