

## Representative Charter

### Version history

Version	Date Adopted	Facilitator	Note
1.0			

### Document controls

Action	Responsibility
Approval of document	Secretariat and Plenary
Implementation	Secretariat, Plenary, Staff and Supervisory Working Group, Members
Review	Secretariat
Date of next review	

## 1. Purpose of the Representative Role

PPN Representatives play a vital role in ensuring that the views and experiences of community, voluntary, social inclusion and environmental groups in South Dublin County are heard within local and regional decision-making structures.

The purpose of the Representative role is to:

- Represent the collective views and interests of PPN member groups
- Act as a link between the PPN and external bodies
- Support meaningful participation and informed decision-making
- Strengthen the voice of the community and voluntary sector

Representatives do not act in a personal capacity when carrying out this role.

## 2. Mandate and Accountability

PPN Representatives operate within a clear mandate.

Representatives are expected to:

- Represent the collective views of the PPN, not personal or organisational positions
- Act in line with the mandate agreed by the PPN structures
- Be accountable to the PPN body that appointed them
- Refer matters outside their mandate back to the PPN

Representatives do not have authority to make binding decisions on behalf of the PPN unless explicitly authorised.

## 3. Accountability and Reporting Back

Reporting back is a core part of the Representative role.

Representatives are expected to:

- Report back on meetings attended and issues discussed
- Share relevant information in a timely and accessible way
- Use agreed reporting formats or channels where provided
- Support informed discussion within the PPN

This ensures transparency and enables member groups to engage meaningfully with the issues being addressed.

#### 4. Relationship with Member Groups

Representation is a two-way process.

Representatives are expected to:

- Engage with relevant PPN member groups where appropriate
- Bring issues, views and feedback from member groups into PPN discussions
- Share information from external bodies back to member groups through the PPN

Representatives act as a conduit for information and collective views, not as independent advocates.

#### 5. Conduct at Meetings and Behaviour Expectations

When acting as a PPN Representative, individuals are expected to:

- Attend meetings as required and notify the PPN where attendance is not possible
- Prepare for meetings by reading relevant materials in advance
- Act respectfully and professionally at all times
- Follow the direction of the Chair or Facilitator
- Represent agreed PPN positions or collective views, where these exist.

#### 6. Engagement and Participation

Representatives are expected to actively engage with the PPN structure.

This includes:

1. Engaging with Linkage Groups where they exist
2. Seeking input from members where relevant
3. Sharing updates, consultations and opportunities
4. Providing feedback following meetings

Representatives are expected to maintain reasonable and active engagement with their role.

Failure to engage may result in a review of the Representative's position and may lead to withdrawal from the role where appropriate.

## 7. Attendance and Participation

Representatives are expected to:

1. Attend meetings regularly
2. Prepare in advance
3. Notify the relevant body where they cannot attend

Failure to attend meetings or engage with the role may result in a review of the Representative's position and may lead to withdrawal from the role where appropriate.

## 8. Reporting

Representatives are required to provide reports or feedback following meetings as part of their role.

1. Reporting supports transparency and ensures effective two-way communication between the PPN and decision-making structures.
2. Share public minutes / agenda /work plans (where appropriate) etc with staff in SDCPPN.
3. Share meeting dates when they are notified.

## 9. Limits of Authority

PPN Representatives:

- Act within the scope of their agreed mandate
- Do not make commitments or decisions on behalf of the PPN unless authorised
- Refer significant issues, policy positions or decisions back to the PPN

This protects both the Representative and the integrity of the PPN.

## 10. Term of Appointment, Review and Ending the Role

Terms of appointment, eligibility and election processes are set out in the Constitution and Standing Orders.

Representatives are expected to:

## South Dublin County PPN Representative Charter

- Participate in review of their role where required
- Step down where they are no longer able to fulfil the role effectively
- Support orderly handover and continuity

A Representative role may end where mandate, attendance or conduct requirements are not met, in line with agreed governance processes.

### 11. Relationship to Other Governance Documents

This Charter operates alongside, and should be read in conjunction with:

- The Constitution
- Standing Orders
- The General Code of Conduct
- The Representative Code of Conduct
- Conflict of Interest Policy
- Grievance and Complaints Policies
- Safeguarding Statement

### 12. Review of the Charter

This Representative Charter has been approved by the Secretariat of SDC PPN.

It will be reviewed periodically to ensure it remains appropriate, effective and aligned with best practice and the evolving needs of the PPN.