

## 15.Evaluation Checklist

This Checklist should be used by each PPN to evaluate its structures and performance in line with this Handbook.

Item	Yes / No	Comment
<b>Structure</b>		
Does the PPN operate a Flat Structure?		
Does the PPN have a Municipal District structure in place?		
Does the PPN have Linkage / Thematic Groups?		
<b>Governance</b>		
Does the PPN have a Memorandum of Understanding in Place with the Local Authority?		
Does the PPN have a Memorandum of Understanding in place between the company and the PPN where a PPN operates as an independent company?		
Where a hosting arrangement applies, does the PPN have a Service Level Agreement in place between: <ul style="list-style-type: none"> <li>the hosting authority and the PPN</li> <li>the local authority and the hosting authority</li> <li>the company and the local authority?</li> </ul>		
Does the PPN have a current Workplan?		
Does the PPN have a current Strategic Plan?		
Does the PPN have a Constitution in place?		
If so, is the Constitution consistent with the terms of Departmental circulars and this Handbook?		
Does the PPN have sufficient HR policies in place? List in Comments section.		
Does the PPN have an up to date Data Protection Policy and Guidelines?		
Does the Secretariat have a Staff Liaison Committee in place?		
Where the PPN workers are not employed by the local authority, is there an up-to-date contract of employment in place for the PPN workers?		
Does the PPN have a Representatives Charter?		

Does the PPN have Financial Procedures in place to manage its budget?		
Has the PPN developed a Well-being Statement that promotes well-being for present and future generations?		
Is the Well-being statement reviewed by the PPN bi-annually?		
Does the PPN publish an annual account of Income and Expenditure? List across how this is done.		
Has the election of the Secretariat been carried out in accordance with procedures established and approved by the Plenary?		
<b>Training</b>		
Have all Secretariat Members received induction training?		
Do all Secretariat Members have access to ongoing training consistent with their role?		
Have all Representatives received induction training?		
Do all Representatives have access to ongoing training consistent with their role?		
Do all PPN Workers have access to ongoing training consistent with their role?		
Are Training Needs Analyses performed annually to ensure training provided to Member Groups is relevant to their needs?		
<b>Membership</b>		
Does the PPN have a Membership Induction Pack / Welcome Pack?		
Does the PPN hold an induction / welcome event for new Member Groups?		
Does the PPN re-register its total membership every two years to ensure that it is up to date?		
Is there a re-registration protocol in place?		
Does the membership of the PPN reflect the diversity of the area in which it serves?		
If not, what steps is the PPN taking to ensure it is inclusive?		
Does the Plenary meet at least twice per year?		

Does the PPN provide a report on its Workplan for presentation at the Plenary meeting?		
Have all existing policies and procedures been approved or ratified by the Plenary?		
Are all new policies and procedures approved or ratified by the Plenary?		
Does the Plenary approve the PPN Budget and Workplan?		
Is there a complaints procedure in place for Members?		
<b>Representatives</b>		
Is there a Representatives Charter in place?		
Is there a Reporting Template (online and/or in hardcopy) in place?		
Does the Resource Worker receive a copy of the completed Report from all Representatives following their meetings?		
Is there a procedure in place for the discipline or removal of Representatives who do not fulfil their duty?		
Do all Representatives engage with their Linkage / Thematic Groups?		
Are there any PPN representatives serving on more than one Local Authority board/ committee in their capacity as a PPN representative?		
Are all current PPN representatives to LA Boards and Committees formally ratified by the Plenary?		
<b>Local Authority</b>		
Does the Local Authority and PPN meet at least once per year to discuss items of interest and concern?		
Does the PPN have a dedicated contact in the Local Authority with whom it liaises on PPN matters?		