



Linkage Groups, 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	April 2022	

Kildare Public Participation Network

Linkage Group

Terms of Reference – Linkage 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 elects 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 – Linkage Group



Role of the Linkage Groups

Linkage 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 Linkage 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 Linkage 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 Linkage Group.
- Linkage Groups may invite non-members of Kildare PPN to participate in an advisory role.
- Linkage Groups will meet as often as they determine but at least twice per year.
- Kildare PPN representatives will be required to be members of and attend Linkage Group meetings appropriate to their representation.
- At the first meeting, the Linkage Group members will select a Facilitator. The Facilitator will then be responsible for convening meetings of the Linkage Groups (this should not be the PPN Representative). The Linkage Group Facilitator where possible will be a member of the Kildare PPN Secretariat.
- Linkage 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 Linkage and Board or Committee, including any subgroups to which they may be appointed.
- Bring forward the issues of the Linkage 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 Linkage 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 Linkage 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 Linkage Group

Role of the Facilitator

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

- They shall convene and facilitate meetings for the Linkage Group.
- They shall ensure that the views and voice of all members of the Linkage Group are heard and carried through the Representative to the appropriate committee.
- They shall report back to the Secretariat through the Resource worker for administration, good governance, and transparency.

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

Linkage 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 Linkage 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.