

Kildare Public Participation Network Overview of Hosting Options for PPN's

The objective of this document is to outline the main options for hosting of a PPN approved by the Department of Rural and Community Development (DRCD). It is drafted by the Secretariat for members of Kildare PPN and should be read in conjunction with the letter of recommendation provided to member organisations of Kildare PPN on 11th October, 2023.

The three options for hosting available to PPN's are as follows:

1. To set up an independent entity or Company Limited by Guarantee (CLG) to host Kildare PPN
2. To find a new host in the community, voluntary or environmental sector to replace the role played by CKLP to date *or*
3. To ask our local authority, Kildare County Council (KCC), to host Kildare PPN.

Option 1: To set up an INDEPENDENT ENTITY or CLG to host Kildare PPN

The Benefits:	Considerations
<ul style="list-style-type: none"> • Kildare PPN retains and strengthens its complete independence as a voice for community, voluntary and environmental sector in Kildare. • Kildare PPN would manage its own funds. Funding, which currently comes from the DRCD and KCC (totalling €121,000 approx), would be held and managed in our own bank accounts. • We would manage our own payments directly. Currently Kildare PPN may not hold a bank account and all payments must go through KCC. • There is potential to apply for funding from other sources. 	<ul style="list-style-type: none"> • A Board is to be established, separate to the Secretariat. That Board operates at the behest of the Secretariat, who in turn carry out the instructions of the Plenary (the full membership). • Board Members do not have to be Secretariat members but significant crossover between Secretariat and Board is desirable. • Board members can have a defined and limited term. • Board members should have a mix of expertise and experience in key areas. • Board Members must act in the best interest of and would take on responsibilities for good governance of the PPN.

<ul style="list-style-type: none"> • Staff become direct employees of Kildare PPN making reporting lines clearer and more transparent. • KCC have generously confirmed our staff could continue to use their office space, as they do currently. • We would no longer have to pay fees to a host organisation. This is currently €3,000 but research suggested this could be between €8,000 and €11,000 with another host. • The Secretariat, Representatives on all SPC's and all committees and the Plenary (all members) continue to operate as they do now. • The flat structure on the Secretariat and throughout the PPN is retained. 	<ul style="list-style-type: none"> • Kildare PPN would pay to outsource payroll and preparation of annual accounts to an accountancy firm. • We would incur some additional bank fees, Directors insurance and some minimal Board expenses. • The PPN would be fully responsible for HR issues and staff, including in the case of redundancy, maternity leave etc. Kildare PPN would have to provide a staff handbook, contracts etc. Please note, that all PPN's can currently avail of full HR services through the Wheel and their HR Partner Adare HR. • Kildare PPN would need to register with Companies Registration Office (CRO) and possibly as a charity with the Charities Regulator.
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Option 2: To find a new host in the community, voluntary or environmental sector to replace the role played by CKLP to date

The Benefits:	Considerations
<ul style="list-style-type: none"> • Kildare PPN would operate in much the same way it does now. • A hosting arrangement would have a defined term, giving us the option to review in a period of time e.g. 3 years. • The host organisation would take on the responsibilities of managing salaries and HR matters. 	<ul style="list-style-type: none"> • Hosting organisation costs vary considerably. Other PPN's who have recently entered hosting arrangements are paying between €8,000 and €11,000 per year. • A host organisation must have extensive experience hiring and paying staff, good governance structures, possibly be able to provide a place of work, ideally be a CLG and have the capacity to host us. There are not many organisations that can do this.

<ul style="list-style-type: none"> • The Secretariat, Representatives on all SPC’s and all committees and the Plenary (all members) continue to operate as they do now. • The flat structure on the Secretariat and throughout the PPN is retained. 	<ul style="list-style-type: none"> • PPN staff would become employees of the new host but would also have reporting lines into the PPN. • While Kildare PPN would remain independent, it would also be closely aligned with any new host, so any host would need to share our values. • Any hosting arrangement will have a defined term, meaning we will likely have to review this situation again in the short to medium term.
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Option 3: To ask our local authority, Kildare County Council, to host Kildare PPN.

The Benefits:	Considerations
<ul style="list-style-type: none"> • PPN Staff would be staff of KCC, who would take on all HR responsibilities for staff. • There would be no hosting fees. This is currently €3,000 but research suggested this could be between €8,000 and €11,000 with another host. • The Secretariat, Representatives on all SPC’s and all committees and the Plenary (all members) continue to operate as they do now. • The flat structure on the Secretariat and throughout the PPN is retained. 	<ul style="list-style-type: none"> • It is harder for Kildare PPN to be seen to be an independent voice once it is hosted within the County Council. • While a strong MOU would be in place, staff may find they are drawn into other Council work. • As other opportunities arise in the local authority, staff turnover in the PPN may increase.