

Governance



| Action | Details | Owner | Timeline / Status |
|--|---|-------------------------------|-------------------|
| Renew MOU With KCC | <ul style="list-style-type: none"> Meet with all parties for sign off Working group to be established | Working Group KCC Staff | Q1 |
| Expenditure Report to be submitted to the Department | <ul style="list-style-type: none"> Meet with KCC Submit Report to the Department | Staff | Q1 |
| Approve and Ratify the Budget 2026 | <ul style="list-style-type: none"> To be approved by the Secretariat To be ratified at 1st Plenary 2026 | Secretariat Staff | Q1 Q2 |
| Ratify the Work Plan 2026 | <ul style="list-style-type: none"> To be approved by the Secretariat To be Ratified at 1st Plenary meeting 2026 | Secretariat Staff | Q1 Q2 |
| Improve accessibility of policies | <ul style="list-style-type: none"> Create short, plain-language summaries of each PPN policy after they are reviewed. Make these available on the website and send them to member groups. | Staff Secretariat | Ongoing |
| Review all current PPN Policies in light of the | <ul style="list-style-type: none"> Review Policies | Policy Sub-Committee Staff | Ongoing |

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| new hosting arrangement (CLG) | | Secretariat | |
| Fill Vacant Seats on Secretariat/Committees | <ul style="list-style-type: none"> • Conduct Elections • Engage with marginalised groups to sit on the Secretariat and/or sub-committees | Staff Secretariat | Ongoing |
| Hold 2 Plenary Meetings throughout 2026 | <ul style="list-style-type: none"> • Policies to be ratified • Work Plan to be ratified • Budget to be ratified • Progress Report • Ratification of Secretariat members & Representatives • Consultations with Plenary | Staff Secretariat | Q2 Q4 |
| Sub-Committees to be reviewed 2026 | <ul style="list-style-type: none"> • Policy • Finance • Staff Liaison • The Working Group | Staff Secretariat | Ongoing |
| Prepare Annual Report 2025 | <ul style="list-style-type: none"> • Submit Annual Report to the Department | Staff Secretariat | Q2 |
| Develop Quarterly Reports to submit to Kildare County Council & Secretariat | <ul style="list-style-type: none"> • Q1 Report • Q2 Report • Q3 Report • Q4 Report | Staff | Q1 Q2 Q3 Q4 |
| Review progress of the Strategic Plan 2022-2026 | <ul style="list-style-type: none"> • Strategic Plan Report • Begin preparation for new Strategic Plan for the period 2027 - 2031 | Secretariat | Q4 Q3 |

Capacity Building




| Action | Details | Owner | Timeline |
|--|--|---|---------------------|
| Schedule Training Programme | <ul style="list-style-type: none"> Members Training Consultation with Membership (Training Needs Analysis) Representatives Training as required | Staff Secretariat Existing Representatives | Ongoing |
| Co-host Pillar specific events | <ul style="list-style-type: none"> Social Inclusion Event(s) Environmental / Climate Action Event(s) in collaboration with KCC Climate Action Team Community and Voluntary Event(s) | Staff Secretariat Member Participation | Q3 Q4 Ongoing |
| Identify key stakeholders and potential projects for collaboration | <ul style="list-style-type: none"> Working together for Public Participation MRPPN (review) | Staff Secretariat Members | Q3 |
| Feed into local and national public consultations. | <ul style="list-style-type: none"> Compose PPN Submissions based on membership input | Staff Advisory Groups Secretariat | Ongoing |

Strengthen Participation in Decision Making & Representation



| Action | Details | Owner | Timeline |
|--|---|--|----------|
| Monitor Actions and Outcomes of decisions brought forward by PPN Representatives | <ul style="list-style-type: none"> Record Actions and Outcomes of decisions brought forward by PPN Representatives. | Staff Representatives Advisory Group Leaders | Ongoing |
| Strengthen Advisory Group framework across the three pillars | <ul style="list-style-type: none"> Environment Social Inclusion Community & Voluntary | Secretariat Advisory Groups Staff | Ongoing |
| Strengthen representative and member engagement | <ul style="list-style-type: none"> In person event for Representative, Secretariat and heads of SPCs Representative Network Meetings Explore options for engagement | Secretariat Representatives Staff | Ongoing |
| Develop relationship with KCC | <ul style="list-style-type: none"> Develop relationships and set expectations for key stakeholders. Meet with KCC at least twice this year, or as required. Collaborate on appropriate projects that will enhance the profile of Kildare PPN | Secretariat Working group Staff Members | Ongoing |
| Increase transparency | Explore the creation of an easy-to-read dashboard showing key activities. For example: <ul style="list-style-type: none"> decisions taken | Staff Secretariat | Q4 |

| | <ul style="list-style-type: none"> representative updates (for discussion) progress on work plan actions | | |
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| Increase understanding of decision-making structures | <ul style="list-style-type: none"> Circulate short explainers on each of the committees with PPN Representation via email, social media and website | Staff Representatives Advisory group | Q1 |
| Host Municipal District sub-plenary meetings | <ul style="list-style-type: none"> Organise a sub-plenary gathering in each municipal district | Secretariat Representatives and Advisory group members Staff | Ongoing |
| <p>Administration and Communications</p>  | | | |
| Action | Details | Owner | Timeline |
| Manage and maintain member group database | <ul style="list-style-type: none"> Register new member groups Log membership Queries/details | Staff | Ongoing |
| Re-Registration of membership | <ul style="list-style-type: none"> Continue the process of Re-Registration as per mandatory requirements | Staff | Q3 |
| Manage PPN Website Improve website usability | <ul style="list-style-type: none"> Update the PPN Website as required Review the website layout and navigation. | Staff Secretariat | Ongoing |
| Improve understanding of the PPN | <ul style="list-style-type: none"> Produce a simple, plain-English overview of the PPN's role, purpose, and achievement including bite sized snippets utilised for social media. | Staff Secretariat Members | Q1 |

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| | <ul style="list-style-type: none"> • Share this widely via email, social media, website. | | |
| Provide information relevant to the PPN Membership and act as a hub around which information is distributed and received | <ul style="list-style-type: none"> • At least 1 E-bulletin per month • Create guidelines on eBulletin • Social Media Posts • Regular Updates on Website (Blog Posts, Funding Info etc.) | Staff Secretariat Representatives Members | Ongoing |