

#2

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Page 2: Q1 & Q2

Q1 **Cork City**

What PPN do you represent?

Q2 **The PPN Worker / Secretariat**

Are you responding on behalf of - (Local Authority - please skip to Section B)

Page 3: Section A

Q3
Please provide contact details for this report

PPN Name and address	Cork City Public Participation Network, C/O St Josephs Community Association Old Youghal Road, Cork City, T23 HK80
PPN Email	info@corkcityppn.ie
PPN Phone Number	085 138 2718 / 085 134 4605
PPN Website	www.corkcityppn.ie
Main Secretariat Contact for this Report (Name)	Mary Keohane
Secretariat Member Contact Email address	[REDACTED]
PPN Resource/Support Worker (Name)	Orla Burke / Caitríona Honohon
PPN Resource/Support Worker Email Address	coordinator@corkcityppn.ie info@corkcityppn.ie

Q4	2021 Community and Voluntary	111
Please provide the number of members in each category below Full membership as of the 31st of December	2021 Social Inclusion	88
	2021 Environment	12
	2022 Community and Voluntary	126
	2022 Social Inclusion	89
	2022 Environment	14

Q5	2021 Community and Voluntary	0
Please provide the number of members in each category below Associate Membership as of the 31st of December	2021 Social Inclusion	0
	2021 Environment	0
	2022 Community and Voluntary	0
	2022 Social Inclusion	0
	2022 Environment	0

Q6
If you have introduced the category of Associate Member, please set out how this is defined. (If not applicable, just use n/a)

NA

Q7 **Yes**
Did you re-register PPN Members or update the details of PPN Members in 2022?

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Q8 **Respondent skipped this question**
If no, what year did you last re-register or verify your PPN Membership?

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Q9 **Salesforce, Email**
What methodology did you use to re-register or update the details of PPN members in 2022? Tick all boxes that apply.

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Q10

In 2022, in what ways did the PPN participate in consultation?

Distributed information to member groups about local consultations	Always
Distributed information to member groups about national consultations	Always
PPN Reps attended consultation events representing the PPN	Sometimes
Resource Worker attended consultation events representing the PPN	Sometimes
Made written submissions to consultations as the PPN or as a subgroup (linkage group, etc.)	Rarely
The PPN organised consultations with its membership (i.e. organise meetings and surveys to feed into a consultation submission)	Sometimes

Q11

How many consultations did the PPN respond to in 2022 (consultations initiated by PPNs and other bodies)?

3

Q12

Regarding agenda setting (setting the agenda for meetings, yearly workplans, terms of office, etc), select the option that reflects the experience of your PPN Representation in 2022:

The PPN is not given the opportunity to input on agenda setting

Q13

Regarding drafting (writing policies, communication plans, etc), select the option that reflects the experience of your PPN Representation in 2022:

The PPN is not given the opportunity to input on drafting

Q14

Regarding decision-making (the process of making decisions about a policy, initiative, project, etc), select the option that reflects the experience of your PPN Representation in 2022:

The PPN is not given the opportunity to input around decision-making

Q15

Regarding implementation (putting policy or plans into practice), select the option that reflects the experience of your PPN Representation in 2022:

The PPN is not given the opportunity to input on or contribute to implementation

Q16

Regarding monitoring (checking / scrutinising and assessing outcomes of a policy, decision, programme, etc), select the option that reflects the experience of your PPN Representation in 2022:

The PPN is not given the opportunity to input on monitoring

Q17

Regarding reformulation (using the information gathered through monitoring to evaluate and reformulate a policy, initiative, programme, etc), select the option that reflects the experience of your PPN Representation in 2022:

The PPN is not given the opportunity to input on reformulation

Q18

Please share any examples of good practice in relation to PPN representation in your area, suggestions for improvements, or any further comments on your PPN's experience, in 2022.

Our linkage groups are slowly coming together since restarting. We have recruited 8 Linkage Group Facilitators (2 vacancies remain). We are finding these, coupled with induction training, to build empathy and understanding of the plight of our representatives on SPCs

Q19

Yes

Does your PPN have a completed Vision for Community Wellbeing?

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Q20

If the answer is Yes – how has the PPN used them to influence decision making?

We were part of the pilot project for Well Being Statements. We are currently in re-development of our Well-Being statement supported by Clare O'Connor. We feel this next iteration of the Wellbeing statement will serve as both a vision/mission statement and also an issues paper/strategic document to support the work of our representatives on decision-making committees and in our realm of influence outside of these committees. This is due to be completed by November 2023.

Q21

Respondent skipped this question

If the answer is No - Please explain why

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Q22

Please give examples of successful consultations in 2022 and/or share models of best practice.

We contributed to the Mazars Report Consultation. We also developed a Representatives Experience Survey which helped to understand the experiences of our reps sitting on decision-making committees. We also carried out a Community Training Needs Assessment of our membership.

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Q23

Total Number of Reps as of 31st December 2022

Male	17
Female	13

Q24

Total Number of new Reps elected during 2022

Male	6
Female	6

Q25

Total Number of Reps retired during 2022

Male	2
Female	3

Q26

Total Number of Boards and Committees with PPN Reps 2022

10

Q27

Total Number of contested seats (elections) during 2022

4

Q28

Total Number of uncontested seats during 2022

8

Q29

Total Number of open vacancies at 31st December 2022.

4

Q30

Where representation ceased during 2022, please indicate and provide an explanation and additional Comment, if necessary.

People stepping down to focus on career, training/education or family.

Q31

Yes

Did any individuals represent the PPN on more than one Board or Committee in 2022?

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Q32

If Yes, state: How the situation arose and what was done to address this in line with the Handbook (Please note, a member who sits on the Secretariat and one decision making committee is not considered to be on multiple boards).

Historically we have one person who sits on the CLDATF and an SPC. We have offered the SPC Role at election and no one has been nominated, despite our best efforts to fill this role.

Q33

If yes, state: How many individual Representatives were concerned.

1

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Q34

Yes

Did your PPN had any difficulty in recruiting Representatives for positions arising in 2022?

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Q35

If yes, please explain.

Historically we have one person who sits on the CLDATF and an SPC. We have offered the SPC Role at election and no one has been nominated, despite our best efforts to fill this role.

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Q36

In 2022, please provide 3 to 5 examples of specific proposals or actions that PPN Representatives have brought to decision making boards or committees and the outcome, if any (i.e. discussed, deferred, decision made, project initiated, etc.). Please detail the Decision Making Body, the Proposal and the Outcome (if any). Use this as an opportunity to showcase the work of your PPN in 2022.

Example 1	NA
Example 2	NA
Example 3	NA
Example 4	NA
Example 5	NA

Q37

Thinking of the IMPACT your PPN has had in 2022, please provide 3 to 5 concrete examples where the PPN has had a key impact / achieved a key deliverable (please think of the benefit delivered to the community from work undertaken by the PPN). Use this as an opportunity to showcase the work of your PPN in 2022.

Example 1	NA
Example 2	NA
Example 3	NA
Example 4	NA
Example 5	NA

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Q38

In 2022, what support structures were in place to support PPN Representatives on Boards and Committee and Community input to policy development and decision making? Please give a number to any that apply.

Linkage Groups	3
Thematic or Activity Networks (specific purpose, i.e. Disability Network, Social Inclusion Network, and so on)	0
Representatives Charter	0
Training for PPN Representatives	2
Training for Linkage Groups	0
Meeting Feedback Forms Completed by Reps	0
Local PPN Reps Network	1
One-to-one Support	8
Local Authority / Committee Host	0

Q39

Respondent skipped this question

Please provide any comments you may have on these supports.

Q40

No

Do you have Municipal Districts or administrative areas?

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Q41

Respondent skipped this question

Does the PPN have a local presence in each Municipal District or administrative area?

Q42

Respondent skipped this question

Please provide more detail.

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Q43

How many Linkage Groups were there in your PPN in 2022?

3

Q44

Please list the Linkage Groups in your PPN?

Climate Action, Environment & Natural Heritage
Housing, Planning & Transport
Diversity, Disability and Inclusion

Q45

How many Linkage Groups were active in 2022 (i.e. meeting at least 3 times per year, including virtually)? Number only.

3

Q46

How did Linkage Groups communicate?

Emails sent out via Salesforce. Advertised on Social Media.

Q47

A moderate amount

What was the level of participation in Linkage Groups in 2022?

Q48

No

Did your Linkage Groups elect PPN Representatives in 2022?

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Q49

If the answer to the above is "No", what body elected Representatives in 2022?

The Plenary

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Q50

How many Thematic Networks were there in your PPN in 2022?

0

Q51

Please list the Thematic Networks your PPN in 2022?

NA

Q52

How many Thematic Networks were active in 2022 (i.e. meeting at least 3 times per year, including virtually)? Number only

0

Q53

How did Thematic Groups communicate?

NA

Q54

None at all

What was the level of participation in your Thematic Groups in 2022?

Q55

No

Did your Thematic Networks elect PPN Representatives in 2022?

Q56

Respondent skipped this question

Please provide any comments you may have.

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Q57

No. Of Events

4

Training, Capacity Building Programmes, Information and Awareness Campaigns. How many events were held in 2022?

Q58

Training, Capacity Building Programmes, Information and Awareness Campaigns. What did your PPN do that impacted on the capacity of your member groups in 2022? Give an example of best practice or successful outcomes.

Two Reps Forums were held with training on how local authority structures work and how the PPN Feeds into this.
Two sets of Induction Training were held for incoming representatives.

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Q59

Secretariat Details. Please provide details on the composition of your Secretariat in 2022.

How many places are allocated on the Secretariat in full? **9**

How many seats were filled as of end of 2022? **9**

How many vacancies were there as of end of 2022? **0**

What is the average overall attendance rate of your Secretariat in percentage? (Just input whole number) **80**

What is the term of office on the Secretariat in years? (Just input whole number) **3**

Q60

Secretariat Details. Please provide details on the composition of your Secretariat in 2022.

How these places are allocated? (By municipal district, college, electoral area, etc.)

Equal share by the 3 colleges

Q61

How did your Secretariat operate a flat structure in 2022?
Tick all that apply

Rotating Facilitator,

Decisions made by consensus,

Proposals brought to Plenary,

Minutes / Reports available to all PPN members

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Q62

Did your Secretariat have subgroups in 2022? (Please detail)

HR Liaison

Finance Sub Group

Q63

PPN Meetings and Events Please provide the number of meetings held by your PPN in 2022. (Do not include roadshows, training, etc. which has already been identified) PLEASE GIVE RESPONSES IN NUMBERS ONLY

Plenary	2
Secretariat	7
Linkage Groups	3
Municipal District	0
Other Events	14

Q64

Please provide any comment you may have on the events detailed above.

Recruitment for the Resource Worker and Support Worker took place in 2022. This took significant work from the volunteer Secretariat and Host Organisation.

Q65

Yes

Was there an active Memorandum Of Understanding (MOU) or Service Level Agreement (SLA) in place in 2022?

Q66

How did the PPN collaborate with other agencies/organisations in the county / city or elsewhere in 2022 (Such as LCDC, Age Friendly, Comhairle na nÓg, HSE, Túsla, Drugs Task Force, Healthy Ireland, etc.)?

The resource worker sits on the Steering Group of Cork Healthy Cities and Cork Child-Friendly Cities Committee. Comhairle na nÓg are members of the PPN.

Q67

In 2022, how has the PPN worked to “actively support inclusion of socially excluded groups, communities experiencing high levels of poverty, communities experiencing discrimination, including Travellers to enable them to participate at local and county level”? Use this as an opportunity to showcase the work of your PPN in 2022.

During recruitment for Reps Roles, the coordinator has actively sought nominations from the Social Inclusion College. This might entail contacting someone she had met through the PPN mechanisms and alerting them to a new position.

At linkage groups, we have used online and hybrid-enabled meeting styles to facilitate the inclusion of those who cannot access transport to get to meetings. The lack of wheelchair taxis in the city has been highlighted as a barrier to participation in Cork City PPN (and in general in accessing goods, services and social interactions).

On our meeting registration forms, we asked for “Access Requirements” and “Dietary Requirements” and facilitated these.

At meetings, we have taken videos/photos showing the accessible entrances and ramps to venues.

We endeavour to number our slides and distribute these following meetings.

On the direction of our “Disability, Diversity and Inclusion Linkage Group”, we developed more visual communication of the Values/Principle of the PPNs with an illustrator.

We have actively encouraged one of our Traveller organisations to raise their voice and propose motions through our Housing, Planning Transport Linkage Groups.

Use of the software “Padlet” to communicate and curate spaces for members of the PPN in general and the Linkage Groups. Also supported our Communication while website was under construction,

Q68 **Hosted by another Community Organisation**

Under what legal and administrative structure did your PPN operate in 2022?

Q69 **Yes**

Did your PPN change its hosting position in 2022?

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Q70

If yes, why? Please give details of hosting position as at 31/12/2022.

Tendering process ongoing for new host. Funding (back account) still held in Ballypnehane Togher Community Development Project.

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Q71

What staffing resources eg. dedicated Resource Worker and/or support staff was available to the PPN in 2022? (Please detail full time / whole time equivalents / agency staff / volunteers, etc.) PLEASE GIVE YOUR RESPONSE IN NUMBERS ONLY

Resource Worker (Please detail as whole time equivalent i.e. 1 WTE in the case of two part time RWs) **1**

Support Worker (Please detail as whole time equivalent i.e. 1 WTE) **0.8**

Facilitator **1**

Q72 If yes, how long was the position vacant for?:
Did your PPN have staff vacancies in 2022? RW 4 months SW 9 months

Q73 Yes
If your PPN recruited in 2022, was the Secretariat involved in the recruitment process?

Q74 Host Organisation
By what entity was the PPN Resource Worker and any other PPN staff employed in 2022?

Q75 Respondent skipped this question
Please provide any comments you may have

Q76 Entirely by Secretariat
Who directed the daily work of the PPN staff in 2022?

Q77 Respondent skipped this question
If the answer to the above is "Shared" please provide further details (i.e. Work Plan function managed by Secretariat, Human Resource function managed by Host organisation, etc.).

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Q78 Within the Host Organisation's Premises
Where was the Official PPN Address located in 2022?

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Q79

Was there something that your PPN did in 2022 that would make for the successful development of the PPNs in 2023 and in the future?

- 1. **The use of Padlet seems to be a positive experience for PPN Members. It allows us to curate information under topics. The links can be bookmarked.**
 - 2. **Representative Experience Survey (it might be helpful to make standard, well designed survey questions available to all)**
-

Q80

What specific training is required for PPNs, both priority training in 2023 and also in subsequent years?

Flat Structure Training for Secretariats.

Q81

Thinking ahead, what would facilitate better participation of the PPN in policy and decision making, moving towards a partnership approach?

Mandatory "Badged" Training for Local Authority Staff & Councilors on the PPN. Joint Circulars with the DHLGH

Q82

PPN Checklist

Completed on behalf of the PPN by	Orla Burke
Role within the PPN	Resource Worker/Coordinator
PPN Worker Email	coordinator@corkcityppn.ie
Phone Number	0851344605
Date	06/06/2023

Q83

Secretariat Approval. Please read carefully: By submitting this report, the PPN Secretariat declares that the information provided in relation to the organisation described in this report is true and complete to the best of their knowledge and belief. Approved on behalf of the Secretariat by:

Name	Mary Keohane
Role	Secretariat Member
Secretariat Email	[REDACTED]
Date	30/05/23

Q84

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Mary Keohane's email is personal and should be redacted in any FOI.

Q85

No

As the PPN, do you also complete the Local Authority Section? Note this is the final question in this Section. If you answer no, the survey will close.

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Q86

Respondent skipped this question

In 2022, what ways has the Local Authority supported the development of PPN, and the active participation of environmental, social inclusion, community and voluntary organisations in policy and decision making, information sharing and capacity building? Tick all that apply. Note: this does not include the provision of a budget or the core duties of the resource worker

Q87

Respondent skipped this question

Please provide any comments you may have on the provision of the above supports.

Q88

Respondent skipped this question

Please provide the total number of :

Q89

Respondent skipped this question

Please give examples of successful collaborations and incidents of best practice in co-operation between the PPN and the Local Authority

Q90

Respondent skipped this question

Please provide a full list of boards and committees by which the local authority facilitates community representation on and detail if the PPN has been allocated seats on these in 2022. This should include committees/boards separate to SPCs, JPC and the LCDC such as Heritage Forums, Coastal Liaison Groups, Road Safety Groups, Local Area Liaison Groups, Local Sports Partnerships, and any others.

Q91

Respondent skipped this question

If not all local authority boards and committee with community representation have had that representation nominated through the PPN, please set out the process and timeline by which this is to be regularised below.

Q92

Respondent skipped this question

In 2022, did the Local Authority require groups to be members of PPN to be eligible for grants?

Q93

Respondent skipped this question

Please provide details, if appropriate

Q94

Respondent skipped this question

In 2022, did the Local Authority provide specific induction or training to newly nominated PPN Representatives (separate to by the PPN itself) who sit on their boards or committees?

Q95

Respondent skipped this question

If not, please explain.

Q96

Respondent skipped this question

In 2022, what provision was made for the training of local authority staff and elected members in public participation and the PPN? (please provide details)

Q97

Respondent skipped this question

Thinking ahead, what additional support does the local authority believe could be provided by the Department of Rural and Community Development to continue to develop the PPNs?

Q98

Respondent skipped this question

What 3 recommendations would the Local Authority (appropriate Director of Service, or equivalent) make for the successful development of the PPN in 2023 and in the future?

Q99

Respondent skipped this question

What specific training is required for Local Authorities, both priority training in 2023 and also in subsequent years?

Q100

Respondent skipped this question

Thinking ahead, what would facilitate better participation of the PPN in policy and decision making, moving towards a partnership approach?

Q101

Respondent skipped this question

Local Authority Checklist - Completed on behalf of the Local Authority by

Q102

Respondent skipped this question

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