

Notes:

This work plan is being made in the context of Clare PPN having insufficient funding for 2024 to operate on the basis that it has done to date. The Secretariat, and Directors of Clare Public Participation Network CLG have the responsibility as the employers for Clare PPN staff and for operation of Clare PPN between Plenary Meetings. Due to rising costs caused by inflation, an expansion of the remit and functions of Clare PPN, alongside the staff entitlement to pay grade increments as per their contracts, the funding to be supplied jointly by the Department of Rural and Community Development and Clare County Council for the purposes of running the PPN in 2024 is not sufficient to meet the outgoings. This issue has been raised repeatedly in a variety of forums most recently directly with DRCD and in discussions with Clare County Council, it has been confirmed by DRCD that there will not be a funding increase to the PPNS in 2024. Following consideration of their responsibilities as directors and secretariat of Clare PPN a decision was made to draft a work plan based on reduced staff hours for 2024 which will allow the continuation of the core work of Clare PPN to the year end within the budget. It is regrettable that this will entail a loss of earnings for Clare PPN staff and given the uncertainty of future funding the Directors and Secretariat of Clare PPN have decided to issue the three staff protective notice to advise them of the risk to their positions. Without an increase in funding Clare PPN will not be able to continue operations in 2025.

1. This work plan is based on Clare PPN's Coordinator and Office and Communications manager both being contracted for a 28 hour working week for the months of January and February and following that for a 21 hour working week for the remainder of the year. Clare PPN's support worker will continue to work a 17.5 hour week.
1. This means that where other PPNs have two full time staff – a Coordinator on Grade 5 or above and a Support Worker on Grade 4 or above (as per CVSP 9/2018) – Clare PPN has less than two full-time roles divided between three staff. This arrangement was agreed by Clare PPN Secretariat, DRCD and Clare Co Council.
2. A considerable amount of work time in 2023 went into consulting, collating and making submissions to public consultations . As we are unaware in advance which consultations may be open and relevant to our member groups in each year it is difficult to outline the time required for this work. In 2023 this activity accounted for 10 work days per month some of this financed externally. It is likely that in the first two quarters of 2024 significant time will have to be allocated to our submissions and engagement with the forthcoming Climate Action Plan and the implementation plan which forms part of the Local Economic and Community Plan.
3. Clare PPN for 2024 will be involved in two ongoing social inclusion projects with one new project being added to the work plan. The existing projects are the Traveller CDP Project which is now up and running but will require CPPN to work alongside to engage with the Traveller community on policy issues, secondly Clare PPN along with our collaborating colleagues will continue to support Quare Clare LGBTQ+ group and to seek sources of sustainable funding for its programmes. As 2024 is a local and EU election year Clare PPN expects that voter registration awareness and education will, resource permitting, form part of its workload for the first two quarters. Clare PPN also advises that the term of office of its SPC representatives is aligned with the local election cycle and so the replacement or re-election of all SPC representatives will take place this year with the attendant induction and PPN training processes required as well as the nomination processes.

Quarter One: January to March

Administration:

- Agree work plan 2024 and service level agreement with Clare Co Co.
- Ensuring insurance is in place.
- Hold one Secretariat meeting & CLG Directors meeting.
- Maintaining and update Salesforce database.
- Continued attendance at Salesforce training.
- Maintain lobbying register.
- Completing schedule of all SPC/LCDC/JPC and other committee meetings for 2024
- Monitor attendance and input by representatives.
- Processing T&S for representatives and secretariat.
- Management of finances and invoices.
- Renewing and reviewing contracts with existing staff members.
- Completing report on 2023 for DRCD.
- Completing quarterly report.
- Admin/Meetings/Minutes for Traveller CDP.
- Admin/Meetings/Actions for Quare Clare.
- Advise secretariat members of their remaining terms of office on Secretariat.
- Publicising and recruiting for vacant representative and secretariat positions (JPC/LCDC)

Outreach/Policy Work:

- Representatives meeting to prepare for 2024 participation in committees.
- Resource permitting develop new (individualised) approach to attracting and engaging with migrant groups as opposed to Migrant Forum approach.
- Hold one strategy planning meeting of Clare Environmental Forum/Clare PPN Environmental Linkage Group.
- Hold one meeting of Clare PPN Social Inclusion Linkage Group.
- Co-organise and co-host Connecting Clare Communities (26th January) event in Ennis
- Continue Quare Clare Project work- seeking further funds and supports.
- Continue supporting Traveller CDP in particular on housing needs analysis
- Continue engagement in LECP process including in submitting to Implementation Plan.
- Hold one County Level Plenary meeting incorporating 4 Municipal District Plenary Meetings.

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- Hold pre-meetings with representatives in advance of LCD/SPC/JPC meetings.
- Assist representatives with research and/or policy questions.
- Hold submission meetings for any relevant public consultations at our members'/secretariat's initiative.
- Using Fair Clare engage with groups and members on initiatives designed to address the issues raised.

Communications:

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

Training:

- Clare PPN will ensure that all secretariat and reps induction training is up to date in Q1.
- Will re-run successful communications and media training for reps and member groups

Goals:

- Clare PPN will have adapted any practices and adopted any policies necessary to comply with the PPN Handbook.
- Contracts with staff will have been renewed and performance reviews completed.
- SLA and Work Plan agreed between Clare Co Co, Clare PPN and member groups via plenary.
- Outreach plan to individual migrant groups developed resource dependent

KPIs:

- Insurance and finance in place.
- SLAs agreed between Clare County Council and Clare PPN.
- Meeting of all representatives held.
- Representatives' pre-committee meetings will have taken place.
- 3 Linkage/College Meetings will have taken place.
- County Plenary and Municipal District Plenaries held (jointly)
- 1 meeting with national resource workers' network attended.
- 3 Newsletters will have been circulated.
- Quarterly reports and accounts submitted to Clare County Council

Quarter Two: April to June

Administration:

- 2 x secretariat meetings.
- Hold one CLG board meeting.
- Management of finances and invoices.
- Monitor attendance and reporting by representatives.
- Processing T&S for representatives and secretariat.
- Quarterly report and accounts for Clare Co Co.
- Lobbying register updated.
- Admin/Meetings/Minutes for Traveller CDP.
- Admin/Meetings/Actions for Quare Clare.
- Admin/Meetings/Reports for LECP/other consultations

Outreach/Policy Work:

- Continued participation in National Resource Workers' Network
- Continued collaboration on LGBTQI project /Migrant Outreach/Traveller CDP
- Assist representatives with research or policy questions as requested.
- Hold 6 meetings with representatives in advance of SPC/LCDC/JPC meetings
- Hold submission meetings for any relevant consultations as requested by members/secretariat
- Issue communications and information on registering to vote
- Resource dependent develop and deliver voter education training sessions online and in person.
- Recruit and promote opportunities to represent CPPN on SPCs/LCDC/JPC etc

Communications:

- 3 x newsletters.
- Calls for nominations for elections circulated and promoted.
- Continued communication with linkage groups/colleges/public.
- Website and social media maintained and up to date
- Work with Martina Neylon to redevelop website.
- Press releases to local media on events and policy issues.

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- Calls for consultation/submissions/ representation circulated.
- Notices of funding opportunities circulated.

Training:

- 2 x training events for representatives, secretariat members and general membership.

Goals:

- Will have held two training/policy events for member groups.
- Will have circulated three newsletters.
- Will have supported reps on SPCs and committees including pre-meetings
- Website redevelopment will have commenced.
- Three collaborative social inclusion projects will be continued.
- Depending on resource allocation will have delivered voter registration, voter education and awareness training.

KPIs:

- Will have held 2 x secretariat/CLG meetings.
- Will have held 2 x training events.
- Will have issued 3 x newsletters.
- Will have held pre-meetings for SPC/JPC/LCDC
- Will have continued work on social inclusion and diversity (Traveller org LGBTQI+ project)
- Quarterly report and accounts will have been submitted to Clare Co Co.

Quarter Three: July – September

Administration:

- Hold 1 x secretariat/CLG board meeting.
- Monitor attendance and reporting by representatives.
- Processing T&S for representatives and secretariat.
- Managing finances.
- Lobbying register updated.
- Quarterly report and accounts for Clare Co Co.
- Admin/Meetings/Minutes for Traveller CDP.
- Admin/Meetings/Actions for Quare Clare.

Outreach/Policy Work:

- Support re-election and induction/training of new representatives on SPCS/committees.
- One meeting of each Linkage Group/College of Clare PPN
- Continued support to Clare Environmental Network, individual migrant groups, Clare Leader Forum, Traveller Community Quare Clare and other groups as required.
- Continued participation in National Resource Workers' Network.
- Hold submission meetings for any relevant consultations as requested by members/secretariat.

Communications:

- Circulation of calls for submissions, grant schemes etc. to members.
- Press releases to local media on events and policy issues.
- Continued communication with linkage groups/colleges/public.
- 3 x newsletters.
- Updating of website and social media.

Training:

- Resource dependent: Plan and organise schedule of training workshops or information events for member groups/representatives for autumn in response to identified demand and in collaboration with other organisations in the area. This training to be delivered in Quarter 4 (winter has proven the most suitable time for such training – either online or in person)

Clare PPN Work Plan 2024

Goals:

- Clare PPN will have continued to circulate information to community groups.
- Clare PPN reps will be supported to consult members, attend their committee meetings and feedback to members.
- Resource dependent: Clare PPN will have organised a schedule of training/municipal district networking events for quarter 4.

KPIs:

- Will have held 1 x secretariat/CLG board meetings.
- Will have held elections for incoming representatives for SPCs
- Will have held one social inclusion linkage group meeting.
- Will have held one environmental linkage group meeting.
- Will have held one C&V linkage group meeting.
- Will have held 6 pre committee meetings with reps.
- Quarterly reports and accounts submitted to Clare Co. Co.

Quarter Four: October – December

Administration:

- Hold 2 x secretariat/CLG directors' meetings.
- Hold one Plenary meeting incorporating 4 MD Plenary meetings.
- Monitor attendance and reporting by representatives.
- Processing T&S for representatives and secretariat.
- Lobbying register updated.
- Quarterly report and accounts for Clare Co. Co.
- Annual report and accounts for Clare Co. Co.
- Agree work plan for 2025 with Clare Co. Co.
- Admin/Meetings/Minutes for Traveller CDP.
- Admin/Meetings/Actions for Quare Clare.

Outreach/Policy Work:

- Hold one county Plenary meeting incorporating 4MD Plenary meetings.
- Hold one new members/representative induction meeting.
- Consult members on 2025 work plan.
- Hold one strategy planning day with secretariat for 2025 work plan.
- Facilitate representative, Linkage and college meetings.
- Assist new representatives with research and policy questions.
- Hold submission meeting for any relevant consultations as requested by members.
- Continued support for diverse groups to participate within the PPN/wider community

Communications:

- Circulation of calls for submissions, grant schemes etc. to members.
- Press releases to local media on all events.
- Continued communication with linkage groups/colleges/public.
- 3 x newsletters.
- Updating of website and social media.

Training/Workshops:

- Resource dependent: Training programme as planned in Quarter 3 with events in person in each municipal district- to combine with outreach in collaboration with other agencies (Co Co/CLDC/Clare Volunteer Centre/LCETB? Etc

Goals:

- Will have held country level Plenary meeting and 4 x MD meetings.
- Will have consulted members on work plan for 2025.
- Work plan for 2025 agreed with Clare Co Co.
- Will have held 4 members training/public events (resource dependent)
- Will have identified all representative and secretariat roles which have reached full term and will conduct replacement elections.

KPI's

- Will have held 2 x secretariat meetings.
- Will have held 1 county level plenary meeting & 4 MD meetings.
- Will have held one social inclusion linkage group meeting.
- Will have held one C&V linkage group meeting.
- Will have held 6 premeetings for SPC/JPC/LCDC
- Will have held one environmental linkage groups meeting.
- Will have hosted 4/5 training/public events (aim of 80 attendees)