

## Galway County PPN Workplan 2024

*This Workplan was presented to and agreed by the PPN Secretariat and adopted by the Members of PPN at the Plenary meeting on 28<sup>th</sup> November 2023.*

### Introduction

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

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.

*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.

The 2024 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 build on the previous Workplan of 2023 to:

- Elect new representatives to replace reps that have been inactive/not met the requirements of the role.
- Mainstreaming the UN SDGs in all that we do.
- 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.
- Work closely with Galway County Council on the development of the LECP.
- 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.
- Further developing the PPN website so that it can be a useful resource for all communities in the County.

## Galway County PPN Workplan 2024

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/ PPN Workers	PPN reps	as required	<ul style="list-style-type: none"> <li>Run elections to ensure PPN representative positions are filled, including 3 Secretariat members.</li> <li>Engage with PPN reps and provide rep training and discussion forum bi-annually to ensure reps are supported.</li> <li>Facilitate the development of Linkage groups to address certain policy topics and support community representation.</li> </ul>	
Support PPN representatives on decision-making bodies	Secretariat/ PPN Workers	PPN reps/ Consultant	as required	<ul style="list-style-type: none"> <li>Ensure induction training is provided to new PPN representatives and Secretariat members.</li> <li>Send new representatives all relevant documents via email/ hard copies if required.</li> <li>Secretariat to meet with PPN representatives to address any issues representatives are experiencing and to ensure they are receiving the support they need.</li> <li>Engage with PPN reps and provide rep training and discussion forum bi-annually.</li> </ul>	
Support PPN members to take part in consultations	Secretariat/ PPN Workers		ongoing	<ul style="list-style-type: none"> <li>Members are given timely information about upcoming consultations and are facilitated to take part.</li> <li>Run consultation workshops when appropriate, including online consultations.</li> <li>Make PPN Submissions to relevant consultations.</li> </ul>	
Improve inclusivity and accessibility of PPN and its activities.	Secretariat/ PPN Workers	GCC, Social Inclusion Officer, SPC Reps and LCDC Reps	ongoing	<ul style="list-style-type: none"> <li>Continue developing the <b>Galway Disability Forum</b> and to represent the interests of persons with disabilities.</li> <li>Work with DFI to create a Disability Access and Inclusion Toolkit for Community Groups</li> <li>Identify areas for training.</li> <li>PPN provides one-to-one support to members that are not confident in joining online meetings.</li> <li>Run training to assist members in becoming competent online.</li> <li>Support Make Way Day and other initiatives for PwD.</li> <li>Identify projects in collaboration with members of the <b>Older Persons Council</b>.</li> </ul>	
Enhance links and engagement with youth and minority groups to support community engagement and diversity.	Secretariat/ PPN Workers	SPC Reps, Immigrant Council of Ireland	ongoing	<ul style="list-style-type: none"> <li>Consider future of the <b>Intercultural Forum</b> and how to engage groups from under-represented communities, new communities and minority groups.</li> <li>Identify projects with the PPN reps.</li> <li>Assist with 'Ballinasloe Intercultural Day' A celebration of diversity.</li> <li>Support campaigns of the Traveller community.</li> <li>Run Anti-Racism/ inclusion training and workshops for community groups.</li> </ul>	
Encourage Rep reporting and the establishment of Linkage Groups	Secretariat/ PPN Workers	Strategic Policy Committee Reps, Sustainable Energy Authority Ireland	ongoing	<ul style="list-style-type: none"> <li>Organise quarterly reps' coffee mornings to give reps an opportunity to discuss their roles.</li> <li>Create a list of SPC meeting schedule for the year, request to be added to SPC mailing lists.</li> <li>Remind reps to report and collect reports and post these on the website.</li> <li>Continue strengthening the <b>Green Recovery Working Group</b>. Arrange meetings for the GRWG to coincide with Climate Change &amp; Biodiversity SPC meetings.</li> <li>Work with the Steering Committee for the SEAI Energy Master Plan project to deliver on the EMP for Galway. Fulfil the service agreement with SEAI in relation to the above. Run MD level meetings to launch the EMP (Jan/Feb)</li> </ul>	
Objective 2		Educate! (Capacity building)			
Key Action		Support PPN members and their community groups by providing training, workshops and other capacity building exercises			

Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/ KPI
Identify training and education gaps and needs	PPN Workers	Regional PPN network		<ul style="list-style-type: none"> <li>Run a training needs analysis Jan/ Feb – arrange training based on results.</li> <li>Creation of a training bank with relevant consultants and trainers ongoing.</li> <li>Procurement rules apply (collect 3 verbal quotes for all spending under 5 k)</li> </ul>
Run training/ workshops/ seminars based on member's expressed and predicted needs, including networking and mentoring events	Resource Worker/ Support Worker	GRETB, Consultants, Heritage officer, Council Staff, Funding bodies & Insurance companies	ongoing	<ul style="list-style-type: none"> <li>Training/workshops/seminars run for PPN members.</li> <li>Attendance numbers/ feedback from attendees.</li> <li>Feedback from attendees used to inform future training.</li> <li>Inclusion of groups who are distant from the decision-making process in training/workshops.</li> <li>Hold info events on applying for funding, getting insurance, etc.</li> <li>Run UN SDG info webinars.</li> </ul>
<b>Objective 3</b>	<b>INFORM! Communication &amp; Engagement &amp; Networking</b>			
Key Action	Increase understanding of the PPN internally and externally, build relationships (networking) 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/ PPN Workers	GCC / PPN members/ External organisations	ongoing	<ul style="list-style-type: none"> <li>Supporting all communications of the ERCD (and other departments) Unit in Galway County Council</li> <li>Running info workshops with the Council on their consultations</li> <li>Sharing relevant information from public bodies/departments/organisations with PPN network</li> <li>Assist in sharing national awareness campaigns i.e., vaccinations, living well etc</li> <li>Raise awareness about the PPN at Town Hall meetings in each MD in conjunction with GRD and Volunteer Galway</li> </ul>
Ensure PPN events and activities are documented, make information about these events publicly accessible	PPN Workers	Galway County Council	ongoing	<ul style="list-style-type: none"> <li>Reports of Plenary meetings to be available on website</li> <li>Minutes of Secretariat meetings available on website</li> <li>PPN activities shared on website, social media and PPN Newsletter shared monthly, Digest sent out Weekly.</li> <li>Record the number of PPN engagements with local press</li> </ul>
Provide support by email, phone and face-to-face to PPN members and to groups looking to join the PPN	PPN Workers		ongoing	<ul style="list-style-type: none"> <li>Level of engagement with PPN members</li> <li>New membership registrations</li> <li>Emails and queries replied to or referred on to relevant dept.</li> <li>Info workshops held.</li> </ul>
Distribute a newsletter with relevant information on a regular basis	PPN Workers	DRCD/ GCC/ Agencies/ PPN members	monthly	<ul style="list-style-type: none"> <li>Level of engagement with Newsletter <ul style="list-style-type: none"> <li>within the PPN</li> <li>external to PPN</li> <li>Councillors and Council Staff</li> <li>Share on Social Media sites</li> </ul> </li> </ul>
Maintain and develop the PPN presence on Facebook & X	PPN Workers		ongoing	<ul style="list-style-type: none"> <li>Relevant posts made regularly.</li> <li>Interactions on social media.</li> </ul>
Network and build working relationships with other Public Bodies and agencies to	Secretariat/ PPN Reps/ PPN Workers		ongoing	<ul style="list-style-type: none"> <li>Continue to work on and be a part of the: <ul style="list-style-type: none"> <li>North Western Regional PPN Network</li> <li>National PPN Workers Network</li> </ul> </li> </ul>

identify shared aims and deliver on joint projects				<ul style="list-style-type: none"> <li>○ LGBTQ) Interagency Group</li> <li>○ Comhionannas Project Steering Committee Meeting</li> <li>○ Traveller Interagency Group</li> <li>○ Older Persons Council</li> <li>○ Age Friendly Alliance</li> <li>○ Refugee Resettlement Interagency Support Group</li> <li>○ GSP Bridge Project Steering Committee</li> <li>○ Ukrainian Task Force</li> <li>○ Climate Action Team in Galway CoCo</li> </ul>
Develop PPN Website	PPN Workers/ Western webs	Community groups / council staff	ongoing	<ul style="list-style-type: none"> <li>● Map activities taking place in the county.</li> <li>● Give communities a one-stop-shop for all information.</li> <li>● Develop the website so that it is user friendly and contains all important documents and resources for communities.</li> <li>● Regular web posts on relevant news</li> <li>● Upload all funding info, resources, circulars news, to website.</li> <li>● Keep referring and linking to website from social media</li> </ul>
<b>Operation of the PPN</b>	<b>Operate the PPN in a transparent, inclusive and accountable manner</b>			
<b>Planned actions/activities/outputs</b>	<b>Who is responsible</b>	<b>Who can help?</b>	<b>Timescale</b>	<b>Outcome/KPI/Notes</b>
PPN Workers in place to carry out the work of the PPN	Secretariat	Galway County Council	immediate	<ul style="list-style-type: none"> <li>● 2 PPN workers employed</li> </ul>
Hold regular meetings between Secretariat and PPN workers (on occasion inviting the Galway County Council)	Secretariat/ PPN workers	GCC/ Secretariat	ongoing	<ul style="list-style-type: none"> <li>● Number of meetings held</li> <li>● Number of attendances at meetings</li> <li>● Minutes of meeting shared</li> <li>● PPN workers update on activities</li> <li>● Dates of upcoming meetings for the year shared.</li> </ul>
Hold Plenary meetings.	Secretariat/ PPN Workers	PPN members	twice yearly	<ul style="list-style-type: none"> <li>● 2 Plenary meetings to be held (one online, one in-person)</li> <li>● Attendance at Plenary meetings</li> <li>● Members' input at Plenary meetings.</li> </ul>
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"> <li>● Regularly check budget reports.</li> <li>● Reports to be signed and submitted.</li> </ul>
Monitor and evaluate Workplan on an ongoing basis.	Secretariat/ PPN members		ongoing	<ul style="list-style-type: none"> <li>● Evaluation information to be included in annual report.</li> <li>● Ensure Workplan is flexible to meet changing Community needs</li> </ul>
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"> <li>● Workplan and relevant policies and procedures ratified by PPN members at Plenary (and open to submissions prior)</li> </ul>
Manage PPN Registrations and ensure database is kept up-to-date	PPN Workers		ongoing	<ul style="list-style-type: none"> <li>● Monitor Salesforce, approve registrations/ follow up with incomplete registrations.</li> <li>● Ensure contact details of group contacts are updated with new committee member details on Salesforce</li> </ul>

Update Constitution / Policies & Procedures documents	Secretariat/ PPN Workers		ongoing	<ul style="list-style-type: none"><li>• Ensure all documentation is compatible with National PPN documents and Dept. directives</li><li>• Share Government circulars widely</li></ul>
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**PPN BUDGET 2024**

In accordance with objectives of PPN Workplan &amp; requirements of PPN Financial Controls

*Important to note: As per Government Circular [CVSP 5 2022](#) each PPN will receive a Budget increase of €10,000 to its core funding in 2023. The draft budget below assumes this increase will remain in place for 2024.*

Total income from DRCD to PPN in 2023:

- Core funding: €60,000
- Ring-fenced support worker funding: €25,700

Income from Local Authority funding:

- Core funding: €30,000 (minimum)
  - Support worker funding: €5,000 (minimum)
- = 120, 700**

PPN Expenditure Category per Expenditure & Income Return Template	Max Budget Allowed per Financial Controls	Budget Allocation 2024	Notes/Comments
PPN Support Worker Salary, PRSI, T&S		30,700	<i>Ringfenced allocation</i>
PPN Resource Worker Salary, PRSI, T&S		50,000	<i>Estimated – can be reallocated to general expenditure if required</i>
T&S Secretariat Members		500.00	<i>Estimate based on previous year's figures</i>
T&S PPN Representatives on Committees		400.00	
Postage/Telephone		1300.00	
Online Communications Tools		800.00	
Office Supplies/Stationery/Printing		1000.00	
Insurance		400.00	
Bank Charges		60.00	
Professional Fees – auditing, accountancy, financial, legal			
Training & Development		14,000.00	
Workshops/Conferences attended by PPN / Membership of External Organisations		1,800.00	
Equipment for PPN – ICT / Office		500.00	
Website Hosting Fees		2,460.00	
Marketing & Promotion of PPN		6,000.00	<i>DRCD Cap on spending</i>
Projects/Activities/Events sponsored by PPN		4,000.00	<i>DRCD Cap on spending</i>

Plenary/Meeting Costs (excl. room hire/refreshments/software)		2,500.00	
Room Hire/Refreshments		2,500.00	
<b>TOTAL</b>		<b>€118,920.00</b>	