

Dublin City PPN

Delivered by Ellenora Lynch, on behalf of Dublin City PPN.

Líonra
Rannpháirtíochta
Pobail
Chathair Bhaile Átha Cliath



Dublin City
Public
Participation
Network



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



Green Gate
Consultants

Introduction & Welcome

10am – 2.45pm

November 28th 2024 (online)

10am – 4pm

November 29th 2024 (in-person)

Today's agenda

| | |
|---------|---|
| 10.00am | Welcome & introductions |
| 10.10am | Overview of Induction Pack |
| 10.20am | Presentation – So, what have you signed up for? |
| 10.50am | Group work – priority areas |
| 11.20am | Feedback from each group |
| 11.30am | Presentation - How things work |
| 12.00pm | Group work – action plans |
| 12.40pm | Feedback from each group |
| 12.50pm | Sum up of the morning, with a focus on priority areas / action plan |
| 1.00pm | Lunch |
| 2.00pm | Depart for Cherry Orchard Community Garden |
| 4.00pm | Thank you and close |

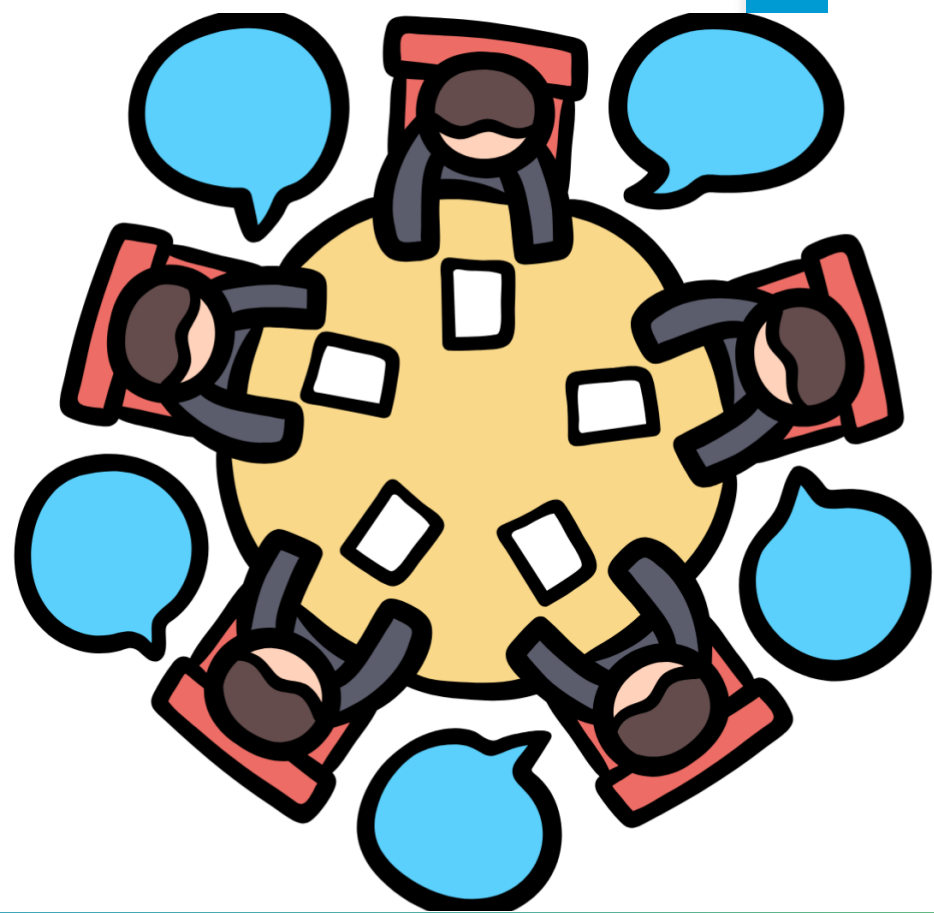
Purpose of this workshop

- Assist newly elected Secretariat, SPC and LDCD members to become familiar with their roles
- Discuss possible Dublin City PPN priorities during this five-year term
- Provide an overview of pillar working groups (Linkage Groups)
- Discuss the importance of communications within Dublin City PPN
- Introduce newly elected Secretariat, SPC and LDCD members to Local Authority Procedures
- Help people to get to know each other

Brief introductions

Let's start by getting to know each other...

- Round table introductions from each person – max 2 min!
- Such as your name, the name of your member organisation and your pillar



Induction Pack

Overview of what resources are available from Dublin City PPN & Department of Rural and Community Development (DRCD)

- Dublin City PPN
 - How To Manual
 - Representatives Charter
 - Code of Conduct
- Public Participation Networks Handbooks
 - <https://dublincityppn.ie/resources/public-participation-networks-handbook/>



Training, information & resources

- Dublin City PPN
 - Training & networking events
 - Plenary
 - Newsletter & website
- Social Justice Ireland – PPN self paced learning
 - <https://www.socialjustice.ie/>
- Other relevant community and voluntary sector training providers e.g.
 - The Wheel
 - Carmichael House

So, what have you just signed up for...

In this presentation, we are going to cover:

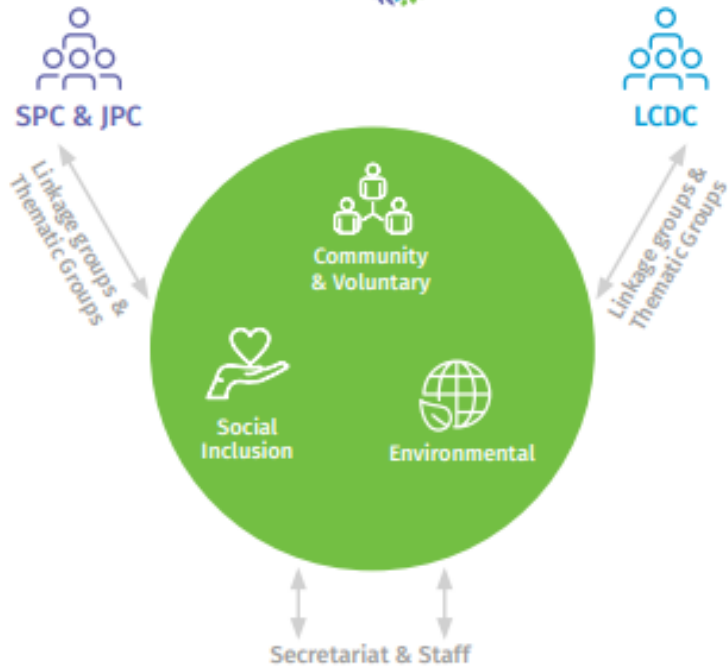
- Overall structure of Dublin City PPN, including the:
 - Secretariat
 - Special Policy Committees (SPC)
 - Local Community Development Committees (LCDC)
- Role of Dublin City PPN Secretariat
- Role of Dublin City SPC Representatives
- Role of Dublin City LCDC Representatives
- Dublin City PPN Code of Conduct
- SPC and LCDC effectiveness
- Followed by some group work

What is a Dublin City Public Participation Network?

The Dublin City PPN is the main link through which Dublin City Council connects with community and voluntary, social inclusion and environmental groups. The PPN will provide groups with:

- a) Community representation and organised engagement with Dublin City Council
- b) Opportunities to influence decision making
- c) Access to information – on finance, consultations, developments
- d) Training
- e) Opportunities to network with other groups





Dublin City PPN Secretariat

Purpose:

The Secretariat of Dublin City PPN is an administrative body that takes its direction from the Plenary of the PPN.

Dublin City PPN Secretariat

Key duties:

- Help put operational decisions of the Plenary into effect
- Make sure that the PPN is working properly in between Plenaries on behalf of the Member Groups
- Organise or help to organise the PPN activities on behalf of the Member Groups
- Communicate regularly with all PPN Members and share information about all PPN activities as widely as possible
- Keep correct, up to date, records of PPN business, including minutes of meetings and make sure agendas are circulated in good time
- Be a point of contact for the PPN for the Local Authority, Department of Rural and Community Development, other PPNs, the National Advisory Group and other stakeholders of the PPN
- Deal with all correspondence on behalf of PPN, by sending out copies and writing responses
- Facilitate and enable the PPN Workers in their day-to-day activities to deliver PPN objectives of the PPN.

Source: Public Participation Networks Handbook

Special Policy Committee's

These committees are to consider matters connected with the formulation, development, monitoring and review of policy which relate to the functions of the local authority and to advise the local authority on those matters.

Extract from the SPC Scheme:

"SPCs are intended to be strategic in nature while the operational matters are mainly dealt with at Area Committees. The City Council is, and remains, the decision making authority and the final decision on strategic issues rests with full Council" (Extract from report Report No 173/2024)

Dublin City Council – Special Policy Committees

Dublin City PPN representatives sit on each SPC

- Climate Action and Urban Resilience (2 PPN Reps)
- Community, Gaeilge, Sport, Arts and Culture (2 PPN Reps)
- Economic, Development and Enterprise (2 PPN Reps)
- Finance (2 PPN Reps)
- Housing and Social Inclusion (3 PPN Reps)
- Planning and Urban Regeneration (2 PPN Reps)
- Mobility and Public Realm (2 PPN Reps)

Purpose of role

Elected for a fixed term, a PPN Rep is tasked with representing the issues of Dublin City PPN members on specific committees (SPC, JPC, LCDC, and others as may be required).

Local Community Development Committee (LCDC)

What is the LCDC and what does it do?

- LCDC's bring together local authority members and officials, State agencies and people working with local development, community development, and economic, cultural and environmental organisations, to implement a cross-sectoral approach to the planning and implementation of local and community development programmes and interventions. The majority of LCDC members are drawn from non-statutory interests. (see Appendix 2 for further details).
- LCDC have primary responsibility for co-ordinating, planning and overseeing local and community development spend. They will deliver on this primarily through implementation of the community elements of six-year Local Economic and Community Plans (LECP)

Source: Local Community Development Committees (LCDC) – Children & Young People's Services Committees (CYPSC). Guidance Document.

SPC & LCDC Reps shall....

- Attend and participate fully in meetings of their Working Group and Board or Committee, including any subgroups to which they may be appointed.
- Bring forward the issues of the Working Group to the Board or Committee for its consideration, including placing items on the Agenda.
- Work openly and collaboratively with the Working Group to identify issues, research, policy proposals etc.
- Communicate regularly (at least as frequently as meetings are held) with the Working Group on matters such as:
 - Dates of Board or Committee meetings.
 - Agendas for Board or Committee meetings.
 - Reports and Feedback from Board or Committee meetings.
 - Items which require their input or are of interest.
- Network and work strategically with other Board or Committee members for the benefit of the Working Group and of the PPN, including being able to compromise while retaining the core objective.
- Attend and participate fully in the Plenary, Representatives Forum and Representative Training.

Source: https://dublincityppn.ie/wp-content/uploads/07_Draft_Reps_Charter.docx

Code of Conduct

Applies to all members of the PPN

- Organisational Values
 - Accountability
 - Integrity and Honesty
 - Transparency
 - Governance
- Conflict of Interests
- PPN Reputation
- Personal Gain
- Breach of the Code

https://dublincityppn.ie/wp-content/uploads/03_Draft_Code_Of_Conduct.docx

What can you achieve as an SPC or LCDC representative, and how can you be most effective?

- Be realistic
- Work closely with the other Dublin City PPN Reps either on your SPC, or on the LCDC
- Engage with, and communication with your Working Group
- Make a plan:
 - What are the issues your Pillar want to engage on with Dublin City Council?
 - What are the desired outcomes? What change do you want to see happen?
 - Are there milestones along the way?
 - Do you need to do any research, or prepare an overview?

Group Discussions

Please take 25 minutes to discuss:

1. Possible priority areas for your pillar (community & voluntary, environment and social inclusion) that are ambitious, but realistic.
2. Try to agree on no more than 3 priority areas, which must be actionable at SPC or LCDC.
3. Please nominate someone from your group to give feedback to the room 😊



Name of the training

Name of the training event

How things work....

In this presentation, we are going to cover:

- The role of the representative
- Working Groups
- Communication
- Effective engagement with SPC's & LCDC
- Lessons Learnt
- Followed by some group work

The role of the representative

Some questions

- Who do you represent?
- What aspect of them do you represent?
- How do you know what they think?
- What if there are different bodies of opinion?
- And, in the end of the day, what does represent mean anyway?

Difficulties in being a representative

- Knowing what the views of the members are overall
- Participating in discussions at committee with the views of members in mind
- Presenting different points of view if they exist
- Making sure that your personal opinion or agenda is not taking over the direction of the position you adopt though it may be legitimate to include it as a factor

A few approaches that might help

- Have a focus on outcomes rather than inputs – what do we want to achieve?
- Use PPN member meetings to decide priorities and priority outcomes for each committee
- Try to get Reps who are familiar with the basics of the topic area
- Make sure that you get your items on the agenda using a positive proposal/motion
- Make an issue of agendas and papers being circulated in time
- Use the time to canvas opinion
- Have it accepted that you must use your own skill and judgement in discussion and that Reps have the right to negotiate
- If there is a major issue on which you are unsure seek to have it adjourned

Questions for you to ask about your role as a Representative

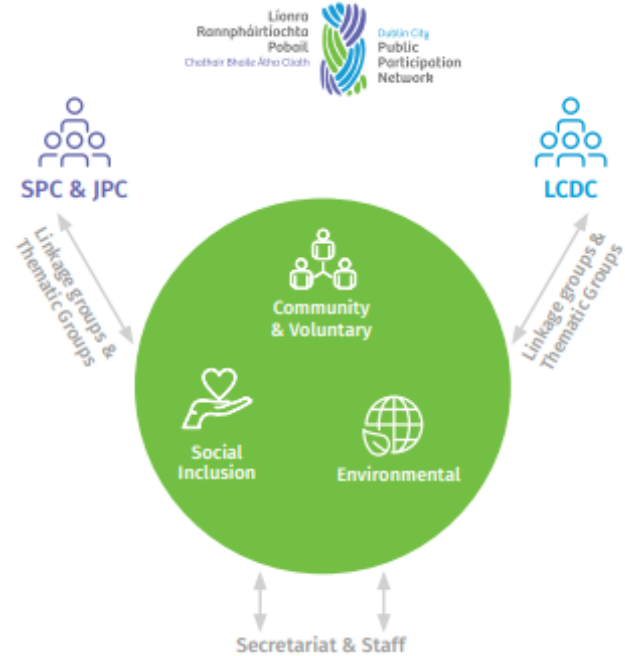
- What is your role at the committees on which you serve?
- How do you work so that you bring the best of –
 - your representative role
 - Your own knowledge and insights
 - Expert opinion to bear on the issues
- What support do you need?
- What would be your checklist for each meeting?

Working Groups...

Previously called Linkage Groups

“the role of a (Linkage) Working Group is to facilitate and enable organisations to voice a wide range of views and interests within the local government system”

“Representatives take direction from their (Linkage) Working Groups, input what has been agreed by the Group and provide feedback to the Working Group that ensures transparency and Accountability”



Source: PPN Handbook

What is communication?

Communication is the process of sending and receiving messages through verbal or nonverbal means, including speech, or oral communication; writing and graphical representations (such as infographics, maps, and charts); and signs, signals, and behavior. More simply, communication is said to be "the creation and exchange of meaning."

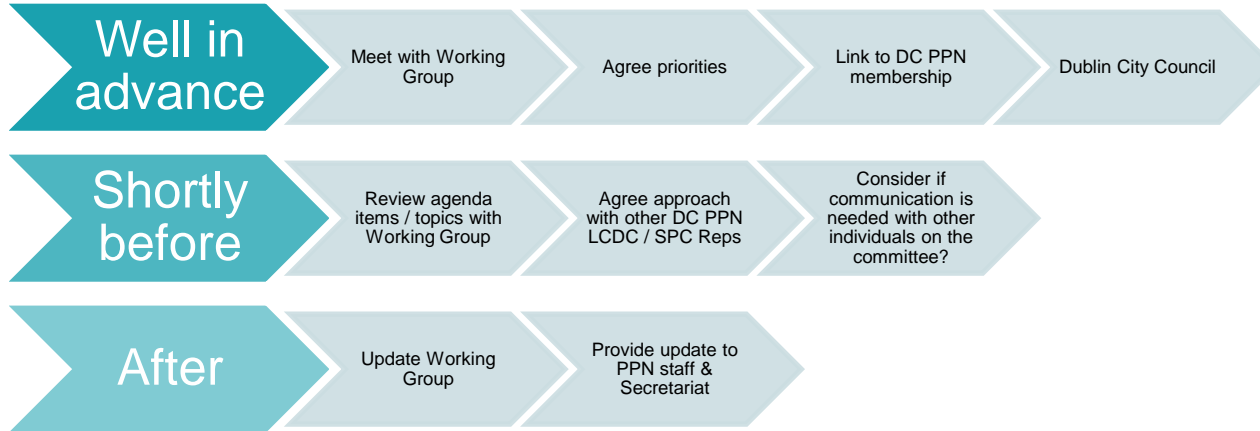
Source: ThoughtCo.com

Where & how does communication happen in DC PPN?

| Who | With whom | How |
|-----------------|---|--|
| Secretariat | Staff Dublin City PPN Membership SPC & LCDC Reps Working Groups | Secretariat meetings Plenary Newsletter Website |
| Staff | Dublin City Council Secretariat Dublin City PPN Membership SPC & LCDC Reps Working Groups | Phone / email Newsletter Secretariat meetings Plenary Website |
| SPC & LCDC Reps | Working Groups Dublin City PPN Membership SPC / LCDC – administration & membership | Phone / email Plenary Meetings with Working Groups Others – discussion with participants |
| Working Groups | SPC & LCDC Reps Dublin City PPN Membership | Phone / email Plenary Meetings with SPC & LCDC Reps Others – discussion with participants |

When is communication needed?

External committee meetings (SPC, LCDC, JPC):



Please talk to each other!!



Effective engagement with external committees

- *SPC's & LCDC*

Types of engagement with committees...



Are you ready for action at your SPC...

Which might look like....

- You are engaging with your Working Group
- You have an issue that you want addressed at your SPC
- You have done your research, and you know that this is the correct SPC at which to raise your issue
- You may have looked at the minutes of previous SPC meetings to see previous examples
- You have written up your motion, and have shared the wording with members of your Working Group for feedback
- You have linked in with the PPN staff members to keep them informed
- The Secretariat are aware of your plans
- You have the calendar of SPC's and know when the next meeting is scheduled
- Ready???

Effective engagement with SPC's

SPC Meetings – Procedures (extracted / adapted from SPC Scheme - Report No 173/2024)

- Procedures for SPC meetings are set out in Dublin City Council Standing Orders
- A calendar of SPC meetings should be agreed at the start of each year. This should be structured in such a way as to fit in with policy making timeframes, including statutory timeframes to allow SPCs to perform their role
- SPCs are generally held 4-6 times per year at suitable times for SPC members.
- It should be noted that some SPC meetings may be held more frequently as appropriate.
- Documentation concerning SPC meetings should be sent from the Council five clear days in advance of meetings
- One third of the total membership of an SPC shall constitute a quorum, the majority of whom must be members of the City Council
- Meetings generally take place during the day but the timing of the meeting will be decided by each SPC

Getting something discussed at an SPC

Extract from Dublin City Council Standing Orders 2023

Standing Order Number 21 Motions and Amendments

I. A motion is a formal proposal by a member that the Council, or the specified committee take certain action. Generally, a motion should be phrased in a way to take an action or express an opinion “Calls on the Minister...” that the Council agrees the following” “that this Council expresses support for...” A motion cannot be phrased as a question.

II. Subject to the provisions of Standing Order Number 34, a Member wishing to have business considered at the monthly meeting of the City Council shall do so by way of Motion

Getting something discussed at an SPC

Extract from Dublin City Council Standing Orders 2023

Standing Order Number 28

Submission of Motions on Notice

The motion must be submitted electronically and must reach the Chief Executive or his/her authorised officer **no later than eleven working days** (including Saturdays, the day of the meeting & Public Holidays but not Sundays) **preceding the meeting at which it is to be proposed**. Such Notice of Motion shall be recorded in the strict order of receipt and shall appear on the Notice Paper in that order. **No Member shall be permitted to have more than one Motion on the Agenda** for any one Council or SPC meeting (with the exception of motions in relation to submissions for Local Area Plans, Strategic Development Zones or City Development Plans when no limit will apply to the number of possible motions).

And then what....

Oftentimes, motions are not passed the first time they are on an agenda

- Listen to the discussions and feedback from the meeting
- Contact the administrator of the SPC and request assistance, if required
- You may for example need to amend or change the wording, or find some additional information to support your motion
- Case studies and examples of how other PPN's or Local Authorities have dealt with similar issues may be helpful

Lessons learnt over the last four years....

Dublin City PPN has learned a lot over the last four years.....

- Community activists can do extraordinary things when they work together
- Your time is precious, and the staff and Secretariat do their best to respect this
- Effective communication is critical to success
- Feedback from SPC's and LCDC into the PPN and Secretariat is essential
- Staff resources are limited – they are dedicated, but busy!
- Representatives need to realistic and prioritise issues where they want to see change happen, the most effective PPN's are focused!

Group Discussions

Please take 40 minutes to discuss:

1. For the priority areas identified discuss how the SPC Reps and working groups can work together to bring about the desired change?
2. Can you identify some action points to get started?
3. Discuss communications, and if possible, propose a workable format.
4. Please nominate someone from your group to give feedback to the room 😊



Name of the training

Name of the training event

Thank You

