



Co Wicklow Public Participation Network

Subgroups Terms of Reference

1. Responsibility for approval of policy	<i>Secretariat</i>
2. Responsibility for implementation	<i>Resource Worker, Secretariat, Host</i>
3. Responsibility for ensuring review	<i>Secretariat</i>
4. Date of Adoption	<i>Thursday 2nd December 2021</i>
5. Date for Review	

Policy Statement

- Specific Interest Subgroups are established in Co Wicklow PPN to develop, progress, monitor, evaluate, and review progress of specific areas of work.
- As each subgroup is established, they will be added to the subgroup list (see Appendix 1) and operate under the terms of this policy.
- The Secretariat of Co Wicklow PPN will delegate relevant topics and issues to the Subgroup. The Secretariat is required to ensure that all Subgroups are informed of developments or issues related to that Subgroup's remit.
- Subgroups will include at least one member of the Secretariat. The input of Representatives from member groups with an interest and (or) expertise in the Subgroups work is welcome, however membership of any Subgroup will be capped at 8 members.
- The Secretariat reserves the right to appoint/remove members of Subgroups at any time following agreement at Secretariat meetings.
- Subgroup members can resign by means of a letter to the Secretariat, who will then endeavour to replace this member at their next Secretariat meeting.
- Upon presentation of Subgroup recommendations to Secretariat meetings, the final decision-making authority is the sole remit of the Secretariat, prior to ratification by the Plenary. It is expected that the Secretariat will adopt rather than reject these recommendations; however, the Secretariat retains the right to postpone decision & seek further information.

Purpose

- To provide a framework for subgroups to be developed and operate in a way that will support the PPN Secretariat and staff in their work.

Objectives

- Address and deal with issues pertaining to specific areas of Co Wicklow PPN practice.
- Provide space for in-depth discussion and strategic planning on specific areas.
- Make recommendations to Secretariat meetings & implement decisions as approved at Secretariat meetings.
- Speed the decision- making process of Co Wicklow PPN.

Role & Responsibilities of Subgroups

- The role of each Subgroup is to collect information, review progress, deliberate and present concise recommendations to the Secretariat.
- The Subgroup will source information or material from external agencies / sources as required to inform the decision-making process.
- The Subgroup will discuss topics in detail, based on information from the Secretariat and other sources.
- The Subgroup will reach agreement through consensus in order to present recommendations.
- Extra Subgroup meetings may be called as required between regular meetings.
- Agenda items should be allocated a specific time slot to ensure efficiency of meetings.
- The Subgroup Minute-taker will be nominated from within each Subgroup.
- To ensure effectiveness, Subgroup members are required to have a clear understanding of the Policies and Procedures of Co Wicklow PPN.
- All recommendations made by Subgroups must be in the best interest of Co Wicklow PPN.

Conduct & Confidentiality

- Members of Subgroups must treat each other with respect and be prepared to listen to other points of view in discussions.
- Each Subgroup will maintain confidentiality of any personal information presented to the group. Recommendations will reflect the topic under discussion and not include any personal or otherwise confidential information.

Reporting Procedures

- Notes will be taken at each Subgroup meeting, the notes should include a record of attendance and show clear agreement for decisions and recommendations. The notes should be emailed to all members of the Subgroup within 1 week of any subsequent Subgroup meeting.
- At the close of each Subgroup meeting, the Notetaker will recall the agreed recommendations and actions, and these will be clearly highlighted in the notes. If it is a complex issue, a list of considerations (pros & cons), as discussed, in regard to the recommendations will also be included.
- The Secretariat Facilitator of the Subgroup will make a report to the full Secretariat at their next meeting and also ensure the Secretariat receives the Subgroup notes along with the other documentation for their meeting

Appendix 1 – List of Co Wicklow PPN Subgroups

Name: Co Wicklow PPN Liaison Subgroup

Purpose: To bring together one Representative each from the Co Wicklow PPN Secretariat, The Host Organisation (Wicklow Travellers Group), The PPN Staff, and Wicklow County Council to ensure that all major stakeholders are kept informed about the work and development of the PPN and to ensure that work is being carried out in alignment with the Terms and Conditions laid out in the Service Level Agreement and Memoranda of Association.

Name: HR (Human Resources) Subgroup

Purpose: To develop, review and implement any policies and practises needed to ensure that PPN HR practises are aligned with employment laws and best practise guidelines and that the PPN is fulfilling its Duty of Care for all PPN staff.

Name: Policy Subgroup

Purpose: To develop and review any policies needed to operate Co Wicklow PPN in a safe, clear, transparent, and prudent manner that will protect the organisation and the people that it engages with as well as complying with Good Governance Procedures as laid out by the Charities Regulator’s Governance Code.