



Secretariat Meeting

Tuesday 18th September 2018 | 7pm to 8.30pm

County Hall, Swords

Facilitator: Mary Harford

Minutes

<p>Present</p> <p>Denise McDermott (DM), Ema Idowu (EI), Mary Harford (MH), Micheal Walsh (MW), Tony Brennan (TB)</p>
<p>Apologies</p> <p>Hanumantha Rao, John Melvin, Maria Tormey</p>
<p>Absent</p> <p>Bob Dowling, Siju Jose</p>
<p>In Attendance</p> <p>Jamie Moore (JM)</p>

Item	Note	Decision
Open and Apologies	MH opened the meeting, apologies were noted.	Noted.
Minutes and Matters Arising	No matters arising. Proposed by TB and seconded by DM.	Noted.
Correspondence	Correspondence in the form of a resignation letter from Roslyn Fuller was circulated. MH, JM and TB briefed the Secretariat on the context of the letter. The Secretariat agreed to state for the record that the	Noted.

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	content of the letter was factually incorrect and that particular exception was taken to paragraph 5 of the letter.	
Resource Worker Report	Resource Worker report circulated and discussed. Adam Rudden will provide administrative cover for the Resource Worker from 18 th September to 23 rd October.	Noted.
Finance	No update. Draft 2019 budget to be discussed at October meeting.	Noted.
Events and Training	<p>Plenary Meeting</p> <p>Draft pan for Plenary circulated.</p> <p>Training Programme</p> <p>Workshops planned for October and December.</p> <p>National Conference</p> <p>3 Secretariat members and 1 PPN Rep will attend the National Conference in Athlone. Maria Tormey and Sinead Wiley (FCC) will deliver a PPN / Local Authority good practice presentation at the conference.</p>	Noted.
Fingal PPN Membership	No update.	Noted.
Policies and Procedures	<p>Memorandum of Understanding</p> <p>MOU review meeting with FCC set for 27th November 2018.</p> <p>Resource Audit</p> <p>Drafted and circulated for comment.</p>	
Representation	<p>Local Elections 2019</p> <p>An information note is being prepared for all Local Election Candidates for 2019. PPN elections will take</p>	Noted.

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	<p>place in March / April 2019.</p> <p>Update on JPC</p> <p>MH noted correspondence between the Secretariat subgroup and the JPC. An upcoming meeting is planned with the Director of Service in FCC with responsibility for the JPC.</p>	
Linkage Groups	<p>3rd round of linkage group meetings for 2019 have taken place. 4 facilitators have been identified and are undergoing training with a 5th facilitator also undergoing training to offer support.</p> <p>Exploring option of engaging a minute taker for future linkage group meetings.</p>	Noted.
FCC / DRCD / National Update	<p>The Secretariat proposed a letter of thanks be issued to Sinead Wiley of FCC who is moving on from her role as PPN Liaison Officer and formerly PPN Resource Worker.</p>	Letter to issue.
AOB	<p>It was agreed that John Melvin will takeover the facilitation of the Secretariat for the next 6 months.</p>	MH and John Melvin to handover.
Next Meeting	<p>23rd October Blanchardstown Civic Offices.</p>	