

SERVICE LEVEL AGREEMENT

WICKLOW TRAVELLERS GROUP CLG.

&

WICKLOW COUNTY COUNCIL

PUBLIC PARTICIPATION NETWORK 2023

## Appendix 2

This agreement is made on 01 day of January 2023

### **between**

- (1) Wicklow Travellers' Group Clg incorporated and registered in Ireland with company number 248913 whose registered office is at CEART, Crinion Park, Wicklow town (hereinafter referred to as WTG Clg)
- (2) Wicklow County Council, whose principal office is at County Buildings, Station Road, Wicklow Town, County Wicklow (hereinafter referred to as "WCC").

### **BACKGROUND**

- (a) WTG Clg is a multi-funded community development organisation providing social projects and services in the County Wicklow area (excluding Bray and its environs).
- (b) Part of WTG Clg's role has been in the provision of a community development project (CDP) funded through Department of Community Rural and Gaeltacht Affairs then known as Department of Environment, Community, and Local Government (DECLG) and now through the Department of Justice, & Equality
- (c) It has now been agreed that a Service Level Agreement is to be drawn up between the parties above to give effect to the funding and service delivery arrangements of WCC's funding for the County Wicklow Public Participation Network project in 2023.

### **1. INTRODUCTION**

- 1.1 This agreement is intended to set out the terms and conditions on which Wicklow County Council will provide grant funding to WTG Clg for the purpose described above.
- 1.2 If WTG Clg and WCC fail to meet these terms and conditions, the dispute mechanism outlined below will come into play.
- 1.3 WTG Clg and WCC are expected to adhere to good corporate governance practice.

### **IT IS HEREBY AGREED AS FOLLOWS:**

### **2. DURATION**

- 2.1 This agreement will commence on the date that it is made and shall continue in force until the 31<sup>st</sup> day of December 2023.

### **3. PROPOSAL**

- 3.1 This Service Level Agreement (SLA) between Wicklow County Council and Wicklow Travellers' Group Clg. is being set up to provide the requisite services to year end 2023. These services include the provision of a Resource Worker and Support worker who will; (i) Provide 35 hours/week of support and development work to the PPN (ii) Prepare, implement, monitor and evaluate the PPN work plan (iii) Work towards an effective, efficient and representative Network which will give a voice to local communities and groups,

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and in turn will provide feedback to local organisations and agencies on consultative matters where required (iv) Greatly increase membership across the five Municipal Districts (v) Provide members with induction and capacity-building training (vi) Develop linkage groups, thematic and local networks (vii) Support the development of good governance structures and practice within member organisations (viii) Fulfill all the requirements outlined in the *PPN Handbook 2020 and Financial Controls Document 2022* (ix) Carry out all responsibilities as outlined in the job descriptions contained in Appendix 4 of this SLA .

3.2 WTG Clg shall implement the agreed submitted County Wicklow PPN Work Plan in accordance with the terms of this contract.

3.3 The Work Plan may be amended by agreement between the County Wicklow PPN, WTG Clg and WCC.

#### **4. LEGAL STATUS AND STRUCTURE**

4.1 Neither party involved in this SLA shall have authority or power to bind, to contract in name of, or create a liability for, the other party in any way or for any purpose. For the avoidance of doubt, it is expressly declared and confirmed that it is not the purpose or intention of the agreement to create, nor shall the same be construed as creating any commercial or other partnership or fiduciary relationship between WCC and WTG Clg

4.2 For the purposes of this Agreement, WTG Clg shall at all times be considered to be an independent contractor and the relationship of principal and agent shall not exist between WCC and WTG Clg in the context of the Agreement.

#### **5. MONITORING AND ACCOUNTABILITY**

5.1 WTG Clg shall cooperate with WCC in carrying out its responsibilities in monitoring and evaluating the work of the County Wicklow PPN Workers. In this regard, a supervisory working group comprised of a representative from WTG Clg, WCC and the PPN Secretariat will meet quarterly to ensure that the PPN work plan is being fulfilled satisfactorily.

5.2 WTG Clg will provide any information as may be reasonably requested by WCC from time to time.

5.3 WTG Clg in conjunction with WCC shall ensure that proper evaluation procedures are in place in respect of the work-plan and the management committee hereby undertakes to implement any recommendations of WCC in respect of such procedures.

5.4 The results of evaluations shall be incorporated into annual progress reports relating to the work of County Wicklow PPN.

5.5 WTG Clg and WCC will comply with all applicable laws, guidelines, and circulars in relation to the operational matters pertaining to PPNs nationally.

5.6 WTG Clg undertakes to have sufficient insurance and coverage in respect of all services and activities it delivers in the use of the PPN grant.

5.7 WTG Clg will act as the support agency for the County Wicklow PPN Workers at the behest of WCC subject to the terms and conditions as provided herein and WCC, pursuant to this agreement has agreed, in conjunction with Department of Rural & Community Development, to fund the posts of PPN Workers and the sundry expenses pertaining to the PPN as eligible under the PPN budget 2023 in order to ensure a continuation of services by the PPN subject to the terms and conditions herein.



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### **6. FINANCIAL PROCEDURES WILL INCLUDE**

- 6.1 Subject to the terms and conditions set out in this Agreement, WCC shall provide the required matching funding in order to successfully apply for the full Department of Rural and Community Development PPN Grant
- 6.2 WTG Clg must use the Grant only for the purpose set out in the agreed submitted PPN work-plan. All monies paid to the WTG Clg on foot of this agreement shall be lodged to a nominated account used solely for the purpose of resourcing the County Wicklow PPN Workers and this work-plan. All transactions in respect of monies paid by WCC for these workers and work-plan, whether receipts or payments in respect of the proposal, shall be made through that account.
- 6.3 Funds will be made available to the WTG Clg by WCC over the period of this agreement subject to the resources made available to WCC.
- 6.4 Drawdown to be processed on foot of requisition between 5 to 7 working days subject to the normal terms and conditions for drawdown.
- 6.5 Funding will be made available to the WTG Clg for the periods of this agreement provided always that:
  - (a) WCC shall be under no obligation to fund sums in excess of the limit specified in this agreement or such increased limit otherwise notified to the WTG Clg from time to time.
  - (b) WCC shall be satisfied with the progress made by the County Wicklow PPN on the basis of the agreed work-plan and progress reports hereinafter provided for; and
  - (c) Periodic financial returns, periodic projections and annual audited accounts of WTG Clg's PPN nominated account have been submitted to WCC.

### **7 EMPLOYMENT PRACTICES**

- 7.1 WTG Clg is responsible for the employment of the County Wicklow PPN Workers at WTG Clg and will comply with its statutory employment obligations including obtaining any necessary Garda vetting.
- 7.2 WTG Clg is responsible for ensuring the County Wicklow PPN Workers fulfil all aspects of their Job Descriptions (see Appendix 4).
- 7.3 WCC shall not be, nor deemed to be, an employer, within the meaning of the Terms of Employment (Information) Acts 1994 and 2015, by virtue of the provision of funding to a person or persons under the Grant.
- 7.4 Nothing in this contract shall create, or be deemed to create, a partnership or joint venture or establish a relationship of principal and agent or employer and employee between the parties or between one party and the employees of the other party.
- 7.5 The funding being allocated is conditional on the duration of any employment contracts and the conditions under which they are prolonged, not being likely to result in any claim for tenure beyond the period stated in the contract or for permanent status.
- 7.6 For the avoidance of doubt, WTG Clg shall be solely responsible for any and all remuneration (including any pension arrangements) and making all statutory deductions in respect of its remuneration of employees or staff and remitting such deduction in a timely manner to relevant authorities.

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### **8 BOOKS AND RECORDS**

- 8.1 WTG Clg shall maintain complete and accurate books and records of all receipts and payments in respect of the use of funding and shall retain all supporting documentation. Minutes shall be kept of all meetings affecting the work-plan.

### **9 ACCOUNTS AND AUDIT**

- 9.1 Financial returns for the proposal in respect of each three-month period shall be submitted to WCC two weeks after the end of each period.
- 9.2 WTG Clg undertakes with WCC to keep proper accounts, receipts, and detailed records of any funding made available to it by WCC in respect of the PPN and to furnish to WCC all information relating to the financing of the PPN.
- 9.3 A certified account duly signed by the WTG Clg auditors shall be submitted to WCC not later than six months from the end of each financial year and shall be in respect of payments made in that financial year. The accounts shall include a statement by the auditors to the effect that s/he has examined the WTG Clg's accounts and can certify that the grant was spent for the purposes set out in the work-plan appended to this agreement. The accounts shall also include a statement of expenditure under the Grant.

### **10 INSPECTION**

- 10.1 WTG Clg shall, upon request by WCC, made in writing and giving reasonable notice, permit representatives and agents of WCC to attend at the premises of the WTG Clg and insofar as they relate to the work of the County Wicklow PPN work plan, have access to all (or such part or parts as are of relevance) of the books and records of the work of the PPN and to all activities and personnel relating to the PPN at WTG Clg, provided, however, that the confidentiality attaching to the relationship and communication between clients of the WTG Clg and staff of the WTG Clg will at all times be respected and WCC shall not interfere with such confidentiality.

### **11 ASSETS:**

- 11.1 Assets purchased by the WTG Clg will not be eligible for PPN funding unless written consent is received in advance from WCC.
- 11.2 WTG Clg shall ensure that all assets purchased from funds under PPN funding, will be maintained in good order, repair and condition.
- 11.3 No assets purchased from funds under PPN funding, shall be hired out, pledged, mortgaged or charged for a financial gain without the prior written approval from WCC.
- 11.4 Where WTG Clg ceases to operate or upon termination of this Agreement for any reason, WTG Clg shall transfer all unused funds under PPN funding in its possession and assets in its possession which were purchased from funds under PPN funding, during the period of the agreement to WCC.

### **12 INDEMNIFICATION AND INSURANCES**

- 12.1 Notwithstanding anything, herein contained WCC shall not be liable for any claim howsoever arising as a result of the negligence, breach of duty, breach of statutory duty or breach of contract on the part of WTG Clg, its agents, licensees or invitees in its operation of this agreement



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12.2 The WTG Clg will indemnify and hold harmless WCC, its servants and agents against claims, expenses, actions and proceedings arising out of or connected with this agreement.

12.3 The WTG Clg shall effect such public liability and employers liability insurances as may be necessary to better secure the aforementioned indemnities in respect of employment of persons, the supply of services and any other matter arising out of the operation of the agreement or the training or employment of persons in respect of whom grants are paid or payable under this agreement. The WTG Clg shall produce such policies of insurance and receipt or receipts for current premiums on request of WCC.

### **13 REPAYMENT OF GRANT**

13.1 The funds to be made available for this work pursuant to the agreement are made available by way of grant, provided always that in the event of this agreement being terminated by WCC pursuant to clause 14 thereof the said funds which are unspent or were not spent on the PPN project shall immediately become repayable by WTG Clg to WCC but without interest charges or other expenses.

### **14. TERMINATION**

14.1 This agreement can be terminated by WCC on notice to WTG Clg in the event of any of the following:

(a) If in the opinion of WCC, the WTG Clg is in breach of any of the terms of this Agreement and such breach cannot be remedied within a reasonable period to WCC's satisfaction, the Agreement can be terminated by WCC within 21 days of service of an appropriate notice by WCC of the occurrence of such a breach unless agreed between WCC and the WTG Clg.

(b) If WTG Clg fails to operate in accordance with the terms and conditions of the PPN work-plan.

14.2 This agreement will terminate automatically on the occurrence of any of the following:

(a) If WTG Clg shall cease to function.

(b) If an order is made or a resolution is passed for winding up of the WTG Clg.

(c) If a receiver should be appointed over any asset of the WTG Clg's or if distress or execution shall be levied against any asset of the WTG Clg's or if a judgement against the WTG Clg's shall remain satisfied for a period of 21 days following of demand on foot thereof.

14.3 The WTG Clg may terminate this agreement at any time upon giving WCC 30 days' notice in writing specifying the reasons for such termination.

### **15 NO FURTHER OBLIGATION**

15.1 In the event of termination of this agreement pursuant to clause 14 thereof WCC shall thereupon be relieved of any further obligation to provide funds to the WTG Clg and the provision of the clause (13) – Repayment of Grant - and Clause (11) – Assets – shall apply.

### **16. REPORTS**

16.2 A final report detailing the work carried out by the County Wicklow PPN Workers in respect of the work-plan shall be submitted to WCC not later than two weeks from the expiry of this agreement.

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### **17. COPYRIGHT**

17.1 Copyright in any documents or other materials furnished by WCC to WTG Clg and by the WTG Clg to WCC shall remain in the ownership of such copyright. Regarding documents mentioned in Clause 16, the copyright remains the property of the WTG Clg but the WTG Clg hereby consents to WCC's reproduction and /or publication of the same and/or extracts there from.

17.2 The annual report may be published two months after submission to WCC or sooner if WTG Clg agrees.

17.3 The PPN is funded by WCC under its budget for 2023. All publicity material shall display the WCC logo and shall include such disclaimer of liability as WCC or its representative may require to be inserted therein. Copies of the Logo and Guidelines for its use (colour text) can be sourced directly from WCC.

### **18. WAIVER**

18.1 A waiver by any party or any breach by the other party hereto of any term of this Agreement shall not constitute a general waiver or such term or of any subsequent breach thereof

### **19. NOTICES**

19.1 Notice to be given by a party hereunder shall be given in writing and delivered to or sent by ordinary prepaid post to the registered office of that party for the time being and in any other case to its last known address or registered office. Such notice shall be deemed to have been received at the time at which it is actually delivered by hand or 48 hours after posting, whether received within that period or otherwise.

### **20. CORRESPONDENCE**

20.1 Correspondence between WCC and WTG Clg may be in paper or in electronic format (except that the annual report and audited accounts must be submitted in paper format or both). WTG Clg and WCC shall provide relevant email addresses and contact telephone numbers for relevant personnel for delivery of the PPN work at WTG Clg.

### **21. RETENTION OF RECORDS**

21.1 Subject to the Data Protection Acts 2018, save in respect of personal data, all reports, records, accounts and other documentation of the Grantee relating to the PPN Programme and/or the use by the Grantee of the grant monies shall be maintained on request for the minimum period for which the Grantee agrees to operate the service or for 7 years from the date of this Agreement whichever is the longer. In no circumstances should any of the financial documentation be destroyed or otherwise disposed of without the prior consent of the Grantor.

### **22. FREEDOM OF INFORMATION**

22.1 Information provided by the Grantor may be disclosed in response to a request under Freedom of Information Acts 2014 (the "Acts"). The grantee shall if requested give to the Grantor any record relating to any action or service provided under the Grant agreement. Should the Grantee consider that any information to be supplied is commercially sensitive, confidential or of a personal nature, the Grantee must at the time of supplying the information identify such information and specify the reasons for its sensitivity.

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### **23. DISPUTE PROCEDURES**

23.1 Every effort should be made to avoid serious conflict between the parties, by providing good communication protocols that will enable any issues to be dealt with early and in a timely manner.

In the event that any dispute relating to this MOU cannot be resolved by settlement between the parties, the parties shall attempt to resolve all disputes through informal means. Dispute resolution may include mediation, arbitration, or any other procedures upon which the parties agree.

23.2 Any issues arising for WTC Clg in respect of the Grant should be discussed firstly with WCC's nominated officer

The Officer nominated by WCC to deal with the Grant is

Name	Patricia Reilly
Phone Number	0404 20100 Ext.4966
Mobile Number	
Email address	Preilly@wicklowwco.ie

The Officer nominated by WTC Clg to deal with the Grant is

Name	Auibhinn McCloy
Phone Number	083 4428130
Mobile Number	086 7925633
Email address	coordinator@wicklowtg.ie

23.3 Any matters which are not resolved at this level should be the subject of a formal written letter to the relevant Chairperson or Chief Executive

23.4 Both parties will agree to give reasonable opportunity to respond to any concerns raised by dispute or review and will endeavour to reach an agreed approach in respect of any review and the necessary actions arising.

23.5 However, should agreement not be possible, both parties will agree to refer to an agreed 3rd party for resolution.

### **24 FUNDING APPLICATIONS**

24.1 WTG Clg may develop and submit application for funding locally and nationally for County Wicklow PPN other than WCC funding.



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### 25. CONFIRMATION AND EXECUTION

I confirm that I am authorised to sign this agreement on behalf of WTG Clg and understand that by signing this agreement I am committing WTG Clg to complying with these terms and conditions.

I accept and agree on behalf of WTG Clg to the conditions in this Agreement and affirm that WTG Clg is duly authorised to enter into and perform this Agreement.

This agreement shall be governed and construed in accordance with the laws of Ireland and the parties hereto expressly and irrevocably submit to the jurisdiction of the Irish courts.

Signed on Behalf of Wicklow Travellers' Group Clg

DATE



23/02/2023

I confirm that I am authorised to sign this agreement on behalf of WCC and understand that by signing this agreement I am committing WCC to complying with these terms and conditions.

I accept and agree on behalf of WCC to the conditions in this Agreement and affirm that WCC is duly authorised to enter into and perform this Agreement.

This agreement shall be governed and construed in accordance with the laws of Ireland and the parties hereto expressly and irrevocably submit to the jurisdiction of the Irish courts.

Signed on Behalf of WCC

DATE



23<sup>rd</sup> Feb. 2023

### Appendix 1

Co. Wicklow Public Participation Network Work Plan 2023

### Appendix 2

Co. Wicklow Public Participation Network Budget 2023

### Appendix 3

Co. Wicklow Public Participation Organisational Structure

### Appendix 4

Co. Wicklow Public Participation Network Resource Worker & Support Worker Job Descriptions

## Appendix 1

City Wicklow PPN 2023 Workplan			
	Actions	Time Frame	Responsibility
Membership	<ul style="list-style-type: none"> <li>Continue to increase membership base</li> <li>Continue to take direction from our member groups to do the work that is important to them</li> <li>Run re-registration process/Continue to update and maintain our members database</li> <li>Run campaign to encourage Associate members to become full members</li> <li>Hold 2 members meetings (summer and winter)</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> <li>Q1 &amp; Ongoing</li> <li>Q1 &amp; ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Sec/RW/SW</li> <li>Sec/RW/SW</li> <li>RW/SW</li> <li>RW/SW</li> </ul>
	<ul style="list-style-type: none"> <li><b>Encouraging Engagement with Local Decision Making:</b> Continue to Circulate WCC and MD Meeting dates and agendas to encourage public engagement with local decision making throughout the year. Facilitate opportunities for dialogue between members &amp; elected members where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Q2 &amp; Q4</li> <li>Monthly/Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Sec/RW/SW</li> <li>RW/SW</li> </ul>
Networking Working Locally	<ul style="list-style-type: none"> <li><b>Social Inclusion Week:</b> Collaborate with members of our Social Inclusion network to organise activities for Social Inclusion Week 2023</li> <li><b>Disability &amp; Inclusion Week:</b> Work with the WCC Disability Access &amp; Inclusion Group to improve access and inclusion for people with disabilities</li> <li><b>County Wicklow Integration Strategy:</b> fulfil the PPNs role and actions in the Integration Strategy</li> <li><b>Wicklow Comhairle na Noí:</b> Continue to link &amp; work towards the inclusion of young people in decisions that will impact on their future</li> <li><b>Wicklow Local Economic &amp; Community Plan:</b> Finalise work as part of the Engagement with</li> </ul>	<ul style="list-style-type: none"> <li>Q4</li> <li>Monthly/Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> <li>Q1 &amp; Q2</li> </ul>	<ul style="list-style-type: none"> <li>SI Reps/RN/SW</li> <li>RW/SW</li> <li>SI Reps/RN/SW</li> <li>RW</li> <li>RW</li> </ul>

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	Hard to Reach Communities Project. Work with WCC to highlight how the LECP links to & impacts community groups at local level		
<b>Networking Working Regionally, &amp; Nationally</b>	<ul style="list-style-type: none"> <li><b>National Resource Workers Network:</b> Attend meetings and provide peer support to PPN colleagues throughout the year (4 meetings minimum)</li> <li><b>National PPN Advisory Group (&amp; sub-groups):</b> Continue to feed in the experiences of local PPNs to inform the NAG and shape PPN development nationally (4 meetings minimum)</li> <li><b>National Secretariat Network:</b> Continue to participate in this peer support group (4 meetings minimum)</li> <li><b>National Review of the Strategic Policy Committees Process:</b> Engage with consultations to ensure that PPN perspectives are included</li> <li><b>National Conference:</b> Plan &amp; prepare for 2023 Conference being held in the Arklow Bay Hotel</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly/Ongoing</li> <li>Quarterly</li> <li>Quarterly</li> <li>Q1 &amp; Q2</li> <li>Q1-Q4</li> <li>Monthly/Ongoing</li> <li>Quarterly</li> <li>Quarterly/As required</li> </ul>	<ul style="list-style-type: none"> <li>RW/SW</li> <li>RW</li> <li>Sec Rep</li> <li>Sec/RW/SW</li> <li>Sec/RW/SW/Rpps</li> <li>Sec/RW/SW</li> <li>Sec-Host/RW/NCC</li> <li>Sec-Host</li> </ul>
<b>PPN Meetings Specific Work</b>	<ul style="list-style-type: none"> <li><b>Secretariat:</b> Continue to hold meetings (6 meetings minimum) and provide support between PPN workers, PPN Secretariat members and member groups</li> <li><b>Liaison Sub-Group:</b> Continue to hold meetings of this valuable stakeholder support group (3 meetings minimum)</li> <li><b>HR Support Group:</b> Develop the group to support staff and ensure good employment practices are being adhered to.</li> </ul>		



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Representation Consultations Submissions	<ul style="list-style-type: none"> <li><b>Policy Sub-Group:</b> Continue to review PPN Policies to ensure they are fit for purpose &amp; align with Dept. direction</li> <li><b>PPN Thematic Networks &amp; Linkage Group:</b> Organise and run themed network meetings on topics of interest for peer support, information exchange and learning; (min 4 events to include Environmental Network, Policing, Safety &amp; Security Network; Community Halls Network)</li> <li><b>Strategic Plan:</b> Develop a PPN Strategic Plan based on the consultations to develop our Visions for Community/ Wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly/As required</li> <li>On going</li> <li>Q1 &amp; Q2</li> </ul>	<ul style="list-style-type: none"> <li>PPN Reps/Sec/RW/£W</li> <li>PPN Reps/Sec/RW/£W</li> <li>Sec/RW/£W</li> </ul>
	<ul style="list-style-type: none"> <li><b>PPN Representation/Elections:</b> Run nomination and election processes for various PPN representative &amp; secretariat positions as current terms conclude and/or where seats become vacant</li> <li><b>PPN Representation/Committees:</b> Continue to support PPN Reps with their committee work and ensure that the membership is informed and have an opportunity to feed into agendas</li> <li><b>Submissions:</b> Prepare submissions in line with Our Vision for Community Wellbeing as advised by PPN Reps, Secretariat &amp; networks,</li> <li><b>Consultations:</b> Organise surveys and consultations on plans, strategies and points of concern and interest to PPN Reps, Secretariat, networks, and members</li> <li><b>Visions for Community Wellbeing:</b> Hold MD meetings to communicate what was heard in the 2023 consultations and use the input to lobby for support for communities</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> <li>As required</li> <li>As required</li> <li>Q1 &amp; Q2</li> </ul>	<ul style="list-style-type: none"> <li>PPN Reps/Sec/RW/£W</li> <li>PPN Reps/RW/SW</li> <li>PPN Reps/Sec/RW/£W</li> <li>PPN Reps/Sec/RW/£W</li> </ul>

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<b>Training, Capacity Building &amp; Funding</b>	<ul style="list-style-type: none"> <li>• <b>PPN Representative Induction/ Training:</b> Hold induction meetings and one to one support for new Reps and Secretariat members</li> <li>• <b>Staff Training:</b> Website maintenance training, First Aid training &amp; other training sessions as needs are identified.</li> <li>• <b>Member Group Training:</b> Run training for member groups based on highlighted needs</li> <li>• <b>Training Opportunities:</b> Continue to highlight training opportunities and circulate useful resources</li> <li>• <b>Funding Support:</b> Continue to highlight funding opportunities. Work on developing the current PPN handbook into an online &amp; easily searchable format.</li> </ul>	<ul style="list-style-type: none"> <li>• Q1 &amp; as required</li> <li>• On going</li> <li>• Q2 &amp; Q3</li> <li>• On going</li> <li>• On going</li> </ul>	<ul style="list-style-type: none"> <li>• Sec/RW/SW</li> <li>• Sec/RW/SW</li> <li>• Sec/RW/SW</li> <li>• RW/SW</li> <li>• RW/SW</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• <b>Members Update Bulletin:</b> Circulate weekly Bulletins (min 36)</li> <li>• <b>Website:</b> Maintain &amp; update website</li> <li>• <b>Facebook/Social Media:</b> Regular posting</li> <li>• <b>Other:</b> Continue to highlight our work and the work of member groups at every appropriate opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• On going</li> <li>• On going</li> <li>• On going</li> <li>• On going</li> </ul>	<ul style="list-style-type: none"> <li>• SW</li> <li>• SW</li> <li>• RW/SW</li> <li>• RW/SW</li> </ul>
<b>Outreach</b>	<ul style="list-style-type: none"> <li>• Organise and attend outreach events where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• On going</li> </ul>	<ul style="list-style-type: none"> <li>• Sec/Reps, RW/SW</li> </ul>
<b>Administration Governance</b>	<ul style="list-style-type: none"> <li>• <b>PPN Handbook &amp; Policy Development:</b> Review and develop internal policies &amp; practises in line with requirements laid out in the new PPN Handbook</li> <li>• <b>Governance:</b> Day to day correspondence, accounting and reporting for PPN members,</li> </ul>	<ul style="list-style-type: none"> <li>• Q1 &amp; Ongoing</li> <li>• On going</li> </ul>	<ul style="list-style-type: none"> <li>• Sec/RW/SW/MCC</li> <li>• RW/SW</li> </ul>

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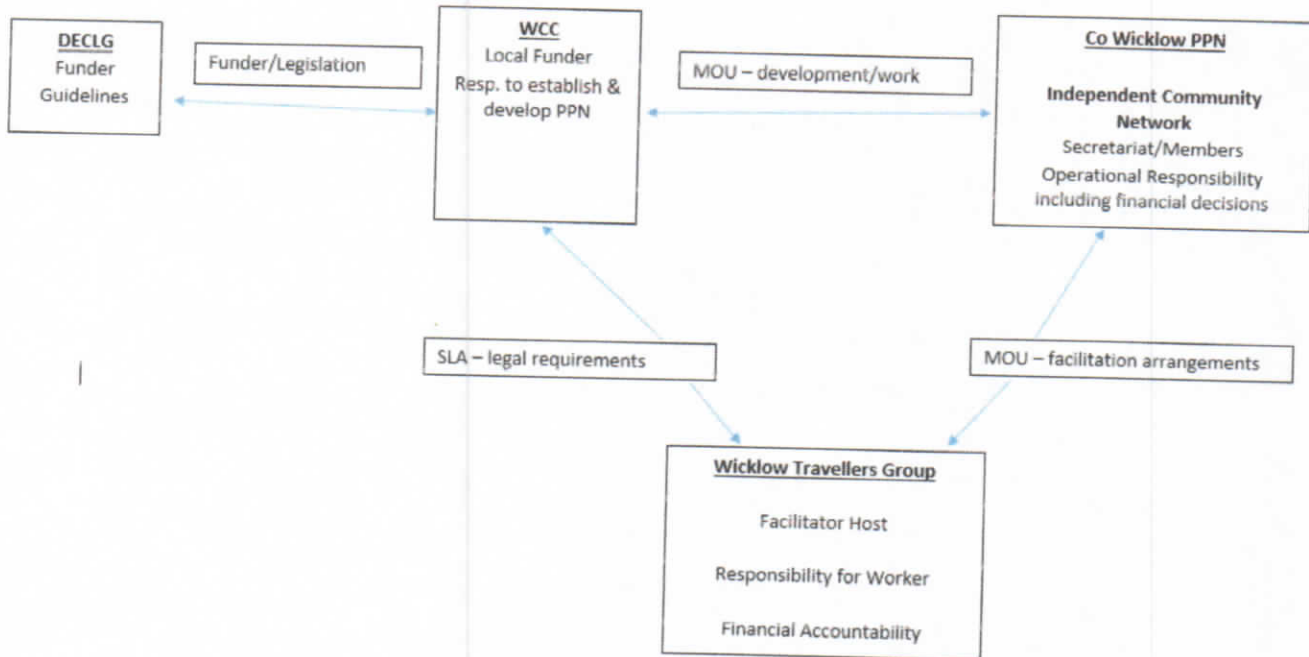
	<p>Secretariat, Host organisation, VCC and Dept. Rural &amp; Community Development.</p> <ul style="list-style-type: none"><li>• <b>Meetings:</b> Organisation, preparation and recording of meetings and event management</li><li>• <b>Staff Management:</b> Regular supervision meetings and dialogue with staff.</li></ul>	<ul style="list-style-type: none"><li>• Ongoing</li><li>• Ongoing</li></ul>	<ul style="list-style-type: none"><li>• RW/SW</li><li>• Host/Sec</li></ul>
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## 2023 PROJECTED EXPENDITURE PROFILE

*Programme Cost headings can be amended as appropriate*

### Appendix 3



## Appendix 4

### PPN Resource Worker Job Description

**Title:** PPN Resource Worker

**Reporting to:** PPN Secretariat via their designated structure (to be determined)

**Purpose:** To support the work of the Secretariat to develop the PPN in Co Wicklow as an effective structure to promote public engagement and participation via the environmental, social inclusion and community & voluntary sectors in accordance with the relevant guidelines.

The Resource Worker will be a strongly motivated person, with a strong sense of commitment to the ideas and values inherent in the work of PPN.

### Key Objectives

- Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion and community & voluntary sectors on decision making bodies
- 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
- Provide information relevant to the environmental, social inclusion and community & voluntary groups and acts as a hub around which information is distributed and received.

### Key duties

- Support the Secretariat to develop an integrated workplan to meet these objectives
- To support the Secretariat by organising and attending meetings, providing reports and any other reasonable tasks as directed
- Networking and collaborating with the Local Authority and other statutory bodies to develop the PPN as the reference point for the environmental, community & voluntary and social inclusion sectors in the county/city and to further the aims of the PPN
- Co-ordinate the nominating and election process for representatives onto Boards and Committees including liaison with the requesting body
- Support elected PPN representatives in their work, and in particular facilitating effective feedback between them and their linkage group and the wider PPN community, leading to the full diversity of views being reflected.
- Co-ordinate and prepare submissions from the PPN to public consultations as directed, working with member groups to participate in consultations and planning that affects them
- Facilitate the development and monitoring of a well-being statement at county/city and MD level
- Develop and manage a PPN database as an active and accurate register of member groups, including data protection policies
- Promote PPN membership and encourage participation by all groups, especially those traditionally excluded



## Appendix 2

- Facilitate the involvement of all sectoral interests in PPN, including establishing Thematic Networks and supporting them as appropriate. Such Thematic Networks could focus on areas such as Youth, Disability, Women, Older people etc.
- Co-ordinate and facilitate PPN events including meetings of the Plenary, Municipal Districts, Linkage Groups and other such structures as may be required
- Establish capacity building needs for member groups and work to meet those identified needs via delivering formal or informal training and networking. This is likely to include collaborating with other agencies/entities e.g. Volunteer Centres, LCDs, Local Development Companies, ETBs etc.
- Develop and implement a communications strategy for PPN to include personal contact, and traditional and social media -
  - Research, produce and distribute a regular newsletter for members
  - Manage the PPN website ensuring it is up to date.
  - Promote the PPN and its work to member groups and the wider community and stakeholders
  - Devising materials to be used for PPN responses to requests including online consultations, public meetings, workshops, surveys etc.
- Identify, source and manage the resources necessary (human, financial and material) to implement the workplan
  - Provide structured support and supervision to the PPN Support Worker on a Regular Basis
- Manage the day to day workings of the PPN, including administration, financial accounts and expenses payments
- To devise systems and keep accurate and methodical records for all internal processes and procedures
- Complete all relevant funding applications and reports as required for the Local Authority, including financial accounts
- Sourcing supplementary funding from other sources, and accounting for such funds, and managing any projects arising from such funding
- To develop and implement an evaluation framework for the PPN to support its strategic development and continuous improvement
- Any other reasonable duties which may be requested in furtherance of these aims.

## Requirements

- Relevant 3<sup>rd</sup> level qualification or substantial work experience in a relevant area
- A minimum of 3 years community development experience, or experience working with the "not for profit" sector
- Knowledge and understanding of public participation and in particular the barriers to participation of socially excluded groups
- Knowledge and understanding of public policy development and relevant structures at Local Authority level.

## Appendix 2

- Knowledge and experience of the community and voluntary, environmental and /or social inclusion sectors.
- Project management experience & ability to manage multiple projects at once
- Experience of building, managing and nurturing partnerships and relationships across a wide range of key stakeholders
- Strong analytic, report writing, strategic, organisational, governance, financial skills.
- Excellent facilitation skills
- Effective communication skills
- Leadership and people management skills in a paid or voluntary capacity
- Excellent IT & administration skills, including MS Word, Excel & Power Point, social networking, website maintenance etc.
- Experience of working with a Voluntary Board of Management
- Full clean driving license & access to own transport for service delivery
- Evening and weekend work will be required for this role
- Garda vetting is essential.

### Working Environment:

While the offices of Wicklow Travellers Group are the official address of employment, it is expected that the majority of the work will take place in the home of the appointee; however there will be a requirement to attend meetings and events at various locations throughout Co Wicklow & nationally on occasions.

### Title: Co Wicklow PPN Support Worker

#### Main Purpose:

- To support Co Wicklow PPN to develop structures and processes that will engage communities in inputting into local and national decision making and planning
- To strengthen the capacity of community groups to contribute positively to the community in which they reside/participate
- Provide relevant information for community groups and act as a hub around which information is distributed and received

#### Responsible To:

- Co Wicklow PPN Secretariat
- Co Wicklow PPN Resource Worker

#### Duties:

- To support the Resource Worker and Secretariat to develop and implement plans and actions to meet the main purpose

## Appendix 2

- To support the work of the PPN by organising and attending meetings & events and providing reports where appropriate
- To network and collaborate with WCC and other organisations to develop the PPN as a reference point for community groups and to further the aims of the PPN
- Support the Secretariat, elected PPN representatives and Resource worker in their work
- Promote PPN membership and encourage participation by all groups
- Support the Resource Worker in managing the PPN database in line with GDPR requirements
- Support the PPN in developing policies and good governance procedures and processes
- Facilitate community consultations to support community participation and engagement
- Support the Resource Worker and Secretariat to identify and facilitate the capacity building/training needs of member groups
- Support the implementation of a communications strategy including: production of E-bulletins & newsletters, web page & Social Media management and other promotional work
- Any other reasonable duties which may be requested in furtherance of the main purpose.

### Requirements:

- Relevant 3<sup>rd</sup> level qualification or substantial work experience in a relevant area
- A minimum of 3-years community development experience.
- Knowledge & understanding of the public participation network
- Experience of working with community & voluntary organisations & a voluntary committee
- Excellent communication skills including fluency in written & spoken English
- Excellent facilitation skills
- Excellent IT skills
- Project management skills
- Strong analytic, report writing, strategic, organisational, and governance skills
- Full clean driving licence & access to own transport to attend meetings
- Ability to work on evenings and/or weekends if necessary
- Ability to work as part of a team

### Working Environment:

While the offices of Wicklow Travellers Group are the official address of employment, it is expected that the majority of the work will take place in the home of the appointee; however there will be a requirement to attend meetings and events at various locations throughout Co Wicklow & nationally on occasions.