

Galway County PPN Workplan 2022

This Workplan will be adopted by the PPN Secretariat and presented to the Members of PPN at the next Plenary meeting in 2022.

Introduction

Galway County Public Participation Network ('PPN') is an independent umbrella network of community & voluntary, environmental and social inclusion groups active within the county (excluding the city). The PPN is hosted by Galway County Council.

Public Participation Networks (PPNs) were established by the Irish government under the Local Government (Reform) Act 2014 to be the main link through which the Local Authority connects with these groups.

Galway County PPN is governed by the PPN Secretariat, a voluntary board elected from the wider PPN membership. The Secretariat oversee the development of the network and ensure that the objectives of the PPN are met. The Secretariat are supported by one full time coordinator ('Resource Worker') and a full-time Support Worker who manage the day-to-day running of the PPN. A part-time administrator is responsible for sending out emails, updating the PPN database and new registering groups.

Funding for the PPN is provided by both the Department of Rural and Community Development and by Galway County Council through an annual budget allocation (see SLA for details).

Government guidelines outline 3 main objectives for PPNs:

- Facilitate the **participation** and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion, community and voluntary sectors on decision making bodies.
- **Educate** and 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.

- Provide **information** relevant to the environmental, social inclusion, community and voluntary sector and act as a hub around which information is distributed and received.

These Government guidelines also specify a number of principles and values that PPNs are expected to operate by; they should be inclusive, participatory, independent, value diversity, be transparent and accountable.

The 2022 Workplan incorporates the 3 main objectives of PPNs listed above and generally focuses on building the capacity of community groups to create positive change in their communities and have a voice in local decision-making processes.

The focus of Galway County PPN's work in 2022 will be on:

- Supporting and building the capacity of our members and our representatives to engage with Galway County Council's policy-making structures.
- Building cohesive and engaged Community and Voluntary, Environmental and Social Inclusion pillar groups within the PPN who can support the work of our representatives.
- Helping build the capacity of our members through the sharing of information, providing training programmes that cater to the needs of our members and ensuring our representative roles are filled.
- To begin the consultation process of a 'PPN Vision for Community Wellbeing', which, when completed will act as a guide for the work of the PPN, ensuring that it reflects the priorities of its members. This will also feed into the LECP plan which will be formulated for the county.
- Continuing to engage with groups from under-represented communities, new communities and minority groups to make sure these groups have an opportunity to join the PPN and input into local authority decision-making.
- Continuing to support the local community through COVID-19 pandemic.
- Further developing the PPN website so that it can be a useful resource for all communities in the County.

It is important to note that, due to the ongoing Covid-19 pandemic, it is difficult to predict how priorities will change in 2022, what the levels of restrictions will be and what immediate needs will arise in the community. As such, the PPN Workplan may need to be updated to respond to current need, reflecting any changes throughout the year.

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Objective 1	Participate! (Hear the Community Voice)			
Key Action	Support PPN members to identify issues of collective concern and take action on these issues and influence local policy.			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/KPI
Ensure PPN representation on decision making bodies	Secretariat/ Resource Worker/ Support Worker	PPN reps	as required	<ul style="list-style-type: none"> • Run elections as needed to ensure PPN representative positions are filled, including new Secretariat members • Engage with PPN reps and provide rep training and discussion forum twice yearly • Facilitate the development of Linkage groups to support community representation.
Support PPN representatives on decision-making bodies	Secretariat/ Resource Worker	PPN reps/ Consultant	as required	<ul style="list-style-type: none"> • Ensure induction training is provided to new PPN representatives and Secretariat members • Send new representatives all relevant documents via email • Secretariat to meet with PPN representatives to address any issues representatives are experiencing and to ensure they are receiving the support they need
Support PPN members to take part in consultations	Secretariat/ Resource Worker/ Support Worker		ongoing	<ul style="list-style-type: none"> • Members are given timely information about upcoming consultations and are facilitated to take part • Run consultation workshops when appropriate, including online consultations
Improve inclusivity and	Secretariat/	Galway	ongoing	<ul style="list-style-type: none"> • Continue developing the Galway Disability Forum and to represent the interests of persons with disabilities

accessibility of PPN and its activities.	Resource Worker/ Support Worker	County Council Social Inclusion Officer		<ul style="list-style-type: none"> ● Identify projects with the GDF ● PPN organises pre-training on how to use various platforms for online meetings ● PPN provides one-to-one support to members that are not confident in joining online meetings. ● Run training to assist members in becoming competent online.
Enhance links and engagement with minority groups to support community engagement and diversity.	Secretariat/ Resource Worker/ Support Worker	Strategic Policy Committee Reps, Immigrant Council of Ireland	ongoing	<ul style="list-style-type: none"> ● Continue developing the Intercultural Forum to engage groups from under-represented communities, new communities and minority groups ● Identify projects with the ICF ● Run training on political participation with the Immigrant Council of Ireland ● Assist the Intercultural Forum in participating with local level policy makers. ● Assist newly elected reps on the Interagency Group for the Refugee Resettlement Programme & Integration Strategy
Encourage Rep reporting and the establishment of Linkage Groups	Secretariat/ Resource Worker/ Support Worker	Strategic Policy Committee Reps, Sustainable Energy Authority Ireland	ongoing	<ul style="list-style-type: none"> ● Organise a Reps meeting/ forum twice yearly to facilitate discussions for existing and newly appointed reps ● Remind reps to report and collect reports and post these on the website. ● Develop the Housing linkage group. ● Develop an Older Persons linkage group. ● Develop the Planning SPC and Climate Action linkage group <p>Work with the Green Recovery Working Group to develop its projects:</p> <ol style="list-style-type: none"> a) Climate action week in April, other events around climate action b) make Galway County an SEC community, c) Progress the County Energy Master Plan through SEAI



Objective 2		Educate! (Capacity building)		
Key Action		Support PPN members to identify issues of collective concern and take action on these issues and influence local policy.		
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/ KPI
Run training/ workshops/ seminars based on member's expressed and predicted needs, including networking and mentoring events	Resource Worker/ Support Worker	Galway Roscommon Education & Training Board, Consultants, Heritage officer, Council Staff, Funding bodies & Insurance companies	ongoing	<ul style="list-style-type: none"> • Training/workshops/seminars run for PPN members • Attendance numbers • Feedback from attendees. • Send out training needs survey twice yearly to gauge needs of the PPN • Feedback from attendees used to inform future training • Inclusion of groups who are distant from the decision-making process in training/workshops • Get training materials on website for accessibility to all groups. • Hold more info events on applying for funding, getting insurance, etc

Objective 3		I NFORM! Communications & Engagement		
Key Action	Increase understanding of the Public Participation Network within PPN and externally, build relationships and improve communications.			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/ KPI
Take part in outreach opportunities and support community engagement and participation in Galway	Secretariat/ Resource Worker	Galway County Council / PPN members/ External organisations	ongoing	<ul style="list-style-type: none"> Supporting the national Keep Well Campaign Supporting the Community unit in the Galway County Council Sharing public health guidelines with PPN network Assist in sharing national awareness campaigns i.e., vaccinations, living well etc
Ensure PPN events and activities are documented, make information about these events publicly accessible	Resource Worker/ Support Worker	Galway County Council	ongoing	<ul style="list-style-type: none"> Reports of Plenary meetings to be available on website PPN activities shared on website, social media and PPN Newsletter shared monthly Record the number of PPN engagements with local press
Provide support by email, phone and face to face to PPN members and to groups looking to join the PPN	Resource Worker/ Support Worker		ongoing	<ul style="list-style-type: none"> Level of engagement with PPN members New membership registrations

Distribute a newsletter with relevant information on a regular basis	Support Worker/ Resource worker	PPN members	monthly	<ul style="list-style-type: none"> ● Level of engagement with Newsletter <ul style="list-style-type: none"> ○ within the PPN ○ external to PPN ○ Councillors and Council Staff ○ Share on Social Media sites
Maintain and develop the PPN presence on Facebook & Twitter	Support Worker		ongoing	<ul style="list-style-type: none"> ● Relevant posts made regularly ● Interactions on social media
Develop PPN Website	Resource worker/ Support worker / Western webs	Community groups / council staff	ongoing	<ul style="list-style-type: none"> ● Map activities taking place in the county ● Give communities a one-stop-shop for all information ● Develop the website so that it is user friendly and contains all important documents and resources for communities ● Regular web posts on relevant news ● Upload all funding schemes to website

Special Objective	Community Wellbeing Vision Statement			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/KPI
<p>Develop a Vision for Community Wellbeing that looks at what is required for the wellbeing of individuals and communities throughout the county, now and for the generations to come.</p>	<p>Secretariat/ Resource Worker/ Support Worker</p>	<p>Galway County Council, Consultant, PPN stakeholders</p>	<p>ongoing,</p>	<ul style="list-style-type: none"> • Information on the Vision for Community Wellbeing shared with members • Number of consultation events held online through the use of surveys and then through online discussion meetings & webinars • Evidence of widespread participation across the community & voluntary, social inclusion and environmental pillars and across the county • Vision for Community Wellbeing created and used by Secretariat, workers and PPN representatives • Feed into LECP • We would like to be in a position when Covid restrictions ease to be able to facilitate face to face meetings on a variety of topics at County & Municipal District level

Operation of the PPN	Operate the PPN in a transparent, inclusive and accountable manner			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/KPI
Hold regular meetings between Secretariat and PPN workers	Secretariat/ Resource Worker/ Support Worker	Galway County Council	ongoing	<ul style="list-style-type: none"> • Number of meetings held • Number of attendances at meetings • Minutes of meeting shared • PPN workers update on activities • Dates of upcoming meetings for the year shared.
Hold Plenary meetings	Secretariat/ Resource Worker/ Support Worker	PPN members	twice yearly	<ul style="list-style-type: none"> • 2 Plenary meetings to be held • Attendance at Plenary meetings • Members' input at Plenary meetings.
Financial and Annual reporting for County Council the Secretariat and DRCD	Secretariat/ Resource Worker	Galway County Council	As requested	<ul style="list-style-type: none"> • Regularly check Agresso • Reports to be signed and submitted.
Monitor and evaluate annual workplan on an ongoing basis.	Secretariat/ PPN members		ongoing	<ul style="list-style-type: none"> • Evaluation information to be included in annual report. • Ensure workplan is flexible to meet changing community needs
Ensure key decisions and strategies made by the Secretariat are approved by PPN members	Secretariat/ Resource Worker	PPN members	ongoing	<ul style="list-style-type: none"> • Workplan and relevant policies and procedures ratified by PPN members.

<p>Review of PPN Membership vis-à-vis list of parishes in the County to identify if there are geographical gaps in membership which can be referred to SICAP Programme to provide targeted supports to create or develop groups</p>	<p>Secretariat</p>			<ul style="list-style-type: none"> • Areas identified where groups are not PPN members • Registration of new members • Ensure contact details of group contacts are updated with new committee member details on Salesforce
<p>Update Constitution / Policies & Procedures documents</p>	<p>Secretariat</p>			<ul style="list-style-type: none"> • So that they are compatible with National PPN documents and Dept. directives