

## Kilkenny PPN Workplan 2022

### Introduction

Kilkenny Public Participation Network (KK PPN) is an independent umbrella network of community & voluntary, environmental and social inclusion groups active within the county. Public Participation Networks (PPNs) were established by the Irish government under the Local Government (Reform) Act 2014 to be the main link through which the Local Authority connects with these groups.

Kilkenny PPN is governed by the Secretariat, a voluntary board elected from the Kilkenny PPN membership whose responsibility is to oversee the development of the network and ensure that the objectives of the PPN are carried out. The Secretariat are supported by one full time manager and a full-time support worker who manage the day-to-day running of the PPN.

Funding for Kilkenny PPN is provided by both the Department of Rural and Community Development and by Kilkenny County Council through an annual allocation. The PPN in Kilkenny is hosted by Kilkenny County Council.

Government guidelines outline 3 main objectives for PPNs:

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

These Government guidelines also specify a number of principles and values that PPNs are expected to operate by; they should be inclusive, participatory, independent, valuing diversity, transparent and accountable.

Kilkenny PPN's 2022 Workplan incorporates the 3 main objectives of PPNs listed above as well as actions assigned to Kilkenny PPN in the Local



Economic & Community Plan 2016-2021 relating to building the capacity of community groups to create positive change in their communities and having a voice in local authority decision-making. The focus of Kilkenny PPN's work in 2022 will be on:

- Completing Kilkenny PPN's Vision for Community Wellbeing Statement which, when completed will act as a guide for the work of Kilkenny PPN, ensuring that it reflects the priorities of its members. This document will feed into the LECP review in 2022.
- Supporting and building the capacity of our members and our representatives to engage with Kilkenny County Council's policy-making structures.
- Building cohesive and engaged Community and Voluntary, Environmental and Social Inclusion pillar groups including social enterprises within the PPN who can support the work of our representatives.
- Continuing to engage with groups from under-represented communities, new communities and minority groups to make sure these groups have an opportunity to join the PPN and input into local authority decision-making.
- Completing the Kilkenny PPN Strategic Plan for 2022 - 2025.
- Updating policies for our organisation in line with DRCD recommendations.
- Updating our website to make it user friendly and a repository of resources for our community

It is important to note that, due to the pandemic, it is difficult to predict how priorities will change in 2022, what the levels of restrictions will be and what immediate needs will arise in the community. As such, the Kilkenny PPN Workplan might have to be updated to reflect these changes. We look forward to working on these aims with Kilkenny PPN members and other stakeholders over the coming year.



DRAFT: Kilkenny Public Participation Network Workplan 2022

**List of Abbreviations:**

KCC	Kilkenny County Council
KK PPN	KK Public Participation Network
DRCD	Department of Rural and Community Development
DRCC	Department of Environment, Climate and Communications
GDPR	General Data Protection Regulations
KLP	Kilkenny LEADER Partnership
LCDC	Local Community Development Committee
LECP	Local Economic Community Plan
ETB	Education and Training Board
IWA	Irish Wheelchair Association
NCBI	National Council for the Blind in Ireland



Objective 1		Participation & Capacity building		
Key Action		Support PPN members to identify issues of collective concern, to take action on these issues and influence local policy.		
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Target/KPI
<p>Publish a proposed training schedule.</p> <p>Run training/ workshops/ seminars based on member’s expressed and predicted needs.</p>	Manager/ Support worker	Other organisations such as KLP/ KK Volunteer Centre/ KCC	Ongoing	<ul style="list-style-type: none"> <li>● Training/workshops/seminars run for KK PPN members focusing on capacity building.</li> <li>● Attendance numbers</li> <li>● Feedback from attendees to inform future training</li> <li>● Organise training sessions arising specifically from the needs of having activities during COVID-19 context - Digital Skills training</li> </ul>
Ensure PPN representation on decision making bodies	Secretariat/ Manager	KK PPN representatives	As required	<ul style="list-style-type: none"> <li>● Run elections as needed to ensure PPN representative positions are filled, including new Secretariat members.</li> <li>● Develop a process of engagement to maximise the KK PPN memberships’ participation in all 5 SPC’s, the LCDC and other agencies.</li> </ul>
Facilitate the development of appropriate Linkage groups to support the representatives on the various committees	Secretariat/ Manager	KK PPN representatives	Ongoing	<ul style="list-style-type: none"> <li>● Develop a plan for creating and supporting linkage groups</li> <li>● Organise meetings between groups and representatives.</li> <li>● Development of a new thematic linkage group which has a specific focus on Community Development and Community Development Projects</li> </ul>



<p>Support KK PPN representatives on decision-making bodies</p>	<p>Secretariat/ Manager</p>	<p>KKCC/ DRCD</p>	<p>as required</p>	<ul style="list-style-type: none"> <li>● Ensure induction training is provided to new KK PPN representatives and Secretariat members.</li> <li>● Secretariat to meet with KK PPN representatives to address any issues representatives are experiencing and to ensure they are receiving the support they need.</li> <li>● Continue to work with Kilkenny PPN representatives and their respective Linkage/Working Groups to highlight areas of concern and issues as well as being solution focused in relation to areas such as housing, health, infrastructure, tourism, disability, social inclusion, environment, heritage, community, social enterprise, community development, volunteerism, economics, children and youth services, older people and rural development.</li> </ul>
<p>Support PPN members to take part in consultations</p>	<p>Secretariat/ Manager</p>	<p>KKCC</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>● Members are given timely information about upcoming consultations and are facilitated to take part.</li> <li>● Work with KKCC to run consultation workshops when appropriate, including online consultations</li> </ul>



<p>Improve inclusivity and accessibility of KK PPN and its activities.</p>	<p>Secretariat/ Manager</p>		<p>Ongoing</p> <p>Q1 and Q2</p>	<ul style="list-style-type: none"> <li>● Run relevant training</li> <li>● KK PPN events are held in accessible venues.</li> <li>● KK PPN organises pre-training on how to use various platforms for online meetings.</li> <li>● KK PPN provides one-to-one support to members that are not confident in joining online meetings.</li> <li>● Members are asked about accessibility needs.</li> <li>● Run a PPN Roadshow throughout 2022. This will entail visiting community groups, social enterprises and organisations throughout the City and County showcasing what the PPN is, how to get involved and strengthen the PPN's profile.</li> <li>● Undertake a re-registration process of PPN Member organisations and update primary contacts per organisation.</li> </ul>
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<p>Enhance links and engagement with minority groups to support community engagement and diversity.</p>	<p>Secretariat/ Manager</p>	<p>KCCCC/ KK Migrant Integration Steering Group, Kilkenny Intercultural Committee/ KLP</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>● Target groups under-represented communities, new communities and minority groups identified.</li> <li>● Outreach to these groups undertaken.</li> <li>● Increased involvement of target groups.</li> <li>● Consider for social inclusion sectors ways to engage with hard to reach Community groups with regard to joining the PPN.</li> <li>● Kilkenny PPN is joint lead on the Kilkenny Migrant Integration Steering Group with KLP and Kilkenny COCO and is responsible for recruiting 3 representatives from PPN member organisations to sit on this steering group.</li> <li>● Kilkenny PPN will continue to work with the Kilkenny Migrant Integration Steering Group to deliver actions as identified in the Kilkenny Migrant Integration Plan</li> <li>● Kilkenny PPN in conjunction with KKCC and KLP, will oversee the roll out of the LGMA funded Migrant Councillor Forum Project – this will commence with a co development by the middle of January 2022.</li> </ul>
<p>Hold Plenary meetings</p>	<p>Secretariat/ Manager</p>	<p>PPN members</p>	<p>Twice yearly</p>	<ul style="list-style-type: none"> <li>● 2 Plenary meetings</li> <li>● Attendance at Plenary meetings</li> <li>● Members input at Plenary meetings.</li> </ul>
<p>Ensure key decisions and strategies made by the Secretariat are approved by PPN members</p>	<p>Secretariat/ Manager</p>	<p>PPN members</p>	<p>ongoing</p>	<ul style="list-style-type: none"> <li>● Workplan and relevant policies and procedures ratified by PPN members.</li> </ul>



<p>Continue to work with Community groups and social enterprises to build their capacity- eg. Kilkenny Access Group</p>	<p>Manager and Support Worker</p>	<p>PPN Members, other Agencies such as KLP, ETB, IWA, NCBI, SOS, KKCC, Kilkenny Branch Arthritis Ireland etc</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Continue to work with the Kilkenny Access Group (the advocacy group for people with disabilities in Kilkenny) to build their capacity, develop a 2 year Strategic Plan, recruit new members and develop a communications plan.</li> <li>• To roll out the Access for All training to local businesses and community organisations in conjunction with Disability Federation of Ireland.</li> <li>• Undertake consultation to update the Access for All strategy for another 3 year period.</li> <li>• Publish the Social Enterprise Booklet and Live List of Social Enterprises within Kilkenny City and County following on from the consultation process undertaken by Kilkenny PPN in 2021 as funded by the National Enterprise Town Awards (NETA)</li> </ul>
<p>Programmes Supported by the PPN and Collaborative Projects</p>	<p>Secretariat/Manager/Support Worker</p>		<p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Kilkenny Access for All Programme – Training for Businesses and Service Providers within the City and County</li> <li>• People of the Year Awards 2022</li> <li>• Healthy Ireland 2021- PPN Chair of the Social Prescribing Steering Group</li> <li>• Age friendly Programme- Management of Age Friendly Tablets (Acorn and Grandpad) to Combat isolation and teach older people how to use social media and communication apps</li> <li>• PPN Chair of Kilkenny Volunteer Centre. Continuous support and development of same.</li> <li>• PPN to assist in the consultation workshops for the review of the LECF by Kilkenny LA.</li> </ul>





Continued growth and development of the South East Regional PPN Environment Representatives Network	Secretariat/ Manager/ Environmental Reps	PPN Members, Irish Environmental Network, DRCDD, DECC	Ongoing	<ul style="list-style-type: none"> <li>Continued development of the regional network for PPN Environmental reps to support them in their respective roles in each LA Strategic Policy Committee</li> <li>Organisation of a regional meeting of the SE representatives in September 2022, similar to the “Creating Sustainable Communities” conference in the Ormonde Hotel in 2019.</li> <li>Training and workshop support in relation to the local Climate Action Plan</li> </ul>
Update members on progress	Secretariat/ Manager	PPN members	ongoing	<ul style="list-style-type: none"> <li>Presentation on progress at Plenary</li> <li>Opportunity for members to ask questions from the floor at Plenary</li> <li>Create Annual Report for members.</li> <li>Continue to update in weekly e-newsletter.</li> </ul>
Engagement with voice of youth by continued support for Youth organisations in Kilkenny and Kilkenny Age Friendly Programme	Manager		ongoing	<ul style="list-style-type: none"> <li>KK PPN to consult with youth organisations such as Foroige, Ossory Youth, Comhairle na Nog, Macra na Feirme etc</li> <li>Promotion of Youth activities through KK PPN.</li> <li>Kilkenny PPN sits on the Kilkenny Age Friendly Alliance and continues to support and promote Age Friendly projects and programmes.</li> </ul>
<b>Objective 2</b>	<b>Communications &amp; Engagement</b>			
<b>Key Action</b>	Increase understanding of the Public Participation Network within KK PPN and externally, build relationships and improve communications.			
<b>Planned actions/activities/outputs</b>	<b>Who is responsible</b>	<b>Who can help?</b>	<b>Timescale</b>	<b>Outcome/Impact/Targets/KPI</b>



Take part in outreach opportunities and support community engagement and participation in Kilkenny	Secretariat/ Manager	KKCC/ PPN members/ external organisations	Ongoing	<ul style="list-style-type: none"> <li>● Outreach activities undertaken, including relating to cultural diversity/social inclusion/age friendly (this includes online outreach)</li> </ul>
Ensure KK PPN events and activities are documented. Make information about these events publicly accessible.	Manager/ Support worker		ongoing	<ul style="list-style-type: none"> <li>● Reports of Plenary meetings available on website</li> <li>● PPN activities shared on website, social media and e-newsletter.</li> </ul>
Provide support by email, phone and face to face to KK PPN members and to groups looking to join KK PPN	Manager/ Support worker		ongoing	<ul style="list-style-type: none"> <li>● Level of engagement with KK PPN members</li> <li>● New membership registrations</li> </ul>
Distribute an E Newsletter with relevant information on a weekly basis	Manager/ Support worker	PPN members	weekly	<ul style="list-style-type: none"> <li>● Level of engagement with e-newsletter                             <ul style="list-style-type: none"> <li>○ within the PPN</li> <li>○ external to PPN</li> </ul> </li> </ul>
Maintain and develop the KK PPN website	Manager/ Support worker		ongoing	<ul style="list-style-type: none"> <li>● Evidence of website views</li> <li>● Membership database completed for Kilkennyppn.ie</li> <li>● Membership applications coming through Kilkennyppn.ie, email or post</li> </ul>
Maintain and develop KK PPN Facebook & Twitter	Manager/ Support worker		ongoing	<ul style="list-style-type: none"> <li>● Relevant posts made regularly</li> <li>● Interactions on social media</li> </ul>



Objective 3		Community Wellbeing		
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Continue to develop a Vision for Community Wellbeing that looks at what is required for the wellbeing of individuals and communities, now and for the generations to come.	Secretariat/ Manager	KK PPN stakeholders	By end of Quarter 1	<ul style="list-style-type: none"> <li>● Project plan created and agreed by Secretariat</li> <li>● Information on the Vision for Community Wellbeing shared with members beforehand.</li> <li>● Plan and updates on progress shared with members.</li> <li>● Number of consultation events held online</li> <li>● Evidence of widespread participation across the community &amp; voluntary, social inclusion and environmental pillars and across the county.</li> <li>● Vision for Community Wellbeing in KK created.</li> <li>● Vision Statement being used by Secretariat, network manager and KK PPN representatives.</li> </ul>
Continue to support community-based initiatives to alleviate loneliness, isolation	Secretariat/ Manager	PPN members	ongoing	<ul style="list-style-type: none"> <li>● Link in with other initiatives.</li> <li>● Link in with Social Inclusion Week.</li> <li>● Develop new initiatives of interacting online.</li> </ul>
Objective 4		Operate the PPN in a transparent, inclusive and accountable manner		
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI



Hold regular meetings of Secretariat members and Network Manager	Secretariat/ Manager		Ongoing	<ul style="list-style-type: none"> <li>● Number of meetings held</li> <li>● Number of attendances at meetings</li> </ul>
Manager's report to Secretariat on workplan.	Manager		Ongoing	<ul style="list-style-type: none"> <li>● Update on Workplan and Work to date at each Secretariat meeting.</li> </ul>
Continue to work on compliance with GDPR	Secretariat/ Manager		Ongoing	<ul style="list-style-type: none"> <li>● Attain continuous training in this regard</li> </ul>
Maintain a clear record of expenditure.	Secretariat/ Manager	KKCC	ongoing	<ul style="list-style-type: none"> <li>● 2021 budget approved by Secretariat Finance sub-group</li> <li>● Quarterly financial reports approved by Secretariat Finance sub-group</li> <li>● KKPPN will use the Agresso system to raise Invoices, PO's and liaise with Administrative Officer in the Community Division in respect of LVP receipts and payments.</li> </ul>
Financial report produced for DRCD	Secretariat/ Manager	KKCC	As requested	<ul style="list-style-type: none"> <li>● Report submitted. Any reports or returns must be signed by representatives of both KK PPN and KKCC</li> </ul>
Submit end of year report to DRCD	Secretariat/ Manager	KKCC	When requested	<ul style="list-style-type: none"> <li>● Report submitted. Any reports or returns must be signed by representatives of both KK PPN and KKCC</li> </ul>
Monitor and evaluate annual workplan on an ongoing basis.	Secretariat/ Manager		Ongoing	<ul style="list-style-type: none"> <li>● Evaluation information included in annual report.</li> </ul>

