



## Tipperary Public Participation Network Strategic Plan

2017 - 2018

### Executive Summary

In 2017 Tipperary PPN aims to continue achieving all of the strategic goals and operating within the guidelines set by the Department for Environment, Communities and Local Government (DECLG) now.

Tipperary PPN's strategic objectives are guided by three overarching goals which aim to:

1. Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion and community and voluntary sectors on decision making bodies.
2. Strengthen the capacity of communities and of the environmental, social inclusion and voluntary groups to contribute positively to the community in which they reside / participate.
3. Provide information relevant to the environmental, social inclusion and community & voluntary groups and acts as a hub around which information is distributed and received.

Tipperary PPN's plan towards achieving these goals is detailed in the 20 strategic objectives in the attached plan. Progress towards achieving these objectives and operational aims will be reported against on a quarterly basis to the PPN Secretariat and Director of Services for Community and Economic Development, Tipperary County Council.

In the coming year the PPN will move into its next stage of development creating its own vision and mission statement, including the values under which it operates. This will then influence the PPN's governance structure, constitution and work plan for 2017.

## Work Plan for PPN Tipperary 2017 - 2018

**Goal 1: Facilitate the participation and representation of communities in a fair, equitable and transparent manner through the environmental, social inclusion and community and voluntary sectors on decision making bodies**

Strategic objectives		Operational aims	Responsibility	Timeline
1.	Nomination and election of representatives to committees/boards.	Deal with requests for nominations from committees/ boards and vacant seats on Secretariat as they arise	Worker	On demand
2.	Establishment and maintenance of linkage groups as effective feedback and feed in mechanisms between reps and the groups they serve.	Ensure feedback achieved from all representatives from their meetings	Worker and Reps	Ongoing
		Organise Reps Network Meetings	Worker & Reps	Quarterly
		Promote the different Linkage Groups to the membership and encourage them to join	Worker & Reps	Q1& ongoing
		Facilitate engagement (electronic and or face to face meetings) of Linkage Group and Reps	Worker and Reps	All Linkage groups to be meeting regularly by year end
		Feedback from meetings to be put up on website	Worker, Reps & Secretariat	Ongoing
3.	Support/ training of Representatives, Members & Secretariat	Organise training events	Worker	Q1, Q2, &Ongoing
4.	Participation in county / city consultations.	Advertise and promote current consultations via the newsletter, website, social media etc.	Worker	Ongoing
		Where PPN is actively involved in the topic under consultation attend and support consultation meetings and mechanisms	Worker / Relevant reps / Linkage Groups	Ongoing

		Where appropriate gather community submissions and make a PPN submission to the consultation.	Worker / Relevant reps / Linkage Groups	Ongoing
5.	Establish Municipal District PPNs and interaction with the Local Authority at that level.	Hold PPN meetings in each MD, at least one with LA officials and elected members.	Worker / Sec / MD members	Q2, Q3, Q4
6.	Facilitate the development of a well-being statement at county and MD level.	Gather input from MD's for Wellbeing statements and collate information.	Worker/ Sec / MD members	To have wellbeing statement in place and agreed by Plenary by year end.
7.	Active promotion of the voices of those who are traditionally excluded including the development of Thematic Networks.	Facilitate the development of thematic networks for disability (based on South Tipp Disability Groups Forum), Mental Health (based on STAN), Older People (Age Friendly County / Positive Ageing), and others as may arise.	Worker / Sec / Member groups	Q2, Q3, Q4. To be self-facilitating
8.	Networking with Local Authority, other statutory bodies and Member Groups to develop PPN as the reference point for the community and voluntary sector in the county/city	Work with SICAP (N&S) to encourage engagement by traditionally excluded target groups. Work with all sections of Tipp Co Co to develop PPN as their key point of contact with community, voluntary, social inclusion and environmental groups in Tipperary. Work with our Members to share information at a local level.	Worker / Sec / Tipp Co Co/ SICAP	Q2, Q3, Q4

**Goal 2: Strengthen the capacity of communities and of the environmental, social inclusion and voluntary groups to contribute positively to the community in which they reside / participate**

Strategic objectives		Operational aims	Responsibility	Timeline
9.	Establishing training needs within the local area and working to meet them via formal or informal training.	Consult with members/ Reps/ Secretariat to establish training needs Organise suitable training	Worker	Q1, Q2, Q3, Q4
10.	Networking and collaborating with other agencies to support capacity	Work with TVC, NTLP, STDC, TETB, LIT etc. to develop tailored training for the PPN around active citizenship, setting up a community group, governance, project	Worker / Sec/ LDCs/LIT/TVC	Q3, Q4

	building e.g. LDCs, SICAP, TVC, ETBs, LIT etc.	management etc. based on results of Training Needs Analysis above.		
11.	Promote networking and mentoring between groups to share best practice. Including the development and support of Activity/ Thematic Networks	Establish a Disability Network, an Energy, Water & Environmental Network and an Older Persons Linkage Group liaising with existing structures. PPN events should always include an opportunity for groups to network and share experiences formally or informally.	Worker	By year end

**Goal 3: Provide information relevant to the environmental, social inclusion and community & voluntary groups and acts as a hub around which information is distributed and received**

<b>Strategic objectives</b>		<b>Operational aims</b>	<b>Responsibility</b>	<b>Timeline</b>
12.	Establish PPN as the recognised way of sharing information with the sector, and between member groups.	Develop comprehensive distribution lists including members and relevant agencies and individuals	Worker	Ongoing
13.	Develop Terms of Reference (TOR) for Secretariat & Subgroups	Develop TOR, procedures and protocol for Secretariat & Subgroups	Worker / Sec	Q1
	Newsletter	Issue regular newsletters electronically and by post where required.	Worker	Ongoing
	Website	Continue to develop the website as a user friendly source of information on all aspects of the PPN and its work.	Worker / Comms sub group	Q2 &Ongoing
	Social Media	Develop the use of Facebook/ Twitter with member groups	Worker / Comms sub group	Q2 &Ongoing
	Other media	Promote the PPN where possible via traditional media, newspapers, local radio etc.	Worker / Sec	Q2 &Ongoing
	Telephone/ email/ face-to-face communications	Use all possible opportunities for face to face and telephone support for groups, agencies and individuals	Worker	Ongoing

	Develop clear communication materials which will facilitate understanding of PPN and its role.	Liaise with other PPN's to develop a series of communication materials which describe all the areas of work of the PPN in accessible format(s)	Worker / Sec	Q2, Q3, Q4
		Develop branding, e.g. Logo and get some promotional materials e.g. pull up banners etc.	Worker / Sec	Q2
14.	Research Awards night for member organisations	Research the feasibility of an awards night for 2018	Worker / Sec	Q4
		Liaise with other organisations who may have an interest in running a similar event	Worker / Sec	Q3, Q4

### Other activities in support of the above aims

Strategic objectives		Operational aims	Responsibility	Timeline
15.	Establish and implement policies and practices to enable the PPN to operate effectively, including financial, staff and other resource management.	Develop policies in the following areas Financial, Staffing, Communications / Social Media, Terms of Reference for Secretariat, Constitution etc.	Secretariat	Q2, Q3, Q4
	Legal Structure for PPN	Start Company Limited by Guarantee for Capacity building aims Get Legal Advice for Constitution Register as a Charity/ Company	Secretariat	Q2/3
		Management of full time equivalent development officer	Secretariat sub group	Ongoing
		Will recruit a CE Scheme worker and other support volunteers	Secretariat & Worker	Ongoing
		Memorandum of Understanding with Tipperary Co Co to underpin the delivery of this workplan to be agreed & signed	Plenary and LA	Q1/ Q2
		Manage the resources of the PPN including the budget, sourcing additional resources for specific projects if required.	Sec, Finance Subgroup & Worker	Ongoing

16.	Manage and maintain an active register of groups.	Manage and update Salesforce database	Worker	Ongoing
		Continue to maintain the membership register,	Worker/ Sec	Ongoing
17.	Hold regular Secretariat meetings (min 6 per year).	Hold regular meetings of the Secretariat.	Worker / Sec	Ongoing
18.	Hold regular Plenary Meetings (min 2 per year).	Hold 2 Plenaries, these will incorporate Reps & Linkage Groups and Municipal Districts.	Worker / Sec/ Plenary/ Reps	Q1/2 & Q3/4
19.	Hold regular Municipal District (or other area based) meetings	Hold MD Meetings, plan for sustainability of PPN's at MD level, Secretariat Reps taking a lead in their District	Worker / Sec/ MD Members	Ongoing
20.	Monitoring and evaluation of the plan	Evaluate progress to date and devise a comprehensive work plan for 2018. Make reports as required to the Dept. and Tipperary Co Co.	Worker / Sec / Tipp Co Co	Quarterly