

**Framework for the establishment and operation
Of
Public Participation Networks
(PPNs) in County Louth**

A framework that outlines the establishment, management and operation of the Public Participation Network in Louth – 4 December 2014

Contents

1. Establishment of Structure
2. New PPN Structures
3. Timeline for implementation
4. Annual Schedule of Meetings
5. PPN Graphic
6. Information Sessions
7. MD PPN Meeting
8. County PPN Meeting
9. Linkage Groups
10. Representatives on External Bodies
11. PPN Secretariat
12. Immediate Taskings

1. Establishment of PPN Structure

The report of the Working Group on Citizen Engagement was confirmed in law by way of Section 46 of the Local Government Reform Act, 2014. This provides that each local authority shall establish a Public Participation Network (PPN) by way of a local framework. The report provided the detail of the operation of this tier of public participation in Local Government.

The PPN replaces the previous Community and Voluntary Forum (C & V) which has operated over the past decade. It is important to note that once established, the PPN is independent of the local authority.

The original Community and Voluntary Forum were tasked with assisting in this process by using their experience to date to develop a model that would address the needs of all in Louth.

In order to maintain continuity and fulfill the nominating body role of the PPN, the remaining Community and Voluntary Forum have been designated, by agreement, as the Interim Public Participation Network pending the formal establishment of the new PPN. This allows the necessary nominations to the Local Community Development Committee and Strategic Policy Committees, which have been made on an interim basis and will be re-nominated once the PPN is fully established.

To establish the formal network the following process will be undertaken.

- All community and voluntary groups are asked to register with the PPN irrespective of previous affiliation to the Community and Voluntary Forum.
- All groups shall indicate which Municipal District they are affiliated to.
- All groups shall indicate whether they are Social Inclusion, Environmental or voluntary based. These groupings are defined as follows

Social Inclusion – An organisation's primary objectives and activities must focus on social inclusion/social justice/equality

Environmental – An organisations primary objectives and activities must be environmental (i.e. ecological) protection and/or environmental sustainability. Membership of this college will be validated by the Environmental Pillar at a national level

Voluntary – Organisations whose primary objectives are other than those listed above will be members of the Voluntary grouping

The above will then determine the various electoral colleges within the PPN.

It should also be noted that a group is considered as more than one person and a body that has an agreed set of rules and a working structure that informs the appropriate workings and structures for that organization.

2. Role of the new PPN Committees

The committees will operate from Municipal District to County level with an elected Secretariat overseeing the full process. The roles are outlined below.

Municipal District PPN -2 Meetings per annum

1. To network community groups
2. To establish objectives to promote the well being of this and future generations
3. To make recommendations to the Secretariat who will action these issues
4. To elect one members to the Secretariat,
5. Each organization will have one vote and but may send two representatives.

Made up from all Social Inclusion, Environmental and Voluntary groups in the Municipal District.

County PPN – 2 meetings per year

1. Main Channel for selecting people for boards and committees
2. Main Channel for selecting pillar representatives

Made up from all Social Inclusion Environmental and Voluntary groups in the County.

Secretariat – 5 meetings per year

1. Facilitate implementation of decisions
2. Ensure PPN functions between Plenary meetings
3. Coordinate PPN activities
4. Communicate with PPN members

Made up from 15 reps selected by the Community, Social Inclusion and Voluntary groups selected at the County PPN and 3 reps selected by the Municipal District.

3. Time line of Meetings for PPN Implementation

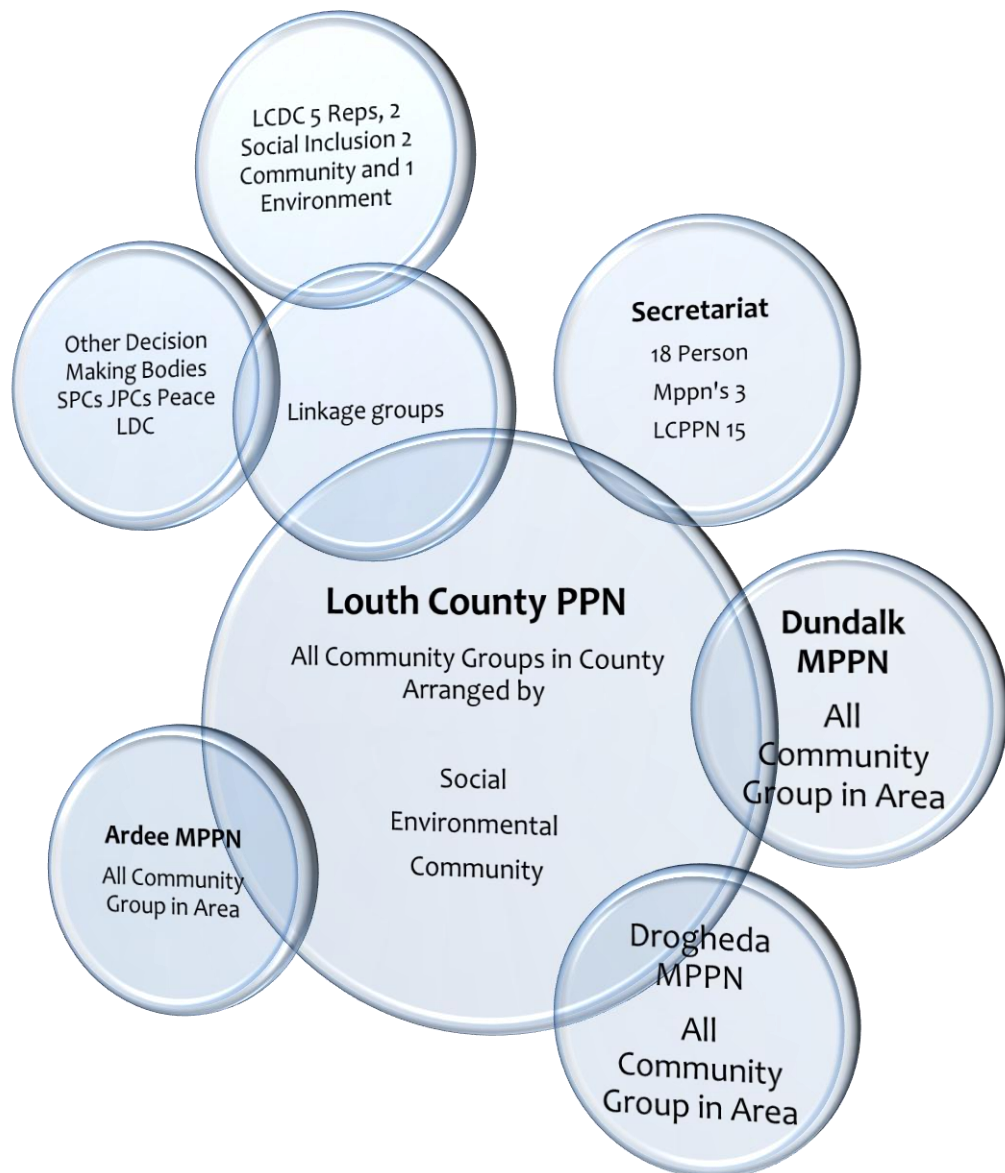
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Action	Time
Registration Process	Ongoing
Press Release	Early January
Information Sessions Community and Local Authority	End of January
MD PPN	March
County PPN	April
Linkage groups	Where necessary

4. Annual Schedule of Meetings PPN Structure

Municipal PPN	District	County PPN	Secretariat
			February
March			
			April
		May	
			June
			September
October			
			November
		December	

5. Graphical Structure



PPN Structure in Louth

6. Public Participation Network Information Sessions

To give the community an understanding of the PPN

Venues: Dundalk, Ardee, Drogheda

Agenda

1. Outline of new structure
2. MD PPN and County PPN
3. Communication framework
4. Registration Process for Groups – Sectoral Nomination
5. Questions and Answers
6. Date of MD PPN and County PPN meetings

7. Municipal District PPN Meetings

Municipal District Committees will operate in plenary mode and not in Electoral College fashion.

Venues: Dundalk, Ardee, Drogheda

Agenda

1. Brief Outline of MD PPN
2. Review of LCVF Annual Report Issues
3. Election of Representative to the Secretariat
4. Information on Upcoming County PPN
5. Questions and Answers

8. County Public Participation Network Meeting (County PPN)

County PPN will operate generally in an Electoral College Model.

Agenda

1. Outline of Structures
2. Input from PPN Officer “PPN In Louth”
3. Introduction to Sectors – Social Inclusion, Voluntary and Environment
4. Facilitated Session in Sectors– Social Inclusion, Voluntary and Environment
“What are the key county level issues for our sector and what do we recommend happens to address these issues?”
5. Sectoral Feedback
6. Election of 15 reps to Louth PPN Secretariat as follows, representation is chosen from these locally recommended sub-pillar groupings

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a. Social Inclusion 5 Representatives

It is recommended that the Social Inclusion representatives be drawn from the following pools of social inclusion representatives and would in effect operate as linkage groups to ensure necessary feedback and decision making.

- Youth, Educational Disadvantage
- Older People, Disabilities
- Drugs, Mental Health and Homeless
- Travelers, LGBT, Intercultural and Women's Groups
- Community Enterprise

b. Voluntary 5 Representatives

It is recommended that the Voluntary representatives be drawn from the following pools of voluntary representatives and would in effect operate as linkage groups to ensure necessary feedback and decision making.

- Sports
- Arts/Culture
- Tidy Towns
- Heritage
- Urban/Rural Associations

c. Environment 5 Representatives

Total **15 Representatives**

9. Linkage Groups

Linkage Groups are decision making groups. The Linkage Group mechanism is central to ensuring that:

All member organisations are enabled to participate in shaping the decisions that affect them that are being developed by any structure of the County Council

All member organisations play a direct role in choosing their participants in County Council structures addressing particular issues.

The views of all those involved will be communicated within the relevant County structure.

All member organisations will be fully up to date with developments in all of these County structures.

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The following linkage groups have already been identified and established as part of the LCDC process. This establishment of linkage groups will continue with the establishment of the Strategic Policy Committees (SPCs) and the nomination of interim PPN reps.

Existing LCDC Linkage Groups

1. Youth
2. Older People
3. Drug Prevention
4. Community Development

10. Representatives of PPN on external Bodies

Any nominated representation is for a term to a maximum of 3 years, at which time the nominee must stand down. They are re-eligible after 1 year

Any nominee must provide written reports to PPN Secretariat within 2 weeks of meetings. They must solely represent the Network. A member can be on only one representative body. A member can be elected to the Secretariat and 1 representative body

Representation Body	Elected From
Local Community Development Committee (LCDC)	County PPN – Linkage Groups Youth, Older People, Drug prevention and either Rapid or Tidy Towns - & Environment 1
Peace Partnership	County PPN- Linkage Group
Joint Policing Committee X 3	MD PPN- Linkage Groups
Infrastructure European and Cross Border Affairs SPC	County PPN Linkage Group 1 reps
Planning and Environment SPC	County PPN Linkage Group 1 reps
Economic Development and Enterprise SPC	County PPN Linkage Group 1 rep
Housing Community Planning and Emergency Services SPC	County PPN Linkage Group 2 reps

11. Secretariat Election and Establishment

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The Secretariat is made up of the following total representation of 18.

Municipal PPN – One from each which totals 3 as outline Paragraph 2 above

County PPN – 15 as determined above in Paragraph 8 above.

All members term is a maximum of 3 years.

11. Immediate Taskings

- Design and establishment of PPN s
- Representation on External Bodies – LCDC/SPCs
- Branding of PPN
- Information and PR – Website updates
- Mapping Exercise of Groups now complete
- Concluding Outstanding Projects
 - Conference Report
 - Discount Card