



PPN Policies

relating to the role of

PPN Representatives

Implementation Date: October 2016
Review Date: February 2020

1. CONTEXT

This document outlines the policies which have put in place by the PPN Secretariat to assist PPN representatives to fulfil their role effectively.

It covers the following areas:

- Induction Policy
- Training Policy
- Exit Policy
- Expenses Policy

2. INDUCTION POLICY

2.1 Aim of Policy

Carlow PPN aims to ensure that all representatives participate in an effective induction process which enables them, as volunteers, to feel part of the PPN and to contribute effectively to it.

2.2 What is “Induction”

Induction incorporates orientation, personal introductions, understanding the role, knowing how to link with others in the PPN and understanding the values and polices of the PPN.

This policy recognises that PPN representatives come from all walks of life, each with different skills, experiences and motivations. All representatives are inducted into their role and provided with supports to enable them to give the most to, and get the most from, their involvement in the PPN.

2.3 Carlow PPN Induction Process

When a person is first elected into their role as a PPN representative, the following induction process is undertaken:

- a) An initial induction session is held with the PPN Co-ordinator

- b) Representatives are provided with an Information Pack, providing information on the PPN and the role of representatives.
- c) Representatives are provided with a copy of Carlow PPN's Representatives Charter which clearly outlines their role, rights and responsibilities.
- d) Representatives are formally introduced to the Secretariat and other PPN representatives at the earliest opportunity.
- e) A tour of the Council facilities is provided, and representatives are shown all relevant meeting rooms, Council chamber and other relevant areas.
- f) Training will be provided as outlined in Section 3 below.
- g) Representatives are shown how to claim expenses and where to access the PPN Expenses Claim Form online (see 5 below)

3. TRAINING POLICY

When a Representative is first appointed, the following training will be provided to assist them to fulfil their role effectively:

- Carlow County Council will deliver a training/induction programme relating to the role and operation of Council Committees i.e., Strategic Policy Committee, Joint Policing Committee and Local Community Development Committee
- Representatives will also be facilitated to participate in training and information sessions provided to all PPN members by Carlow PPN.
- Carlow PPN will endeavour to respond to the training needs of PPN representatives as identified by them.

4. EXIT POLICY

4.1 Termination of Membership / Representative Role

Members and Representatives who do not adhere to the PPN's Code of Conduct or Representatives Charter may be asked to cease their association with the PPN, and/or may

have their group's/organisation's membership revoked. A member's involvement will not be terminated in writing until the member has had an opportunity to discuss the reasons with the PPN Secretariat.

4.1 Exit Interviews

Where possible, an informal exit interview is held with any member who is leaving the PPN. The session should ascertain why the member is leaving, how they found the membership experience and what suggestions they offer to improve the way the PPN operates.

4.2 Concerns and Grievances

If members are not satisfied that issues relating to their membership are being handled appropriately, they are entitled to have their concerns reviewed by PPN Secretariat. The Secretariat will discuss the issue as soon as practical after receiving a written complaint, and take appropriate action.

5. EXPENSES POLICY

Expenses will be reimbursed to PPN Representatives/Members in line with the following procedures:

- a) Expenses are payable in relation to meetings or activities undertaken by PPN Representatives/Members at the request of, or with the sanction of, the Secretariat, rather than those undertaken exclusively at the request of the Committee upon which the Representative sits.
- b) Expenses are accrued by representatives at public service rates and are applied on the basis of kilometres travelled to meetings. Fuel receipts are not accepted.
- c) Where possible and practicable, public transport should be used for longer journeys.
- d) Reimbursement of out-of-pocket expenses will be considered; however, all expenses will be at the discretion of the Secretariat.

- e) Claim forms are completed quarterly and submitted to the Co-ordinator, who cross-references claims with meeting attendance records (see Appendix 1)
- f) Subsistence is not payable for any meetings held in Co. Carlow.
- g) Expenses must be claimed within six months. Any expenses claimed outside this period will be at the discretion of the Secretariat.
- h) Subsistence for meetings outside Co. Carlow is based on Local Authority subsistence rates, subject to budgetary review after 12 months.
- i) All expenses relation to attendance at Council committee meetings will be reimbursed to representatives directly by the Council.