

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 2019 workplan submitted by Laois PPN on 19/02/2019. This agreement covers the period from 1st January 2019 to 31st December 2019.

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 2019 is €80,000, composed of €50,000 from DRCD 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

Also in 2019 Laois PPN will receive a further allocation of €30,700 which accounts for an additional financial contribution of €25,700 from the Department of Rural and Community Development and a further €5000 from Laois County Council towards the engagement of a Support Worker.

A detailed budget is attached to this document.

PAYMENTS

Laois County Council agree to pay €30,000 along with the additional €5000 as per circular CVSP2/2019 to Laois PPN in Quarter 1 to fulfill the commitment of the Department of Rural and Community Development as per circular issued from the Department dated 28th January, 2019 (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.

Also as per Circular CSVP9/2018 (copy attached) Laois PPN will also be staffed by a Support Worker at Clerical Officer level on a fixed term one year temporary contract, it being their role to support the Laois PPN Resource Worker.

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 2019 Budget for Laois PPN.

Laois PPN own a PC, laptop, ipad, 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

19-2-2019.

Date

Signed



On behalf of Laois County Council

25-2-19

Date