

MEMORANDUM OF UNDERSTANDING

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

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Background and Context

A new framework for public engagement and participation, called “The Public Participation Network (PPN)” was developed within each local authority area (engaging in and within municipal districts and at the County level) to enable the public to take an active formal role in the policy making and oversight activities of the Local Authority’s areas of responsibility.

The PPN is the main link through which the local authority connects with the community, voluntary and environmental sectors without prejudice to other consultation processes. The aim of the structures and processes is to facilitate and enable the public and the organisations to articulate a diverse range of views and interests within the local government system, not to reduce or homogenise this diversity. A parallel and equally important aim should be to facilitate the local authority in making better and more timely decisions.

Members of the local community interact with local government at different levels. The PPN facilitates input by the public into local government through a structure that ensures public participation and representation on decision-making committees within local government. The Network is expected to perform its functions following core principles to facilitate active participation with decision making bodies as identified earlier i.e. participation, trust, accountability, transparency and independence.

Purpose and Scope

To outline in a clear and unambiguous manner the roles and responsibilities of **Galway County Council** and **Galway County Public Participation Network** regarding the delivery of the PPN structures and activities as outlined in the Public Participation Network User Guide and Departmental Circulars as issued and updated from time to time.

Aims and Objectives

To develop a Public Participation Network in Galway which:

- Facilitates the **participation** and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion and community & voluntary sectors on decision making bodies.
- Strengthens the **capacity** of communities and of the environmental, social inclusion, and community & voluntary groups to contribute positively to the community in which they reside/participate.
- Provides **information** relevant to the environmental, social inclusion and community & voluntary sector and acts as a hub around which information is distributed and received.

In particular, the role of the Network is:

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1. To contribute to the local authority's development of the County by creating a vision for the wellbeing of this and future generations.
2. To facilitate opportunities for networking, communication and the sharing of information between environmental, community and voluntary groups and between these groups and the local authority.
3. To identify issues of collective concern and work to influence policy locally in relation to these issues.
4. 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 and to clearly demonstrate same.
5. To encourage and enable public participation in local decision making and planning of services.
6. To facilitate the selection of participants from the environmental, social inclusion and community & voluntary sectors onto city/county decision making bodies.
6. To support a process that will feed the broad range of ideas, experience, suggestions and proposals of the Network into policies and plans being developed by agencies and decision makers in areas that are of interest and relevant to the Network.
7. To work to develop the Environmental, Social Inclusion and Community & Voluntary sectors so that the work of the sectors is clearly recognised and acknowledged and the sectors have a strong collective voice within the County.
8. To support the individual members of the Public Participation Network so that:
 - They can develop their capacity and do their work more effectively.
 - They can participate effectively in PPN activities.
 - They are included and their voices and concerns are heard.

Roles and Responsibilities

- **Galway County Council** will deliver a Public Participation Network in its operational area and undertakes to provide a minimum of €30,000 matched funding to maximise the Departments funding of €50,000, thus ensuring a minimum annual budget of €80,000 available to the PPN. Galway County Council also undertake to provide a minimum of €5,000 matched funding to



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maximise the Departments funding of €25,700 to employ a Support Worker. The Director of Services whose responsibility includes community development (or their appointed representative) will act on behalf of Galway County Council. Any change in this individual representative will be communicated in writing to both parties.

- **Galway County PPN** will take responsibility for the operational rollout and management of the PPN in County Galway and delegate the Secretariat to act on its behalf regarding the negotiation and progress of this MOU. Any change in the individuals nominated to negotiate on behalf of the PPN will be communicated in writing to both parties.

Workplan and Budget

Galway County PPN will:

- Devise an Annual Workplan (Appendix 1) which clearly demonstrates how the aims and objectives of the PPN will be achieved within that period.
- Identify the itemised budget / resource requirements under the Workplan and through Galway County Council Agresso System, have in place a robust financial management and reporting structure.
- Have a clear reporting mechanism on key performance indicators and other items related to PPN activity.

Galway County Council will:

- Agree the annual Workplan with the PPN and manage the day-to-day work of the PPN in the achievement of the Workplan.
- Agree the annual budget / resource allocation with the PPN and report on progress in relation to this allocation.
- Appoint a liaison person between Galway County Council and the Galway PPN who is at least at Administrative Officer level.

Staffing

Galway County PPN Resource Worker and Support Worker are currently employed through Galway County Council and the Council will work in collaboration with Galway PPN to:

- When necessary, devise a job description applicable to these posts and undertake the recruitment process for the Resource Worker or Support Worker.

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- Facilitate the provision of suitable workspace and equipment, and offer support, supervision and relevant training programmes as required

Operational Co-operation

Galway County PPN will:

- Take out suitable insurance policies as are required for its activities, and those policies will specifically indemnify Galway County Council.
- Work constructively and collaboratively with Galway County Council in the furtherance of the aims and objectives of the PPN as set out in the Departments User Guide and Circular Letters.
- Engage in other activities provided they are complementary to the Workplan and provided they can access the extra resources required to undertake such work.
- Work with the Council on any funding applications which may be appropriate.

Galway County Council will:

- Support the development of a Wellbeing Statement at local and County level and work with the PPN to agree, adopt and implement a protocol for all Committees/Policy-Making bodies with PPN Representatives that will enable the Representatives to engage fully.
- Approach the PPN for nominations for all representative seats on decision making / advisory bodies under their auspices which require Environmental, Social Inclusion, or Community and Voluntary members; and pay expenses to the representatives according to a mechanism agreed with the PPN.
- Offer workshops and training to PPN Members, as required, to build their capacity to feed into policies and plans.
- Use the PPN as their main way of communicating with the Environmental, Social Inclusion and Community & Voluntary Sector, including formal consultations.
- Work with the PPN on any funding applications which may be appropriate.

Reporting and Evaluation

Galway County PPN will:

- Submit quarterly reports to Galway County Council detailing progress on the Workplan in accordance with agreed Key Performance Indicators (KPIs).



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- Submit quarterly financial reports to Galway County Council and attend a quarterly/half-yearly review meeting with Galway County Council or as otherwise agreed.
- Devise, agree and implement a participatory evaluation framework which involves all stakeholders in the PPN process.
- Carry out Annual Reviews and produce an Annual Report on the PPN.

Galway County Council will:

- Submit reports to the Department as required to draw down funds.
- Pay over approved funds to PPN in a timely way to enable them to discharge their responsibilities.
- Participate in evaluation and monitoring of the PPN's performance.

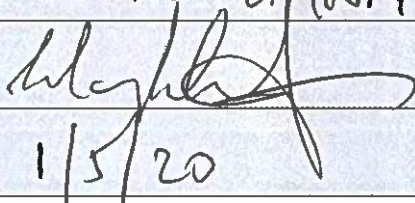
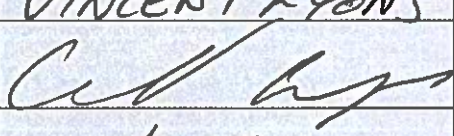
Conflict resolution

Every effort should be made to avoid serious conflict between the parties, by providing good communication protocols that will enable any issues to be dealt with early and in a timely manner. In the event that any dispute relating to this MOU cannot be resolved by settlement between the parties, the parties shall attempt to resolve all disputes through informal means. Dispute resolution may include mediation, arbitration, or any other procedures upon which the parties agree.

Review

This MOU will be reviewed in writing every year. Any changes must be agreed by both parties.

Signing

	On Behalf of Galway County Council:	On Behalf of Galway County PPN:
Name (in block capitals):	MARY MCGRAW	VINCENT LYONS
Signature:		
Date:	1/5/20	7/5/20



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Comhairle Chontae na Gaillimhe
Galway County Council

(Goal 1) Promote Information Sharing and Communication

Objective	Action	KPI (Quantity)	Timeframe	Budget	Notes
1.1 Facilitate the understanding of the PPN and its role	Produce PPN info materials	No. of PPN Member Groups % of Groups in Social Inclusion College	end of Q2		
1.2 Maintain info channels	Share PPN info via: monthly Newsletter Website Social media Print media	Number of Newsletters produced Website hits on Google Analytics, Numbers of likes, shares, tweets Press book generated	Monthly statistics recorded	Newsletters primarily electronic - max budget of €3,000 for promotional materials & newsletters €2,500 (website maintenance)	Research other websites and see if we can improve ours.
1.3 Inform PPN about events, training, funding	Send frequent emails with info, update website (news/events section), post on social media	Numbers of emails, posts on website and social media	ongoing	Cost for sending out Text messages on Sbaesforc using Enclude: €400 per year	

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<p>1.4 Cathaoirleach Awards</p>	<p>Organise event, call for nominations, evaluate entries, host event (in Loughrea),</p>	<p>Number of entrees, nominations, attendees</p>	<p>TBD- due to Coronavirus</p>	<p>€10, 000-€13, 000 (award monies, award design, venue hire, food & beverage, etc.)</p>	<p>Jimmy Mclearn Cathaoirleach term ends in June. MAY NOT HAPPEN - COVID-19 Maybe hold a PPN Community Awards Night instead in October/early Nov and combine with launch of Well-being statement/Plenary.</p>
<h3>(Goal 2) Develop PPN capacity to advocate</h3>					
<p>Objective</p>	<p>Action</p>	<p>KPI (Quantity)</p>	<p>Timeframe</p>	<p>Budget</p>	<p>Notes</p>
<p>2.1 Capture Community Well-being needs</p>	<p>Facilitate the development of well-being statements</p>	<p>Organise 5 workshops around the county, document process, collate statements and publish</p>	<p>By end of year</p>	<p>€1,000-€2,000 for each (consultant fee, venue hire)</p>	<p>(see Wicklow PPN) Work with consultant (Harriet Emerson?) to facilitate workshops, ensure representation across all pillars, South Conamara workshop as Gaelige, Vincent to share work done by previous project done by Steven O'Rourke</p>

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2.2 Build capacity of PPN to represent community voice	Organise trainings for Secretariat and Reps Amend and agree Reps Charter	Attendance at training	end of 3rd Quarter	€1,000 (consultant fee, venue hire)	Work with Caroline Egan
2.3 Up-skill all PPN Member Groups	Establish training needs Run trainings/ workshops	Feedback from survey Attendance at training/workshops	end of 3rd Quarter	€1,000 (per training)	GDPR training, Good Governance, Biodiversity workshops with GRD
2.4 Ensure all voices are heard through the PPN	Enhance inclusion and Establish Linkage Groups	Develop Linkage Groups, encourage networking. Outreach and supports to certain sectors. Establish Disability Linkage Group	ongoing end of year	€200-€500 (each meeting)	Meet with GRD to scope out possible collaborations (Melinda and Michael, Forum Connemara, Comhar na Oilean)
(Goal 3) Increase Participation in local Decision-making					
Objective	Action	KPI (Quantity)	Timeframe	Budget	Notes

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3.1 Hold regular Secretariat meetings	Organise meetings	minimum 4 per year	Quarterly	€200 (travel expenses, room hire)	First - second quarter of 2020 - no meetings due to COVID-19
3.2 Ensure PPN voice is heard by Local Authority and decision-making bodies	Appoint PPN reps to Committees	Fill vacant seats on: -Galway Sports Partnership - Fishers Local Action Group	by end of April	€200 (travel expenses for reps?)	asap
3.3 Engage PPN in change processes	Involve PPN in relevant consultations (policy, strategies)	GalwayCoCo PPN submissions/reports	ongoing		Resource, Support worker to liaise with PPN and act on behalf of PPN Local Area Consultations, for example...

Other Projects

Objective	Action	KPI (Quantity)	Timeframe	Budget	Notes
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<p>Ensure the comprehensive provision of Defibrillators in the Community</p>	<p>Carry out pilot project: Community Safety in the MD Ballinasloe to identify gaps in provision and training</p>	<p>Email Ballinasloe Groups and gage defibs in their area Run training</p>	<p>end Q2</p>	<p>n/a</p>	<p>liaise with Moylough group, paramedic and Michael Gavin, Tie in with Aobhann...</p>
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