

## Waterford PPN Workplan 2023

### **Executive Summary**

In 2023 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 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 participation and representation in policy making processes	Facilitate and support our members to participate in local, regional and national policy and decision-making processes  Ensure that the work of the PPN is underpinned by robust, accountable and transparent representative structures and processes.  Attendance of reps at meetings; team working where more than one rep involved e.g., 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 – e.g., 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.	Build strong, effective working partnerships with our stakeholders  Number of requests to PPN for information / reps etc. Evidence of interaction between other statutory bodies and PPN.

<p>Visions for Community Wellbeing - Continue to support the PPN representatives in bringing the aspirations of the communities they represent to their respective committee meetings.</p>		<p>Visions being utilised by Secretariat, Staff and PPN representatives, LA (LECP etc) Published online for easy access/availability to enable PPN representatives to highlight and refer to at SPC'S, CSP, LCDC etc. Copies to all Elected Reps, LA &amp; DRCD</p>
--	--	---

<p align="center"><b>Goal 2</b></p> <p align="center"><b>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</b></p>		
<p align="center"><b>Action</b></p>		<p align="center"><b>KPIs</b></p>
<p>Provide training and supports which build the capacity of our member groups to influence policy and to engage effectively in public participation.</p>		<p>Continue running training/ workshops/ seminars based on member's expressed and predicted needs from the Training analysis 2022, and collaborate with other organisations to eliminate duplication  Consult with reps (locally and regionally); tap into local/national initiatives – Department, SJI etc; avoid training for trainings sake; collaboration with other organisations and with the Regional PPNs</p>
<p>Build the capacity of PPN reps to fulfil their role in an accountable and transparent manner</p>		<p>Be aware of what is available locally, regionally and nationally; possible representation on Boards; look at cost sharing etc tailor training</p>
<p>Focusing on involving groups who are under-served in the decision-making processes.</p>		<p>Ensure inclusivity, network with all groups, tailor training as necessary.</p>
<p>Promote networking and mentoring between groups to share best practice.</p>		<p>Can be informal support networks,</p>

### 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 two-way Communication between Plenary and C&V groups	Increased Social Media Presence, strengthen Membership two-way flow of information (between Plenaries), feedback on rep reports and newsletters, brainstorming of new way of increasing active engagement
Serve as a networking and information hub for PPN members	Enhance communication with our members on PPN roles and activities Keep our members informed on relevant issues relating to the social inclusion, community & voluntary and environmental sectors. <b>Newsletters (at least bi-monthly)</b> <ul style="list-style-type: none"> <li>• Grants &amp; Funding &amp; Resources</li> <li>• Information, Events &amp; Training</li> <li>• Consultations &amp; Surveys</li> </ul> Other once off ad hoc emails from LA/Dept/Agencies/Organisations etc
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
Website/Social Media	Keep up to date; include PPN reps' details, rep's reports; supports, finance & governance, transparency Improve Facebook and Instagram, measure interaction Utilise the free training resources/support from Alice PR that the Dept have contracted to support all PPN Staff & Secretariat.

### Other activities in support of the above aims

Action	KPIs
Establish, update and implement policies and practices to enable the PPN to operate effectively, including financial, staff and other resource management.	Existence of written policies and procedures. Evidence of implementation.
Recruitment, employment and management of full time Coordinator and full time Support Worker.	Relevant management structures in place and implemented.
Secure suitable office space and equipment for the PPN.	Suitable space sourced and PPN address/s established
Maintain and manage Waterford City & County PPN Clg.	Regular meetings and financial management systems activity.
Support the PPN Secretariat to work to best practice standards in its role as the PPN's organising committee. Operate the PPN to best practice standards To develop and manage Waterford PPN staff.	Line Management in place; regular staff meetings; HR support mechanisms Utilise the free training resources/HR support etc from Alice PR that the Dept have contracted to support all PPN Staff & Secretariat.
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 two Plenary (May & September) 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 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 & Staff Liaison subcommittee) Quarterly reviews with Secretariat, Management meetings with Council

### Waterford PPN Secretariat representatives 2023

<b>Name</b>	<b>Municipal District</b>
Marion O Mara	Community and Voluntary Pillar
Niall O' Brien	Community and Voluntary Pillar
Garrett Wyse	Social Inclusion Pillar
Lynda O Shea	Social Inclusion Pillar
Colette O' Connell	Environmental Pillar
Susan Gallaher	Environmental Pillar
Peter O' Rourke	Comeragh MD
Michael J Walsh	Dungarvan/Lismore MD
Frank Nolan	Tramore/Waterford City West MD
Vacancy	Waterford City East MD
Vacancy	Waterford City South MD