

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 2021 workplan submitted by Laois PPN on 16/02/2021. This agreement covers the period from 1st January 2021 to 31st December 2021.

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 2021 is €110,700 composed of:

PPN Core Funding Budget		
DRCDC	€50,000	
Laois County Council	€30,000	€80,000
Support Worker Budget		
DRCDC	€25,700	
Laois County Council	€5,000	€30,700
Total		€110,700.00

In addition the amount of €17,982.20 will be carried over from 2019 and the underspend for Laois PPN Support Worker of €2,872.68 and PPN core funding of €64.59 from 2020 will be carried forward into 2021. The first tranche of funding in 2021 will incorporate offsetting of a) any unused Support Worker funding

accrued in calendar years 2019/2020 and b) any unused core funding accrued in calendar years 2019/2020 as per CVSP 7/2020

In addition the amount of €500.00 – stipend for Vision for Community Wellbeing received by Laois PPN in 2020 will be carried forward into 2021 as completion of the Vision for Community Wellbeing was deferred until 2021 due to the impact of Covid 19.

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/Rep Travel & Subsistence
- Mobile Phone Costs
- Participation & Meeting costs
- Plenary costs
- Advertising / PR
- Event
- Administration
- Training & Capacity Building
- Insurance
- Miscellaneous Expenses

A detailed budget is attached to this document.

PAYMENTS

Laois County Council agree to pay €30,000 Core funding, along with the additional €5000 towards the cost of employment of a Support Worker, to Laois PPN in Quarter 1, to fulfill the commitment of match funding the Department of Rural and Community Development contribution as per relevant circulars.

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 2021 Budget for Laois PPN.

Laois PPN own two PCs, two laptops, ipad, mobile phone, 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 monthly 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

9/3/21

Date

Signed

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On behalf of Laois County Council

04 March 2021 | 16:25:59 GMT

Date