

PPRN MEMBER ROLES

PPRN SECRETARY – ROLE AND KEY TASKS

Purpose:

The secretary will provide administrative support to the PPRN network whilst co-ordinating and supporting the development and progress of future meetings and agenda to meet the needs of Hampshire authorities and developing policy/performance issues. The position will be taken up on an annual basis.

Key tasks:

Administration:

- Maintaining PPRN network contact list
- Ensuring any other contact information or data is available to members
- Posting relevant data and keeping (proposed) PPRN webpage up to date
- Ensuring agendas are sent out sufficiently early to enable others to be involved as appropriate and for any preparation to be undertaken by officers

PPRN meetings:

- Co-ordinating meeting dates and venues and notifying members
- Prompting PPRN steering group and lead authority meetings to allow sufficient time to develop agenda and invite speakers/ develop agenda items
- Ensuring PPRN Network agendas meet the needs and direction of the authority members, Ch X group and the wider national policy and performance issues.
- Supporting and guiding lead authority as required for each PPRN meeting

Other links:

- Maintaining links with SPIN, HIOW Ch X and other groups as appropriate

PROTOCOL FOR INDIVIDUAL MEMBERS OF THE PPRN NETWORK

- Commit time before meetings to prepare for the PPRN agenda
- Volunteer to host/co-host on occasions to enable a spread of resources and chairmanship between the network
- Share best practice and learning on policy and performance issues for your authority
- Enable other relevant officers to attend meetings where relevant to agenda
- Update contact details and other documents to PPRN secretary as appropriate to post to PPRN Website

PPRN NETWORK LEAD AUTHORITY – RESPONSIBILITY FOR MEETING

- Arrange suitable date for preparation of agenda with PPRN steering group
- Set appropriate venue and date/time for PPRN meeting
- Finalise agenda and send out to PPRN Network members no less than 1 week before meeting
- Take notes and e-mail minutes to network members within 4 weeks of meeting
- Ensure speakers/ documents available as appropriate for meeting
- Provide refreshments (and lunch) and chair PPRN meeting
- Ensure notes and any other key documents are available to PPRN secretary to post on webpage