**Fingal Public Participation Network**

Information / Brief Sheet: **Fingal PPN Secretariat**

|  |  |
| --- | --- |
| **Question** | **Answer** |
| **What is Fingal PPN** | The Fingal Public Participation Network is a network of community, voluntary, social inclusion and environmental organisations.  Our aim is to co-ordinate how the community in Fingal is represented. We also aim to:   * make our members stronger; and * keep our members informed about local developments.   **We help the community be represented**  We work with the community so its representatives can take part in a fair and open way on a wide range of decision-making bodies. This includes the:   * Fingal County Council; * local development companies; and * other local bodies.   We empower community groups to influence policy makers, like those mentioned above. |
| **What is the Secretariat** | The Secretariat is a board made up of 12 members elected by the Plenary. The Secretariat meets each month and is responsible for overseeing the day-to-day running of the PPN. They manage the staff, budget and operations, and report back to the plenary meeting. |
| **Vacancies** | 2 Environment Seats  2 Social Inclusion Seats  1 Howth/Malahide Area Seat  1 Balbriggan/Rush/Lusk/Swords Area Seat |
| **Skills and knowledge required from the representative** | **N.B. – Your organisation must be part of the specific pillar in order to nominate an individual for election in that pillar.**  There is no such thing as an ideal candidate. We need all types of people with all types of interests and skills involved in our Secretariat.  All successful candidates will receive and induction to the Secretariat and support to fulfil their role.  We do not have requirements, except that you are a PPN member. Outside of that, it would be ideal if you had an interest in:   * managing a work plan; * developing policies and procedures; * empowering communities; * working with people; and * challenging the status quo. |
| **Position Duration of term** | Approximately 3 years. |
| **Number of meetings the representative is required to attend per year** | **Required meetings per year:**  10 Secretariat Meetings (monthly except August and December)  2 Plenary Meetings (May and November)  **Other potential commitments:**  Secretariat subgroups  Regional Meetings  Training and Information Settings/ Team Building Sessions |
| **Meeting Details** | **Secretariat Meetings**   * Location: Meetings alternate between Fingal County Council Offices – County Hall Swords or Civic Offices Blanchardstown * Time: 7pm * Meeting Duration approx.: 1.5 to 2 hours.   **Plenary Meetings**   * Location: Meetings Alternate locations around the county * Time: Evening * Meeting Duration: 2.5 – 3 hours |
| **Code of Conduct** | * If you are successful in this election and accept the position, you are deemed to have accepted to abide by the Rep Code of Conduct. Please find a copy of this [Code of Conduct here](https://fingalppn.ie/wp-content/uploads/2022/03/Appendix-6_Code_of_Conduct.docx). |
| **Email** | * Agree to share email address with the other sitting secretariat members. |

**For More Information**

Contact Fingal PPN by email on [ppn@fingal.ie](mailto:ppn@fingal.ie)