



Leitrim PPN Plenary Pack

Proposed Hosting Arrangement Selection Process

Leitrim PPN is required to undertake a process to agree an arrangement for the hosting of the PPN.

This will involve selecting a voluntary organisation from within the county to act as host of the PPN budget, to act as the employer for PPN staff and to act as the office base for the organisation.

1. Process for appointment of Host organisation

It is proposed that a hosting arrangement would be agreed following the carrying out of a process to select the most appropriate organisation to perform this role. The process would involve advertising for interested organisations to apply for consideration to host the PPN and following a scoring process that the results of which would be presented by the secretariat to a plenary for approval. The proposed process is based on the process that has been undertaken successfully in another PPN area.

It is proposed that a panel consisting of a member of Leitrim PPN secretariat, an official from Leitrim County council and the independent facilitator would assess the proposals using the agreed criteria for presentation to the secretariat and plenary.

2. The requirement

The host organisation shall;

- Provide a legal structure through which the PPN can operate.
- Perform the role of employer for the new PPN Resource Worker and Support Worker.
- Provide appropriate serviced and accessible office accommodation.
- The successful organisation will be required to sign a service level agreement annually with Leitrim PPN and Leitrim County Council.

3. Selection criteria

An application process would utilise the following selection criteria to appoint a host for the PPN.



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3a. Essential Criteria

Essential Criteria	YES (Pass) / NO (Fail)
Located and registered within County Leitrim	
CLG company status	
CRA registered charity	
CRO returns up to date	
Registered as an employer	
Have existing office base in County Leitrim	

Note -Failure to meet any of the 6 essential criteria will result in disqualification from the process.

3b. Scoring Criteria

Applicants must score a minimum of 60% (12 marks) under each of the 5 selection criteria. Please see overleaf .

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#	Criteria		Marking Weight
1	The organisation must be able to demonstrate a background of community and voluntary activity in Leitrim County Council Administrative Area.	<ul style="list-style-type: none"> Is the primary function of the organisation in the community and voluntary sector across the county? Does the organisation have a similar client base to the PPN and does the organisation operate on a County basis? 	20marks 20%
2	The organisation must demonstrate a knowledge of, and a willingness to support, the ongoing development of the Public Participation Network	<ul style="list-style-type: none"> Has the organisation been involved in or provided support to the PPN or any of its members to date? The organisations demonstration of their understanding of what the PPN is. 	20 marks 20%
3	The organisation must be able to demonstrate the capacities required to act as the host organisation, including financial, human resources management, and technical capacities.	<p>The organisation has:</p> <ul style="list-style-type: none"> Financial management capacity, including managing public funding. A number of staff (demonstrates HR capacity). 	20 marks 20%
4	The organisation must be able to demonstrate the provision of suitable accommodation for the Resource Worker/Workers to enable them to carry out their role	<p>The organisation has:</p> <ul style="list-style-type: none"> An accessible premise (rents or owns) with parking. A meeting room. The capacity to house up to two PPN Workers at the same time in the office. 	20 marks 20%
5	Value for money	<p>Does the overall cost provide certainty and value to the PPN?</p> <p>i.e. Does the annual hosting fee include rent, insurance, HR functions, pay roll, bank charges, internet, invoice processing, desk space, meeting room use, auditing fees, regular review meetings, etc.</p>	20 marks 20%



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