

# **Service-level Agreement for PPN between Cork County Council and Cork County 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 Cork County Council and Cork County Public Participation Network in respect of the delivery and operation of Cork County Public Participation Network.

## **Preamble**

Cork County Council and Cork County PPN enter into this Agreement for the provision of certain services by Cork County PPN as identified in the workplan (copy appended). This agreement covers the period from 01/01/2021 to 31/12/2021.

## **Work plan**

Cork County PPN agrees to provide the services outlined in the workplan, subject to the envisaged resources being available.

Cork County Council agrees to support the implementation of the work as outlined in the workplan.

## **Funding**

The overall budget for Cork County PPN for 2021 is €80,000 composed of €50,000 from DCRD and €30,000 from Cork County Council.

There is also a fund of €30,700 (Dept €25,700 and CCC €5,000) to fund the Support Worker.

This budget must be under the control of the PPN.

The following activities in the work plan will be funded directly from this budget and administered by Cork County PPN. A budget forecast, to be agreed with the Council, is attached to this document.

- Salary of PPN RW & SW
- Travel Expenses
- Office Supplies
- Postage/ICT
- Printing
- Advertisement
- Insurance
- Website
- Meetings/ venues/ refreshments
- Training
- Sundry Expenses

## **Payments**

The PPN resource worker will be the designated budget holder and therefore will be responsible for all income received and all expenditure incurred. The PPN costs are to be paid directly from Cork County Council using their procedure which is as follows:

All goods and services will be procured using the Cork County Council procurement process, including room/ venue hire. The PPN resource worker will be responsible for raising and receipting purchase orders. Travel Expenses will be claimed and reimbursed in accordance with the agreed Travel Expenses policy for the Cork County PPN.

The PPN resource worker will submit regular budgetary performance reports to the finance committee of the PPN Secretariat as part of the regular monitoring process.

## **Staffing**

PPN Resource Worker and Support Worker.

1. 1 37 hour per week Resource Worker Employed by Cork County Council, managed by Cork County PPN Secretariat and housed in Cork County Council Offices. To be reviewed within 6 months.
2. 1 37 hour per week (5 day) support worker. Employed by Cork County Council, managed by PPN Resource Worker and Cork County PPN Secretariat and housed in Cork County Council Offices.

## **Communication**

Communication link between Cork County PPN and Cork County Council is between the Cork County PPN Council Liaison Committee, including the Resource Worker, and not solely via the Resource Worker.

## **Location and Equipment**

The PPN Resource Worker / Support Worker will be based in Cork County Hall. Furniture and access to systems will be provided by Cork County Council.

The Resource Worker and Support Worker will be housed in Cork County Council.

## **Reporting and Review**

Cork County Council agrees to meet with Cork County PPN quarterly for the following purposes:

- (a) Cork County PPN to report on key performance indicators and PPN Objectives
- (b) Cork County Council to report on budget monitoring
- (c) Both parties to discuss any matters arising and agree any workplan changes required

The Director of Services and designated Administrative officer should attend from Cork County Council, the PPN Council Liaison Committee and the PPN Resource worker should attend from the PPN.

## **Indemnity**

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

This agreement will come into force on 01/01/2021 and be effective until 31/12/2021

Signed, On behalf of Cork County Council.

Date.

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Signed, On behalf of Cork County PPN.

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Jose Ospina, MoU subcommittee, PPN Secretariat.

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Carol Harpur, MoU subcommittee, PPN Secretariat.

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Liam McCarthy, MoU subcommittee, PPN Secretariat.