

Summary of Induction information for Leitrim PPN representatives

TABLE OF CONTENTS

<i>Introduction</i>	2
<i>What is a PPN Representative (Rep)</i>	2
<i>How do I become a PPN Rep on a Board or Committee</i>	2
<i>Who will you be representing?</i>	2
<i>Where will you be doing the Representing?</i>	3
<i>Time Commitment</i>	3
<i>Code of conduct</i>	4
<i>The role: What will the Rep be doing</i>	4
<i>Responsibilities of the Rep</i>	4
<i>Rights of the Rep</i>	5
<i>Linkage Groups: How they can help you with your role</i>	5
<i>Travel and Expenses</i>	6

[Type here]

INTRODUCTION

Thank you for volunteering to be a PPN Representative (PPN Rep) for Leitrim Public Participation Network (Leitrim PPN). This information pack provides you with much of the information you will need to fulfil your valuable role. It will explain what a PPN rep is, how PPN reps are appointed, what they do and their responsibilities and rights.

If this is your first time to be a PPN why not visit the [1 Glossary of Terms](#) and take some time to become familiar with some twenty terms, some of which you may be seeing for the first time. You will see more information on our website here.

WHAT IS A PPN REPRESENTATIVE (REP)

A PPN Rep is a person who represents the views of PPN members from the community, voluntary, social inclusion and environmental sector within the Local Authority committees and other related committees/boards/fora. The Rep is elected by Member Groups or Pillar / Linkage Groups¹ to which they belong. The person serves for a fixed term, to represent the issues of PPN members on a particular Board or Committee.

HOW DO I BECOME A PPN REP ON A BOARD OR COMMITTEE

This happens through the PPN Member Groups/Linkage Groups. The PPN Secretariat² will provide information on the Board or Committee concerned and ask the Pillar/Group to put forward nominations from fully registered organisations. If more nominations than seats are received, an election takes place according to procedures established by the Secretariat and approved by the Plenary³

WHO WILL YOU BE REPRESENTING?

In Leitrim in 2024 a total of 57 PPN Reps serve on 15 different committees across the County. The PPN Reps represent three broad pillars of interest:

1. Community and Voluntary Sector,
2. Social Inclusion and
3. Environment

¹ A Linkage Group is a collection of PPN member organisations with a **particular shared interest**. See full explanation of [Linkage Groups](#) in this section..

² The Secretariat is '**steering group**' which oversees the workings of the PPN and acts as an administrative and communications mechanism. See [9 Leitrim PPN Secretariat Members](#)

³ The Plenary is **the ultimate decision making body of the PPN**. It holds at least 2 meetings per year. All members of the PPN are welcome to attend the Plenary, with each member organisation having one vote when required.

[Type here]

In addition some committees can ask that PPN reps come from different municipal districts in the County or come from a particular interest area within one of the pillars.

For the fixed time the Rep is sitting on the Board/Committee, they are representing the issues of the member groups of the PPN and especially those of the Pillar or Linkage Group they are part of (not just personal views). Communication from the Rep back through the Linkage Group is important to make sure they are bringing agreed and relevant issues to the Board/Committee.

WHERE WILL YOU BE DOING THE REPRESENTING?

PPN reps attend the meetings of the Committees they serve.

These committees include seven committees that are run directly from Leitrim County Council.(SPC below refers to Strategic Policy Committee)

1. Economic and Enterprise Development SPC
2. Physical Development SPC
3. Local Development SPC
4. Social Development SPC
5. Peace Plus
6. Local Community Development Committee (LCDC)
7. Leitrim Sports Partnership
8. Local Community Safety Partnerships (formerly JPC – Joint Policing Committee)

See below a link which shows you the membership of each of these committees.

PPN Reps can also serve on an additional eight committees which operate independently though closely linked to local government policy. These are:

1. County Childcare Committee
2. County Enterprise Fund
3. LEADER Evaluation Committee
4. Leitrim Development Company
5. Secretariat
6. Leitrim Recreation Forum

See ["2 Representation"](#) for a full list of committees together with the number of PPN Reps serving on each committee and the interest or pillar which they represent.

See [3 Committee Information and links which enables you to get more detailed information on all committees.](#)

See [4 Membership of Leitrim County Council Committees 2024 -2029](#)

TIME COMMITMENT

[Type here]

Representing the views of the PPN on a Board or Committee can be very rewarding, but there is a time commitment involved. The information sent out with Nomination Forms for each Board/Committee should provide approximate time commitment.

CODE OF CONDUCT

Our Code of Conduct asks PPN Reps to promise to:

- 👍 **comply with the fundamental values** that underpin all the activities of Leitrim PPN by being inclusive, participatory, valuing diversity, independent, transparent and accountable
- 👍 **be a guardian of the PPN's reputation**
- 👍 **disclose any conflicts of interest as they occur**
- 👍 **adhere to the rules around personal gain and use of PPN resources**
- 👍 **adhere to the rules set for standards of behaviour at meetings**
- 👍 **adhere to the rules for leaving their PPN role when that occurs**

See [5 Leitrim PPN Code of Conduct click here](#)

THE ROLE: WHAT WILL THE REP BE DOING

Representatives are required to:

- ✓ **Attend and participate fully in the board/committee they are appointed to.**
- ✓ **Bring the issues of the Pillar/linkage group to the board/committee** NOT to just represent their own organisation. The role of the rep is to bring the diversity of views on issues of relevance from the PPN membership to the policy making arena.
- ✓ **Give feedback regularly & work collaboratively with the PPN Linkage Group**, member groups and in particular to the Linkage Group or PPN Plenary on the outcomes of the policy meetings and the issues that have been raised.

For full description see ["6 The Roles, responsibilities and rights of PPN Reps"](#)

RESPONSIBILITIES OF THE REP

[Type here]

- Undertake effective two-way communication with the Pillar/Linkage Group (with support from the PPN Secretariat and PPN staff)
- To have basic online skills e.g. to be able to communicate effectively via email and take part in online zoom/teams calls.
- To prepare for meetings and participate actively
- Work collaboratively with others
- Attend relevant training or networking organised by the PPN or Board/Committee
- Be open and honest in dealings with stakeholders
- Put forward opinions and views of the Pillar/Linkage Group and feedback to them clearly
- Build positive relationships with others for the benefit of the PPN
- Portray the PPN and the Pillar Linkage Group in a positive and constructive way
- To fill out the feedback sheet received in the induction pack.

For full description see [“6 The Roles, responsibilities and rights of PPN Reps”](#)

For “7 Representatives Reporting Template” see here:

RIGHTS OF THE REP

- ⊙ To have active and timely engagement from PPN members and/or the Linkage Group on issues raised
- ⊙ To be heard respectfully and supported as a Rep at both the Linkage Group and the Board or Committee they serve on
- ⊙ To receive training from the Board/Committee they will serve on.
- ⊙ To receive an induction pack with all necessary documentation
- ⊙ To receive timely notice of meetings with relevant documentation
- ⊙ To receive expenses for attending Committee/Board meetings.

For full description see [“6 The Roles, responsibilities and rights of PPN Reps”](#)

LINKAGE GROUPS: HOW THEY CAN HELP YOU WITH YOUR ROLE

As mentioned earlier the Linkage Group is a collection of PPN member organisations with a particular shared interest or expertise.

Three Linkage Groups have been established in Leitrim:

1. Climate Action, Environment, Heritage, Biodiversity and Agriculture
2. Planning, Housing and Transport
3. Social Inclusion, Disability, Rural Development, Peace and Reconciliation

These groups meet about 3 times per year and are chaired by a PPN facilitator who manages meetings and the workplan of each group.

Any member group of the PPN can be invited to join one or more Linkage Groups and the member group nominates someone to attend the Linkage Group at any time.

[Type here]

When the Linkage Group receives information that a rep is being sought to join one of the Boards/Committees then the procedures set out by Leitrim PPN are followed and a person is nominated to be a Rep on the particular Board/Committee.

The Rep will work with the Linkage Group (if relevant) to make sure that issues that are being discussed are fed back for consideration and they also remain a valuable source of support and information for the Rep enabling them to fulfil their role.

Further information on how Linkage Groups work can be found here : ["8 Leitrim PPN Linkage Groups Terms of Reference."](#)

TRAVEL AND EXPENSES

The policy of Leitrim County Council will govern the payment of travel and expenses for attending Local Authority Boards or Committee meetings and will generally only cover attendance within the County.

[Type here]