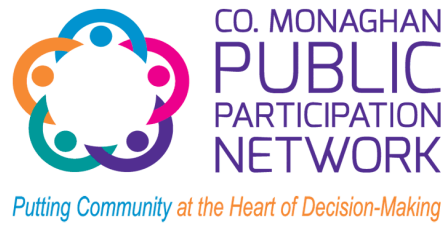


Draft Policy Reviewed September 2018



Monaghan Public Participation Network

Representatives Charter

Rights, Roles and Responsibilities of
a PPN Representative

BACKGROUND

Monaghan Public Participation Network is the Public Participation Network in County Monaghan. Public Participation networks were established by the Government in 2014 to support community involvement in local decision making. Monaghan PPN ethos is “Putting Community at the heart of Decision Making”. Member groups of Monaghan PPN are made up from 3 pillars :

1. Social Inclusion
2. Environment
3. Community and Voluntary

Monaghan PPN is the mechanism through which Community representation is provided on committees of Monaghan County Council and other boards/committees. Monaghan PPN currently has over 35 seats filled on Monaghan County Council committees including Monaghan County Council’s Strategic Policy Committees, the Local Community Development Committee, the Joint Policing Committee and Monaghan Sports Partnership.

PURPOSE OF THE CHARTER

The aim of this charter is to provide Monaghan Public Participation Network representatives with guidance on their role, what support they can expect from the PPN and the local authority and finally what is expected of a Monaghan PPN representative when representing the community on their respective committee.

1. ROLE OF A PPN REPRESENTATIVE

A representative is elected to represent the issues of Monaghan Public Participation Network (PPN) members on a particular board or committee.

Role of the Representative is to:

- Regularly attend meetings and participate fully at their respective committee meeting.
- Bring forward issues to the Board or Committee for their consideration, including putting items on the agenda. At all times, PPN Representatives must ensure that they represent the wider membership and not their own group or agenda.
- Participate actively as a member of the relevant Linkage Group and identify issues research, policy proposals etc.
- Report back regularly to the Secretariat and the Representatives Network through completion of Reps Feedback Form, in particular, highlighting items which require their input.
- Attend at least 2 Reps Network meetings per annum.

2. RESPONSIBILITIES OF THE REPRESENTATIVE ARE TO

- Represent the entire PPN membership regardless of the organisation that nominated them in the first instance.
- Communicate effectively with the body that selects them and bring relevant issues to the policy making arena.
- Be able to use basic electronic communications (email and internet).
- Prepare for, attend and fully participate in all meetings on behalf of the PPN, leaving any personal opinions, political interests outside.
- Put forward opinions at meetings and feedback regularly to the Secretariat and Representatives Network.
- Attend relevant training or networking events organised by the PPN.
- Build positive relationships with other committee members.
- Represent Monaghan PPN in a positive manner.

3. RIGHTS OF THE PPN REPRESENTATIVE ARE:

- Receive support from Monaghan PPN Co-ordinator and Monaghan PPN Secretariat.
- Be heard and respected at all meetings, with appreciation that they are a volunteer.
- Receive relevant training to enable them to participate effectively on the Board or Committee
- Receive expenses for attending meetings, training and other events that require their representation.
- Have some meetings held at a time and location that facilitates them.
- Receive induction training on taking up appointment. Induction training should include the PPN Terms of Reference, Meeting Schedules etc
- Receive timely notice of meetings including dates and venues, agenda and documents to be read.
- Have meetings held in a way that facilitates participation, open discussion and transparent decision making.

4. GRIEVANCES

Should a grievance arise between representatives or between Monaghan County Council and representatives the following steps will be taken:

- Where the grievance is between representatives, representatives should attempt to resolve conflict through dialogue between those involved, seeking the support of the Monaghan PPN Co-ordinator where necessary.
- Where the grievance is between representatives and members of the network, or between Monaghan PPN members but impacting on the work of the network, Monaghan PPN

representatives should attempt to resolve conflict through dialogue between those involved, seeking the support of the Monaghan PPN staff where necessary.

- Where resolution is not possible refer the issues to the Monaghan PPN Secretariat through the designated chairperson.
- Where the conflict is with the Chairperson, refer the issues through the Monaghan PPN Co-ordinator to the Monaghan PPN Secretariat.
- The Monaghan PPN Secretariat will address each grievance on a case by case basis, responding in a respectful, supportive and timely manner.

5. RESOLVING GRIEVANCES

Monaghan PPN seeks to support all of its representatives to carry out their role to the best of their ability, bearing in mind they are volunteers. However, Monaghan PPN reserves the right to intervene if a representative is not carrying out their role, including by:

- Repeatedly failing to attend meetings (without reasonable grounds) and not communicating with Monaghan PPN Co-ordinator.
- Representing their personal or their organisation's views rather than those of the Monaghan PPN.
- Representing values contrary to values, policies and positions of Monaghan PPN.
- Acting in a manner which is contrary to the values of Monaghan PPN.

Where a Grievance occurs, Monaghan PPN will undertake the following procedures:

- The issue will be brought to the representative's attention by the Monaghan PPN Co-ordinator and the representative will be given a chance to address it, including identifying any supports that Monaghan PPN can provide to help them to fulfil their role.
- If step one is unsuccessful then the matter will be referred to a subgroup of the Secretariat to be convened and act on a case by case basis, responding in a respectful, supportive and timely manner.
- The Secretariat Subgroup will work with the representative to seek to resolve the issue which is preventing them from carrying out their role.
- If step three is unsuccessful, the Secretariat subgroup will make a decision regarding the representative's continued role on behalf of Monaghan PPN. This decision could lead to the representative being removed from their position.
- This decision will be communicated in writing to the representative. The representative has the right to appeal the decision of the subgroup to the Secretariat.
- At the meeting where this appeal is considered the members of the subgroup whose decision is being appealed will explain their decision to the secretariat. The subgroup will then be required to exempt themselves from the discussion and decision.
- Should the Secretariat make a final decision to remove a representative, the person will be informed in a respectful and timely manner. The relevant Linkage Group will then be informed and a replacement sought through the standard procedure for filling a vacancy.

This Representative Charter will be reviewed every three years.

Agreement verified by Monaghan PPN Secretariat

Signed: _____

Date: _____

Position: _____

Member of Monaghan PPN Secretariat on behalf of Monaghan Public Participation Network.

This Representative Charter shall be ratified by the full membership.