
SERVICE LEVEL AGREEMENT

BETWEEN

GALWAY COUNTY COUNCIL



**Comhairle Chontae na Gaillimhe
Galway County Council**

AND

GALWAY COUNTY PUBLIC PARTICIPATION NETWORK



**Galway County
Public
Participation
Network**

**Líonra Rannpháirtíochta Phoiblí
Chontae na Gaillimhe**

EFFECTIVE FROM 1/1/2020 TO 31/12/2020

Purpose and function of the Agreement

The purpose of the Agreement is to clearly outline the roles and responsibilities of the key stakeholders and the methods of interagency cooperation.

Key stakeholders

This Agreement is made between Galway County Council and Galway County Public Participation Network in respect of the operation and management of Galway County Public Participation Network.

Preamble

Galway County Council and Galway County PPN enter into this Agreement for the provision of certain services by Galway County PPN as identified in the Work Plan (copy appended). This agreement covers the period from 01/01/2020 to 31/12/2020.

Workplan

Galway County PPN agrees to provide the services outlined in the Annual Workplan, subject to the envisaged resources being available. Galway County Council agrees to support the implementation of the Workplan and assign an Administrative Officer as the liaison person between the Council and PPN.

Funding

The overall budget for Galway County PPN for 2020 is €110,700 composed of €75,700 from DCRD and €35,000 from Galway County Council (see Dept Circular: CVSP 4/2020). All activities in the Workplan will be funded directly from this budget and the PPN will include an itemised budget forecast with its Annual Work Plan to be agreed with the Council (copy appended)

Budget

All income and expenditure will be administered by Galway County Council through its Agresso System, to ensure a robust financial management and reporting structure. The Administrative Officer will be the Budget Holder and will be responsible for the approval of all payments and presenting a budget monitoring report to the Secretariat on a quarterly basis clearly identifying monies spent to date and the balance of the allocation remaining. All payments will be subject to Galway County Council payment procedures:

- (a) All Purchase Orders must be raised in advance for the price agreed with the supplier and must comply with all Organisational Policies, e.g. Procurement Policy, Travel & Subsistence Policy, etc.
- (b) The correct Job Code must be used for all payments and the appropriate Operation Code must be assigned to all payments to enable categorisation of expenditure for reporting purposes.
- (c) All Invoices must be dated, detail the description of the goods or services provided, and if the supplier is vat-registered include the VAT rate charged and the price exclusive of VAT.
- (d) Once an invoice is received and checked, the PPN Support Worker will complete and attach a Payment Request Form confirming the goods or services were delivered according to the invoice.
- (e) The Payment Request Form will be submitted to the Administrative Officer for approval and once approved, a hard copy will be retained on file for the statutory retention period.
- (f) Documentary evidence of payments will be retained for all other payment methods, i.e. the LVP Card for payments by Card, and Secretariat Bank Account for payments by cheque, and these payments will also be assigned to the relevant operation code for reporting purposes.

Staffing

The PPN Resource Worker is a full-time post and will provide direct assistance and support to the PPN Secretariat in developing and managing the PPN as an effective structure to promote public engagement and participation and fulfil its objectives. The Resource Worker will report to the Administrative Officer on a day to day basis and will develop and facilitate the implementation of the Workplan under the direction of the Secretariat.

The PPN Support Worker is a full-time post and will support the PPN Resource Worker and the Secretariat to develop and implement plans and actions and will operate the day-to-day workings of the PPN, including administration, payments, and maintaining financial records. The Support Worker will report to the PPN Resource Worker on a day-to-day basis and will develop and facilitate the implementation of the Workplan under the direction of the Secretariat.

The PPN Resource Worker and PPN Support Worker will be employed by Galway County Council and based in their Offices. The Council will be responsible for providing suitable workspace and equipment, and for staff support, supervision and training requirements.

Reporting and Review

Galway County Council and Galway County PPN will meet quarterly for the following purposes: -

- (a) Galway County PPN to report on key performance indicators and PPN objectives
- (b) Galway County Council to report on budget monitoring and Workplan achievement
- (c) Both parties to discuss any matters arising and agree any work changes required

Indemnity

Galway County PPN will take out their own Public Liability Insurance Cover, and will indemnify Galway County Council in respect of any loss, damage, or breach of this Agreement relating to the project for which Galway County PPN is legally liable and shall supply copy of such insurance and indemnification if required by Galway County Council.

Declaration

I have read and fully understand the conditions contained in this Agreement. I further confirm that all conditions are fully acceptable to me and will be complied with fully.

Name: Vincent Lyons

Signed:

Title/Role: Secretariat Facillitator

Date: 10th May 2020

Name:

Signed:

Title/Role: Administrative Officer, GCC

Date:

Galway County PPN Budget 2020

Objective 1:
Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion and community and voluntary sectors on decision making bodies

Action	Performance Indicator <i>(local authority KPI's in Italics)</i>	Update for Quarterly Meetings
Manage and maintain an up-to-date Register of PPN Member Groups in accordance with all data protection requirements	<i>No. of Member Groups</i> <i>No. of Member Groups in Social Inclusion College</i> <i>No. of new Member Groups registered to date this year</i>	
Hold Plenary Meetings to facilitate engagement between all Member Groups and ratify decisions, and incorporate items of common interest such as workshops on funding	Minimum 2 per annum No. of proposals approved by Plenary No. of nominees approved by Plenary	
Hold Secretariat Meetings to monitor Workplan and Budget and progress on PPN Objectives	Minimum 4 per annum	
Nominate and Elect representatives to Committees / Boards	<i>No. of requests for representatives from LA and other relevant bodies</i> <i>No. of Elections held</i> <i>No. of LA Boards/Committees in which community representation is facilitated through PPN</i>	
Encourage effective representation through options such as Linkage Groups to encourage networking, feedback and communication between representatives and the groups they serve	% Attendance of Reps at Meetings No. of Linkage Groups No. of updates issued to Groups	
Organise training for Secretariat and nominated Representatives and agree Representatives Charter	Develop & Agree Charter by end Q3 No. of training events for Representatives	

Involve PPN in relevant consultations on policy, strategies or local area plans	<p>No. of LA consultations issued to PPN</p> <p>No. of LA consultations carried out by PPN</p> <p>No. of submissions/reports made</p> <p>No. of training days for LA staff and elected members re; public participation and the PPN</p>	
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Objective 2

Strengthen the capacity of communities and of the environmental, social inclusion and voluntary groups to contribute positively to the community in which they reside / participate

Action	Performance Indicator <i>(local authority KPI's in Italics)</i>	Update for Quarterly Meetings
Develop a Wellbeing Statement in accordance with Departmental Guidelines	By Year End initially on a County level	
Establish training needs and run formal or informal training / workshops according to identified needs	<p>Level of feedback from survey</p> <p>Training Needs Report completed.</p> <p>No. of Courses/Programmes offered & taken up</p> <p>Level of collaboration with other agencies</p>	
Examine options such as Inclusion Groups to address the needs of those who may be under-served in decision-making processes	Level of outreach and support/training to identified sectors	

Objective 3

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

Action	Performance Indicator <i>(local authority KPI's in Italics)</i>	Update for Quarterly Meetings
Develop clear information materials which will facilitate understanding of the PPN and its role	No. and Type of materials produced	
Utilise all information channels to share information and ensure PPN Members are updated about all upcoming events, training and funding opportunities	Monthly Newsletter issued No. of Website Hits / Interactions No. of Social Media followers Coverage in newspapers/radio No. of E-mails or Text Messages sent	
Acknowledge the achievements of PPN Member Groups by organising and publicising the Cathaoirleach Awards	By year end (if no formal event held due to Covid-19 to be combined with Plenary and launch of Wellbeing Statement)	
PPN Workers to network with all areas of Local Authority and other statutory bodies to develop PPN as the reference point for the community and voluntary sector in the county/city	No of information submissions to PPN from all Departments of LA and other bodies	
Promote awareness of the PPN and its work to Member Groups and the wider community and stakeholders	Awareness increased Promotional activities & materials	
Ensure all staff resources and structures are in place to achieve PPN Objectives	Full Secretariat Membership Full staff resources in place Quarterly Reporting in place Written Policies and Procedures in place to ensure compliance with all legislative requirements	

Galway County PPN Budget 2020

Budget Item	Budget Allocation	Update for Quarterly Meetings
PPN Resource/Support Worker Costs (salary/travel/subsistence/office space)	80,700	
Secretariat Costs (travel & subsistence)	3,000	
Telephone/Postage Costs (text messaging, mobile phone bills)	750	
Office Supplies (printing, storage)	250	
Professional Fees (consultancy for Wellbeing Statements)	2,500	
Training & Development (capacity building for Secretariat and Members)	10,000	
Website (hosting fees)	2,500	
Marketing / Promotion (newsletters, flyers, advertising materials)	3,500	
PPN events (Plenary, Sponsoring of Cathaoirleach Awards, insurance)	6,500	
Room Hire / Refreshments (meetings)	1,000	
TOTAL	€ 110,700	

