

DRAFT Cork City PPN Workplan 2024

It is noted that this **workplan is contingent on the delivery of staffing resources and substantial in-person delivery** in line with public health guidelines. Progress on this workplan shall be reviewed in October 2024 in the development of a 2025 Work Plan for proposal to the Plenary in November 2024.

Key Action	Activities	Indicators	Resource		Timeline
Membership	<ol style="list-style-type: none"> 1. Increase membership base. 2. Review, update and maintain our members database and registration process. 3. Develop 'Associate Membership' for groups in Cork wishing to engage in PPN. 4. Plenary: Take direction from our member groups to do the work that is important to them. (*note: SPC/JPC reforms this year). 	<ol style="list-style-type: none"> 1. New membership increase by 5% 2. Review application process (streamline documentation uploads). 3. Have process in place for associate members to join by end of Q3 4. Minimum of 2 (& extra if needed) Plenary meetings held. 	<ol style="list-style-type: none"> 1. Internal 2. Internal 3. Internal 4. Internal 		<ol style="list-style-type: none"> 1. Business as Usual. 2. Commence as soon as possible. 3. Commence as soon as possible 4. March, Summer (if needed) & Winter.
Communications	<ol style="list-style-type: none"> 1. Website: 1) Launch Website and 2) continue to maintain website and ensure all information is relevant and up- 	<ol style="list-style-type: none"> 1. 1)Event for official website launch 2) contractor appointed for the website. 	<ol style="list-style-type: none"> 1. Internal & liaise with contractor. 	Priority	<ol style="list-style-type: none"> 1. 1)Summer Plenary 2)Throughout the year.

	<p>to-date.</p> <ol style="list-style-type: none"> 2. Annual Newsletter (PPN activity report) highlighted the work of the PPN throughout the year. 3. Members Update Ebulletin: Circulate monthly Ebulletins 4. Facebook/Social Media: Regular posting information & resources. 5. Local Campaign: Increase PPN visibility through the production of a podcast/radio interviews (contingent on funding/budget). 	<ol style="list-style-type: none"> 2. Activity Report created and circulated to membership (option for physical or online, depending on capacity). 3. 1 each month 4. Post weekly. 5. 6 -8 episodes on capacity building in cork City within the PPN OR interviews on local radio station. 	<ol style="list-style-type: none"> 2. Internal 3. Internal 4. Internal 5. Internal & sub-committee from membership 		<ol style="list-style-type: none"> 2. Q4 3. Business as Usual. 4. Business as Usual. 5. Complete by Q3.
<p>Networking/ Working Regionally, & Nationally</p>	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. Attend at least 3 meetings in 2023. 2. Attend at least 2 meetings in 2024. 3. Participation where appropriate. 	<ol style="list-style-type: none"> 1. Resource Worker 2. DMcAO'C 3. Internal 4. Internal 		<ol style="list-style-type: none"> 1. Business as Usual. 2. Business as Usual. 3. Business as Usual

	<p>4. Attend the National PPN Conference in 2024.</p> <p>5. Continue to build relationships, connections and influence with Cork City Council and other relevant bodies.</p>	<p>4. <u>At least 1</u> Secretariat member, 1 PPN Rep and 1 Staff member attend the conference.</p> <p>5. Seek regular meetings with executive, staff and councillors to raise the profile of the PPN and the community it serves.</p>	<p>5. Internal</p>	<p>Priority</p>	<p>4. Business as Usual</p> <p>5. Business as Usual</p>
<p>PPN Secretariat and Governance meetings</p>	<p>1. Secretariat: Hold meetings (9 meetings minimum) and provide support between PPN workers, PPN Secretariat members and member groups.</p> <p>2. Supervisory Sub-Group: Hold quarterly meetings (CCC, SJCA, Secretariat, Staff focused on SLA, MOU, service delivery, supporting staff).</p> <p>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</p>	<p>1. 9 meetings held.</p> <p>2. 4 meetings held.</p> <p>3. 3 meetings held and HR training provided via Adare HR/The Wheel</p>	<p>1. Internal</p> <p>2. Internal</p> <p>3. Internal</p>		<p>1. Business as Usual.</p> <p>2. Business as Usual.</p> <p>3. Business as Usual.</p>

	<p>duplicate SJCA HR mechanisms.</p> <p>4. Ratify CCPPN Constitution in consultation with membership</p>	<p>4. Ratified constitution</p>	<p>4. PPN Membership</p>		<p>4. Q2</p>
<p>Consultations and Submissions</p>	<p>1. Submissions: Prepare submissions as advised by PPN Reps, Secretariat and networks & support members groups if making submissions. Support the creation of a city profile, ensure that PPN provides support/submission for this project.</p> <p>2. Consultations: Organise surveys and consultations on plans, strategies and points of concern and interest to PPN Reps, networks, and members.</p> <p>3. Wellbeing: Complete Vision for Community Wellbeing Statement and launch the document.</p>	<p>1. 1) Make 2 formal PPN submissions and 2) support member groups to make their own submissions.</p> <p>2. 1) A general membership survey and 2) a survey relating to the development of a submission.</p> <p>3. Complete the final document, adopt the vision for wellbeing and launch to the members of PPN.</p>	<p>Internal with consultation from members</p> <p>Internal</p> <p>Internal</p>	<p>Priority</p> <p>Priority</p>	<p>1. Business as Usual.</p> <p>2. Complete by Q3.</p> <p>3. End of Q3</p>

PPN Reps	<ol style="list-style-type: none"> 1. Maintain an 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. **elections this year 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 to share information, experience 	<ol style="list-style-type: none"> 1. Up to date list of PPN Reps and committees; establish the capacity building needs identified. 2. Elections for all vacant positions held (note: this will happen after local elections) 3. System established for supporting PPN Reps on committees. 4. Forum established and meetings held. 	<ol style="list-style-type: none"> 1. Internal. 2. Internal. 3. Internal & plenary 		<ol style="list-style-type: none"> 1. BAU. 2. Commence in September, complete by November. 3. Business as Usual. 4. As soon as possible.

	and coordinate representation.				
Linkage Groups	<p>1. PPN Thematic Networks / Linkage Groups: Organise and run PPN thematic network meetings on topics of interest for peer support, information exchange and learning.</p> <ul style="list-style-type: none"> • 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 	1. Support the facilitation of linkage group meetings.	1. Internal		1. Ongoing
Training, Capacity Building & Funding	<p>1. Staff Training: Identify staff training needs and provide for same.</p> <p>2. Member Group Training: Do induction training and provide</p>	<p>1. Staff training needs established and development plan agreed.</p> <p>2. 1) provide 2 opportunities for induction training sessions and 2) training</p>	<p>1. Internal</p> <p>2. Internal</p>		<p>1. Ongoing.</p> <p>2. Commence asap.</p>

	<p>training opportunities for PPN member groups.</p> <p>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.</p>	<p>survey undertaken and rollout of programme based on needs.</p> <p>3. 5 funding schemes highlighted throughout the year. 1 collaboration with CCC and others highlighting funding supports.</p>	<p>3. Internal.</p>		<p>3. Highlight opportunities as part of Business as Usual. Commence collaboration in Q3.</p>
Outreach	<p>1. Attend and organise outreach events where appropriate.</p>	<p>1. Attend 4 outreach events in 2024.</p>	<p>1. Internal.</p>		<p>Q3/Q4.</p>
Interagency Working	<p>1. Participate in relevant fora as required or prescribed (i.e. Covid-19 or Ukraine Refugee Response).</p> <p>2. Collaborate with external agencies where appropriate.</p>	<p>S</p>			<p>Business as Usual</p>
Administration	<p>1. Governance: Day to day correspondence, accounting and reporting for PPN members, Secretariat, SJCA, CCC and Department Rural and Community Development. Updating policies and</p>	<p>1. Ongoing coordination of correspondence and reporting. Identification of governance needs.</p>	<p>1. Internal.</p>		<p>1. Business as Usual.</p>

	<p>procedures.</p> <p>2. Meetings: Organisation, preparation and recording of meetings and event management</p> <p>3. Staff Management: Regular supervision meetings and dialogue with staff.</p> <p>4. Mentoring: Support for PPN Staff as they transition into the PPN.</p>	<p>2. Ongoing servicing of meetings.</p> <p>3. Monthly SJCA-RW meetings. Weekly RW-SW meetings. Weekly/fortnightly meeting between RW and Secretariat Liaison.</p> <p>4. External support for PPN staff for first 3 months in the role.</p>	<p>2. Internal.</p> <p>3. Internal.</p> <p>4. Internal</p>		<p>2. Business as Usual.</p> <p>3. Business as Usual.</p> <p>4. Q1/2</p>
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This Workplan incorporates the values of CCPPN and highlights the importance aspects of the PPN including:

1. Elevating participation and representation
2. Promoting training and capacity building
3. Facilitating networking and information sharing
4. Building good governance practice within the PPN.