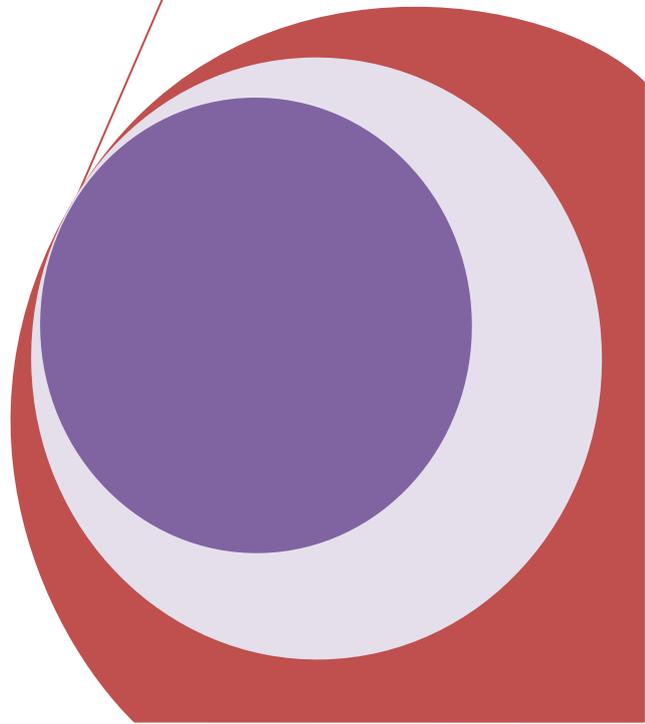
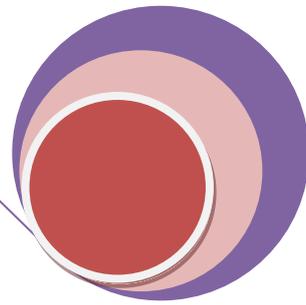
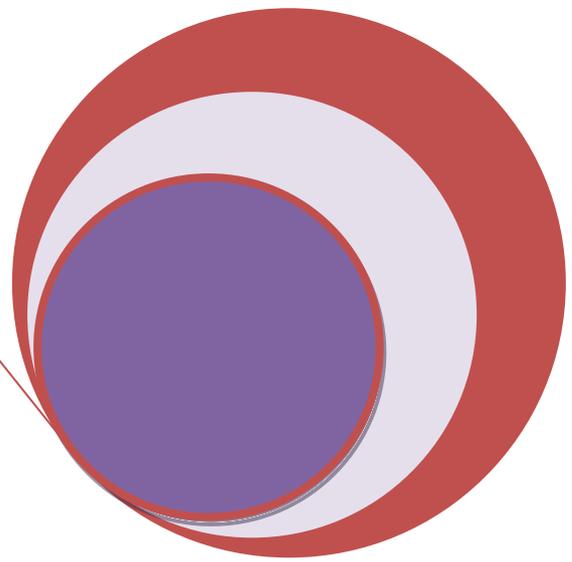


## Workplan & Budget Summary 2017

February 2017



## 1. Introduction

In late 2016 Wexford PPN Secretariat worked to prepare a Workplan and Budget for 2017. This document is a summary of the proposed activity

## 2. Background to the Workplan

In late 2016 the PPN Secretariat and the PPN Support Officer (SO) worked together to plan for 2017 – both in terms of work focus and budget spending.

The work focus for 2017 took into consideration the following;

- Current gaps identified by members
- Targets for the PPN set out in the Local Economic & Community Plan (LECP)
- Available Budget

## 3. Workplan Focus Areas

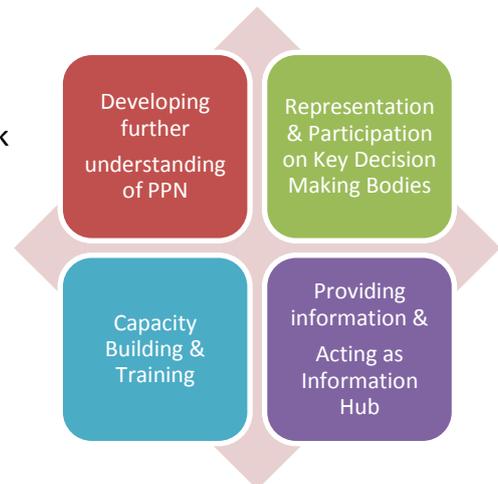
Wexford PPN Secretariat identified four focus areas;

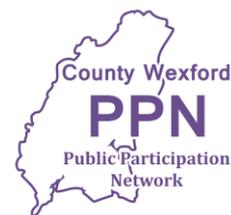
**Further understanding** to be developed about PPN generally and in its workings. The aim is to ultimately increase engagement and participation with the network while also aiding recruitment.

Focus on **Capacity Building** for members, depending on member requirements to be determined through a membership survey.

Improving the **information delivery** to members – this may include website & newsletter development.

Getting **representation structures** currently in place working better – building PPN Rep skills and feedback mechanisms, increasing Network engagement opportunities for members overall and specifically for Linkage groups.



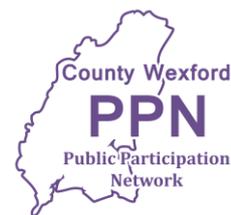


## 4. Reminder of LECP Requirements

Wexford PPN has a number of time-bound tasks to complete as part of the LECP, which must be taken into consideration in developing the workplan. In summary these are;

Requirement	Timeframe
Annual Register of Members & Database maintenance	Annually
Improvement of Environmental College Reps	Annually
Develop public consultation & engagement policies/protocols	Annually
Active support of Social Inclusion groups to participate and act as reps	Annually
Develop Municipal District Networks and hold at least bi-annual meetings	Bi-Annual Meetings
To develop a website	2016
To develop regular newsletters	2016
Wellbeing statement for the four MDs	2017
Development of linkage groups	Ongoing
Development of thematic workshops	Annually
Monthly Financial Statements for Wexford PPN Secretariat	Annually
Training Supports for PPN Reps & individual members	Annually

As some of these tasks should already have been completed in 2016 the LECP requirements for 2017 are significant.



## 5 Goals, Actions and Key Performance Indicator (KPI) Measures

Wexford PPN has developed a set of Actions and KPIs for each of the focus areas. These are summarised below.

Goal 1 – Developing Further Understanding of PPN	
Action	KPI
PPN Pop-ups to encourage understanding and engagement – 4-6 per MD in 2017	Number of PPN Pop ups held in 2017
Member Handbook Development	Member Handbook
Wellbeing Statement Development	Wellbeing Statement for each MD

PPN Pop-ups are small outreach information sessions about Wexford PPN which are planned for dispersed areas across the county. These sessions are designed to allow members to have a more local engagement opportunity and to encourage new membership

Goal 2 – Providing Information & Acting as an Information Hub	
Action	KPI
Developing & maintaining a Member Database including annual re-registration	Up to date membership database
Providing regular information to members on topics that may be of interest.	Weekly email membership information to members & postal copies to those without email
Develop a dedicated PPN website to act as a standalone online presence for Wexford PPN	Wexford PPN website live
Develop regular newsletters to PPN members to keep them up to date with PPN Activity – separate & different to information emails with a focus on Wexford PPN news	Quarterly newsletters issued to Members

Goal 3 – Capacity Building & Training	
Action	KPI
Membership survey to determine capacity building & training needs	Survey conducted and reviewed
Capacity Building & Training Plan	Minimum of 4 training sessions to be conducted



## Goal 4 – Representation & Participation on Key Decision Making Bodies

Action	KPI
Support Social Inclusion groups to participate and act as Reps	Growth in Social Inclusion membership and engagement
Encourage Environment groups to join & increase Environment representation	Growth in Environment membership and filling of vacant Rep positions
Improving representation by current Reps and assisting reps in this task	Greater engagement and participation by PPN Reps both at Board/Committee meetings and in engagement with members
Setting up Linkage Cluster Meetings to allow members the opportunity to engage face to face with Reps	Two meetings per board/committee across 2017
Increase understanding of County Council Boards/Committees	'Plain English' guides prepared on all SPCs and Council Committees.

## 6 Budget Overview

Wexford PPN is funded by the Department of Housing, Planning, Community & Local Government & by Wexford County Council. The available budget is €80,000 in the calendar year, funded as follows;

- Department of Housing, Planning, Community & Local Government will provide five eighths of actual spend, to a maximum of €50,000
- Wexford County Council undertakes to provide €30,000.

Wexford PPN use the financial systems of Wexford County Council and all payments made are handled by Wexford County Council from the ring-fenced budget of €80,000 – to be used for the purposes of developing and maintaining the PPN.

The most common usage which the Department envisages for the funding would be:

- Cost of employment of a resource worker (PPN Support Officer)
- Office space, infrastructure and materials for the resource worker
- Expenses incurred by the PPN in carrying out its activities i.e. holding meetings, training, elections, publicity materials, insurance etc.
- Expenses of Secretariat

Wexford PPN & Wexford County Council agree an indicative cost for Office space, infrastructure and materials for the resource worker in advance, to allow for Wexford PPN budgeting. This fee will be reviewed annually.



The budget overview for 2017 is shown below;

Budget Item	Allocation
Resource Costs (salary/travel/subsistence/office space)	€53,351.80
Other Operational Costs (postage, print, telephone, website)	€1,394.00
Events (Plenary & PPN Development)	€4,380.00
Secretariat Costs (Per Diem & Canteen)	€3,300.00
Wellbeing Statement Development	€1,720.00
Representation (meetings, per diems, training)	€2,350.00
Capacity Building & Member Training Budget	€10,000.00
Advertising & Promotion	€3,500.00
<b>Total</b>	<b>€79,995.80</b>

Some Key Assumptions of this budget include;

- Office space & infrastructure costs remain as in 2016
- Per Diem rate remains at €25 euro
- Travel estimate of 3000 miles for PPN SO
- Hire of Community Facilities for events, where possible

Wexford County Council have budget oversight on a quarterly basis and the Department require half yearly expenditure reports to facilitate payment of their contribution.