

Memorandum of Understanding

Between

Wicklow Travellers' Group Clg, C.E.A.R.T, Crinion Park, Wicklow Town
Phone 0404 61878
Email info@wicklowtravellersgroup.ie

And

County Wicklow PPN (Public Participation Network) c/o C.E.A.R.T,
Crinion Park, Wicklow Town.
Phone: 087 189 545
Email: info@countywicklowppn.ie

Purpose and Scope

To outline in a clear and unambiguous manner the roles and responsibilities of Wicklow Travellers Group Clg, as the host organisation, and Co Wicklow Public Participation Network with regard to the delivery of the PPN structures and activities in accordance with all relevant Department Circulars and to ensure compliance with The Public Participation Networks Handbook by all parties and in particular with the following sections: *(I know a bit bulky but could include the Sections as appendices if you like, and perhaps with certain parts highlighted as there are relevant parts in each of these)*

- PPN Handbook- Section 5 The Representatives
- PPN Handbook – Section 6 Secretariat
- PPN Handbook- Section 7 PPN Workers
- PPN Handbook -Section 8 Local Authorities

And with

Wicklow PPN Representatives Charter - Responsibilities of Committees to the PPN Representatives section (Appendix 3)

Background and Context

A framework for public engagement and participation, called "The Public Participation Network (PPN)" was developed within each local authority area (engaging in and within municipal districts and at the County/City level) to enable the public to take an active formal role in the policy making and oversight activities of the Local Authority's areas of responsibility.

The PPN is the main link through which the local authority connects with the community, voluntary and environmental sectors without prejudice to other consultation processes.

The aim of the structures and processes is to facilitate and enable the public and the organisations to articulate a diverse range of views and interests within the local government system, not to reduce or homogenise this diversity. A parallel and equally important aim is to facilitate the local authority in making better and timelier decisions.

Members of the local community interact with local government at different levels. The PPN facilitates input by the public into local government through a structure that ensures public participation and representation on decision-making committees within local government.

The Network performs its functions following core principles to facilitate active participation with decision-making bodies as identified earlier i.e. participation, trust, accountability, transparency and independence.

Goals and Objectives

To develop the Public Participation Network in Co Wicklow:

In particular the role of the Network will be:

1. To contribute to the local authority's development for the County of a vision for the well-being of this and future generations.
2. To facilitate opportunities for networking, communication and the sharing of information between environmental, community and voluntary groups and between these groups and the local authority.
3. To identify issues of collective concern and work to influence policy locally in relation to these issues.
4. To actively support inclusion of socially excluded groups, communities experiencing high levels of poverty, communities experiencing discrimination, including Travellers to enable them to participate at local and county level and to clearly demonstrate same.
5. To encourage and enable public participation in local decision-making and planning of services.
6. To facilitate the selection of participants from the environmental, social inclusion and community & voluntary sectors onto county decision-making bodies.
7. To support a process that will feed the broad range of ideas, experience, suggestions and proposals of the Network into policies and plans being developed by agencies and decision makers in areas that are of interest and relevant to the Network.
8. To work to develop the Environmental, Social Inclusion and Community & Voluntary sectors so that the work of the sectors is clearly recognised and acknowledged and the sectors have a strong collective voice within County Wicklow.
9. To support the individual members of the Public Participation Network so that:
 - They can develop their capacity and do their work more effectively
 - They can participate effectively in Public Participation Network activities
 - They are included and their voices and concerns are heard.

(Dept. Rural and Community Development & *the Gaeltacht*)

Roles and Responsibilities

- Wicklow Travellers' Group Clg will enter into, and adhere to a Service Level Agreement with Wicklow County Council to employ and host the PPN workers
- Wicklow Travellers' Group Clg will receive PPN grant funding from DRCDG & WCC and will ensure that this funding is used solely for PPN purposes
- Wicklow Travellers' Group Clg will act as a channel for all Co Wicklow PPN funding
- Co Wicklow PPN is responsible for the operational roll out of the PPN in Co Wicklow (see diagram Appendix 1)
- Co Wicklow PPN is responsible for devising an annual Workplan and identifying an itemized budget for its implementation

Workplan and budget

Co. Wicklow PPN will:

- Devise an annual detailed Workplan which will clearly demonstrate how it will achieve the aims and objectives of the PPN within that period
- Identify the itemized budget and resource requirements under the Workplan
- Have in place a robust financial policy for the day-to-day operational running of the PPN
- Have a clear reporting mechanism on key performance indicators and other items related to PPN activity.
- Adhere to Wicklow Travellers' Group Clg's financial policies and procedures
- Appoint at least one member from the PPN Secretariat to participate, along with the PPN Resource Worker on the Liaison Working Group

Wicklow Travellers' Group Clg will:

- Support the PPN workers to implement the PPN Workplan
- Appoint a person to participate on the Liaison Working Group
- Provide details of the Wicklow Travellers' Group Clg's Financial Policies and Procedures to the Secretariat of the PPN
- Maintain a bank account solely for the use of Co Wicklow PPN
- Keep proper accounts, receipts and detailed records of any funding made available to the PPN
- Will include the PPN bank account in its annual audit and provide a statement by the auditors specifically pertaining to the PPN income & expenditure
- Invoice the PPN for salaries, agreed hosting fees and the running costs detailed in the WTG Apportionment Policy (see Appendix 2) on a monthly basis
- Apportion annual costs of Audit Fees, Bank Charges and Insurance as laid out in The WTG Apportionment Policy see (Appendix 2). These costs will be invoiced to the PPN at the end of each year

Staffing

Wicklow Travellers' Group Clg will:

- Devise a job description in collaboration with the PPN, for the PPN staff
- Act as the employer of PPN staff, taking responsibility for all relevant HR and Health & Safety matters, including having clear processes and procedures

- Undertake to pay all PPN staff, deducting all taxes and charges and paying them to Revenue
- Have employers liability and other relevant insurances
- Facilitate the provision of suitable workspace and equipment for the PPN staff
- In collaboration with the Secretariat, manage the day-to-day work of the PPN staff in the furtherance of the Workplan.
- Provide supervision for the Resource Worker
- In collaboration with the PPN, offer support and relevant training and development opportunities to the workers.

Co Wicklow PPN will:

- Devise a job description in collaboration with Wicklow Travellers' Group for the PPN staff
- In collaboration with Wicklow Travellers Group Clg, offer support and relevant training and development opportunities to the workers.
- Appoint 2 members of the Secretariat to participate on the HR Sub-group

Operational Co-operation

Co Wicklow PPN will:

- Work constructively and collaboratively with Wicklow Travellers' Group Clg in the furtherance of the aims of PPN as set out in The Public Participation Networks Handbook (DRCDG, Dec 2020) and in accordance with all DRCDG Circulars in relation to the operation of PPNs
- Work constructively and collaboratively with Wicklow Travellers' Group Clg to develop the PPN for the benefit of its member groups and the county.
- Engage in other activities provided they are complementary to the PPN Workplan and that they can access the extra resources required to undertake such work.

Wicklow Travellers' Group Clg will:

- Work constructively and collaboratively with Co Wicklow PPN in the furtherance of the aims of PPN as set out in The Public Participation Networks Handbook (DRCDG, Dec 2020) and in accordance with all DRCDG Circulars in relation to the operation of PPNs
- Work constructively and collaboratively with Co Wicklow PPN to develop the PPN for the benefit of its member groups and the county.
- Take out suitable insurance policies as are required for PPN business, including employer's liability
- Provide a designated official who will liaise with and support the PPN

Reporting and Evaluation

Co Wicklow PPN will:

- Facilitate a quarterly review meeting with Wicklow County Council as part of the liaison working group
- Devise, agree and implement a participatory evaluation framework which involves all stakeholders in the PPN process

- Carry out Annual Reviews and produce an Annual Report on the PPN.

Wicklow Travellers' Group Clg will:

- Submit reports to the Wicklow County Council as required to draw down funds
- Attend a quarterly review meeting with Wicklow County Council as part of the Liaison Working Group
- Participate in evaluation and monitoring of the PPN's performance.

Conflict resolution

- 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.
- This may include mediation, arbitration, or any other procedures upon which the parties agree. In the first instance, such mediation should involve the Director of Services, and the PPN designated person within the Department.

Review

This MOU will be reviewed in writing every year on the anniversary of its signing. Any recommended changes must be agreed by both parties.

Commencement

This agreement will come into force on 01/01/2024 and be effective until 31/12/2024

Signed Aoibhinn McCloy

Name AOIBHINN MCCLOY

Date 27.03.2026

On behalf of Wicklow Travellers' Group Clg

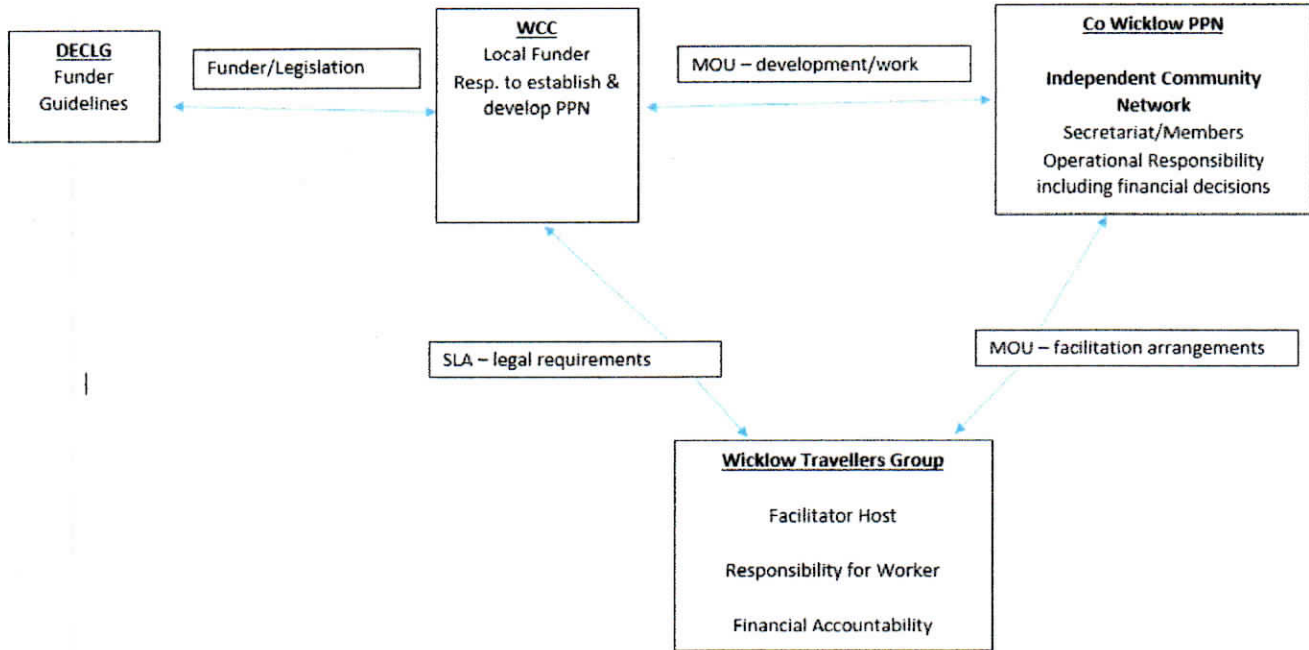
Signed Phyllis Farrell

Name PHYLLIS FARRELL

Date 25.03.2026

On behalf of County Wicklow PPN

Appendix 1



Appendix 2

Below is a summary of the WTG Apportionment Policy as it pertains to Co Wicklow PPN. The full document is available from WTG on request.

Apportionment of Costs

The apportionment figure is based, as far as possible on the project income as a percentage of the total income i.e. the income of the project (PPN) as a percentage of the total income of Wicklow Travellers' Group CLG.

In the ethos of appropriateness and fairness, figures also take into consideration the individual needs of each projects and include where appropriate:

- The percentage of the Wicklow Travellers' Group Resource Worker & Administrator's time allocated to each project
- Use of the building, utilities, and supplies.
- Shared service charges e.g. audit & accountancy fees and bank charges
- Total staff members per project/footfall

Notes

- As at 1 January Wicklow Travellers' Group CLG is responsible for eight funded projects.
- The apportioned costs will be reviewed on a 6 monthly (at minimum) basis and any probable changes will be promptly notified to the PPN Secretariat
- As per agreement at the Secretariat meeting on 2nd February 2021, should the total of hosting fees and apportioned costs paid to Wicklow Travellers Group exceed 8% of the PPN Core Funding, a special meeting of the Secretariat will be called to review the impact of this on the PPNs operation.
- Wicklow Travellers Group allows the PPN, as one of its hosted projects, to use its charitable status to enable it to take advantage of free software and products available to the voluntary and charity sector e.g. Microsoft Office Products etc

Running Costs

Hosting Fee: 1.4% WTG Admin Salary + 4% WTG Resource Worker Salary	€450 per month - €5,400 per annum
Mobile Phone: (2PPN staff members) & extra data costs (1 PPN staff member)	€19.81 per month – SW Phone €19.37 per month – RW Phone €40.50 per month – RW (inc unlimited data) €5 per month extra data
Bank Charges: apportioned across 4 projects	€127 calculated at 22%
Year End Audit: apportioned across 4 projects	€1,217.17 calculated at 22%
Insurance: includes public liability insurance, required indemnities, and employer liability for 2 staff members	€949 calculated at 22%

All other charges, paid by Co Wicklow PPN directly