

Kilkenny PPN Workplan 2023

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 2023 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 2023 will be:

- To assist Kilkenny LCDC in the completion of a new Local Economic Community Plan (LECP) at the beginning 2023.
- To assist the Local Authority in the development and implementation of a Climate Action Strategy, Biodiversity Strategy and Disability Access Strategy for the County throughout 2023
- To support and build the capacity of our members and our representatives to engage with Kilkenny County Council's policy-making structures.
- To build cohesive and engaged Community and Voluntary, Environmental and Social Inclusion pillar groups within the PPN who can support the work of our representatives.
- To continue engagement 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.
- To develop a Kilkenny PPN Strategic Plan for 2023 - 2026.
- To update policies for our organisation in line with DRCD recommendations.
- To update Kilkenny PPN website to make it user friendly and a repository of resources for our community

It is important to note based on the experience of the Pandemic and more recently, the war in Ukraine, priorities may change throughout the year, as will the immediate needs within communities. As such, the Kilkenny PPN Workplan might have to be updated to reflect any changes that may arise. 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 actions 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"> ● Training/workshops/seminars run for KK PPN members focusing on capacity building. ● Attendance numbers ● Feedback from attendees to inform future training ● Organise training sessions arising specifically from the needs of having activities during COVID-19 context - Digital Skills training
Ensure PPN representation on decision making bodies	Secretariat/ Manager	KK PPN representatives	As required	<ul style="list-style-type: none"> ● Run elections as needed to ensure PPN representative positions are filled, including new Secretariat members. ● Develop a process of engagement to maximise the KK PPN memberships’ participation in all 5 SPC’s, the LCDC and other agencies.
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"> ● Develop a plan for creating and supporting linkage groups ● Organise meetings between groups and representatives. ● Support the new thematic linkage group which has a specific focus on Community Development and Community Development Projects ● Further develop and build capacity of Environmental Pillar and Linkage Group



Support KK PPN representatives on decision-making bodies	Secretariat/ Manager	KKCC/ DRCD	as required	<ul style="list-style-type: none"> ● Ensure induction training is provided to new KK PPN representatives and Secretariat members. ● Secretariat to meet with KK PPN representatives to address any issues representatives are experiencing and to ensure they are receiving the support they need.
Support PPN members to take part in consultations	Secretariat/ Manager	KKCC	Ongoing	<ul style="list-style-type: none"> ● Members are given timely information about upcoming consultations and are facilitated to take part. ● Work with KKCC to run consultation workshops when appropriate, including online consultations
Improve inclusivity and accessibility of KK PPN and its activities.	Secretariat/ Manager		Ongoing	<ul style="list-style-type: none"> ● Run relevant training ● KK PPN events are held in accessible venues. ● KK PPN organises pre-training on how to use various platforms for online meetings. ● KK PPN provides one-to-one support to members that are not confident in joining online meetings. ● Members are asked about accessibility needs. ● Run a series of Community “Get Togethers”- Coffee Mornings, Nature Walks, Peer Learning through Visits to Groups or Organisations”. This will also include visiting community groups and organisations throughout the City and County showcasing what the PPN is, how to get involved and strengthen the PPN’s profile.



<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"> ● Target groups under-represented communities, new communities and minority groups identified. ● Outreach to these groups undertaken. ● Increased involvement of target groups. ● Consider for social inclusion sectors ways to engage with hard to reach Community groups with regard to joining the PPN. ● 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. ● Kilkenny PPN will continue to work with the Kilkenny Migrant Integration Steering Group to deliver actions as identified in the Kilkenny Migrant Integration Plan ● Continue to support and help develop the Kilkenny Access Group ● Continue to support KTCM Pilot Community Development Project
<p>Hold Plenary meetings</p>	<p>Secretariat/ Manager</p>	<p>PPN members</p>	<p>Twice yearly</p>	<ul style="list-style-type: none"> ● 2 Plenary meetings ● Attendance at Plenary meetings ● Members input at Plenary meetings.
<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"> ● Workplan and relevant policies and procedures ratified by PPN members.



<p>Continue to work with Community groups 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"> • Continue to work with the Kilkenny Access Group (the advocacy group for people with disabilities in Kilkenny) to build their capacity, develop a 3 year Strategic Plan, recruit new members and develop a communications plan. • To roll out the Access for All training to local businesses and community organisations in conjunction with Disability Federation of Ireland. • Undertake consultation to update the Access for All strategy for another 3 year period. • Assist Kilkenny County Council with the development of the Kilkenny Disability Access Strategy • Provide consultations re same
<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"> • Kilkenny Access for All Programme – Training for Businesses and Service Providers within the City and County • People of the Year Awards 2023 • Healthy Ireland 2023- PPN Chair of the Social Prescribing Steering Group • PPN Chair of Kilkenny Volunteer Centre. Continuous support and development of same. • PPN to assist in the consultation workshops for the review of the LECP by Kilkenny LA throughout Q1 and 2.



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



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"> ● Outreach activities undertaken, including relating to cultural diversity/social inclusion/age friendly (this includes online outreach)
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"> ● Reports of Plenary meetings available on website ● PPN activities shared on website, social media and e-newsletter.
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"> ● Level of engagement with KK PPN members ● New membership registrations
Distribute an E Newsletter with relevant information on a weekly basis	Manager/ Support worker	PPN members	weekly	<ul style="list-style-type: none"> ● Level of engagement with e-newsletter <ul style="list-style-type: none"> ○ within the PPN ○ external to PPN
Maintain and develop the KK PPN website	Manager/ Support worker		ongoing	<ul style="list-style-type: none"> ● Evidence of website views ● Membership database completed for Kilkennyppn.ie ● Membership applications coming through Kilkennyppn.ie, email or post ● Review of the website content



Maintain and develop KK PPN Facebook, Instagram & Twitter	Manager/ Support worker		ongoing	<ul style="list-style-type: none"> ● Relevant posts made regularly ● Interactions on social media
Objective 3	Community Wellbeing			
Planned actions/activities/outputs	Who is responsible	Who can help?	Timescale	Outcome/Impact/Targets/KPI
Develop 3 year Strategic Plan for Kilkenny PPN	Secretariat/ Manager	KK PPN stakeholders	By end of Quarter 2	<ul style="list-style-type: none"> ● Project plan created and agreed by Secretariat ● Tender for the Project (€8,000) ● Plan and updates on progress shared with members. ● Number of consultation events held online and in person ● Targeted consultations ● Evidence of widespread participation across the community & voluntary, social inclusion and environmental pillars and across the county.
Continue to support community-based initiatives to alleviate loneliness, isolation	Secretariat/ Manager	PPN members	ongoing	<ul style="list-style-type: none"> ● Link in with other initiatives. ● Link in with Social Inclusion Week. ● Develop new initiatives of interacting online.



Continue to work closely with Healthy Kilkenny on roll out of HI Actions	Manager and Support Worker	PPN Members, Stakeholders, Agencies	Q1,2 and 3	<ul style="list-style-type: none"> Capacity-building/Training for partners and stakeholders on the measurement tools (Quantitative and Qualitative) for the outcome indicators selected e.g. self-perceived health. This action will be in conjunction with health promotion staff in the HSE
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"> Number of meetings held Number of attendances at meetings
Manager's report to Secretariat on workplan.	Manager		Ongoing	<ul style="list-style-type: none"> Update on Workplan and Work to date at each Secretariat meeting.
Continue to work on compliance with GDPR	Secretariat/ Manager		Ongoing	<ul style="list-style-type: none"> Attain continuous training in this regard



Maintain a clear record of expenditure.	Secretariat/ Manager	KKCC	ongoing	<ul style="list-style-type: none"> ● 2021 budget approved by Secretariat Finance sub-group ● Quarterly financial reports approved by Secretariat Finance sub-group ● 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.
Financial report produced for DRCD	Secretariat/ Manager	KKCC	As requested	<ul style="list-style-type: none"> ● Report submitted. Any reports or returns must be signed by representatives of both KK PPN and KKCC
Submit end of year report to DRCD	Secretariat/ Manager	KKCC	When requested	<ul style="list-style-type: none"> ● Report submitted. Any reports or returns must be signed by representatives of both KK PPN and KKCC
Monitor and evaluate annual workplan on an ongoing basis.	Secretariat/ Manager		Ongoing	<ul style="list-style-type: none"> ● Evaluation information included in annual report.

