



**Kildare
Public
Participation
Network**

Kildare Public Participation Network Annual Report 2021



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INTRODUCTION

2021 was an unusual and challenging year in Kildare Public Participation Network. It was a year with lots of changes, filling new Secretariat seats and changing staff. As with all organisations, we rose to the challenge, not least to address the changing world which the pandemic forced upon us and how we did business, but also embracing our most ambitious work plan to date. In a time of so much unrest, we must acknowledge the member organisations that gave so much to the communities in Kildare. The endless volunteering hours that so often go unnoticed, the dedication and resilience which was shown by so many in the county was admirable and unprecedented.

January saw the retirement of the Kildare PPN Coordinator, Bernard Higgins. Bernard had worked with Kildare PPN since its inception in 2016 and was recognized for all his hard work in developing the PPN over the past 5 years and supporting the Secretariat in their vision. We would also like to recognise the Secretariat members who stepped down from their positions for the hard work and loyalty which they have shown to us. The Representatives who work and volunteer their time so willingly, worked to progress the voice of community groups and for this we would also like to thank you.

The new Coordinator Grainne Fleming commenced her role on April 6th and worked with the Secretariat, our Funders, and the support worker, Grace Clarke, to get up to speed quickly.

The Department of Rural and Community Development issued a working handbook in November of 2020 highlighting key directives.



Anne Crowe

Chairperson of Kildare PPN Secretariat

This was a focus of our work initially. A big thank you to Grainne and Grace for the work undertaken in helping us achieve this.

The 2021 workplan was reviewed and amendments were approved by the Secretariat on April 17th. These amendments were made to prioritise the implementation of changes which needed to be made to comply with Department directives. A real focus in 2021 was on Governance and Compliance and we are delighted to say that we are now fully compliant. In December of 2021, the proposed workplan for 2022 was approved by the Secretariat, and we look forward to achieving huge success with a very ambitious and proactive plan. We will strengthen the capacity for decision making, improve inclusion, and work with all groups to fill gaps which they have identified.

As we move into a post Covid time, we look forward to meeting with groups and colleagues face to face.

We would like to acknowledge our Funders, the Department of Rural and Community Development and Kildare County Council, without whom we could not achieve the work we do with the groups in Kildare.

Throughout this report we will highlight the work undertaken to give a frank and honest overview to the Plenary, our Funders and Key Stakeholders.

AIMS & OBJECTIVES



Aims

- To facilitate and encourage public participation in local decision making
- To facilitate the representation of the Community and Voluntary, Social Inclusion and Environmental groups onto decision making bodies
- To strengthen the capacity of organisations to contribute positively to the community

Objectives

- Encourage greater participation in public decision making which leads to more effective and better targeted policies and programmes at local level and where necessary at a regional and national level
- Develop alternative methods and models of working which seek to directly involve and empower groups and individuals within the community.
- Support Kildare PPN Representatives to achieve the policy objective of Kildare PPN



Mission Statement

Kildare Public Participation Network is the collective voice for all community and voluntary, environmental, and social inclusion organisations in Kildare, its purpose is to improve people's well-being by involving the community in local decision-making.



OUR NETWORK



772

Total Members in 2021



90

New member groups in 2021

Membership

Kildare Public Participation Network is committed to support all Community & Voluntary, Social Inclusion and Environmental groups in Kildare. We are committed to strengthen capacity through information sharing, capacity building and training. We will endeavor to strengthen key relationships to ensure that the voice of all groups in Kildare, will have their voices heard, and through representation we will influence policy making for the greater good of all groups in the County.



Social Inclusion

80



Environmental

29



Community & Voluntary

663

SECRETARIAT

Kildare Public Participation Network is overseen by a Secretariat of 11 members. Two members are elected from each of the three Electoral Pillars and the remaining five members, one each from the five Municipal Districts. The Secretariat is a flat structure.

The purpose of the Secretariat is:

- To ensure the aims and objectives of the Kildare PPN are met.
- To ensure that member groups are informed of developments relevant to their groups.
- To represent member groups' interests.
- To ensure the proper functioning of the PPN between Plenary meetings.
- To facilitate the implementation of the decisions of the Plenary.
- To support the Coordinator to achieve the PPN's objectives through the implantation of the Annual Workplan.
- To develop Kildare PPN into an effective collective voice for community groups in Kildare.
- To engage with and support the PPN Representatives.
- To operate as defined under Section 46 of the Local Government Reform Act 2014.

KILDARE PPN SECRETARIAT MEMBERS



Anne Crowe
Social Inclusion



James Cotter
Community & Voluntary



Liz Denieffe
Naas MD



P.J. Fagan
Social Inclusion



Cliona Kelliher
Environmental



Declan Nolan
Athy MD



Dermot O'Donnell
Celbridge/Leixlip MD



Naomi Scott-Hayward
Clane/Maynooth MD



Sarah Shakespeare
Kildare/Newbridge MD

Secretariat Members that stepped down in 2021

- Louise Allen - Community and Voluntary Seat - September 2021
- Suzanne Murphy - Environmental Seat - November 2021

Representative Network

A Representative's Network was set up during 2021 to give Kildare PPN Representatives an opportunity to meet, network and share information with each other on a Quarterly basis along with discussing any challenges they may be facing or any potential collaborations with other Representatives.

Our Representation

Committee	College	No. of Seats
Local Community Development Committee	Community/Voluntary	2
Local Community Development Committee	Social Inclusion	2
Local Community Development Committee	Environmental	1
Joint Policing Committee	Community & Voluntary	2
Environment Services & Water SPC	Community & Voluntary	1
Environment Services & Water SPC	Environmental	1
Housing Strategic Policy Committee SPC	Community & Voluntary	1
Housing Strategic Policy Committee SPC	Social Inclusion	1
Transport Strategic Policy Committee	Community & Voluntary	1
Local Community and Cultural SPC	Environmental	1
Local Community and Cultural SPC	Community & Voluntary	1
Local Community and Cultural SPC	Social Inclusion	1
Economic Development, Enterprise & Planning SPC	Social Inclusion	1
Economic Development, Enterprise & Planning SPC	Environmental	1
Climate Action SPC	Community & Voluntary	1
Climate Action SPC	Environmental	1
County Kildare Heritage Forum	Community & Voluntary	2
County Kildare Heritage Forum	Environmental	1
Drehid Liaison Committee	Community & Voluntary	2
	Total Representatives	24

Linkage Groups

Linkage Groups are established to support the work of Kildare PPN and Representatives of Kildare PPN on decision making committees at local authority and community level. Kildare Public Participation Network have three active Linkage Groups.



Climate Action Linkage Group

The Climate Action Linkage Group held their meetings before and after each Climate Action SPC in 2021. A key focus of the Linkage Group was to work on the pre-draft County Development Plan submission. This was acknowledged as an exceptional and expert piece of work by the members of the Climate Action Strategic Policy Committee.



Transportation Linkage Group

The Transportation Linkage Group met 5 times throughout 2021 to discuss issues relating to the Transportation, Safety and Emergency Services Strategic Policy Committee.



Housing Linkage Group

The Housing Linkage Group met 3 times throughout 2021. During Q3 the Housing Linkage group consulted with PPN member groups to get their views on Housing issues in Kildare. There were 51 responses to the consultation. This feedback will help guide the focus of the Linkage Group for the coming year.

Staff



Grainne Fleming
Coordinator



Grace Clarke
Support Worker

CAPACITY BUILDING

Representative / Secretariat Training



HR & Management Training
Staff Liaison Committee



Creating Capable Communities
Secretariat/Representatives



Induction Video
Secretariat

Staff Training





MEMBERS TRAINING

A training needs analysis was conducted with member groups during 2021 to identify the training needs of our members. From the results a total of 8 online training modules were delivered during 2021 with a total of 90 member groups attending.

2021 Autumn/Winter Training Programme:

- Committee Roles & Responsibilities
- Running an effective Meeting
- Understanding & Preparing Budgets
- Intercultural Awareness & Anti Racism
- Options for funding & Grant Applications
- Best Practice using Zoom to host meetings
- Using Social Media to promote your work
- Essentials of Volunteer Engagement

Kildare PPN Induction Video

During 2021, Kildare PPN developed an induction video for new PPN members.

The induction video outlines the background of the PPN's, our areas of influence and the benefits of membership.



EVENTS

Kildare County Council Community Grants Information Session

Two online Community Grant Information Sessions were held in collaboration with the Community Section in Kildare County Council.

The sessions highlighted the grant scheme guidelines covering what groups were eligible to apply and what projects would be permitted under the scheme. A Questions and Answers session followed, where participants had the opportunity to ask specific questions in relation to their applications.

75 Member organisations participated.

Kildare PPN Plenary

On June 15th Kildare PPN held our Plenary meeting via Zoom.

Thirty-five member organisations were in attendance on the night. The workplan and proposed Budget for 2021 along with all documentation, including new and reviewed policies were ratified.

Kildare County Council Climate and Energy Week

During the Kildare Climate and Energy Week, Kildare PPN Coordinator Grainne Fleming was invited to Chair a panel discussion on 'Community Activation' live from the Chamber on Friday 29th October. The expert panel looked at how communities in Kildare are inspiring and creating change around energy saving and the establishment of Sustainable Energy Communities across the County. It was a pleasure to collaborate on such an inspiring event.



CLIMATE ACTION WEEKEND

Kildare Public Participation Network Climate Action Weekend took place from the 26th to the 28th of November 2021. This event is organised by members of our Secretariat with a passion for Climate action and community activation.

The weekend aimed to inspire, educate and highlight the importance of taking action, getting involved and making a difference in your community.

This event is quickly becoming a highlight of the Kildare PPN calendar and is a highly valued event within the County.

10 events were held throughout the weekend both virtual and in-person including the following :

- Our headline event: 'Ireland's Climate Response: Where are we now?', a panel discussion amongst some of Ireland's Climate experts.
- A Cycle Repair Clinic
- Sustainable Living Talk
- Biodiversity Walk
- Sustainable Energy Community Walking Tour
- Lodge Bog Walk
- Climate Change Talk
- Proposed National Peatlands Park
- Zero Waste Workshop





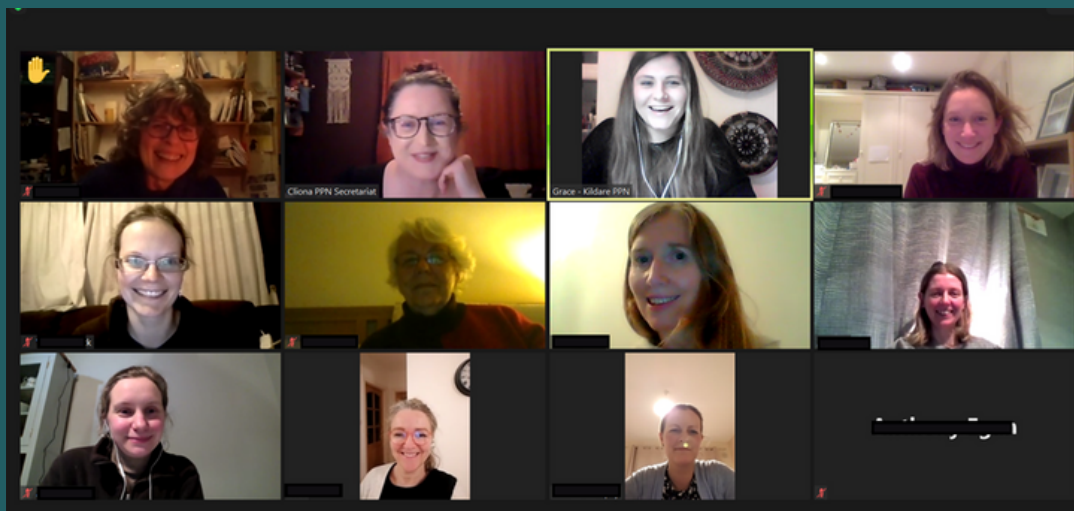
SOCIAL INCLUSION WEEK

Kildare PPN in collaboration with County Kildare LEADER Partnership ran Social Inclusion Week 2021 over a period of five days. During which time twenty-four key events took place. It has become an important event catering for the needs of many in the community. It was a fun packed, educational, and an insightful week with opportunities for services, organisations, community groups and educators from right across the County to showcase the work they do. Kildare has many initiatives that support individuals and communities affected by issues which can lead to social exclusion, such as poverty, unemployment, homelessness, disabilities, and migrant relocation to name just a few. It is imperative that these services have an opportunity to promote how they can support and engage people in the most positive way. Likewise, it is imperative that everyone in the county is aware of services available and how to access them.



PARTICIPATION IN DECISION MAKING

Consultations



National Dialogue on Climate Action: Climate Conversations

The Climate Conversations are part of a series of conversations that took place across the country connected to the government's National Dialogue on Climate Action. The aim of the Conversations was to inform the development of the National Climate Action Plan.

On the 12th of March, Kildare PPH held our own Climate Conversation via Zoom, facilitated by Cliona Kelliher, Environmental Representative on the Secretariat.

We discussed and captured a snapshot of our hopes and concerns for local climate action and our recommendations for the Climate Action Fund, along with recommendations for the Climate Action Plan.

The group had some fantastic insights and ideas and their passion for Climate Action was evident.

The feedback from the Climate Conversation were then collated and submitted to the Department of Environment, Climate and Communication to feed into the National Dialogue on Climate Action.



Kildare County Development Plan 2023-2029

Pre-draft Consultation

Kildare PPN hosted an independently facilitated workshop on the 18th of February to give PPN members the opportunity to discuss and share what they would like to see in the County Development Plan during the pre-draft consultation.

Acting Senior Executive Planner, Jane O'Reilly attended the Zoom meeting, and presented a brief overview of the County Development Plan to participants. This was then followed by an open discussion where all attendees had the opportunity to speak, sharing their ideas and suggestions. These suggestions were then collated and formed Kildare PPN's submission to the County Development Plan which was submitted to Kildare County Council on the 8th of March 2021.

LCDC Community Activities Fund

Kildare PPN facilitated a member's survey to identify how the LCDC Community Activities Fund could be targeted. This was to aid the LCDC in identifying challenges groups experienced who were impacted by Covid-19. This feedback was then submitted to the LCDC to help advise the remit of the grant scheme.

The Kildare Strategic Plan for Housing people with Disabilities

Kildare PPN Consulted with 71 member organisations in the Social Inclusion Pillar to inform the Kildare PPN Submission to the Kildare Strategic Plan on Housing people with Disabilities.

Mazar - PPN Structural Review

Kildare PPN Secretariat, Representatives, Plenary and Staff provided feedback and input to the Structural review of the PPN via written submission and focus groups.



Internal Consultations with our Plenary (Member Organisations)

As part of our commitment to achieve full inclusion and ensure that the Plenary as the key decision makers are acknowledged and respected, Kildare PPN consulted on a regular basis to ensure we are meeting the needs of all member groups.

Kildare PPN Constitution

Kildare PPN consulted with our member organisations to make amendments to its constitution on May 4th 2021.

Training Needs Analysis

Kildare PPN consulted with our member groups on June 16th to establish the training needs to meet gaps to build capacity and skills. The training calendar for 2021 was launched in September 2021 based on the findings

Kildare PPN Workplan

Kildare PPN consulted with our member groups on November 23rd to feed into the workplan for 2022 to identify key areas which we need to support them in 2022.



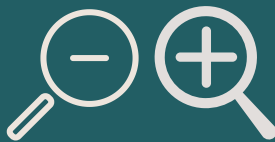
COMMUNICATIONS

New Website

The new website for Kildare PPN was launched at the end of quarter 3. As this is a main conduit by which we communicate and share information with our network, we wanted to improve its' usability and accessibility. To do this we introduced the following additional functions:



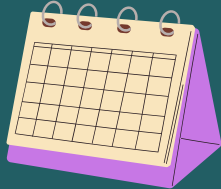
Upload Facility for
Representative Reports &
Linkage Group Reports



Menu of Accessibility
Tools



Language Translator
Function



Calendar of Events /
Meetings



Induction Videos for
Members/Secertariat



Information Hub in
Support of the Kildare
Integration Strategy

Website Statistics

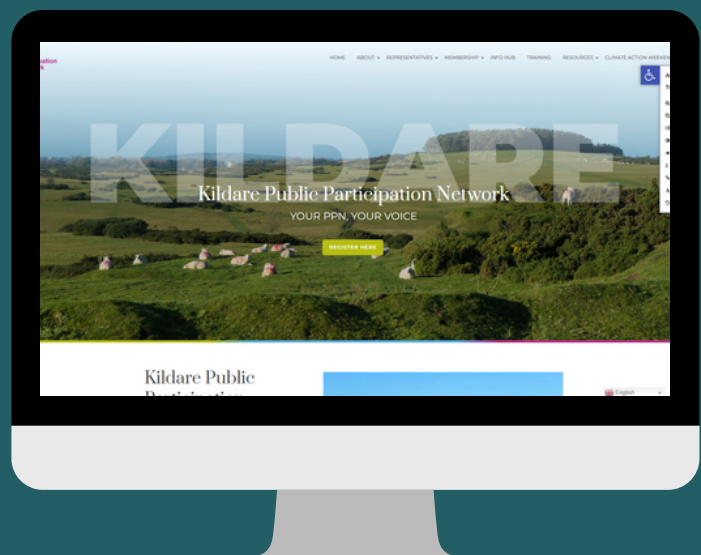


701 Unique Users



2804 Page Views

Statistics from the launch of the new
website September 2021 – December
2021



Email Newsletters



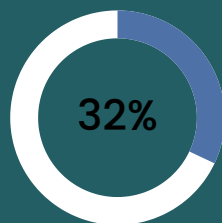
18 E-bulletins were sent in 2021 via Salesforce containing information including:

- grant opportunities
- public meetings
- public consultations
- training
- general information of interest.

Social Media



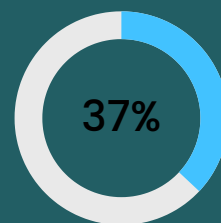
1253 Facebook Followers in 2021



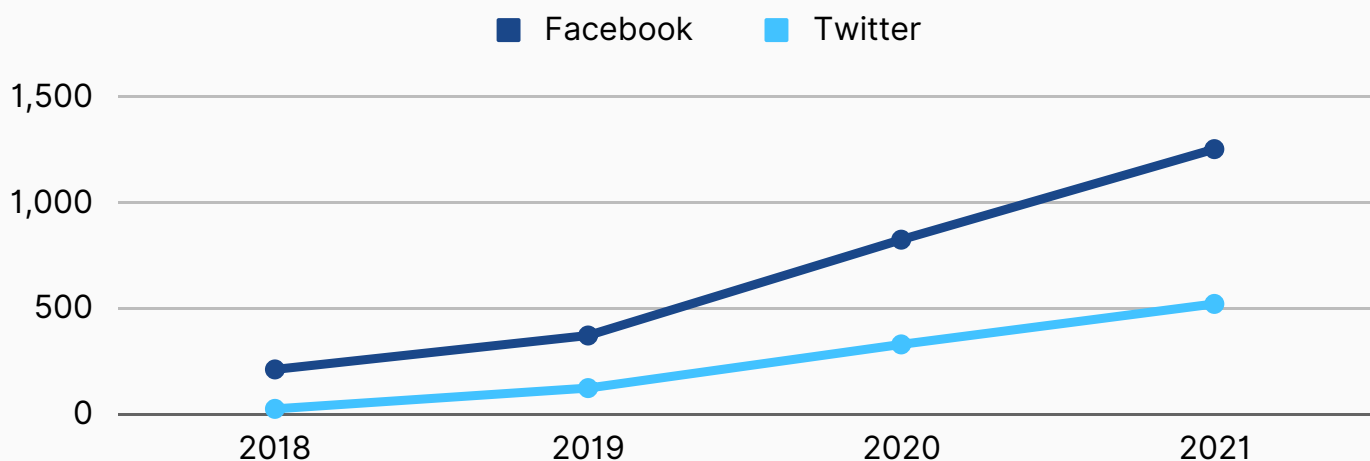
Increase in followers in 2021



523 Twitter Followers in 2021



Increase in followers in 2021



GOVERNANCE

Memorandum of Understanding and Service Level Agreement

The 2021 Memorandum of Understanding with Kildare County Council along with the Service Level agreement with Kildare County Council and County Kildare LEADER Partnership was signed in January 2021. These documents can both be view under the 'Governance' section on the Kildare PPN website.

Evaluation Checklist - Public Participation Network National Handbook

At the end of 2020 the Department of Rural and Community Development issued an Evaluation Checklist to evaluate our structures and performance in line with the National Handbook. Kildare PPN are fully compliant with the checklist with the exception of one action which will be addressed in 2022.

Policies

Review Policies in 2021

- ☒ Kildare PPN Constitution
- ☒ Representative Charter
- ☒ Terms of Reference: Secretariat



New Policies in 2021

- ☒ Terms of Reference: Linkage Groups
- ☒ Travel & Out of Pocket Expenses
- ☒ Data Protection Policy
- ☒ Data Breach Policy
- ☒ Finance and Procurement Policy
- ☒ Terms of Reference Working Group
- ☒ Terms of Reference Staff Liaison Committee



Transparency

To ensure full transparency, the following documents are available for public viewing on the Kildare PPN website:

- Secretariat Meeting Minutes
- Plenary Meeting Minutes
- Kildare PPN Income & Expenditure Reports
- Kildare PPN Quarterly Reports
- Memorandum of Understanding and Service Level Agreement

Sub-Committees

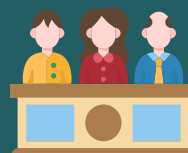
Three sub-committees were established in 2021 on the Secretariat to strengthen decision making processes and to ensure good governance.



Policy sub-committee



Finance sub-committee



Staff liaison committee

2021 Secretariat Meetings

	Jan (1)	Jan (2)	Feb	Mar	April	May (1)	May (2)	July	Aug	Sept	Oct	Nov (1)	Nov (2)	Dec
Anne Crowe	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Cliona Kelliher	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Y
Declan Nolan	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	N	Y
Dermot O'Donnell	Y	Y	N	Y	N	Y	N	Y	N	Y	Y	Y	Y	Y
James Cotter	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Jennifer Whitty	N	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Liz Denieffe	N/A	N/A	N/A	N/A	N/A	N/A	Y	N	Y	Y	Y	Y	N	Y
Louise Cotter	N	Y	Y	Y	N	N	Y	N	N/A	N/A	N/A	N/A	N/A	N/A
Naomi Scott-Hayward	N/A	N/A	N/A	N/A	N/A	N/A	N	Y	N	Y	Y	Y	Y	Y
P.J. Fagan	Y	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
Sarah Shakespeare	N/A	N/A	N/A	N/A	N/A	N/A	Y	Y	Y	Y	Y	Y	N	Y
Suzanne Murphy	Y	Y	Y	Y	N	Y	Y	Y	N	Y	N	N	N/A	N/A

ADMINISTRATION



■ 2021 Work Plan

The Kildare PPN Work Plan for 2021 was approved by the Secretariat on the 25th of January 2021, ratified by the Plenary on the 15th of June, outlining Kildare PPN's main aims and objectives for the year ahead.

■ Income and Expenditure

Kildare PPN's Income and Expenditure Report for 2020 was finalised and ratified by the Plenary on 15th of June 2021. This can be accessed on the PPN website under the 'Our Governance' section.

■ Recruitment of Coordinator

The recruitment process to appoint a new Coordinator was undertaken during Quarter 1 in collaboration with our host organisation CKLP. The position was advertised on ActiveLink, Jobs.ie and Kildare PPN's communication platforms. Suitable applicants were shortlisted and invited for an interview with the Manager of CKLP along with two Secretariat members from Kildare PPN.

■ Strategic Plan 2022 – 2026

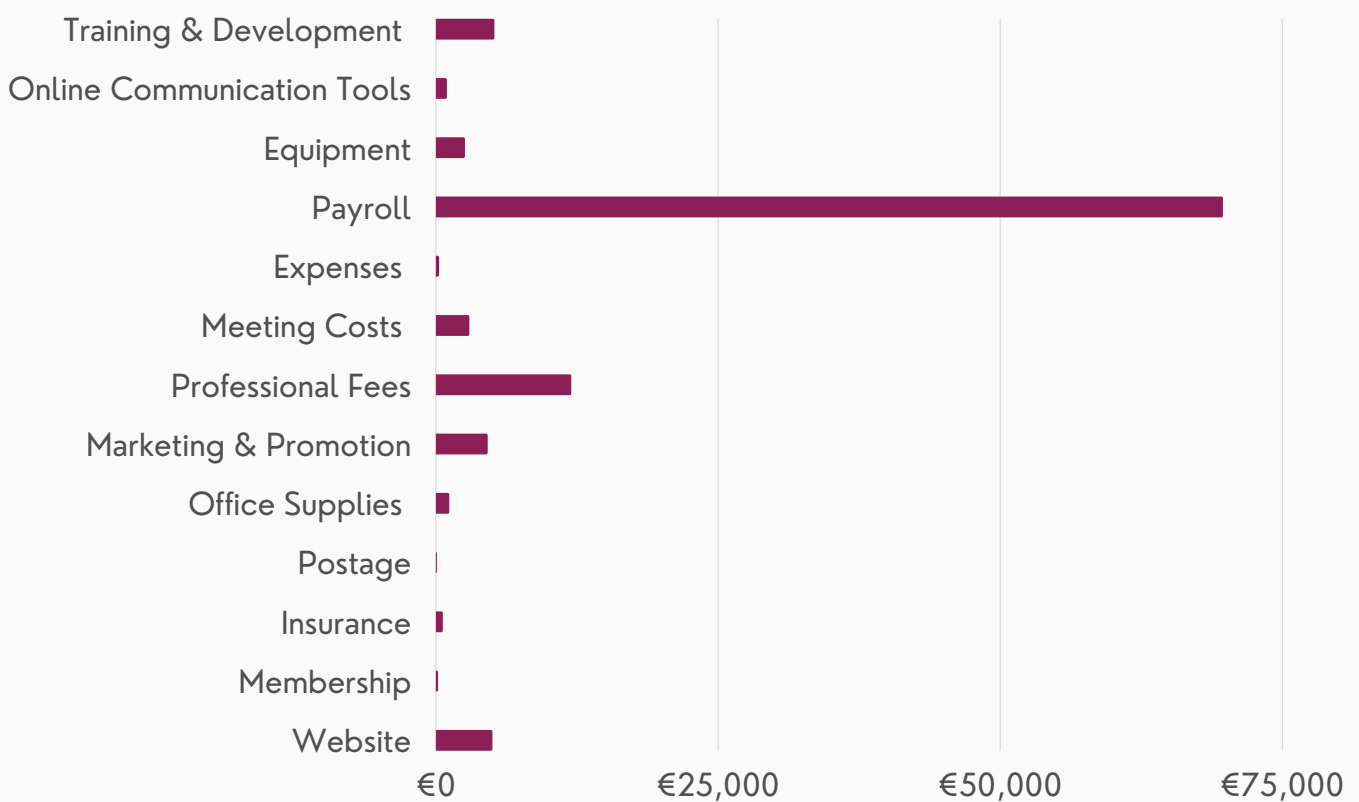
JVA consulting was engaged in November following a tender process, to develop a Strategic Plan for Kildare PPN and initial consultations commenced.

Staff, Secretariat and Representative consultations took place, followed by member organisations and key stakeholders.

It is anticipated that the final draft will be completed in Q1/Q2 2022.

FINANCIAL REPORT

2021 EXPENDITURE



TOTAL €104,838.46



Community & Culture, Level 7, Áras Chill Dara, Devoy Park, Naas, Co. Kildare



www.kildareppn.ie



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