

Cork County Public Participation Network

Expectations and Responsibilities of a Board or Committee with PPN Representation

The way in which the Committee conducts its business has a huge impact on the effectiveness of PPN representation. An overformal and rigid process can make participation difficult. An open facilitative style can make it easy for all members to participate and contribute. The following expectations and responsibilities are generally within the remit of the Chair or Chief Officer (or equivalent). The majority are likely to be already in place.

Where a board or committee has PPN representation, the PPN expects it to:

- Have and communicate clear terms of reference, procedures, standing orders and a vision for the Board or Committee.
- Hold regular meetings at times, dates and locations that facilitate the participation of volunteers. Ideally these dates should be set annually.
- Hold an induction meeting and have an induction pack for new members to explain the processes and procedures of the Board or Committee.
- Give one month's notice of meetings and to circulate the agenda and any documentation for reading a minimum one week in advance. This is to facilitate PPN members to consult with their linkage group before the meeting and to ensure that members have adequate information with which to make comments and decisions.
- Chair the meeting in an open and transparent way as to enable and value the contribution of all members and fosters a culture of active listening. This should include giving enough time for discussion and deliberation of items, and if required setting up subgroups to bring recommendations to the main Board or Committee. Decisions should be made in an open and transparent way.
- Ensure that any potential conflicts of interest are clearly stated and dealt with appropriately.
- Offer relevant training to all members and to provide support to members in interpreting technical documents.
- Review the workings of the Board or Committee on a regular basis and to take on board any recommendations.
- Set the agenda in consultation with members and to enable members to put items on the agenda.
- Pay travel and other expenses to members (where possible).
- Include all points of discussion within the minutes, and not to dismiss those which may be considered "only relevant to a few".
- To produce an agreed "meeting outcome" document at the end of each meeting that can be shared with the Linkage Group. *(Please see the Representatives Reporting Template for this.)*

What a board or committee can expect from a PPN Representative:

- Attend meetings, or send their alternate (where possible);
- Prepare thoroughly for meetings, and be able to contribute fully;
- Feedback to their PPN Linkage Group and take direction from them;
- Take a full part in the workings of the Board or Committee including participation in subgroups, consultations, etc.;
- Be open and honest in their dealings with the Board or Committee, declaring any potential conflicts of interest.

Date approved by Plenary: _____