



Secretariat Meeting

Tuesday 28th September | 7.00pm to 8.05pm

Meeting conducted by Zoom

Facilitator: Todd Pocius

Minutes

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

Item	Note	Decision
Open and Apologies	TP opened the meeting	Noted
Minutes and Matters Arising	<ul style="list-style-type: none"> • May Minutes were proposed by AD and seconded by HR • No matters arising 	Noted
Correspondence	Correspondence issued in relation to the strategic review information session was noted.	Noted
Reports	<i>PPN Resource Worker Report</i>	Noted

Item	Note	Decision
	<ul style="list-style-type: none"> • NB outlined a report of the work of Fingal PPN for September. • YJ sought more information on the Access and Participation Fund. <p><i>Fingal PPN Strategic Plan Review Subgroup Report</i></p> <ul style="list-style-type: none"> • Subgroup require more time to review the documents and will meet again on 29/09/2021 <p><i>Plenary Planning Subgroup Report</i></p> <ul style="list-style-type: none"> • Virtual Plenary planned for November . Sub group to meet again in early October. <p><i>Lusk Sub PPN Subgroup Report</i></p> <ul style="list-style-type: none"> • Group continuing to work through TORs. Feedback from members sought on 23rd September. Written submission invited until 5th October with all feedback to be presented to subgroup on 19th October for review. 	<p>NB to clarify and revert</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

Item	Note	Decision
Finance	<p><i>Expenditure Update</i></p> <p>AD highlighted the complexity of the finance spreadsheet provided by FCC. Difficult to make financial decisions without understanding the information.</p> <p>Decision to fund linkage group activity well received but final decision to be made when a proposed budget for rest of 2021 is presented. All Secretariat members encouraged to feedback proposed spend for projects and initiatives. Suggestion of grants to community groups. NB advised that this is not permitted by DRCD. Suggestion of purchasing further devices for active participation but this expenditure is also not permitted by DRCD. Access to IT is an integral part of being able to participate with the business of Fingal PPN. This feedback has already been returned to DRCD but NB to highlight at the next available opportunity.</p> <p>Suggestion of creating a library of supports for PPN members with supports available in a number of languages.</p> <p>Suggested to seek linkage group input on financial spend</p>	<p>NB to seek simplified financial spreadsheet from FCC. NB highlighted FCC Admin staff shortage at the moment.</p> <p>NB to compile projected spend until December 2021 & circulate for feedback</p>
Projects, Initiatives, Events and Training	<ul style="list-style-type: none"> • Fingal PPN Induction Training Scheduled for 5th October 	<p>NB to issue reminder to all proposed attendees</p>

Item	Note	Decision
	<ul style="list-style-type: none"> PPN Open Evening for new & existing members 13th October <p>Information circulated in newsletter</p> <ul style="list-style-type: none"> Autumn Training Calendar <p>Confirmed and issued through PPN newsletter</p> <ul style="list-style-type: none"> Fingal Inclusion Week <p>Updated issued and invitation to Secretariat to join the steering committee</p> <ul style="list-style-type: none"> PPN Staff Liaison Committee <p>Mandatory requirement for Fingal PPN and HR training to be provided.</p> <ul style="list-style-type: none"> Getting to Know Us Video Content <p>NB to proceed on gathering information and engaging with appropriate company to progress. It was suggested to foster a relationship with TU Dublin in relation to this but due to lack of time, it is not possible to explore this at the moment.</p> <ul style="list-style-type: none"> Motion for PPN Constitution Change <p>AR suggested a change to wording to remove ambiguity</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>NB to source previous TORs and circulate. Members to signal their intent to join the subcommittee via return email</p> <p>NB to gather appropriate information</p> <p>NB and AR to liaise offline to confirm wording</p>

Item	Note	Decision
Fingal PPN Membership Dashboard	Most up to date membership figures are included in the RW report	Noted
Policies and Procedures	None at this time	Noted
Linkage Groups and Representation	<ul style="list-style-type: none"> • 4th round of Linkage Groups have not yet completed. Report to be issued ahead of next Secretariat meeting. • Approval of application for IT Devices for Reps 	<p>NB to report at next meeting</p> <p>Both approved and NB to liaise with applicants to deliver devices</p>
FCC / DRCD	None	
AOB	<p>LCDC signalled a possible conflict of interest with a PPN rep. NB requested that this be communicated to the Secretariat for their consideration.</p> <p>Outstanding Audit query not resolved due to FCC admin staff shortage. Commitment of support W/C 11th October</p> <p>AD requested an update from the LCDC in relation to concerns raised by the LCDC reps in June 2021.</p>	<p>NB to forward correspondence when available</p> <p>Noted</p> <p>NB to contact LCDC to request update.</p>
Next Meeting	Tuesday 26 th October at 7pm via Zoom	NB to circulate meeting link