

# Clare Public Participation Network Report January to March 2018

## REPORT ON ACTIVITIES

## Clare Public Participation Network's Report to Clare County Council January to March 2018

### **Introduction:**

During the first quarter of 2018 Clare PPN's key achievements included conducting the successful elections for a new secretariat member. This election saw the highest level of participation both in terms of the number of candidates who came forward and in votes cast by member groups to date in any PPN election and so indicated to us that there is an increasing interest in participating in the PPN from within its membership. Padraig Hayes of Clare Leader Forum was eventually elected to the social inclusion seat on the secretariat and we are delighted to have him on board.



Padraig Hayes of Clare Leader Forum is the new Social Inclusion Member of Clare PPN's secretariat

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A second key achievement was the restructuring of the PPN's staffing arrangements following a decision of the secretariat made after consultation with members at its plenary meeting in November 2017. The decision made was to reduce the Clare PPN's co-ordinator's role to a three day week and to recruit a second member of staff with responsibility for office administrations and communications also on a three day week basis. This has seen Clare PPN run an open recruitment process for a part time Office and Communications Manager which resulted in the appointment of Sarah Ferrigan to the role. Clare PPN is delighted to add someone of such calibre and local knowledge to the team. From quarter two onwards Clare PPN will have two staff members working 3 days each per week and while this will reduce the budget available for other PPN activities it will ensure that the work output is both increased and more efficient due to the skill sets of both employees. Clare PPN along with the other PPNs around the country continues to request more resources for staffing in order to allow it to fulfil the ambitious remit that was envisaged for the PPNs at their inception. This requirement has been conveyed to the minister in question through the PPN National Advisory Group and through the PPN worker's network.



Sarah Ferrigan Clare PPN's Office and Communications Manager

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Clare PPN also ran two very successful training events in quarter one. We hosted Cultivate from Cloughjordan who delivered an excellent workshop on facilitation skills to 16 members of Clare PPN in February. The second workshop on media skills was organised in Doolin to assist those involved in providing a welcome and support to the people seeking asylum who were being placed in Lisdoonvarna in the direct provision centre. Those who attended this meeting have since formed a group and joined Clare PPN. Clare PPN representatives and staff also took part in training on the General Data Protection Regulation due to come into effect on May 25<sup>th</sup> and on Public Sector Duty- which deals with the positive duty of state agencies to fulfil their obligations under relevant human Rights legislation in the provision of all services. Clare PPN intends to deliver GDPR training to its member groups in each municipal district in Quarter Two.



Some of the participants in Clare PPN's Facilitation Skills Workshop with Cultivate in February 2018.



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During the first quarter Clare PPN also continued its routine work of circulating information about events, funding and public consultations to its members through its newsletters and social media channels. It also maintained its support for its representatives who sit on 11 different committees in the county and region and compiled a new representative's charter and reporting system.

Please read on for a detailed breakdown of the work carried out by Clare PPN in Quarter One of 2018

### **Numbers:**

#### **Membership:**

Clare PPN currently has 250 member groups (as of 13/6/18)\*

Community and Voluntary College 190

Environmental College 13

Social Inclusion College 47

#### **Social Media:**

Facebook: 720 'likes'

Twitter: 580 followers.

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### Overview of Work carried out by Clare PPN in Quarter One 2018

#### Administration:

- Ensured insurance and tax clearance in place
- Maintained and updated Salesforce database.
- Confirmed member groups' registrations and updated contact details. Completed March 2018- recommenced May 2018 due to GDPR
- Maintained lobbying register.
- Drew up schedule of all SPC/LCDC/JPC and other committee meetings for 2018
- Updated representatives' charter and agreed same with representatives and secretariat.
- Monitored attendance and input by representatives.
- Conducted election for Clare PPN Secretariat Social Inclusion Representative.
- Processing of T&S for representatives and secretariat.
- Management of finances and invoices.
- Advertised and completed recruitment process for Office and Communications Manager role P/T
- Renewed contracts with existing staff member. Complete and then recommenced due to changes in staffing.
- Completed report on 2017 for DRCD due in March.

#### Outreach/Policy Work:

- Held one secretariat meeting and three online secretariat engagements regarding elections and recruitment.
- Held one Secretariat recruitment subgroup meeting.
- Participated in CLDC's Market Towns community meetings in Scarriff and Ennistymon to promote the PPN.
- Participated in Clare County Council's Creative Ireland Focus Group.
- Participated in the selection process for Clare Co Co's Public Arts commissions Gaining Ground and Legacy.
- Participated in national PPN worker's meeting/CPD Weekend.
- Attendance at one PPN worker's national forum meeting.
- Continued support for HSE THU/Pavee Point Traveller needs analysis in Clare.
- Clare PPN continued to participate in LIT's Community Development Programmes Committee.
- Assisted representatives with research and/or policy questions.



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### **Communications:**

- Circulation of calls for submissions, grant schemes, event notices to members see appendix for details.
- Press releases to local media on events and policy issues.
- Continued communication with linkage groups/colleges/public.
- 3 x newsletters to all members.

### **Training:**

- Conducted one media skills training event in Lisdoonvarna – 10 participants.
- Conducted one- day facilitation training event for member groups -15 participants.
- Participated in Irish Human Rights and Equality Commission and IDEC's Public Sector Duty Training.
- Participated in GDPR training in UL



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Appendix One:

### **Clare PPN mass communications with members – January to March 2018**

- January newsletter
- Notification of PPN numbers to members
- Notice of Shannon Municipal District grants
- Notice of Ennis Municipal District grants
- Notice of Social Inclusion Secretariat election
- Notice re: Facilitation Skills for Community Groups
- Data protection training notice
- Congratulations re: new secretariat member
- February newsletter
- Economic development SPC notice
- March Newsletter No 1
- March Newsletter No 2
- Notice of GDPR training in Limerick



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Appendix Two:

**Clare PPN expenditure report 1<sup>st</sup> January to 31<sup>st</sup> March 2018:**

02/01/2018	Bank fees	62.50			
16/02/2018	Admin expenses	420.00			
16/02/2018	BHP Insurance	656.28			
16/02/2018	Reps Expenses	126.80			
20/02/2018	CLDC hosting/salaries	4,000.00			
08/03/2018	Facilitation training	200.00			
08/03/2018	CLDC hosting/salaries	6,000.00			
08/03/2018	Reps expenses	33.14			
28/03/2018	Bank fees	14.37			
29/03/2018	Gov stamp duty	<u>0.50</u>			
		<b><u>11,513.59</u></b>			
			<b>Petty Cash</b>		
			26/02/2018	Meeting exp	15.50
			26/02/2018	Meeting exp	60.00
			28/03/2108	Quarterly Charges.	<u>6.50</u>
			Total		<u>82.00</u>

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Participants in Clare PPN's Media Skills Training Workshop in the Doolin Hotel in March

