

RIGHTS AND RESPONSIBILITIES OF A COMMITTEE WITH PPN REPRESENTATION

Rights and responsibilities of a committee with PPN Representation¹

The way in which the committee conducts its business has a significant impact on the effectiveness of PPN representation. An overformal and rigid process can make participation difficult. An open facilitative style can make it easy for all members to participate and contribute. The following rights and responsibilities are generally within the remit of the Chair or Chief Officer (or equivalent) of a committee which has PPN-nominated representatives. The majority are likely to be already in place.

While Limerick PPN advocates for the following, it acknowledges that it has limited control in its implementation.

Responsibilities of the committee are to:

- 1) Have and communicate clear terms of reference and procedures / standing orders and a vision for the committee.
- 2) Hold regular meetings at times, dates and locations that facilitate the participation of volunteers. Ideally these dates should be set annually.
- 3) Hold an induction meeting and have an induction pack for new members to explain the processes and procedures of the committee.
- 4) Give one month's notice of meetings and to circulate the agenda and any documentation for reading at absolute minimum one week in advance. This is to facilitate PPN members to consult with their Linkage Group before the meeting and to ensure that members have adequate information with which to make comments and decisions.
- 5) Chair the meeting in an open and transparent way as to enable and value the contribution of all members and fosters a culture of active listening. This should include giving enough time for discussion and deliberation of items, and if required setting up subgroups to bring recommendations to the main committee. Decisions should be made in an open and transparent way.
- 6) Ensure that any conflicts of interest are clearly stated and dealt with appropriately.
- 7) Offer relevant training to all members and to provide support to members in interpreting technical documents.
- 8) Review the workings of the committee on a regular basis and to take on board any recommendations.
- 9) Where possible:
 - a) Set the agenda in consultation with members and to enable members to put items on the agenda.
 - b) Pay travel and other legitimate expenses to members.
 - c) Include all points of discussion within the minutes, and not to dismiss those which may be considered "only relevant to a few".
- 10) Support the PPN representatives to produce an agreed Statement of Outcomes for each meeting which can be shared with the PPN Linkage Group and ultimately the wider PPN membership.

Rights of the committee:

PPN representatives will:

- 1) Attend meetings.
- 2) Prepare thoroughly for meetings, and be able to contribute fully.
- 3) Feed back to their PPN Linkage Groups and take direction from them.
- 4) Take a full part in the workings of the committee including participation in subgroups, consultations, etc.
- 5) Be open and honest in their dealings with the committee and declaring any conflicts of interest.

¹ From Appendix 2 of the Limerick PPN constitution. The content of this document is from the national PPN User Guide (2017) published by the Department of Housing, Planning and Local Government