



**Secretariat Meeting**

Tuesday 31<sup>st</sup> August | 7.00pm to 8.20pm

Meeting conducted by Zoom

Facilitator: Todd Pocius

**Minutes**

<p><b>Present</b></p> <p>Cathal Copeland (CC), Todd Pocius (TP), Hanumantha Rao (HR), Angela Rogers (AR), Yetunde Joyce (YJ), Alice Davis (AD), Ger O’Halloran (GOH), Sakinah Debola (SD)</p>
<p><b>Apologies</b></p> <p>John Melvin (JM), Ian Croft (IC), Stephanie Obijakui (SO)</p>
<p><b>In Attendance</b></p> <p>Natasha Bagnall (NB)</p>

<b>Item</b>	<b>Note</b>	<b>Decision</b>
<b>Open and Apologies</b>	TP opened the meeting	Noted
<b>Minutes and Matters Arising</b>	<ul style="list-style-type: none"> <li>• May Minutes were proposed by AR and seconded by HR</li> <li>• June Minutes were proposed by YJ and seconded by AR</li> <li>• Any matters arising are dealt with throughout the course of this meeting.</li> </ul>	Noted
<b>Correspondence</b>	Correspondence in relation to the strategic review information session was noted.	NB to draft letter for both individuals

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		and circulate for approval
<b>Reports</b>	<p><b><i>PPN Resource Worker Report</i></b></p> <p>NB outlined a report of the work of Fingal PPN from June to end of August. Further clarity is being sought on the following:</p> <ul style="list-style-type: none"> <li>• It was requested that where possible that the RW and SW would cover each others leave. Where possible, Lisa Moran to be point of contact.</li> <li>• New groups recently joined to be invited to a 'PPN open day session' outlining the role of the PPN and how it is relevant to their work.</li> <li>• Information on the PPN devices and loan application to be circulated to LG facilitators and Reps with all application forms to be presented at the next Secretariat meeting</li> <li>• Audit has been complete with one query outstanding to be dealt with by FCC finance contact when they return from AL.</li> </ul>	<p>NB to seek clarity on highlighted items and revert to Secretariat.</p> <p>NB to confirm date in September/October for this session with some Secretariat Member to be in attendance.</p>
<b>Finance</b>	<p>Expenditure Update to be circulated then FCC finance contact returns from AL.</p> <p>Finance sub group to be established with the task of identifying appropriate expenditure for the remainder of 2021 to include a budget for linkage group activity/projects</p> <p>Potential to create video content to support FPPN in 2021 and into 2022 in putting a human face to FPPN.</p>	<p>Noted</p> <p>NB to bring this to finance subgroup meeting</p>
<b>Projects, Initiatives, Events and Training</b>	<ul style="list-style-type: none"> <li>• Fingal PPN Strategic Review – Next steps</li> </ul> <p>Subgroup to meet to review the final report and make recommendation at the next Secretariat meeting.</p> <p>Correspondence to be issued as per earlier agenda item</p>	<p>NB to contact subgroup and</p>

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	<ul style="list-style-type: none"> <li>• Plenary Planning (Proposed Constitution Change) Decision on constitution change to be made at the next meeting with confirmation of geographical areas.</li>   <li>Sub committee to be formed to help with the planning of the event. NB to send email inviting interested Secretariat members to first planning meeting in September.</li>   <li>• Social Inclusion Week 2020 Social Inclusion, Rural Development, Youth and Enterprise Linkage group members to be invited to working group for 2021. Key event for Fingal PPN for November 2021</li>   <li>• PPN Policy Hub Following input from Linkage Groups, PPN Policy Hub to be created to support LGs and reps when making motions. Will become a central library for relevant policies. Sourcing of policies have commenced. Ideally would like to launch the hub at the Plenary in November</li>   <li>• Lusk Micro PPN Subgroup to reconvene as a matter of urgency in order to comply with the timeline set out in the TOR. Subgroup to report at the next Secretariat meeting.</li> </ul>	<p>confirm a meeting date</p> <p>To be discussed at the next meeting</p> <p>NB to propose meeting dates for first committee meeting</p> <p>Noted</p> <p>Secretariat happy for RW/SW to oversee this work and input towards the final stages of the project.</p> <p>NB to contact subgroup members and confirm a meeting date</p>

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<b>Fingal PPN Membership Dashboard</b>	Most up to date membership figures are included in the RW report	Noted
<b>Policies and Procedures</b>	None at this time	Noted
<b>Linkage Groups and Representation</b>	<p>4<sup>th</sup> round of Linkage Groups have not yet completed. Report to be issued ahead of next Secretariat meeting.</p> <p>PPN Induction training for all reps on both linkage groups and Secretariat to be organized for 5<sup>th</sup> October 7-9pm. All reps strongly advised to attend.</p>	<p>NB to include on relevant LG meeting agendas</p> <p>NB to confirm meeting date and circulate the meeting details.</p>
<b>FCC / DRCD</b>	<p>FOI Information was provided by DRCD. As FPPN are independent from FCC, they will not provide FOI support. FPPN do not have the skills or resources to carry out FOI requests but the Secretariat would like training on GDPR for all members and PPN staff so that everyone is aware of their obligations.</p> <p>NB to seek clarity on the rationale of the shared database of FCCR with FCC</p> <p>Written Submission on Structural Review</p>	<p>NB to source and organise appropriate training</p> <p>NB to seek clarity and revert</p> <p>Noted</p>
<b>AOB</b>	NB requested that all Secretariat members send on a photo of themselves for the activity report/website.	Noted

Item	Note	Decision
<b>Next Meeting</b>	Tuesday 28 <sup>th</sup> September at 7pm via Zoom	NB to circulate meeting link