

PPN Annual Report 2017 – Brief Sheet

Please complete the following report in respect of the activities of your PPN in 2017.

Please note that you can put extra information into the boxes or spaces shown as they will expand as you type. If you wish to make further comments on any section you may do so.

If you have documents which already give the information requested in some sections please append them and reference them in this report.

The Secretariat should be actively involved in the preparation of this report.

Section A	Section A (1 to 6) should be completed by the PPN Resource Worker and Secretariat.
Section B	Section B (7) should be completed by the Local Authority at least at Administrative Officer level.
Section C	Section C (8 and 9) should be completed by both (local authority signature at DOS/SEO level).
Deadline	All PPN Annual Reports for 2017 should be submitted by Thursday 15th March 2018 at the latest.
Submission	Completed Annual Reports should be returned to: ppn@drcd.gov.ie in two formats: <ol style="list-style-type: none">1. One scanned copy of fully completed form including all signatures.2. One word document of fully completed form.

2017 Kilkenny PPN Annual Report



KILKENNY PPN

Public Participation Network

Community • Social Inclusion • Environment



**Department of Rural and
Community Development**



*An Roinn Forbartha
Tuaithe agus Pobail*

Section A

Section A (1 to 6) should be completed by the PPN Resource Worker and Secretariat.

1. Introduction

Contact Information for this Report	
PPN Name	Kilkenny PPN
PPN Address	42 Parliament Street Kilkenny City
PPN Phone	056 7794710
PPN Email	ppnkilkenny@kilkennycoco.ie
PPN Website	www.kilkennyppn.ie
Main Secretariat Member Contact for this report	Maurice O' Connor
Secretariat Member Contact Email	
PPN Resource Worker	Katherine Peacock
PPN Resource Worker Email	Katherine.peacock@kilkennycoco.ie

2. Membership

2.1 Membership Numbers

Breakdown	31/12/2016	31/12/2017	31/12/2017
Total number of	Full Members	Full Members	Associate
- Community and Voluntary	140	172	0
- Environment	7	7	0
- Social Inclusion	57	67	0
Total	204	246	0

2.2 If you have introduced the category of Associate Membership, please set out how the category is defined.

N/A

2.3 Have you re-registered PPN members or updated the details of PPN Members in 2017?

(If not, when did you last re-register or verify your PPN membership?)

Yes

2.4 What methodology do you use to re-register or update the details of PPN Members

(Place 'X' beside all that apply and comment where necessary)

Method	X	Comment
Salesforce	X	Notified via newsletter in Feb 2017
Ad hoc (i.e. when groups tell us)	X	Happens organically throughout the year
Email		
Post		
Other (Please specify)		

3. Representation and Decision Making

Aim: Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion, community and voluntary colleges on decision making bodies.

3.1 In what ways has the PPN participated in consultations in 2017?

(Please quantify and detail where possible)

Method	Number	Detail
Distributed information to member groups about local consultations.	12	Information distribute on Arts/Heritage/Library Culture Strategy Consultations Town Plan Castlecomer Town Plan Callan Abbey Quater Urban Design Criteria Abbey Quater Draft Paln Ferrybank Local Area Plan x 2 drafts Ferrybank Neighbourhood Park Ferrybank to Newross Greenway County Development Plan Kilkenny Children and Young Person's Services consultation South East Suicide Strategy Consultation
Distributed information to member groups about national consultations.	5	SICAP Pobal Consultation Biodiversity Plan National Planning Framework National Draft River Basin Management Plan HSE Your Voice matters Consultation
PPN Reps attended consultation events representing the PPN.	6	Environmental Workshop on the River basin Management Plan 03/08/17 Community Connects Conference Waterford 4 PPN Members 1/03/17 IROUTE Conference 6 members attended 27&28th June Anti-Poverty Agency Workshop June 1 rep attended Culture Strategy Consultation CYPSC Strategic plan consultation

Method	Number	Detail
Resource Worker attended consultation events representing the PPN.	9	Iroute Transport Conference June 17 Arts/heritage/Libraries Consultations x 3 Gender, Citizenship and Migration Conference 29/08/17 Kilkenny Age Friendly Conference 06/10/17 Healthy Ireland Consultation Community Sections – Community Facilities Audit Culture Strategy Consultation Yulefest Kilkenny Planning Heritage Council Town Team Planning Suicide Strategy/link up planning
Made written submissions to consultations as the PPN or as a subgroup (linkage group, etc.).	6	SICAP Pobal Consultation with member input submission 6/2/17 Biodiversity Plan submission with Environment Working Group 9/2/17 National Planning framework 125 PPN Submissions (32 Groups) Collected and Submitted 16/3/17 PPN drafted submission templates for other community groups- collected 2800 in total National Draft River Basin Management Plan submitted 08/17 Children and Young person's services Strategy SI linkage group made a submission to SPC 4
The PPN organised consultations with its membership (i.e. organise meetings and surveys to feed into a consultation submission).	3	SICAP Pobal Consultation River basin Management Plan National Planning Framework
Other (<i>Please specify</i>)		

3.2 Please comment on your PPNs experience of the following:

Method	Comment
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Method	Comment
The PPN is notified about all local authority consultations.	Not all consultations however they available on the Council website
The PPN is notified about local authority consultations in a timely manner (i.e. allows for discussion and input).	Not always given enough notice however this has improved as more departments engage with the PPN
The PPN can access feedback on the submissions it makes to consultations (i.e. through Chief Executive Reports, Consultation Reports, Direct feedback to PPN, etc.).	Chief Executives Report Direct feedback from section
Please suggest ways in which participation in consultations could be improved.	For a directive to be issued to make sure that all departments notify the PPN of consultations as soon as they open

3.3 Boards and Committees

Please append a list of all boards and committees which have requested PPN representatives, how many seats are filled, the number of meetings held in 2017, any vacancies as of 31/12/2017 and any comments.

Number of...	Men	Women
... PPN Representative on boards and committees	16	16
... New PPN Representatives elected in 2017	5	4
... PPN Representatives who retired in 2017	2	
... Boards and committees that the PPN is represented on	Total: 13	
... Contested seats (i.e. elections)	Total: 2	
... Uncontested seats (i.e. one nomination per seat)	Total: 7	
... Open PPN vacancies on boards and committees	Total: 3	

3.3 Do any individuals represent the PPN on more than one board of committee?

(Place 'X' in the relevant box)

Yes		No	X
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If Yes, state how many, how the situation has arisen and what is being done to address this in line with the User Guide (Please note, a member who sits on the Secretariat and one decision making committee is not considered to be on multiple boards).

n/a

3.4 Supports for PPN Representatives

What support structures are in place to support:

- PPN Representatives on Boards and Committee
- Community input to policy development and decision making

(Place 'X' beside all that apply and quantify or comment where possible)

A. Structure / Support	X	Comment
Linkage Groups	X	All Social Inclusion representatives supported through linkage group Environmental reps supported through Linkage group
Thematic or Activity Networks (specific purpose, i.e. Disability Network, Social Inclusion Network, and so on)	X	Disability network
Representatives Charter	X	In place since 2016 and given to all representatives
Training for PPN Representatives	X	LCDC Reps Training with SJI Training offered to SPC members – no uptake

A. Structure / Support	X	Comment
Training for Linkage Groups		Not specifically for Linkage groups but PPN training available to all
Meeting Feedback Forms Completed by Reps	X	Reps send a template feedback form to the resource worker after each meeting attended
Local PPN Reps Network	X	Administrative support present at all disability and SI meetings to take minutes and distribute to members
One-to-one Support	X	Resource worker meets reps on a one-to-one basis as requested. Support and advice given on a range of issues.
Local Authority / Committee Host	X	Reps receive induction training from LA

B. Linkage Groups	Comment
How many Linkage Groups have been formed in your PPN? Please list.	4 Linkage Groups: Social Inclusion Linkage Group Environment Linkage Group Drugs Task Force Linkage Group Disabilities Linkage Group
How many Linkage Groups are active? (Meeting at least 3 times per year, including virtually)	Social Inclusion Linkage Group held 10 face to face meetings in 2017 Environment Linkage Group held 3 meetings in 2017 Drugs Task Force Linkage Group held 4 meetings both face to face and virtual in 2017 Disabilities Linkage Group held 3 face to face meetings in 2017
How do Linkage Groups communicate?	Most meetings are face to face however the groups do communicate between meetings via email
What is the level of participation in your PPNs Linkage Groups?	The SI linkage group has 16 members The disability linkage group has 9 members however attendance has been much higher at some meetings The Drugs Taskforce linkage group has 5

B. Linkage Groups	Comment
	members but seek input from the wider PPN through Email The Environment Linkage group has 6 members with Wider PPN input
Do your Linkage Groups elect PPN Representatives?	Yes where a linkage group is in place

C. Thematic Networks	Comment
How many Thematic Networks have been formed in your PPN? Please list.	Disabilities
How many Thematic Networks are active? (Meeting at least 3 times per year, including virtually)	The Disabilities Network met 5 times in 2017
How do Thematic Networks communicate?	A core group meets regularly and communicates via email to the rest of the members.
What is the level of participation in your PPNs Thematic Networks?	The core group of 9 meet regularly. They interact with other groups via face to face meetings and email for input.
Do your Thematic Networks elect PPN Representatives?	No as the network is also open to agencies that are not members of the PPN

3.5 Comment on Support Structures for PPN Representatives

Please use the comment box below to provide any additional information on support (incl. guidance, mentoring and feedback) structures for PPN Representatives and Community Input into policy development.

If a representative feels that an issue requires additional input a workshop will be organised for any interested PPN member e.g. a workshop was held on the draft River Basin Management Plan at the request of the Environments reps. It was well attended and the group drafted a submission as a result.

3.6 Specific Proposals and Outcomes

Please provide 3 to 5 examples of specific proposals or actions that PPN Representatives have brought to decision making boards or committees and the outcome, if any (i.e. discussed, deferred, decision made, project initiated, etc.).

Decision Making Body	Proposal	Outcome (if any)
Housing Policy Committee	Proposed changes in the turnaround of housing stock	Formally acknowledged by LA and under consideration
LCDC	For regular feed back on the resettlement process	Regular feed back mechanism in place
SPC 1 Economic Development, Enterprise Support & Tourism	Can South east regional Skills Forum engage with employers and the education system to become more proactive in encouraging and promoting apprenticeships?	No response recorded

4. Communications

Aim: Provide information relevant to the environmental, social inclusion, community and voluntary groups and act as a hub around which information is distributed and received

4.1 How have you publicised and promoted your PPN and its activities in 2017?

Please advise if there is a strategy underpinning your communications.

The Kilkenny PPN have a Communications strategy in Place since 2016

4.2 Communication Methodologies

(Place 'X' beside all that apply and quantify or comment where possible)

Method	X	Number / Frequency / Comment
Physical printed newsletters	X	The PPN printed 2 A5 booklets in 2017
Electronic online newsletters	X	Weekly newsletter via salesforce – 36 produced in 2017
Email	X	Regular emails with individuals and groups as required.
Website	X	Website updated on a weekly basis with reports, news, grants etc
Facebook <i>(include number of likes)</i>	X	Facebook updated as required 185 followers
Twitter <i>(include number of followers)</i>		Members were polled and chose not to use Twitter
Holding PPN Roadshows	X	PPN organised a roadshow of members with the Volunteer Information Service as a recruitment drive for both the PPN and member groups.
Participating in events hosted by other organisations	X	Participated in services roadshow for the elderly in a Municipal District. Participated in county wide roadshow with Libraries/Arts/Heritage x 3

Method	X	Number / Frequency / Comment
Developing promotional and publicity material (<i>please comment what has been produced, i.e. leaflets, pens, folders, magnets, etc.</i>)	X	PPN Pens, Folders, Keyrings, USB sticks, Ice Scrapers, Highlighters. PPN information leaflet in both English and Irish Community Development Leaflet produced by the PPN
Local Radio (<i>Community and/or Commercial</i>)	X	2 x Interviews with KCLR Commercial radio 3 x interviews with Community Radio Kilkenny City
Local Libraries, Citizens Information Centres and Volunteer Centres (<i>Please comment</i>)	X	Reciprocal advertising between the PPN and the Volunteer service. Advertised in the Kilkenny Kids and Life Booklet 2017 produced by the Citizens Information Centre.
Other (<i>Please specify</i>)		

4.3 What type of content do you communicate to your members?

(Place 'X' beside all that apply and comment if needed)

Content	X	Comment
PPN Events	X	Plenary, Meetings, Workshops, Training
PPN Activities	X	Submissions made, event PPN are invited to.
PPN Vacancies	X	Representative seats
Member Group Activities	X	Advertising for member groups, highlighting the activities of PPN linkage groups
PPN Representative Reports	X	All reports received go on the website and notification is sent out in the weekly newsletter
Funding Information	X	All Funding opportunities are advertised on the website in full and referred to in the

Content	X	Comment
		weekly newsletter
Consultations	X	Notification of open submissions, any workshop to be held and notification of submissions made by the PPN
Other	X	Opportunities for other training, events, library news, heritage, county Council news etc.

4.4 Do you use Salesforce for the following?

(Place 'X' in the relevant option)

Feature	Always	Sometimes	Occasionally	Never
Maintain as the Primary membership database	x			
Members Profiles (Member information)	x			
Registering Members Directly from Website	x			
Mass Email	x			
Sending E-Bulletins / Newsletters	x			
Mass Texting	x			
Tracking attendance at...				
- <i>Plenary Meetings</i>				x
- <i>Linkage Groups</i>				x
- <i>Secretariat Meetings</i>			x	
- <i>PPN Organised Training</i>		X		
Calendar				x
Dashboards				x
Running reports on...				

Feature	Always	Sometimes	Occasionally	Never
- Full Membership numbers	x			
- Electoral Area or MD membership numbers	x			
- Membership by Pillar	x			
- Membership by Cause				x
- Bounced Emails			x	
- Email open rates			x	
- Active Members and Inactive Members				x
- Structure of groups				x
Track participation in consultations				x
Other (Please specify)				

If you are not using Salesforce to manage your database and communications, please identify how you manage it.

N/A

4.5 What functions does your PPN Website have?

(Place 'X' beside all that apply and comment if needed)

Content	X	Comment
List / Database of registered members	X	Mapping facility with member details, location and activity
Minutes / Reports of Secretariat meetings		Sent to secretariat only due to sensitive information
Minutes / Reports of Plenary meetings	X	Presentations
Minutes / Reports of Linkage Group meetings	X	When applicable

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Content	X	Comment
PPN Representative Reports	X	All Rep reports are available
PPN Newsletters	X	Availability to register for Newsletter on Website
Advertising Member Events / News	X	Events page on site
Up to date list of all PPN Representatives		This list is sent out by email to all members
Adopted PPN Policies	X	All available policies on website
Adopted PPN Budgets / Accounts		Available to secretariat only
Other	X	Animated explanation of PPN, all grants available, Advertising of member activity, members forum

5. Capacity Building

Aim: Strengthen the capacity of communities and of the environmental, social inclusion community and voluntary groups to contribute positively to the community in which they reside / participate

5.1 Training and Capacity Building Programmes

How many training and capacity building programmes were held in 2017? Please distinguish and give a breakdown. (*This includes informal activities such as one on one mentoring*)

Programme	Target Group	Topics Covered	Number of Sessions held and duration	Overall Attendance	Comment
(Example answer - Delete) <i>Autumn Training Programme</i>	<i>All PPN Members</i>	<i>Funding, Governance, Advocacy</i>	<i>3 x 3 hours</i>	<i>18</i>	<i>Partnered with SICAP / Volunteer Centre / etc.</i>
Secretariat Specific	Secretariat members	Salesforce Training	1x3 hrs	5	conjunction with the Dublin Volunteer Centre
Spring Training Programme	All PPN Members	Grant Application Writing	1 x 4hrs	18	Private Training Consultant
Spring Training Programme	All PPN Members	Strategic Planning	1x 3 hrs	6	Private Training Consultant
Spring Training Programme	All PPN Members	Meetings Management	1x 2 hrs	10	Private Training Consultant
Disability Specific	Disability Network	Disability Training/Practice	2x 2 hrs	48	Private Training Consultant
PPN Community Development and Social Enterprise Degree	Scholarship programme carried over from 2016	Full level 3 Degree	12 months intensive	6	EQUAL Ireland

5.2 National and Regional Networking

Did your PPN participate in National or Regional Networking meetings or initiatives?
(Place 'X' beside all that apply and comment if needed)

Initiative	X	Comment
National PPN Conference		Resource Worker was on A/L Secretariat unable to attend. Kilkenny PPN did contribute to presentation.
Regional Social Justice Ireland Meetings	X	LCDC Members attended Regional Training
National PPN Resource Workers Network	X	Resource Worker Attended all National Meetings
Ploughing Championships (PPN Stall)	X	Resource Worker manned the PPN stall for ½ day
The Wheel Conference (PPN Stall / Masterclass)	X	PPN Kilkenny contributed to the material available and gave example of good practice for Masterclass
Locally Organised Regional PPN Networks (Please specify)	X	Resource worker attended a South East Regional Network Meeting
Other (Please specify)		

6. Operation of the PPN

6.1 Secretariat Details

Please provide detail on the composition of your Secretariat

Detail	Comment
How many places are allocated on the Secretariat?	10 places
- Provide detail on how these places are allocated? (By municipal district, college, electoral area, etc.)	Two members from each Pillar and one from each MD
- What is the term of office on the Secretariat?	Three years
- Provide a breakdown of seats filled	Men: 3 Women:6
- If there are any vacancies on the Secretariat (<i>Please detail</i>)	One Environmental Pillar Seat Vacant
- What is the average overall attendance rate of your Secretariat? (i.e. 50%)	90% of members turned up to 8 meetings in 2017
How does your Secretariat operate a flat structure? (<i>Please detail</i>)	There are no officer posts. The secretariat and the resource worker decide on the agenda and the resource worker or an appointed chair facilitates the meetings.
- Rotating Facilitator	N/A
- Rotating Roles (Staff Liaison, Finance, etc.)	Sub groups are formed as required by consensus
- Decisions made by consensus	All decisions are made by consensus, but in the event of a vote being required, decisions will be carried by a simple majority

Detail	Comment
- Proposals brought to Plenary	Any proposal brought to plenary are decided upon at a secretariat meeting and members will be notified in advance of plenary.
- Terms of Reference emphasising flat structure	Clear in Constitution
- Minutes / Reports available to all PPN members	Upon request only
Does your Secretariat have subgroups? <i>(Please detail)</i>	Finance Employment

6.2 PPN Events and Meetings

Please provide detail on the events and meetings held by your PPN in 2017. (Do not include roadshows, training, etc. which has already been identified)

Meeting / Event	Number Held	Held in Daytime	Held in Evening	Held at Weekend	Comment
Plenary	2	0	2	0	Member input into timing
Secretariat	9	0	9	0	Secretariat chose a fixed day and time to suit the majority 16/01/2017 27/01/2017 22/03/2017 27/03/2017 22/05/2017 03/07/2017 04/09/2107 16/10/2017 11/12/2017
Linkage Groups	10	7	2	0	Meetings are held at a time agreed with members
Municipal District	8	3	5	0	MD meetings held when issues present or if consultation is

Meeting / Event	Number Held	Held in Daytime	Held in Evening	Held at Weekend	Comment
					required
Other Events (add rows)	1	x			Volunteer information day

6.3 Active Memorandum of Understanding

Was there an active memorandum of understanding (MOU) between the PPN and Local Authority in 2017?

(Place 'X' in the relevant box)

Yes	x	No	
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For PPNs who operate through a Host organisation: Was there an active Service Level Agreement (SLA) in place between the PPN and the host organisation in 2017?

(Place 'X' in the relevant box)

Yes		No	
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6.4 Interagency Collaboration

How did the PPN collaborate with other agencies/ organisations in the county / city or elsewhere in 2017 *(Such as LCDC, Age Friendly, Comhairle na nÓg, HSE, Túsla, Drugs Task Force, Healthy Ireland, etc.)*.

Collaborated with Community section, Sports Partnership, Local Area Partnership on an audit of Community facilities

Applied for funding with Kilkenny Age Friendly for consultation event

Collaborated with Kilkenny leader Partnership to provide Community Development training programme

Collaborated with Street Feast organisers and the Community Section of the Council to provide opportunities and funding for Member feasts.

Collaborated with the organising committee of Yulefest (Kilkenny's Christmas Festival) to involve PPN members in a programme of intercultural events.

6.5 Social Inclusion

How has the PPN worked 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”?

The Social Inclusion Linkage group of the PPN is open to all SI members and actively targets member groups furthers from decision making to join the group. During a PPN plenary they invited members to seek their support on issues that affect their community. One group actively sought their support and the issue was taken to the LCDC.

In 2017 the PPN took on a mature student to complete some research into the barriers to participation as a result the Sudanese resettlement community became active members of the PPN. The traveller community have been targeted on 3 occasions and have failed to become active in the PPN.

6.6 Structure of the PPN

Under what legal and administrative structure is your PPN operating? (*Hosted by the local authority, hosted by another community organisation or operating as an independent company*) Please provide detail.

Hosted by the local Authority line managed by the Community Section.

6.7 Staff Resources

What staffing resources eg. dedicated Resource Worker and/or support staff is available to the PPN? (*Please detail full time / whole time equivalents / agency staff / volunteers, etc.*)

Staff Resource	Detail (Part time, Full time etc.)
Resource Worker (<i>Please detail as whole time equivalent i.e. 1 WTE in the case of two part time RWs</i>)	1 WTE
Administrator	Financial Administration support from the LA
Development Worker	full time resource worker
Agency Staff	N/A

Staff Resource	Detail (Part time, Full time etc.)
Volunteer	None
Other (Please define)	1 part time Community Employment administrative support worker – 19 ½ hrs per week

6.8 Staff Recruitment

Was the Resource Worker or any other staff recruited in 2017? If so, please state the recruitment process and the nature of the involvement of the Secretariat and the Local Authority in that process.

Recruitment Details	
Who was recruited?	A community Employment Worker was recruited for administrative Support. The job description/duties and post were approved by the secretariat.
What was the recruitment process?	The post was advertised through the Carers Association who is the employer. The PPN are the hosts.
Who conducted the recruitment process?	Three candidates were interviewed by the resource worker and a carer's association representative.

6.9 Staff Employment

By what entity (LA, Host organisation, directly by PPN?) is the PPN Resource Worker and any other PPN staff employed?

Resource Worker is employed by the LA on a 2 year specific purpose contract.
The CE worker is employed by the Carers Association and hosted by the PPN on a 3 year contract.

6.10 Staff Management

How is the Resource Worker and any other staff managed? Please detail any shared management arrangements (*i.e. Work Plan function managed by Secretariat, Human Resource function managed by Host organisation, etc.*).

Resource Worker is directed by the secretariat managed by a sub group of the PPN secretariat.

The LA has also appointed a line manager for the worker and all HR functions are managed by the LA.

The CE worker is line managed by the Resource Worker and HR functions are managed by the Carers Association.

6.11 Where is the PPN Office / Workspace located?

(Place 'X' beside the option that applies and comment if needed)

Option	X	Comment
Within a Local Authority building	X	Hosted in a building rented by the LA but away from the main LA buildings. With easy street access. Sharing a building with the LEO and County Vet.
Within the Host organisations premises		
Standalone rented space		
Other		

6.12 PPN Budget and Expenditure Report 2017

Please provide a detailed breakdown of PPN income and expenditure for 2017.

PPN Budget and Expenditure Report 2017			
Income			
Local Authority	Department	Other	Define 'Other'
€ 30684.67	€ 50,000	€	
Expenditure – Operational			
	Budgeted	Actual	Comment
Staff Salary (incl. PRSI)			
Staff Expenses (incl. T&S)	4,400	1,986.23	No secretariat member claimed any expenses
PPN Rep T&S Expenses	Combined with the above figure	131.78	Reps are Paid directly from committees. Other than event they travel to on behalf of PPN
Rent / Hosting	00.00	00.00	In kind from LA
Postage / Telephone	480	481.57	
Office Supplies / Stationary	1,000	1,615.98	
Light & Heat	00.00	00.00	In kind
Insurance	00.00	00.00	LA Insurance Cover
Bank Charges	00.00	205.94	
Auditing / Accountancy	00.00	00.00	N/A
Training & Development	10,200	9,850	

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Equipment	500	814.24	Computer for admin and PPN camera
Website / Hosting	1,000	869.84	Combined hosting and Maintenance package
IT Support & Maintenance	350	0.00	Sales force invoice pending
Marketing and Promotion	1,000	4,339.37	Includes sponsorship of people of the year awards
Projects / Activities / Events	15,000	10,237.86	
Room Hire / Refreshments	2,000	699.90	Room Hire and Refreshments were budgeted to include the cost of plenary meetings
Plenary Costs	Combined with above	1,204.25	No extra plenary expenses other than room and refreshments
Consultancy	2,500	2,521.5	
Total Expenditure	79,897	80684.67	

6.13 Reimbursement of PPN Representative Expenses

Reimbursement of PPN Rep Expenses	Please Detail
For PPN Reps who sit on local authority boards or committees, does the reimbursement of their expenses come from the core PPN Budget or paid directly from the local authority?	Paid directly from LA
For PPN Reps who sit on non-PPN and non-local authority boards and committees, does the host organisation (i.e. The HSE, Development Company, etc.) reimburse the PPN Reps expenses?	Most PPN expenses are reimbursed from the host organisation. The PPN rarely has to pay reps expenses

6.14 Hosting Fees

If your PPN pays a hosting charge / management fee, please provide information on how that figure was agreed / apportioned.

N/A

6.15 PPN Budget Management

How is the PPN Budget managed?

(Place 'X' beside the relevant structure and comment where appropriate)

Initiative	X	Comment
Transfer of all monies to a PPN Bank account managed by the Secretariat		
Transfer of some monies to a PPN Bank account managed by the Secretariat?		
- What amount? How is this allocation determined?		
- How are the remaining monies managed?		
Managed in Local Authority <i>(If so, please detail how Secretariat members approve allocations and payments)</i>	X	The secretariat approve payments at secretariat meeting prior to payments being made for any goods or services
Other <i>(Please specify)</i>		

6.16 PPN Expenditure Decisions

How are decisions made on how the PPN funding is spent?

(Place 'X' beside all that apply. Detail where appropriate)

Decision made by the...	X	Comment
Secretariat	X	Approve all large expenditures at secretariat meetings. In between meetings approval can be given via email.

Decision made by the...	X	Comment
Resource Worker	X	Day to day budgeting decisions of low value are made by the resource worker
Local Authority		LA has no input into how the PPN budget is spent
Other (<i>Please specify</i>)		

6.17 Budget Management and Administration Process

Please comment on the process for the management and administration of the budget in 2017. If you have a formal financial policy, please reference it here.

Once payment is approved a purchase order number is sought from the LA. The invoice with the PO number is then sent to the LA for payment in line with the LA financial policy document. A low value purchase card is used for lower value purchases and room hire.

6.18 PPN Policies and Procedures

Please indicate which of the following policies and procedures your PPN has in place. Note: It is not expected that PPNs have all these policies.

(Place 'X' beside all that apply. Detail where appropriate)

Policy / Procedure	X	Comment
Constitution	X	Adopted 7 th June 2016
Terms of Reference for...		
- Secretariat	X	Clear in Constitution Document
- Subgroups (of Sec)		
- Linkage Groups	X	Clear in Constitution Document
- Plenary	X	Clear in Constitution Document
Representative Charter	X	Clear in Constitution Document
Expenses Policy	X	Reps are paid by boards and Committees Resource Worker subject to LA Expenses Policy

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Policy / Procedure	X	Comment
Dignity for all	X	LA Policy
Grievance / Conflict Procedure	X	LA Policies
Access Policy	X	LA Policy
HR Procedure	X	All HR related issues dealt with under LA policies
Induction Programme for new Reps	X	Representative's Charter, Committee Terms of References (as appropriate) and "Role/Function of a PPN Rep"
Procurement Procedure	X	LA procurement procedure applies
Staff Recruitment Procedure	X	In line with LA procedure
Staff Development Policy	X	Not documented
PPN Rep Report Templates	X	Given to reps as part of the induction procedure
Glossary of terms for member groups	X	Available in the PPN guidelines
Health and Safety Policy	X	LA Policy
Glossary of Terms for member groups	X	Available in the PPN guidelines
Others (<i>Please specify</i>)	X	Communications Strategy

Section B

Section B (7) should be completed by the Local Authority at least at Administrative Officer level.

7. Work of the Local Authority

This section is to be completed by the Local Authority official with responsibility for the PPN (at least at Administrative Officer Level).

7.1 Supporting the Development of the PPN

In 2017, what ways has the Local Authority supported the development of PPN, and the active participation of environmental, social inclusion, community and voluntary organisations in policy and decision making, information sharing and capacity building? Note: this does not include the provision of a budget or the core duties of the resource worker.

(Place 'X' beside all that apply. Detail where appropriate)

Support Mechanism	X	Comment
Active Memorandum of Understanding in Place for 2018.	X	In place until July 2018 – to be reviewed
Memorandum of Understanding Reviewed in 2017	X	Signed the end of 2016- no need for review
Assist, where appropriate, the PPN in achieving its Work Plan	X	Yes, Provision of resources and supports to enable the work-plan to be implemented. Notification of meetings, consultations etc.
Supported the PPN to be active Actors in the LECP	X	Lead agency on a number of actions in the LECP, involved in reporting and annual workshops
Cross-departmental participation in PPN Events	X	There is good representation from across the Council at PPN events, the Plenary meetings are well attended by elected reps and council staff as appropriate
Involvement of Local Authority PPN Contact Person in PPN (please detail, i.e. supporting the worker, attending Secretariat meetings, overseeing the budget, etc.)	X	Supporting and line managing the worker, attending Plenary meetings Admin supports, assistance with budget oversight and management
Provided additional core funding to the PPN to support its work (additional to the €80,000)	X	Additional funding is in kind – office space, stationary, postage, Extra €684.67 in 2017

Support Mechanism	X	Comment
Provided additional funding for specific PPN projects		No match funding for projects like "Street Feast"
Specific campaigns to promote the work of the PPN within the local authority (Please detail)	X	The PPN is included in KCC projects, working groups, publicity material and generally promoted across the organisation
Other (Please specify)	X	The PPN is an integral partner in most KCC community projects. The PPN is seen as an active partner in the achievement of many projects at community level.

7.2 Local Authority Consultations

Total number of...	Total
... local authority public consultations in 2017	17
... notifications of consultations sent to the PPN in 2017	10
... local authority consultations carried out via the PPN as the main vehicle in 2017	The Boundary Review, The Waters and Communities Consultation
... consultation workshops jointly hosted by the PPN and the Local Authority in 2017	The Cultural Strategy

7.3 Specific Areas of Collaboration and Co-operation

Please outline specific areas of collaboration and co-operation between the PPN and the Local Authority.

PPN Involvement in:

Healthy Ireland Working group, Community, Arts & Sports Facilities Audit., Town and Village Renewal , Town Centre Renewal , Yulefest, Staff officer training in Community Development

7.4 Local Authority Boards and Committees

Please provide a full list of boards and committees by which the local authority facilitates community representation on and detail if the PPN has been allocated seats on these.

This should include committees/boards separate to SPCs, JPC and the LCDC such as Heritage Forums, Coastal Liaison Groups, Road Safety Groups, Local Area Liaison Groups, Local Sports Partnerships, and any others.

Board, Committee, Group or Forum Name	Number of Community Seats	Number of seats nominated through the PPN
Local Community Development Committee	9	6
Joint Policing Committee	6	6
SPC: 1 Economic Development	2	2
SPC: 2 Infrastructure Policy	2	2
SPC: 3 Planning and Development	3	3
SPC: 4 Housing	3	3
SPC: 5 Environmental	2	2
Cross representation – Dog re-homing Committee	1	1
Comhairle Na nOg	3	3
Callan Friary Trust	3	3
Broadband Committee	1	1

If not all local authority boards and committee with community representation have had that representation nominated through the PPN, please set out the process and timeline by which this is to be regularised below.

Not applicable

7.5 Grant Eligibility

Does the Local Authority require groups to be members of PPN to be eligible for grants? *(Place 'X' beside the case that applies. Detail where appropriate)*

Case	X	Comment
Yes always		
Yes for most grants		
Groups advised to join PPN but it is not compulsory	X	
No		

7.6 Induction for PPN Representatives

Does the Local Authority provide specific induction or training to newly nominated PPN Representatives (separate to by the PPN itself) who sit on their boards or committees?

The SICAP Sub-group has induction training in place. New members of the LCDC also have an induction meeting, SPC Induction in place.

7.7 Training of Staff

What provision has been made for the training of local authority staff and elected members in public participation and the PPN?

Initial presentations were given to all elected members back in 2013 and 2016, since then the Community Staff Officers in the Municipal Districts have had PPN training. It is envisioned that specific staff will be targeted for further training over 2018.

7.8 Additional Supports

What additional support does the local authority believe could be provided by the Department of Rural and Community Development to continue to develop the PPNs?

Increased funding for administration supports for the PPN Development Worker

Section C

Section C (8 and 9) should be completed by both (local authority signature at DOS/SEO level).

8. Recommendations

8.1 Recommendations for the Development of PPNs

What 3 recommendations would the PPN and the local authority (appropriate Director of Service, or equivalent) make for the successful development of the PPN in 2018 and in the future?

#	Recommendations
1	Kilkenny County Council need to be pro-active in its dissemination of consultation information, in a timely manner to the PPN
2	Further administrative support and funding.
3	National publicity campaign coupled with local publicity campaigns on the relevance and role of the PPN

8.2 Recommendations for Training

What specific training is required for LAs and PPNs, both priority training in 2018 and also in subsequent years?

Stakeholder	Training Required
Local Authority	Awareness Training for Local Authority Staff on the role of PPN
PPN	Awareness and Understanding of Local Government Structures

8.3 Policy and Decision Making in Partnership

What would facilitate better participation of the PPN in policy and decision making, moving towards a partnership approach?

Stakeholder	Training Required
Local Authority	Understanding of Roles of SPC's and of Elected Members with regards to Policy. A protocol for feedback from SPC's to PPN in relation to PPN members inputs to policy development
PPN	Understanding of Roles of SPC's and of Elected Members with regards to Policy.

9. Certification and Checklist

Certification of Report			
Completed on behalf of the PPN by		Katherine Peacock	
Role	Development Worker	Date	07/03/2018
Email	ppnkilkenny@kilkennycoco.ie	Phone	087 1731634
Signature			
Completed on behalf of the Local Authority by			
Role (DOS or SEO)	Senior Executive Officer	Date	14/03/2018
Email	Michael.delahunty@kilkennycoco.ie	Phone	
Signature	Michael Delahunty		
Signed on behalf of the Secretariat by			
Role	Secretariat member	Date	15/03/2018
Signature	Ber Brophy		

Please note, incomplete reports will be returned to relevant PPN and Local Authority for completion.

Item	X
Section A (1 to 6) completed by the PPN	X
- Appendix 1 (Members of Boards and Committees) completed by PPN	X
Section B (7) completed by Local Authority	X
Section C (8 and 9) completed and agreed by both PPN and Local Authority	X

10. Appendix 1: Members of Boards and Committees

Name of Board or Committee	SPC 1 Economic Dev, Enterprise Support & Tourism
Managed By	Local Authority
Number of Seats	2
Number Filled	2
Vacancies	0
College Breakdown	1-C, 1-SI
Number of Meetings in 2017	4
Additional Comments	

Name of Board or Committee	SPC 2 Infrastructure policy, Transportation, Fire & Emergency Services
Managed By	Local Authority
Number of Seats	2
Number Filled	2
Vacancies	0
College Breakdown	1-C, 1-SI
Number of Meetings in 2017	4
Additional Comments	No seat for Environment Rep despite request made

Name of Board or Committee		SPC 3 Planning and Development
Managed By	Local Authority	
Number of Seats	3	
Number Filled	3	
Vacancies	0	
College Breakdown	1-C, 1-SI, 1-E	
Number of Meetings in 2017	4	
Additional Comments		

Name of Board or Committee		SPC 4 Housing
Managed By	Local Authority	
Number of Seats	3	
Number Filled	3	
Vacancies	0	
College Breakdown	1-C, 1-SI, 1-E	
Number of Meetings in 2017	4	
Additional Comments		

Name of Board or Committee		SPC 5 Environmental Protection, Water Services & Energy
Managed By	Local Authority	
Number of Seats	2	
Number Filled	2	
Vacancies	0	
College Breakdown	2-E	
Number of Meetings in 2017	4	
Additional Comments		

Name of Board or Committee	LCDC
Managed By	Local Authority
Number of Seats	6
Number Filled	6
Vacancies	0
College Breakdown	3- C, 1-SI, 1-E, 1- Disability specific
Number of Meetings in 2017	6
Additional Comments	

Name of Board or Committee	South East Regional Drugs & Alcohol Task Force
Managed By	SERDATF
Number of Seats	1
Number Filled	1
Vacancies	0
College Breakdown	1-Community Drugs Worker
Number of Meetings in 2017	4
Additional Comments	

Name of Board or Committee	Children & Young Peoples Services Committee
Managed By	TUSLA
Number of Seats	3
Number Filled	3
Vacancies	0
College Breakdown	3-SI, Family Support Worker, Family Resource Centre, Working directly with Young People
Number of Meetings in 2017	6
Additional Comments	

Name of Board or Committee	Joint Policing Committee
Managed By	Local Authority
Number of Seats	6
Number Filled	3
Vacancies	3
College Breakdown	Any pillar
Number of Meetings in 2017	4
Additional Comments	

Name of Board or Committee	Cross Representation Dog re-homing and Welfare
Managed By	Local Authority
Number of Seats	1
Number Filled	1
Vacancies	0
College Breakdown	1-C
Number of Meetings in 2017	3

Additional Comments	
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Name of Board or Committee	Comhairle Na nOg
Managed By	Local Authority
Number of Seats	3
Number Filled	3
Vacancies	0
College Breakdown	3-SI
Number of Meetings in 2017	4
Additional Comments	

Name of Board or Committee	Broadband Committee
Managed By	Local Authority
Number of Seats	1
Number Filled	1
Vacancies	0
College Breakdown	1-C
Number of Meetings in 2017	1
Additional Comments	Not sure of the future of this committee

Name of Board or Committee		Callan Friary Trust
Managed By	Local Authority	
Number of Seats	3	
Number Filled	2	
Vacancies	1	
College Breakdown	1-C,1-SI, 0-E	
Number of Meetings in 2017	4	
Additional Comments		