

2/1/2019

# WPPN Secretariat Terms of Reference

Terms of Reference



[bgeoghegan](#)

WESTMEATH PUBLIC PARTICIPATION NETWORK



# Westmeath Public Participation Network

## Secretariat Terms of Reference

### 1. Background & Overview of the PPN

*The Working Group on Citizen Engagement* was established by the Government in September 2013. The role of this Group was to make recommendations to ensure more extensive and diverse input by citizens into local government. The Group recommended that a *“Public Participation Network”* be established in each local authority area to enable the public to take an active formal role in relevant policy making and committees of the Local Authority”.

In response to this recommendation, Public Participation Networks were set up in each local authority area under Section 46 of the Local Government Reform Act 2014. The aim was to provide a *“framework for public participation in local government ..... by which citizens and communities will be encouraged and supported to participate in the decision-making processes of the local authority”*. In June 2014, the Dept of Environment, Community and Local Government issued guidelines to all Local Authorities on the establishment of PPNs in their areas.

The PPN ensures that Westmeath communities have a say in how Westmeath County Council works and provides a new way for the public to engage with the Council. The PPN is the recognised link through which the Council connects with the community & voluntary, social inclusion & environmental sectors.

### 2. Role of the PPN

#### The role of the PPN is:

- a) To contribute to the Council’s development plans and to develop a vision for the well-being of present and future generations.
- b) To facilitate opportunities for networking, communication and information sharing between the Council and the community & voluntary, social inclusion and environmental sectors, as well as other agencies/organisations.
- c) To identify issues of collective concern and to work to influence local policy relating to these issues.
- d) To actively support inclusion of socially excluded groups, communities experiencing high levels of disadvantage, discrimination & inequality, and to enable their participation at local level.
- e) To facilitate the selection of representatives from the community & voluntary, social inclusion and environmental sectors onto Council policy-making bodies and other decision-making bodies.
- f) To feed a broad range of ideas, experiences, suggestions and proposals of the WPPN into policies and plans being developed by the Local Authority other decision-making bodies.

### **3. Structure of the Secretariat**

- 3.1** There are 8 members elected to Westmeath PPN Secretariat, comprising:
- 1 representative from each of the 2 Municipal Districts. (Athlone & Mullingar)
  - 2 representatives from each of the 3 Electoral Colleges/Pillars:
    - Community & Voluntary
    - Social Inclusion
    - Environment
- 3.2** All members on the Secretariat have equal status.
- 3.3** The Secretariat operates on a flat structure. A Chairperson is elected at each Secretariat meeting and will remain as Chairperson until next Secretariat meeting.
- 3.4** Sub-groups of the Secretariat are established, as required, to oversee agreed areas of business. Terms of Reference for sub-groups are developed, as appropriate, by each sub-group. Sub-groups are required to report to the Secretariat on all relevant matters.

### **4. Role of the Secretariat**

The role of the Secretariat is to:

- a)** Facilitate the implementation of decisions of WPPN.
- b)** Ensure the proper functioning of WPPN and co-ordinate its activities.
- c)** Communicate extensively and regularly with all WPPN members and disseminate information concerning WPPN activities as widely as possible.
- d)** Work closely with WPPN staff to support them to deliver WPPN objectives.
- e)** Ensure that WPPN representatives represent the views, interests and priorities of their Linkage Group/Municipal District/Electoral College and not those of their own group/organisation.

### **5. Role of the Chairperson/Facilitator**

- 5.1** The role of the Chairperson/Facilitator is to:
- actively facilitate meetings
  - sign relevant documentation on behalf of Secretariat
- 5.2** The role of the Chairpersons/Facilitator rotates monthly (at each Secretariat meeting), as agreed by consensus, and is alternated to ensure that a gender balance is maintained within the role.
- 5.3** The Chairperson/Facilitator is not the sole / main representative of the Secretariat, as all Secretariat members have equal representative status.

## **6. Meeting Agenda**

- 6.1** In advance of all meetings, the Resource Worker issues a draft agenda to all Secretariat members for their input.
- 6.2** The draft agenda and minutes are distributed by the Resource Worker 5 working days prior to meetings.
- 6.3** The agenda is agreed at the start of each meeting. The standard agenda is:
- Apologies
  - Election of Chairperson
  - Adopting the draft Agenda
  - Minutes and Matters Arising
  - Reports and Updates from reps
  - Finance and Budget Update
  - Correspondence
  - AOB
- 6.4 Agenda items are:**
- for information
  - for discussion
  - for decision /ratification

## **7. Minutes**

- 7.1** Minutes are taken by the Resource worker or, as required, by a nominated Secretariat member on a rotating basis.
- 7.2** Minutes are proposed and seconded at meetings.
- 7.3** Minutes reflect decisions taken, actions agreed, and a synopsis of the discussion.

## **8. Meetings**

### **8.1 Location and Timing**

**a)** Meetings are held in Council offices or locations as agreed with Secretariat in advance. Meeting venues will be decided based on accessibility and cost factors.

**b)** Meetings will be held at dates/times suitable for all members.

### **8.2 Meeting Refreshments**

**a)** When required, refreshments are provided at meetings. There is reasonable regard for dietary requirements and budgetary restrictions. Refreshments do not include alcoholic beverages.

### **8.3 Meeting Expenses**

**a)** Expenses are accrued by Secretariat members are calculated at rate determined by Dept. of Public Exp. & Reform and are applied on the basis of kilometers travelled to meetings. Fuel receipts are not accepted.

**a.1)** Note that mileage should be calculated via AA Route Finder/Google Maps or similar reliable reference.

**b)** Where possible and practicable, public transport should be used for longer journeys.

**c)** Claim forms are completed quarterly and submitted to the Resource worker, who cross-references claims with meeting attendance records.

**d)** Subsistence is not payable for any meetings held in Co. Westmeath or at events where catering is provided e.g. SJI training.

**e)** Subsistence for meetings outside Co. Westmeath is based on Local Authority subsistence rates, subject to budgetary review after 12 months.

#### **8.4 Frequency of Meetings**

**a)** Meetings are held as required to meet the programme of work.

**b)** Usually once per calendar month

#### **8.5 Meeting Attendance**

**a)** If a member misses three or more consecutive meetings, and/or attends less than two-thirds of meetings annually, he/she will be asked to consider their position.

**b)** If it is considered that a member is not participating in a meaningful way, or if absences are deemed to be unreasonable, then he/she will be asked to step down.

**c)** Reasonable notified lengthy absences (e.g. due to ill health or family commitment) is considered on a case-by-case basis.

**d)** In certain circumstances, tele-conferencing is considered as attendance at meetings.

#### **8.2 Quorum**

**a)** A Secretariat meeting is deemed to have a quorum when attendance of Secretariat members includes one-half plus one of the filled seats.

**b)** In situations where a member has notified the Secretariat of a lengthy absence (see 6.5c), the quorum is reduced to reflect this.

### **9. Decision-Making**

**9.1** The ruling body of the PPN is the Plenary. As such, the Secretariat's decision-making functions relate to operational, administrative and procedural matters. In this regard, the following applies:

**a)** Decisions are made by consensus where possible, or otherwise by majority vote

**b)** Majority Vote half plus one (5)

**c)** No proxy voting is allowed.

**9.2** The Secretariat facilitates the implementation of the decisions of the Plenary in relation to strategic, policy and budgetary matters.

## **10. Membership**

### **10.1 Nominations**

**a)** Members are nominated by a member organisation and are selected through an open and transparent election process.

**b)** In the event that a nomination is no longer valid (**e.g. the nominating body ceases to exist or the member no longer represents it**), then the member is deemed to have resigned and an election held to fill the vacant seat

### **10.2 Term**

**a)** The term for Secretariat members will be aligned to that of local government – 5 years.

**b)** Secretariat members can serve a maximum of two terms and only within three terms. An outgoing Secretariat member can serve a third term after first taking a one term break.

**c)** Rotating retirements will be adhered to, to ensure the continuity of the PPN.

**d)** WPPN Secretariat must 'turn-over' 33% of its membership every 5 years

### **10.3 Resignation**

**a)** Resignations must be in writing (by letter or email).

### **10.4 Refilling of Seats**

**a)** Where possible, vacant seats are filled, within 3 months, by election from relevant Sector/Municipal District.

**b)** Where possible, exit interviews are carried out with the member vacating the seat.

### **10.5 Diversity**

**a)** There is a commitment to equality, non-discrimination and strive for gender balance in terms of Secretariat membership.

### **10.6 Code of Conduct**

**a)** Members are required to comply with the PPN Code of Conduct.

**b)** If a member brings the Secretariat or the PPN into disrepute or undermines it, a process is put in place to address the issue in line with the PPN's agreed disciplinary procedures.

**c)** All members of the PPN are expected to act in accordance with the tenets of the PPN. Any failure to do so may result in the member being asked to step down from the Secretariat.

**d)** Secretariat members are required to work in the best interest of Westmeath PPN, rather than in the interest of their Municipal District, Sector or Nominating Body.