



Waterford Public Participation Network Work Plan

2022

Executive Summary

In 2022 Waterford PPN aims to continue achieving all the strategic goals and operating within the guidelines set by the Department Rural and Community Development.

Waterford PPN's strategic objectives are guided by three overarching goals which aim to:

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

Waterford PPN's plan towards achieving these goals is detailed in the 20 strategic objectives in the attached plan. Progress towards achieving these objectives and operational aims will be reported against regularly to the PPN Plenary and Waterford City and County Council.

Goal 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	KPIs
Nomination and election of representatives to committees/boards.	Deal expeditiously with requests for nominations from committees/ boards as they arise
Establishment and maintenance of linkage and special interest groups as effective feedback and feed in mechanisms between reps and the groups they serve.	Number of linkage/special interest groups, number of meetings, attendance at meetings, evidence of communication and engagement; effectiveness of feedback
Support / training (inc remote working) for all PPN representatives and PPN member groups.	Canvas views of requirements; number of training events; offer training in accessing and operating virtual meeting/working; look at regional training events inc cost sharing; individual meetings to encourage, support etc.
Effective representation	Attendance of reps at meetings; team working where more than one rep involved eg LCDC; participation in sub-groups, participation in linkage groups etc.
Participation in county / city consultations.	Number of consultations participated in by PPN – nationally as well as locally – eg LEDP; formal PPN inputs made. Inclusion of PPN inputs in policy.
Develop Electoral District PPNs and interaction with WCCC at that level.	Number of meetings inc Safety Networks, interaction with LA.
Active promotion of the voices of those who are traditionally excluded	Number of traditionally excluded groups in PPN, Participation in Linkage groups etc. Engagement with Travellers, Roma, ex-prisoners, migrants and other disadvantaged groups elected as PPN reps
Networking with Local Authority and other statutory bodies to develop PPN as the reference point for the community and voluntary sector in Waterford.	Number of requests to PPN for information / reps etc. Evidence of interaction between other statutory bodies and PPN.
Finalise the well-being statement at county/city and MD level.	Finalise the process and statement

Goal 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	KPIs
Establishing training needs within the local area.	Consult with reps (locally and regionally); tap into national initiatives – Department, SJI etc; avoid training for trainings sake, consider another Training Needs Analysis (TNA)
Networking and collaborating with other agencies to support capacity building e.g. LCDCs, OPC, Volunteer Centre, Waterford Leader and Partnership, ETBs etc.	Be aware of what is available locally, regionally and nationally; possible representation on Boards; look at cost sharing etc
Focusing on involving groups who are under-served in the decision making processes.	Ensure inclusivity, network with all groups, tailor training as necessary.
Promote networking and mentoring between groups to share best practice.	Can be informal support networks,

Goal 3	
Provide information relevant to the environmental, social inclusion and voluntary groups and act as a hub around which information is distributed and received	
Action	KPIs
Establish (and maintain) PPN as the recognised way (Local Authority, Government Departments etc) of sharing information with the C&V sector, and between member groups.	Number of contributors and diversity of information; increase PPN membership; effective use of Salesforce
Strengthen 2 Way Communication between plenary and C&V groups	Increased Social Media Presence, strengthen Membership 2 way flow of information (between plenaries), feedback on rep reports and newsletters, brainstorming of new way of increasing active engagement
Newsletter	Bi- Monthly (at least)
Website	Update regularly; include PPN rep reports; Website hits,
Social Media	Develop and improve Facebook, measure interaction
Telephone / email / face-to-face communications/ Traditional media / papers / local radio etc.	Always available for meeting groups; encourage media attendance at events, issue press releases; cooperation with WLR for Annual Awards

Other activities in support of the above aims

Action	KPIs
Establish and implement policies and practices (including Covid Compliance) to enable the PPN to operate effectively, including financial, staff and other resource management.	Existence of written policies and procedures. Evidence of implementation. Covid policies implemented and in place
Recruitment, employment and management of full time equivalent resource worker/s.	Worker/s in place. Relevant management structures in place and implemented.
Secure suitable office space and equipment for the PPN.	Suitable space sourced and PPN address established
Maintain and manage Waterford PPN Limited Company.	Regular meetings; effective staff and financial management systems activity.
To develop and manage Waterford PPN staff.	Line Management in place; regular staff meetings; support mechanisms
Manage and maintain an active register of groups.	Number of member groups, existence of up to date register, annual or biannual reviews; data protection policy implemented which comply with General Data Protection Regulation 2016.
Hold regular Plenary (May & October) and Secretariat meetings (min 8 per year).	Number of meetings and attendance records; meeting reports.
Demonstrate Plenary as the decision making body of PPN.	Proposals brought to PPN, approval of nominees by Plenary, approval of other proposals by Plenary.
Network other PPNs inc SE Regional Network; Resource Workers and Secretariat Networks	Regular meetings and events – issues raised; reporting
Manage the resources of Waterford PPN, including budget and assets	Financial reporting and systems; inventory
Monitoring and evaluation of the plan.	Internal monitoring (HR/Finance subcommittee), Quarterly reviews with Secretariat, Management meetings with Council