

Service-level Agreement between Carlow County Council and Carlow Public Participation Network (PPN) 2024

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 Carlow County Council and Carlow Public Participation Network in respect of the Public Participation Network.

Preamble

Carlow County Council and Carlow PPN enter into this Agreement for the provision of certain services by Carlow PPN as identified in the Strategic Plan 2022 – 2025 and Annual Programme of Work (copy appended). This agreement covers the period from 01/01/2024 to 31/12/2024.

Programme of Work

Carlow PPN agrees to provide the services outlined in the Strategic Plan 2022 – 2025 and Annual Programme of Work, subject to the envisaged resources being available. Carlow County Council agrees to support the implementation of these.

Funding

The overall budget for Carlow PPN for 2024 is €120,700 composed of €85,700¹ from DCRD and €35,000 from Carlow County Council.

Total funding issued by DRCD to each PPN in 2024 will therefore consist of:

- Core funding: €60,000
- Ring-fenced support worker funding: €25,700

¹ €10,000 increase by DRCD in 2023

This will issue in two tranches as follows:

- Tranche 1 (approx. April): €65,700
- Tranche 2 (October): €20,000

Local Authority funding amounts are to remain unchanged at:

- Core funding: €30,000 (minimum)
- Support worker funding: €5,000 (minimum)

The activities from the agreed Strategic Plan 2022 – 2025 and Programme of Work will be funded directly from this budget and administered by Carlow PPN. A detailed budget including a Projected Cashflow Statement is attached to this document.

Payments

The PPN costs are to be paid directly from Carlow County Council using their Agresso procedure which is as follows: -

- A Supplier Set Up Form must be completed by every new supplier which includes bank details etc. and details entered on the Agresso system
- Proforma Invoice received by Carlow PPN Co-ordinator
- Requisition raised which generates a Purchase Order (PO) Number
- Approved by appointed Carlow County Council Official
- GRN PO
- PO Form submitted to Carlow PPN Co-ordinator
- Product/Service delivered
- PO Form issued to Supplier
- Supplier to forward PO Form with Invoice to Central Invoicing Unit, Carlow County Council for payment to be processed
- Any issues with PO/Invoice, the Central Invoicing Unit will return same to Supplier/PPN Co-ordinator.

Staffing

1. 35-hour week Co-ordinator
Employed by Carlow County Council, managed by Carlow PPN Secretariat and housed in Carlow County Council Offices (Town Hall).
2. 35-hour week Support Worker
Employed by Carlow County Council, managed by Co-ordinator and Carlow PPN Secretariat and housed in Carlow County Council Offices (Town Hall).

Communication

Communication link between Carlow PPN and Carlow County Council is between the Carlow PPN Council Liaison Sub-Group and not the Co-ordinator.

Location and Equipment

Housed in Carlow County Council, however, annual costs associated paid by Carlow PPN: -

- Rent, rates and postage: €4,000

Reporting and Review

Carlow County Council agrees to meet with Carlow PPN quarterly to: -

- Review work of Carlow PPN
- Agreement on any matters which may have arisen
- Agree any Programme of Work changes

Indemnity

Carlow PPN shall indemnify Carlow County Council in respect of any loss, damage or breach of this Agreement relating to the project for which Carlow PPN is legally liable and shall supply such insurance to cover such indemnification as is required by Carlow County Council.

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.

Name:

Eamonn Moore

Signed:

EAMONN A MOORE

Title/Role: Secretariat Member

Date:

12/02/2024

Name:

MICHAEL BRENNAN

Signed:

Michael Brennan

Title/Role: Michael Brennan
Director of Services

Date:

13.2.2024

