



Public Participation Network Wicklow

Co Wicklow Public Participation Network

Representative's Charter

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>Saturday 13th June 2026</i>
5. Date for Review	

Introduction

County Wicklow Public Participation Network (PPN) realises that all those who represent the network need to be supported, respected and informed in order to fulfill their role and their potential as a Representative and that all representatives need to be clear on their role. With this in mind this Charter lays out responsibilities, roles and rights for the PPN's Representatives, Linkage Groups/Thematic Networks and the Secretariat and also for the Committees & Boards that the Representatives sit on.

County Wicklow PPN recognises that it is not always possible to have meetings prior to Representatives attending their relevant Committee or Group meeting and it is understood that consultation between the Representative and the Linkage Group/Thematic Network may be via email, phone or other means.

County Wicklow PPN is appreciative of the experience and knowledge that Representatives bring to their roles, and the time that Representatives give, this helps to make the PPN a stronger and more effective voice on behalf of community and voluntary, environmental and social inclusion groups in County Wicklow.

PPNs have representatives sitting on a wide range of communities across multiple thematic areas. Many of these are Local Authority based, but as the PPN develops this will widen to local agencies, forums and boards also. Representation structures include;

- PPN Secretariat.
- Strategic Policy Committees (SPC).
- Joint Policing Committees (JPC).
- Local Community Development Committee (LCDC.)
- Other Forums, Boards and Committees.

The term of office held by a PPN Representative varies according to the structure.

This document should be read in conjunction with:

- *Co. Wicklow PPN Representatives' Code of Conduct.*
- *Co Wicklow PPN Constitution.*
- *Safe Driving Policy.*

Responsibilities of the PPN to the Representatives

Representatives are Co Wicklow PPN's most valuable resource and our organisation aims to encourage and support them in their role by:

- Ensuring that Representatives are provided with an induction to the PPN
- Providing training for representatives where possible.
- Be familiar with the Representatives and the role of the Committees and Groups that they have representation on.
- Listen to the issues raised by Representatives and respond promptly to these issues.

- Take the time to read, understand and respond to communications that are received in relation to the PPN.
- Consult directly with the Representative, or through the Linkage group/Thematic Network, to discuss any matters to be raised at meetings.
- Ensure that Representatives are advised directly, or through the Linkage Groups/Thematic Network, of any consultations or issues the PPN or Secretariat is undertaking.
- Treat all Representatives in accordance with the PPN's Policies and adhere to the PPN's Charter.
- Provide the Representative with a clear indication of decisions made that might impact on their work on behalf of the PPN.
- Ensure feedback from Representatives is shared with PPN member groups.

Co Wicklow PPN will ensure that Representatives receive out of pocket/travel expenses to enable them to participate in committees they were elected to as per the Co Wicklow PPN Financial Policy.

Responsibilities of the Linkage Group/Thematic Network to the PPN Representatives.

- Elect and Support Representatives to sit on Committees and Groups.
- Recognise that the Linkage Group/Thematic Network is representative of the PPN and part of this larger network.
- Recognise that Linkage Groups/Thematic Network can operate quite informally and that each Linkage Group may operate differently.
- Take the time to read, understand and respond to communications that are received in relation to the Linkage Group/Thematic Network.
- Listen to the issues raised by Representatives and respond promptly to these issues.
- Engage directly with the Representative to discuss any matters to be raised at meetings.
- Feed back to their own member groups on the work of the Linkage Group and Committee.
- Adhere to the PPN's Charter and policies.

Responsibilities of Committees to the PPN Representatives

- Recognise that PPN Representatives are there to represent a diverse range of community and voluntary, social inclusion and environmental groups in the county.
- Provide a briefing to all members of the Committee or Group on the role of the PPN and its Representatives.
- Treat PPN Representatives with respect and equally involve them in the work and decision-making of the Committee or Group.
- To hold at least some meetings at times, dates and locations that facilitates the participation of volunteers. Ideally these dates should be set annually.

- To provide the PPN Representatives with an induction to the Committee or Group clearly outlining the Terms of Reference for the Committee, Committee Standing Orders, how to have issues put on the agenda etc.
- Work collaboratively with PPN Representatives to ensure that they have an opportunity to input on matters and issues that they are there to represent.
- Provide Minutes and Agendas for meetings at least two weeks in advance of meetings to allow the PPN Representative an opportunity to gain input from the PPN/Linkage Group.
- To offer relevant training to PPN Representatives and to provide support to them in interpreting technical documents.
- Ensure that any conflict of interest are clearly stated and dealt with appropriately
- Produce an agreed meeting outcome document at the end of each meeting which can be shared with the PPN membership.
- Be familiar with and adhere to the PPN's Charter and Policies with regard to Representatives.

Responsibilities of Representatives

- To be committed to the aims, objectives and principles of County Wicklow Public Participation Network.
- Be willing to be representative of the PPN as a whole and to advocate for the PPN, Secretariat and Linkage Group/Thematic Network.
- Ask for support or backup when needed.
- Be willing and able to attend meetings of the relevant Committee or Group that they sit on.
- Take the time to read, understand and respond to communications that are received in relation to the PPN and the Committee or Group.
- Be willing and able to engage with the PPN/Linkage group/Thematic Network for consultation and identification of issues either through meetings, electronic or other means. Ensuring that there is an agreed record of relevant discussion and all decisions.
- Ensure that any conflict of interest is clearly stated in relation to discussions and decision making on committees.
- Clearly indicate whether feedback provided reflects a factual view of the meeting or a personal view.
- Recognise that the Linkage Group/Thematic Network or PPN is the decision-making body and that decisions may conflict with their own opinion.
- Provide a brief written report from each committee meeting they attend on the PPN's behalf. The report should provide a brief synopsis of any discussions at the meeting and the resulting decision using the PPN Reporting Template.

- Where there are multiple PPN Reps on one committee, a commitment should be made to meet prior to the meeting, to rotate the reporting responsibility and to ensure that the report is approved by all Reps prior to further circulation.
- Have due regard to issues of confidentiality when reporting from meetings.
- Ensure that the Resource worker is kept informed of all meetings attended and reports issued.
- To be readily contactable by members of the PPN, through the Resource Worker.
- Adhere to the PPN's Charter and Policies.

Procedure to follow where a PPN Representative(s) has an issue or poor experience on the Committee

- Where there is more than one PPN Representative on a committee, the Representatives should first consult with each other and agree whether the issue should be raised and how best to progress it. Where appropriate, they should agree a shared approach before taking the matter forward.
- The Representative(s) should refer to the Terms of Reference or governance procedures of the committee before raising the matter informally with the Chairperson or relevant officer of the Committee in a constructive and solution-focused manner.
- The Representative(s) should inform the PPN Resource Worker at the earliest opportunity and provide a factual outline of the issue in writing.
- The Resource Worker, together with one nominated member of the Secretariat, will offer guidance and support to the Representative(s) in considering and progressing the issue.
- Where resolution, with the support of the Resource Worker and the Secretariat member, is not achieved, the Resource Worker & Secretariat member will escalate the matter to the full Secretariat.
- The Secretariat may:
 - Seek further information from the Representative(s)
 - Nominate additional members of the Secretariat to support the Representative(s) in addressing the issue.
 - Engage with the external Committee/Board to seek resolution

- Following this process the Secretariat will report their findings and decision and any further actions to be taken to the Representative(s).
- Should the outcome of this process be unacceptable to the Representative(s), they may raise a formal complaint with the external committee and/or through Wicklow PPN's formal complaints procedure.
- All matters raised under this procedure will be handled sensitively and, insofar as possible, confidentially. Wicklow PPN will ensure fair process and adherence to principles of natural justice for all parties.