

Memorandum of Understanding for Laois Public Participation Network (PPN) between Laois County Council and Laois PPN

Purpose and function of the Agreement

The purpose of the Agreement is to clearly outline the roles and responsibilities of the key stakeholders and the methods of interagency cooperation.

Key stakeholders

This Agreement is made between Laois County Council and Laois PPN in respect of the Laois Public Participation Network.

Preamble

Laois County Council and Laois PPN enter into this Agreement for the provision of certain services by Laois Public Participation Network as identified in the workplan submitted by Laois PPN on 21/2/2018. This agreement covers the period from 1st January 2018 to 31st December 2018.

Workplan

Laois PPN agrees to provide the services outlined in the workplan, subject to the envisaged resources being available.

Laois County Council agrees to support the implementation of the workplan.

Funding

The overall budget for Laois PPN for 2018 is €80,000, composed of €50,000 from DECLG and €30,000 from Laois County Council.

The following activities in the workplan can be funded directly from this budget and administered by Laois County Council:

- PPN Resource Worker Salary & Expenses
- Mobile Phone Costs
- Participation & Meeting costs
- Plenary costs
- Advertising / PR

- Event
- Administration
- Training
- Insurance
- Miscellaneous Expenses

A detailed budget is attached to this document.

PAYMENTS

Laois County Council agree to pay €30,000 (Laois County Council's full contribution) to Laois PPN in Quarter 1 to fulfill the commitment of the Department of Housing, Planning, Community and Local Government as per letter from the Department dated 20th February, 2018 (copy attached).

All PPN costs will be paid by and administered by Laois County Council through the Agresso Financial System.

A balancing statement for the PPN account will be issued by Laois County Council every quarter which clearly identifies the monies spent to date, and the balance of the allocation remaining.

STAFFING

The PPN will be staffed by a PPN Resource Worker at Staff Officer level, working to the PPN Secretariat for programming and operational matters and managed by Laois County Council, with a line manager in the Community & Enterprise Section.

LOCATION AND EQUIPMENT

The office of Laois PPN will be located at Lyster Square, JFL Avenue, Portlaoise, Co. Laois. Laois PPN will lease the office from Laois County Council. The office is rent free. Laois PPN will cover the running costs of the office and this will be reflected in the 2018 Budget for Laois PPN.

Laois PPN own a PC, laptop, projector, screen, speakers, printer, camera.

REPORTING AND REVIEW

Laois PPN agrees to submit a report to Laois County Council on a quarterly basis covering both qualitative and quantitative progress and finance.

Laois County Council agrees to meet with Laois PPN quarterly to review the report and agree any changes to the workplan.


Insurance

Laois PPN and Laois PPN's Office at Lyster Square, JFL Avenue, Portlaoise, Co. Laois is included and covered under Laois County Council's IPBMI Insurance.

Declaration

I have read and fully understand the conditions contained in this Agreement. I further confirm that all conditions are fully acceptable to me and will be complied with fully.

Signed



On behalf of Laois PPN

5-3-18

Date

Signed



On behalf of Laois County Council

27-Feb. 2018

Date