



## **PUBLIC PARTICIPATION NETWORK**

### **ACTIVITY REPORT 2015, EXPENDITURE REPORT 2015, FUNDING ARRANGEMENTS 2016 & Client Relationship Management (CRM) database.**

5 April 2016

#### **Circular Letter CVSP1/2016**

To: Each Resource Worker PPN

Cc: Each Director of Service, Community

I refer to Department Circular Letters CVSP1/2015 and CVSP2/2015 which issued in June and September respectively of 2015 setting out details of the funding/recoupment mechanism relating to the Public Participation Networks. The purpose of this circular is to provide updated information pertaining to funding and recoupment along with requirements relating to reporting on activity by the PPN and reconciliation of estimated costs incurred in 2015. In addition, this circular requests that outstanding reports on 2014 funding be attended to and concludes with a section pertaining to the implementation and funding of a Client Relationship Management (CRM) database to all PPN's.

#### **2014 Start-up Funding reports**

On 13 July 2015 the Department issued a request for returns detailing how the PPN Start-up Funding paid to local authorities **in 2014** was expended. If you have not already done so please return this information via email to Niall Hayden niall\_hayden@environ.ie. by Friday 22nd April 2016. The level of this year's funding to be recouped will be dependent on details of the Start-up Funding being submitted as requested.

#### **2015 Activity**

In Department Circular Letter CVSP2/2015 which issued in September 2015, authorities were advised that a report on the functioning and achievements of the PPN's, would be required as part of the commitment to funding. To this end you are requested to have the

template at Appendix 1 completed and returned to the Department by Friday 22nd April 2016. Ideally this return should be completed by the Resource Worker for the PPN or the person duly assigned/seconded the role to support the Secretariat with the on-going operation of the PPN. A copy of the completed report should be retained by the PPN and the local authority for record purposes.

It is accepted that the process of establishing a PPN, its structures and consequently its deliverables is different from PPN to PPN taking into account start dates, size, resources available and other factors. The purpose of this reporting requirement is not to measure one PPN against another but to provide assurance that appropriate environmental, community and voluntary structures have been developed on the ground and that they are actively supported to engage with the decision making forums of the local authority. It is also essential data for the Department to enable it to respond to press queries, parliamentary questions etc.

### **2015 Expenditure.**

As authorities and PPN's will be aware, expenditure incurred during 2015 was recouped on the basis of actual expenditure up to end September 2015 and estimated expenditure up to end December 2015. It now falls that what was estimated by LA's/PPN's needs to be reconciled at this stage against actual expenditure incurred during the period in question. To facilitate this exercise, the template at Appendix 2 requires to be completed and certified prior to its return to the Department for examination. Latest date for the receipt of completed Appendix 2 is Friday 22nd April 2016. It is important to emphasise that funding and therefore recoupment, can only be made if specifically incurred to support the work of the PPN and not for projects or work that would have ordinarily been carried out by another body or agency, including the Local Authority itself.

### **2016 Funding.**

Funding allocations are being kept at the same level as those applicable in 2015. It is expected that a total amount of €2.48 million will be available in 2016 for the PPNs. As in 2015 this will be provided through a combination of direct funding by the Department (maximum €50,000 per local authority) to supplement funding provided by each local authority (minimum €30,000 per local authority), i.e. a spend of €80,000 on the PPN in the calendar year by the Local Authority will mean a recoupment of €50,000 from the Department at year-end.

## **Funding Arrangements.**

For 2016, recoupment will be made on the basis of actual expenditure of approved costs. Recoupment will be made in two tranches, the first in July following the submission to the Department of a duly certified account of actual expenditure incurred during the period 1<sup>st</sup> January 2016 to 30<sup>th</sup> June 2016. The second and final payment will be made in early December, again following the submission of a duly certified account of actual expenditure covering the period 1st July 2016 to 30th November 2016. Estimated costs will not be considered unless it relates to Salary and T&S for the month of December or to contracted costs for services or goods already provided or purchased. Those figures should be included (as an estimate) in the final claim form for the year when recoupment is being sought and clearly shown as such.

As a reminder to authorities and PPN's, this funding is ring-fenced and can only 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 (full time equivalent)
- 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 and PPN representatives on Local Authority committees (where these cannot be recouped elsewhere).

The funding can be used for staffing costs, including expenses connected with the staff member's involvement with a Council's work in relation to the PPN.

The funding should only be used on the basis of a clear Memorandum of Understanding and Service Level Agreement between the PPN and the Local Authority. Monies will only be recouped to a Local Authority on the basis of expenditure thus incurred.

A local authority is expected to provide details of expenditure and should also retain records of all payments and expenditure incurred for which it intends to claim. Although these do not need to be submitted in detail with each claim they should be available for inspection by the Department or other relevant agencies.

Claim forms will issue to authorities at the appropriate time to enable recoupment to be made.

### **Client Relationship Management (CRM) database**

PPN's were advised by e-mail on 4th February 2016 that the Department proposed to roll-out a Client Relationship Management (CRM) database to all PPNS in order to support their work. This database would be a robust data and information management system that all PPN's can use. Commonality was a particular consideration for the Department – all PPN's using a similar and standard package.

As advised, the Department will be covering the entire cost of the build in the first instance. While it is understood that a number of PPN's have either procured or have developed their own data base or are considering procuring a database package, it needs to be borne in mind that while the Department will be covering the development and implementation cost of a national database for PPN's, it cannot reasonably be expected to recoup the costs of any alternative CRM system/product. Accordingly costs associated with such procurement cannot be considered in the context of recoupment in 2016.



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Emer Connolly,  
Principal  
Community and Voluntary Supports and Programmes  
Phone: 01 888 2468

**Activity Report for - PPN.**  
**in respect of the year ending 31st December 2015.**

Total number of members/groups of the PPN at 31/12/15 -

Number under Community/Voluntary college -

Number under Environment college -

Number under Social Inclusion college -

Number of representatives on decision making bodies -

Number of Linkage Groups formed -

Number of Linkage Group meetings held -

Number of consultations PPN has participated in -

Number of submissions made in relation to new policies/plan -

Number of Municipal District (or Local area) meetings held by the PPN -

Number of Plenary Meetings held by PPN -

Number of Secretariat Meetings held by PPN -

Number of training supports developed or held for the PPN -

What PPN staff resource\* is in place?

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*\* Resource Worker +/- Tus - Job bridge - Gateway - CE*

Please indicate all the communications methodologies that you use

Newsletter No. produced and circulated \_\_\_\_\_

Website Address \_\_\_\_\_

Facebook No friends / followers \_\_\_\_\_

Twitter No friends / followers \_\_\_\_\_

Other \_\_\_\_\_

Other activities/initiatives PPN was active in or arranged during the course of 2015 OR  
comments in respect of Activity –

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Completed on behalf of the PPN by: \_\_\_\_\_ Date: \_\_\_\_\_

Role: \_\_\_\_\_

email: \_\_\_\_\_ Direct Line: \_\_\_\_\_

Completed on behalf of the Local Authority by: \_\_\_\_\_

Date: \_\_\_\_\_

Grade/Title: \_\_\_\_\_

email: \_\_\_\_\_ Direct Line: \_\_\_\_\_

***You may e-mail this return to - niall\_hayden@environ.ie or post it to – Niall Hayden. Community  
& Voluntary Supports Programmes. Department of the Environment, Community and Local  
Government, Custom House, Dublin 1.***

**Account of Actual Expenditure incurred during the period 1st October 2015 – 31st December 2015 by/on behalf of PPN previously submitted as estimated.**

Amount estimated as per your account submitted in Q4 2015. €

*Dept use only - €*

Actual costs incurred during the period estimated (list all & cost) -

<b>Salary / Wages</b>	€
<b>Travel &amp; Subsistence</b>	€
	€
	€
	€
	€
	€
	€
	€
<b>Grand Total</b>	€

*(Please ensure that records in respect of all expenditure incurred above are retained and available for inspection by the Department or other relevant agencies. This return should where possible, be completed and certified by the persons who submitted the initial account of estimated expenditure)*

Completed by: \_\_\_\_\_

Grade/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Certified by: \_\_\_\_\_

Grade/Title: \_\_\_\_\_ Date: \_\_\_\_\_

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