

SERVICE LEVEL AGREEMENT

WICKLOW TRAVELLERS GROUP CLG.

&

WICKLOW COUNTY COUNCIL

PUBLIC PARTICIPATION NETWORK 2026

This agreement is made on 01 day of January 2026

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

WTG Clg is a multi-funded community development organisation providing social projects and services in the County Wicklow area (excluding Bray and its environs).

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 Children, Equality, Disability, Integration and Youth.

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 2026.

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 31st day of December 2026.

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 2026. These services include the provision of two part time Resource Workers and one part time Support Worker who will;
(i) Provide 49 hours/week and 28 hours per week respectively of support and development work to the PPN and working with the PPN Secretariat, Representatives and Membership will
(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, 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 2026* (ix) Carry out all responsibilities as outlined in the job descriptions contained in Appendix 4 of this SLA .

3.2 WTG Clg shall support the implementation of 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 Through the Liaison Subgroup, WTG Clg and WCC will collaborate with the PPN Secretariat and PPN Staff to ensure that the PPN is fulfilling its role and purpose as per The PPN Handbook and Department circulars

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 & the Gaeltacht, to fund the posts of PPN Workers and the sundry expenses pertaining to the PPN as eligible under the PPN budget 2026 in order to ensure a continuation of services by the PPN subject to the terms and conditions herein.

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 & the Gaeltacht 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.
- 6.6 The contracting of services must be in accordance with Department of Public Expenditure's Procurement Guidelines. For current guidelines see Public Procurement Guidelines for Good and Services Version V3 Issued October 2023 by the Department of Public Expenditure.

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 in collaboration with Wicklow PPN Secretariat 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, in collaboration with Wicklow PPN Secretariat 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 except in relation to top up illness benefit as laid out in Addendum 1 of this agreement.

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 WTG Clg shall ensure that all assets purchased from funds under PPN funding, will be maintained in good order, repair and condition and will be recorded and kept under review in the PPN fixed assets register

11.2 No assets purchased from funds under PPN funding, shall be hired out, pledged, mortgaged or charged for a financial gain.

11.3 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, licenses or invitees in its operation of this agreement.

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

16.1 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.

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 2026. 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.

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 SLA 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 WTG 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@wicklowcoco.ie

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

Name	Aoibhinn 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.

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.

Aoibhinn McCloy

27/03/2026

Signed on Behalf of Wicklow Travellers' Group Clg

DATE

- 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.



24/03/2026

Signed on Behalf of WCC

DATE

Addendum 1

Top Up Illness Pay to Cover Terms of Contracts of Original Staff

Appendix 1

Co. Wicklow Public Participation Network Work Plan 2026

Appendix 2

Co. Wicklow Public Participation Network Budget 2026

Appendix 3

Co. Wicklow Public Participation Organisational Structure

Appendix 4

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

Addendum 1

Top Up Illness Pay to Cover Terms of Contracts of Original Staff

Background:

Under the financing instructions from Department of Rural & Community Development & the Gaeltacht (DRCDG) in relation to Public Participation Networks, the funding allocated from the Department is for salaries and running costs only, it cannot be used for Illness Pay (Financial Controls Document January 2026).

In the contracts of any new PPN staff going forward this will be highlighted. Claims for Illness or Maternity Benefit will be through statutory entitlements. Current staff contracts of Helen Howes and Grainne Quinn predate the DRCD Financial Controls Document and provide staff illness pay entitlements of 13 weeks full pay and 13 weeks half pay

Top-Up Funding:

The following spreadsheet outlines the amounts that would currently be required for each employee should they need to avail of Illness Benefit. This will be reviewed in Q4 of each year when assessing budgets for following year.

A proportion of the funding required for Illness pay will be provided by Department of Social Protection through statutory entitlement, the current deficit is highlighted in the spreadsheet.

An underspend amount arising from the Wicklow PPN Conference 2023 of €11,500 is currently in the Wicklow PPN account. This funding was allocated to the PPN from Wicklow County Council and therefore is not restricted in what it can be used for. This amount has remained in the PPN account to begin building-up a top-up fund towards any Illness Pay if/when required. The amount is currently not at level it would need to be to cover both employees if on long-term sick at the same time. Therefore, the fund will be topped up by €900.00 in 2026.

Should some or all of the top-up funds not be required in the future, the funds will revert to Wicklow County Council and be set against future funding allocations.

Addendum 1

Calculation of Salary Costs for PPN Original Workers IF both took maximum (24 weeks) sick leave in one year for Top Up Illness Fund

PPN Salaries	Month 1 (4 weeks)				Month 2 (4 weeks)				Month 3 (4 weeks)				Month 4				1 week			
Resource Worker (21 hrs Pt 17)	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598	2,598
	276	276	276	276	276	276	276	276	276	276	276	276	276	276	276	276	276	276	276	276
Support Worker (28 hrs Pt 9)	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247	247
	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914	2,914
	325	325	325	325	325	325	325	325	325	325	325	325	325	325	325	325	325	325	325	325
	291	291	291	291	291	291	291	291	291	291	291	291	291	291	291	291	291	291	291	291
Monthly Totals	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91	6,650.91
3 month/12 week Total (full pay)	19,952.73				19,952.73				19,952.73				19,952.73				19,952.73			
1 week full pay	1,662.73				1,662.73				1,662.73				1,662.73				1,662.73			
3 month/12 week total (half pay)	9,976.37				9,976.37				9,976.37				9,976.37				9,976.37			
1 week half pay	831.36				831.36				831.36				831.36				831.36			
Total Cost for Full Sick Pay Allowances for Both W.	32,423.19				32,423.19				32,423.19				32,423.19				32,423.19			

Resource Worker 2025 Recruitment
 1 month salary, PRSI Er, Pension Er (pt 13) 2,853.00

Total Cost for all 3 Workers 35,276.19

Less 235

1 week full allowed in 2024 legislation 2,375.98

Less Remittance from Social Welfare 24 weeks @ (254.00 * 3) 32,900.21

Max Top Up Fund Needed 18,268.00

Calculated 10/11/2025 to inc 2026 increments + Social Welfare Increase + New staff member 14,612.21

Staff Top Up Illness Fund 2025 13,720.00

Shortfall 892.21

Social Welfare Illness Benefit is paid for a maximum of:
 2 years (624 payment days) if you have at least 260 weeks of social insurance contributions paid since you first started work (CIS 20.02.24)

The rate of Illness Benefit a person would receive from the Department of Social Protection is not impacted by the amount that person's employer would pay or not pay while on sick leave, it is the same either way. The only thing that impacts how much the Department of Social Protection would pay a person while on Illness Benefit is how much they were receiving on average weekly in the relevant tax year. (CIS)

Weekly Illness Benefit rate in 2026 (CIS)
 Inc from (244 to 254)

61.75 61.75
 0.00 **780.15**
 728.50 728.50
 81.23 81.23
 72.85 72.85
 1,662.73 **882.58**
 831.36

2353
 265

235
 2853
 713.25

Appendix 1

**Wicklow PPN
2026 Workplan**

Goal 1: REPRESENTATION “The PPN delivers effective representation for the community and voluntary sector in County Wicklow.”			
Actions	Timeframe	Key Performance Indicator	Relevant Strategic Plan Objectives
Community Outreach including PPN Connect sessions	Ongoing	Min 10 event attended/organised Notes & Minutes from events	1.1 & 1.2 & 1.9
Processing New Membership applications	Ongoing	20 new members	
Re-registration of member groups	Q1	Sign off by Secretariat April	
Campaign to encourage associate members to become Full Member where appropriate.		5% increase in Full Membership	
Campaign to encourage groups to become members of the Environment Pillar		10% increase in Environment Pillar	
Networking & Consulting through our: <ul style="list-style-type: none"> • Annual Members Survey • Secretariat, Monthly Reps meetings, Training sessions 	Ongoing	Member directed plans, submissions & representations.	1.2

<ul style="list-style-type: none"> • Networks (MD & Environmental Networks) • And other ad hoc events/communications 			
<p>Consultation/Focus groups/Research Submissions made</p>	Ongoing	Record of all consultations shared and submissions made.	1.3
<p>Nomination & Elections run to elect PPN Representatives to County policy & decision-making committees & Boards</p>	Ongoing	All Rep seats filled within 6 months of vacancy.	1.4 & 1.8 & 1.9
<p>Raising Awareness of role of PPN in representing the voice of community</p>	Ongoing	Rep Reports & Work Reports circulated.	
<p>Meetings & collaborative work with:</p> <ul style="list-style-type: none"> • Wicklow County Council Committees (including DISC & SING) • Partnership Companies • Comhairle na nOg • Older Peoples Council • Other PPNs Regionally & Nationally • Dept. Rural & Community Development & the Gaeltacht • Other local groups and networks 	Ongoing	Record of meetings & joint actions.	1.3 & 1.5 & 1.6
<p>PPN Reps attending meetings & circulating reports</p>	Ongoing	Record of matters raised/ addressed and ultimate outcomes (Rep Reports, Work Reports, Submissions)	1.3, 1.4, 1.5 & 1.6
<p>Make Submissions on behalf of PPN membership</p>	Ad Hoc	Submissions made	

Review & Evaluation with Reps	Min 2 per year	Report from Meetings	
Engagement with PPN SE Regional & National Workers Network, National Sect. Network, National PPN Housing Reps Network	Ongoing	Minutes of meetings & Submissions on nationally agreed positions.	1.7
Make Submissions	Ongoing	Resources available & circulated.	1.9
Highlighting connection between policy and practice	Ongoing	Resources available & circulated.	
Circulate Council MD Agendas	Monthly	Min 60 Agendas circulated	
Request agenda & minutes of meetings (from committees) on which PPN reps sit	Ongoing	Pre committee meetings for PPN Reps enabled.	
Work with KWETB & WCC to encourage engagement through National Voter Registration Day 30 April	Q3	Increase on the National Voter Register	
Reps Induction, Training & Support (Peer support locally, regionally and nationally)	Ongoing	Induction resources circulated & induction training provided	1.10
Continue to lobby for access to training provided to elected reps on the function of LAs & their committees.	Ongoing	Two Reps & Secretariat meetings held Rep reports shared Record of letters/submissions made.	

Goal 2: MEMBER SUPPORT "The PPN provides member groups with supports tailored to increasing their capacity and ability to achieve positive results for their communities."

Actions	Timeframe	Key Performance Indicators	Relevant Strategic Plan Objectives
Annual Members Survey	Q1	Member direct training & supports.	2.1 (1.2)
Community Outreach	Ongoing	Record of member challenges faces, training & support needs	
Ad Hoc contacts, meetings and communications	Ongoing	Regular, comprehensive feedback from all member groups on their needs.	(1.1)
Sect & Reps meetings	8 per year	Minutes of meetings	(1.2)
Hold 2 (min) in person training/information sessions	Q1 -Q4	2 (min) training Sessions held minimum. Resources shared and Receipt of positive evaluations on training	2.2 & 2.4

<p>Provide access for member groups to avail of the Carmichael Training Programme on an individual level</p>		<p>Directory of all training on website Groups accessing up to 22 training sessions that suits their individual needs</p>	
<p>Continue to lobby individually and collaboratively for increased funding etc.</p>	<p>Ongoing</p>	<p>Secure increase in funding</p>	<p>2.3</p>
<p>Continue to highlight funding streams and opportunities. Peer Support re funding applications.</p>	<p>Ongoing</p>	<p>Funding streams shared via News Update & social media Increasing range of supports made available.</p>	<p>2.4</p>
<p>Continue to Support and Develop Networking Channels to ensure the voice of community is heard. Continue to work with SING and actively support under represented marginalised groups</p>	<p>Ongoing Ongoing</p>	<p>Record of Network meetings, events, actions & engagement with Reps Minutes & Reports from SING</p>	<p>2.5 (1.2 & 1.5)</p>
<p>PPN events will be organised to ensure presence in each MD over the year.</p>	<p>Ongoing</p>	<p>Records of meetings & events held</p>	<p>2.6 (1.1 & 1.9)</p>

Re-registration of Member Groups 3 calls, 1 in Jan, Feb & March	Q1	April sign off by Secretariat
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GOAL 3: COMMUNICATIONS "The PPN maintains consistently excellent communications. It gathers and disseminates relevant information to all member groups, supports internal networking by member groups, representatives and secretariat members, and successfully promotes the role of the PPN and the work of its members."

Actions	Timeframe	Key Performance Indicators	Relevant Strategic Plan Objectives
Produce & Circulate Regular News Update	Ongoing	Min 24 News Updates (including feature articles/editions)	3.1
Social Media Posts	One per working day	Active Social Media pages	
Current information on website	Ongoing	Website up to date	
Press release & articles	One each quarter	Record of articles	
Radio coverage	Ad hoc	Record of radio coverage	
Develop promotional tools to support PPN Reps to communicate the PPN message and encourage groups to engage		Resources developed	

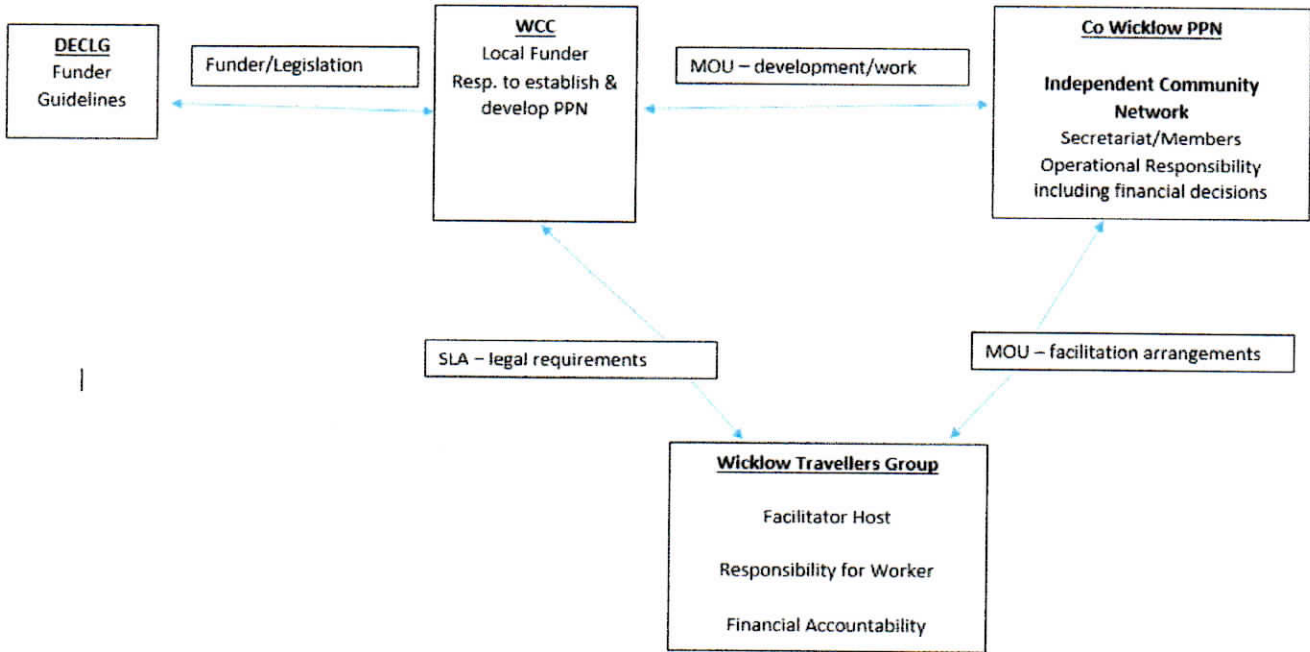
	Q4			
Build relationship with local media providers	Ongoing	Regular slot in local media		3.2 & 3.3
Community Outreach events	Ongoing	Min 10 events attended/organised Increase PPN membership by 20		3.3 (1.1 & 1.2)

GOAL 4: GOVERNANCE/OPERATIONS "The PPN is fully compliant with all governance requirements and demonstrates best practice in its operations."				
Actions	Timeframe	Key Performance Indicators	Relevant Strategic Plan Objectives	
HR subgroup Meetings	Quarterly	Minutes of meetings		4.1
Support & Appraisals	Annual	Successful staff appraisals		
Weekly staff meetings for updates & handover	Ongoing	Efficient staff team		
Hold 2 – 3 externally facilitated staff support, reflection, & development sessions	Q1 – Q4	Strong resilient staff team		

Develop staff induction & skill sharing resources	Q1 – Q4	Resources to support continuity & PPN resilience	
Collaborate with other PPNs	Ongoing	Record of meetings & actions taken	
Continue to lobby	Ongoing	Record of actions & responses	4.2 (2.3)
Policy Subgroup Meetings	2 meetings min	Minutes of meetings & Policy documents	4.3
Develop a Schedule of Policy development & review	Q1	Schedule developed & implemented	
Meet Governance requirement & Complete compliance checklist	Ongoing	Compliant with PPN Handbook	
Lobbying Returns	Quarterly	Record of Lobbying Returns	
Secretariat & Subgroup meetings	Ongoing	Minutes of meetings	4.5 & 4.3
Plenary meetings	2 per year 24 May & 29 Nov	Minutes of meetings	

Prepare Work and finance reports	Monthly/Annually	Reports	
Review of actions	Ongoing	Record of Review & Minutes of meetings	
Sharing and documenting procedures in a PPN Procedures Handbook	Ongoing	Handbook developed	
Development & Distribution of PPN resources	Ongoing	Resources developed and distributed.	4.6
Community outreach	Ongoing	Increased membership	

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
- 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 3rd 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.
- 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
- 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 3rd 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.