Cork City PPN Workplan 2023

It is noted that this work plan is contingent on the delivery of staffing resources and substantial in-person delivery in line with public health guidelines. Progress on this work plan shall be reviewed in October 2023 in the development of a 2024 Work Plan for proposal to the Plenary in November 2023.

Key Action	Activities	Indicators	Resource	Priority	Timeline
Membership	1. Increase membership base. 2. Review, update and maintain our members database and registration process. 3. **Plenary:** Take direction from our member groups to do the work that is important to them. Hold 2 members meetings (summer and winter).	1. New membership increases by 5%. 2. Re-registration process completed by end of Q1 3. 2 Plenary meetings held.	1. Internal 2. Internal 3. Internal	TBC: Low / Medium / High	1. Business as Usual. 2. Commence as soon as possible. 3. June and November.
Communications	1. **Deliver** a new website. 2. **Printed annual** newsletter (PPN activity report) outlining the work of the PPN throughout the year. 3. **Members Update Ebulletin:** Circulate monthly Ebulletins 4. **Facebook/Social Media:** Regular posting information & resources. 5. **National Campaign:** Utilise the national campaign to deliver a local communications	1. Contractor appointed for the website. 2. Activity Report published and posted to all members. 3. 12 in 2023. 4. Post weekly. 5. Full utilisation of assets and framework provided.	1. Carry-over budget 2022 2. Internal 3. Internal 4. Internal 5. Internal / National /		1. Deliver by January. 2. November. 3. Business as Usual. 4. Business as Usual. 5. Q1/Q2

Key Action	Activities	Indicators	Resource	Priority	Timeline
	campaign. As directed by DRCD				
Networking/ Working Regionally, & Nationally	1. **National Resource Workers Network:** Attend meetings and provide peer support to PPN colleagues throughout the year 2. **National Secretariat Network:** Participate in this peer support group 3. **Regional Support Meetings:** Participate regionally with PPNs where relevant. 4. **Attend the National PPN conference in October 2023.** 5. 6. Continue to **build relationships, connections and influence with Cork City Council and other relevant bodies.**	1. Attend at least 5 meetings in 2023. 2. Attend at least 5 meetings in 2022. 3. Participation where appropriate. 4. At least 1 Secretariat member, 1 PPN Rep and 1 Staff member attend the conference. 5. Seek regular meetings with executive, staff and councillors to raise the profile of the PPN and the community it serves	1. RW 2. DOF 3. Internal 4. Internal 5. Internal		1. Business as Usual. 2. Business as Usual. 3. Business as Usual (though not a priority in 2022). 4. BAU. 5. BAU
PPN Secretariat and Governance meetings	1. **Secretariat:** Hold meetings (9 meetings minimum) and provide support between PPN workers, PPN Secretariat members and member groups. 2. **Supervisory Sub-Group:** Hold quarterly meetings (CCC, SJCA, Secretariat, Staff	1. 9 meetings held. 2. 3 meetings held. 3. 3 meetings held and HR training provided	1. Internal 2. Internal 3. Internal		1. Business as Usual. 2. Business as Usual.

Key Action	Activities	Indicators	Resource	Priority	Timeline
	focused on SLA, MOU, service delivery, supporting staff). 3. **HR Liaison Sub-Group:** Develop the group to support staff and ensure good employment practises are being adhered to (CCC, SJCA, Secretariat). Note this does not replace, overrule or duplicate SJCA HR mechanisms.	via Adare HR/The Wheel			3. Business as Usual.
Consultations and Submissions	1. **Submissions:** Prepare submissions as advised by PPN Reps, Secretariat and networks. 2. **Consultations:** Organise surveys and consultations on plans, strategies and points of concern and interest to PPN Reps, Secretariat, networks, and members. 3. **Wellbeing and LECP:** Work with the LCDC in the review of the LECP in the context of incorporating Wellbeing principles. Use as an opportunity to review the Cork City PPN wellbeing statement. 4. **Climate Action Plan**: Make a significant PPN Submission and support members to make submissions	1. Make 2 formal PPN submissions. 2. Conduct 1 general membership survey and 1 survey relating to the development of a submission. 3. Workshops in partnership with LCDC facilitated and review of Wellbeing Statement largely complete by year end. 4. Use Wellbeing work combined with other consultative type work to support a PPN			1. Business as Usual. 2. Q3. 3. Q1- Q2 4. Q2 5. BAU

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	5. Respond to and support members to make other submissions (for example City Centre Strategy)	Climate Action Submission. 4a. Support members make submissions 5. As in 4a			
PPN Reps	1. Maintain and up-to-date **list of PPN Representatives and Committees.** 2. **PPN Representation/elections:** Run nomination and election processes for various PPN representative & secretariat positions as current terms conclude and/or where seats become vacant 3. **PPN Representation/Committees:** Support PPN Reps with their committee work and ensure that the membership is informed and have an opportunity to feed into agendas. 4. **Maintain the PPN Rep forum:** This group meets once a quarter to share information, experience and coordinate representation. 5. **9 month training and mentoring programme:** Support the re-engagement and capacity building of PPN Reps.	1. Up to date list of PPN Reps and committees; establish the capacity building needs identified. 2. Elections for all vacant positions held. 3. System established for supporting PPN Reps on committees. 4. Forum established and 3 meetings held. 5. 4 training sessions held and mentoring support panel established.	1. Internal. 2. Internal. 3. Carry-over budget. 4. Carry-over budget. 2022 5. Carry-over budget. 2022		1. BAU. 2. Commence in September, complete by November. 3. Business as Usual. 4. As soon as possible. 5. Commence in September.
Linkage Groups	1. **PPN Thematic Networks / Linkage Groups:** Organise and run PPN thematic network meetings on topics of interest for	1. 5 Linkage Groups established in 2022.	1. Carry-over budget. 2022		1. Ongoing 2. Q1

Key Action	Activities	Indicators	Resource	Priority	Timeline
	peer support, information exchange and learning. • Housing, Planning and Transport Linkage Group. • Climate Action and Environment Linkage Group. • Diversity, Disability and Inclusion Linkage Groups. • Arts, Community, Heritage and Sport (including International Relations and Tourism) • Community Safety	2. Facilitators recruited and trained-up. Processes in place.	2. Carry-over budget. 2022		
Training, Capacity Building & Funding	1. **Staff Training:** Identify staff training needs and provide for same. 2. **Member Group Training:** Provide training opportunities for PPN member groups. 3. **Funding Supports:** Continue to highlight funding opportunities. Collaborate with CCC and others to explore developing an interactive and easily accessible up to date funding resource.	1. Staff training needs established and development plan agreed. 2. Training survey undertaken and rollout of programme commenced in Q3 2022. 3. 5 funding schemes highlighted throughout the year. 1 collaboration with CCC and others	1. Internal 2. Internal 3. Internal.		1. Ongoing. 2. Commence in September 3. Highlight opportunities as part of Business as Usual. Commence in Q3.

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		highlighting funding supports.			
Outreach	1. Attend and organise outreach events where appropriate and within public health guidelines.	1. Attend 10 outreach events in 2022.	1. Internal.		Q3/Q4.
Interagency Working	1. Participate in relevant fora as required or prescribed (i.e. Covid-19 or Ukraine Refugee Response). 2. Collaborate with external agencies where appropriate.				
Administration	1. **Governance:** Day to day correspondence, accounting and reporting for PPN members, Secretariat, SJCA, CCC and Department Rural and Community Development. Updating policies and procedures. 2. **Meetings:** Organisation, preparation and recording of meetings and event management 3. **Staff Management:** Regular supervision meetings and dialogue with staff. 4. Develop a **CCPPN Constitution** in consultation with membership	1. Ongoing coordination of correspondence and reporting. Identification of governance needs. 2. Ongoing servicing of meetings. 3. Monthly SJCA-RW meetings. Weekly RW-SW meetings. Weekly/fortnightly phone call between RW and Secretariat	1. Internal. 2. Internal. 3. Internal. 4. Internal.		1. Business as Usual. 2. Business as Usual. 3. Business as Usual. 4. Q1/2

Key Action	Activities	Indicators	Resource	Priority	Timeline
		Liaison.			