



Advisory Group, Representatives & Facilitators

Terms of Reference

Reference	Approved	Ratified	For Review	Amended
Ref: TLRF 0001	June 2018	June 2018	April 2021	April 2021
Ref: TLRF 0002	May 17 th 2021	June 15 th 2021	May 2023	N/A
Ref: TARF 0001	June 16 th 2025		May 2025	June 2025



Kildare Public Participation Network

Advisory Group

Terms of Reference – Advisory Groups – Representatives - Facilitators

The Public Participation Network (PPN) was established in 2014 as the representative voice for all Community and Voluntary, Environmental and Social Inclusion groups.

The Public Participation Network will identify the issues that matter and try to influence policy in a way that improves the quality of life and opportunities for people within the Local Authority area.

Membership of the Public Participation Network is open to all community and voluntary groups, clubs and organisations, working on a voluntary, co-operative or not-for-profit basis for the benefit of the community.

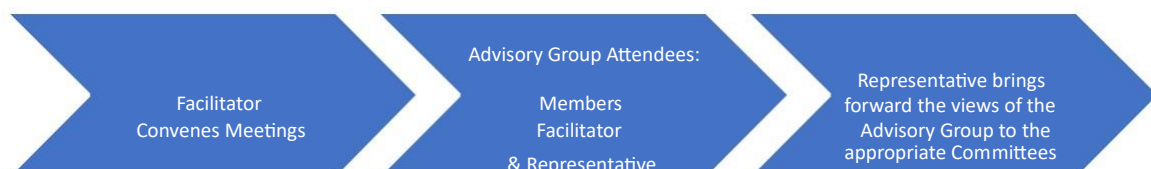
The Public Participation Network is overseen by a Secretariat, elected by full member groups of the network.

The Public Participation Network elect's Representatives to committees and organisations to speak on behalf of all member groups of the network.

The Public Participation Network is the main link through which the Local Authority and other decision-making bodies connect with the community and voluntary, environmental and social inclusion sectors.

The Public Participation Network is committed to working in an open, inclusive and transparent manner on behalf of all member groups.

Structure - Advisory Group



Role of the Advisory Groups

Advisory Groups will be established to support the work of Kildare PPN and Representatives of Kildare PPN on decision making committees at local authority and community level. It is important to note that the role of the Advisory Group is to facilitate and enable organisations to voice a wide range of views and interests within the local Government system. It is intended to add to the participation of member groups, not replace or reduce it in any way.

- All the Advisory Groups are open to any member of organisations/groups registered with Kildare PPN regardless of the sectoral interest of the member's group or the Advisory Group.
- Advisory Groups may invite non-members of Kildare PPN to participate.
- Advisory Groups will meet before each SPC meeting.
- Kildare PPN Representatives will be required to be members of and attend Advisory Group meetings appropriate to their representation.
- Once Advisory Groups are well established, the Advisory Group members will select a Facilitator. The Facilitator will then be responsible for convening meetings of the Advisory Group (this should not be the PPN Representative). The Advisory Group Facilitator where possible will be a member of the Kildare PPN Secretariat.
- Advisory Groups will issue a report of meetings to the Kildare PPN Administrator/Coordinator.

Role of the Representative

The role of the Representative is a rewarding one. It is also a commitment of time and energy to make sure that it is carried out fully. To do this, the Representative must:

- Attend and participate fully in meetings of the Advisory Group, Board or Committee, including any subgroups to which they may be appointed.
- Bring forward the issues of the Advisory Group to the Board or Committee for their consideration, including putting items on the agenda. They are not there just to represent their own group or opinion.
- Work collaboratively with the Advisory Group to identify issues, research, policy proposals etc. of interest or concern to the Group.
- Communicate regularly (at least as often as meetings are held) with the Advisory Group about:
 - ❖ Dates of Board or Committee meetings
 - ❖ Agendas for Board or Committee meetings

- ❖ Reports from Board or Committee meetings
- ❖ Items which require their input and / or are of interest to the Advisory Group

Role of the Facilitator

Once established the Facilitator will be responsible for convening meetings of the Advisory Groups (this should not be the PPN Representative). The Advisory Group Facilitator, where possible will be a member of the Kildare PPN Secretariat.

- They shall convene and facilitate meetings for the Advisory Group.
- They shall ensure that the views and voice of all members of the Advisory Group are heard and carried through the Representative to the appropriate committee.
- They shall report back to the Secretariat through the Coordinator.

Circumstances were Linkage Group Members, Representatives or Facilitators would be required to resign their position

Advisory Group Members, Representatives and Facilitators would be required to resign their position if they:

- Are no longer a member of the Kildare Public Participation Network Member Organisation that nominated them.
- No longer have the formal support of their nominating Member Organisation.
- Fail to attend three consecutive meetings of the Advisory Group and/or committees they were elected to without reasonable explanation.
- Declare as a candidate for local, general or European elections.
- Are in breach of the Kildare PPN Code of Conduct.