



Secretariat Meeting

Tuesday 23rd January 2018

County Hall, Swords

Minutes

<p>Present</p> <p>Ann Lynch (AL), Bob Dowling (BD), Ema Idowu (EI), John Melvin (JMV), Mary Harford (MH), Micheal Walsh, (MW), Peadar O’Kelly (POK), Siju José, and Tony Brennan (TB).</p>
<p>Apologies</p> <p>John McGrath, Maria Tormey and Pat Murphy</p>
<p>Absent</p> <p>N/A</p>
<p>In Attendance</p> <p>Jamie Moore (JM)</p>

Item	Note	Action
Open	JMV opened the meeting, wishing everyone a happy new year. Apologies noted.	None
Minutes and Matters Arising	No matters arising. Adoption: The minutes were proposed by TB and seconded by POK.	None

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Correspondence	<p>Correspondence from Margaret Geraghty, FCC Director of Housing and Community in regard to the PPNs request for additional clerical resources was noted.</p> <p>The Secretariat agreed to monitor the situation, keeping note of the resource pressures of the PPN, and revisiting the situation at a later date.</p> <p>JM noted the issue is being pursued at a national level with a commitment from the Minister to review the situation in May/June 2018, upon receipt of the National PPN Annual Report, with a view to pursuing an increase of funding for 2019.</p>	Monitor situation.
Resource Worker Report	<p>The Resource Worker Report was circulated and noted with key items highlighted.</p> <p>Specific emphasis was placed on the upcoming Social Justice Ireland regional meeting which takes place on Saturday 3rd February.</p> <p>The Secretariat agreed the PPN should participate and delegates should make themselves known as soon as possible as an update from Fingal PPN would be expected at the meeting and time was required to prepare this.</p> <p>The Secretariat also noted that this would be a good opportunity to meet and network with other PPNs, however, it was also important to ensure value was taken from the event given that it takes place on a Saturday.</p>	Confirm numbers for regional meeting and prepare update.
Finance	<p>Final figures for 2017 are not yet available.</p> <p>€5,000 is being accrued from the 2017 budget to the 2018 budget. €3,000 of this is from the Consultancy budget and will complement the €8,000 budgeted for 2018. The majority of this will be used for the PPN Strategic Plan, Wellbeing Statement and Issues Paper.</p>	

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	<p>The remaining €2,000 accrued will be used for payment of 2017 PPN Rep expenses.</p> <p>Payment of Rep Expenses</p> <p>JM noted the delay in processing the PPN Rep expenses due to various issues with the claim forms being submitted, including a number of general issues such as incorrect distances, incorrect rates, and so on. Expenses should be paid out from FCC in the 1st or 2nd week of February.</p>	<p>Send update to all Reps.</p>
<p>Events and Training</p>	<p>JM noted various issues being raised by PPN Reps across committees with PPN Representation (SPCs, JPC, etc.). Issues range from an operations (agenda items, quality of documentation, quorums, etc.) to impact (measuring outcomes, motions, etc.).</p> <p>The Secretariat agreed to begin monitoring committees, back dating to September 2017 and up to January 2019 and drafting a report on same.</p> <p>Separately, the Secretariat agreed to monitor the situation on an on-going basis.</p>	<p>Monitor PPN Reps experience on committees.</p>
<p>Fingal PPN Membership</p>	<p>No update.</p>	<p>None</p>
<p>Policies and Procedures</p>	<p>The Governance Code</p> <p>Following the report presented by JMV at the November Secretariat meeting, the Secretariat formally agreed to write to the Governance Code notifying them that Fingal PPN will 'start the journey'. This was proposed by TB and seconded by MH. It was agreed that JMV will lead on this project supported by EI with both working with JM on progressing this.</p> <p>General Policy</p> <p>BD noted the need for standing orders for the Plenary</p>	<p>Send letter to Governance Code.</p>

Item	Note	Action
	<p>meeting and queried if other PPNs do this. It was suggested that these could be reviewed as part of the Governance Code process. BD noted that the standing orders are important to safeguard the integrity of the Plenary meetings.</p> <p>Strategy</p> <p>JMV and JM provided update on the strategic plan process. Written update and project plan circulated from Quality Matters. Secretariat members encouraged to attend one of the upcoming consultation meetings.</p>	JM to explore approach of other PPNs.
Representation	No update.	None
Linkage Groups	No update.	None
FCC / DRCD / National Update	Covered in Resource Worker Report.	None
AOB	<p>Agreed to circulate a list of meetings with members of the Secretariat volunteering to organise/host a meeting in their area.</p> <p>Facilitation</p> <p>Mary Harford volunteered to takeover facilitation of the Secretariat at the next meeting.</p>	Circulate list of meetings.
Next Meeting	<p>Date of next meeting: 20th February 2018 in Blanchardstown Civic Offices.</p> <p>This closed the meeting.</p>	None