

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 2020 workplan submitted by Laois PPN on 17/01/2020. This agreement covers the period from 1st January 2020 to 31st December 2020.

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 budget for Laois PPN for 2020 is €110,700 in addition the amount of €17,821.57 will be carried over from 2019. This amount relates to the appointment of the PPN Support Worker on 19.08.2019, see circular CSVP2/2019.

PPN Budget		
Dept Rural & Community Development	€50,000	
Laois County Council	€30,000	€80,000
Support Worker Budget (19.08.2020 – 18.08.2021)		
Dept Rural & Community Development	€25,700	
Laois County Council	€5,000	€30,700
Total		€110,700.00
PPN Support Worker Carried Over 2019	€17821.57	
PPN Total Budget		€128,521.57

Total PPN Budget 01.01.2020 – 31.12.2020	€80,000.00	
PPN Support Worker Budget Carried Over (19.08.2019 – 18.08.2020)	€17821.57	
PPN Support Worker Allocation 2020	€30,700.00	€128,521.57

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

- PPN Resource Worker Salary & Expenses
- PPN Support Worker Salary & Expenses
- Secretariat Travel & Subsistence
- 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 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.

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.

In addition 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 2020 Budget for Laois PPN.

Laois PPN own a PC, laptop, ipad, projector, screen, speakers, printer, camera, desks, conference table and chairs.

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

20-1-2020

Date

Signed



On behalf of Laois County Council

10-02-2020

Date