



Comhairle Contae Chill Dara  
Kildare County Council

**SERVICE LEVEL AGREEMENT(SLA)  
BETWEEN**

**Kildare Public Participation Network (PPN)  
and  
Kildare PPN CLG  
and  
Kildare County Council**

**Section 1- Introduction**

This agreement shall provide an operational framework through which Kildare PPN CLG will act as the host employer for Kildare Public Participation Network (PPN). This agreement and operational framework will cover the employment of a Resource Worker and Support Worker.

The duration of the agreement will be from the date of signing up to and including 31st December 2028 subject to renewal and continued funding. This agreement will be subject to the availability of funding and Government decisions, which may impact on the parties to this agreement.

**Section 2 - Parties to the Agreement**

The Parties to the agreements are:

Kildare County Council (KCC)

And

Kildare PPN CLG

And

Kildare Public Participation Network (Kildare PPN)

### **Section 3 - Employment of Staff**

Kildare PPN CLG will act as the legal employer of the Resource Worker and Support Worker for Kildare PPN. Any additional recruitment requirements will be handled through a recruitment panel involving representatives of KCC, Kildare PPN and Kildare PPN CLG. The recruitment process will be carried out in an open and transparent manner in accordance with public service requirements.

Kildare PPN CLG will take responsibility for ensuring that adequate employer's insurance is in place and that all relevant legislation regarding the recruitment process and contract of employment is complied with, including health and safety.

KCC, on behalf of Kildare PPN will, subject to compliance with relevant governance and legal requirements, reimburse Kildare PPN CLG for any actual costs incurred arising out of employment i.e. salary, increments, travel and subsistence, phone and redundancy costs. In the event of any change in terms and conditions of employment, subject to agreement of the Working Group (see Appendix 1) KCC will be responsible for any costs incurred.

In the event of any termination of employment contracts Kildare PPN CLG will make adequate provision for the full costs involved.

A tri-partite Working Group will be established, representing the parties to this agreement and comprising Kildare PPN CLG (1 representative), Kildare County Council (1 representative) and Kildare PPN (2 representatives), to oversee the implementation of this Agreement, subject to terms of reference set out in Appendix 1.

Where changes in terms and conditions of employment are deemed necessary or where it is proposed to increase the number of staff covered by this agreement the following procedure will apply:

1. Kildare PPN will recommend the specific changes to terms and conditions of employment including contract extensions, incremental increases, and termination of contracts.
2. In addition, any proposed increase in the number of employees will also be recommended by Kildare PPN, which shall be subject to funding, and related national requirements.
3. The tri-partite Working Group will receive recommendations at 1 & 2 above, and communicate the recommendations to the Kildare PPN CLG Board for formal approval, which shall not be withheld other than in the event that the Board identifies a significant threat to the interests of the company, which would arise from the granting of such approval.

Kildare PPN CLG, in consultation with Kildare PPN and KCC, will determine where staff will be based. Travel and subsistence payments will be made in accordance with public service guidelines, and adherence to relevant governance procedures.

## **Redundancy**

In the unlikely case that Kildare PPN was to cease to exist and staffing positions were required to be terminated, redundancy payments would be paid by Kildare PPN CLG in accordance with statutory entitlements as of that time. The financial cost of said redundancy will be reimbursed by KCC to Kildare PPN CLG. Redundancy payments will not be required if Kildare PPN CLG can offer alternative employment to PPN staff.

## **Section 4 - Financial management**

Kildare PPN CLG will be responsible for maintaining all records of employment and will provide financial statements to KCC for the costs of employment including salary, employers PRSI, travel and subsistence payments and any other incidentals that are agreed in advance. The cost of recruitment and the provision of office accommodation will be borne by KCC on behalf of Kildare PPN.

An annual administration fee will be agreed between Kildare PPN CLG and KCC and Kildare PPN before the start of each financial year, which shall at a minimum, cover any administration, legal, insurance, audit or governance costs incurred by Kildare PPN CLG. All parties shall comply with public procurement requirements in relation to expenditure to which this applies.

## **Section 5 - Disputes Resolution**

In the event of any dispute arising from the implementation of this agreement, it is agreed that such matters will be mediated in the first instance by the Director of Services of KCC, and representatives of the Tri-partite Working Group.

In the event that, following this mediation, a dispute continues to remain unresolved the parties to the agreement agree that independent external advice will be sought, and the decision of this independent advice will be binding on all parties.

## **Section 6 – Governance and assurance**

To offer continued assurance, Kildare PPN CLG shall annually submit their most recent final annual financial accounts to KCC as a funding party and confirm in writing to KCC that their annual report to the Charities Regulator meets statutory and regulatory requirements and includes their Charities Governance Code Compliance Record Form.


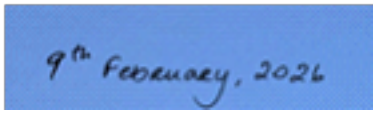
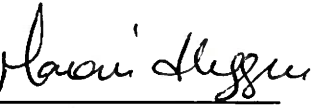
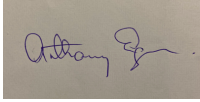
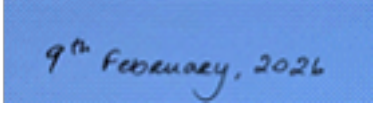
Kildare PPN CLG shall also ensure that an annual report be provided to KCC, describing delivery of their Strategic Goals, through the activities of their staff.

Kildare PPN CLG shall ensure notification to KCC within 10 working days of any identified material governance issues, breaches, or investigations that may impact service delivery or public trust.

Kildare PPN CLG shall facilitate access to governance documentation to KCC upon reasonable request, including board minutes, risk registers, and audit reports.

Notwithstanding the duration of this agreement, it is further agreed that the terms and conditions included herein will be reviewed on an annual basis.

### Section 5 - Signatories

2026-2028		
Signatures	 Kildare PPN CLG	Date: 
Signatures	 Kildare County Council	Date: <u>9th Feb 2026</u>
Signatures	 Kildare Public Participation Network	Date: 

This Agreement expires on 31<sup>st</sup> December 2028.