



Secretariat Meeting

Tuesday 28th May | 7pm to 9.15pm

County Hall, Swords

Facilitator: Michael Walsh

Minutes

Present

Claire Ann Ferry (CF), Denise McDermott (DM), Gareth Lee (GL), John Melvin (JMV), Maria Tormey (MT), Michael Walsh (MW), Siju Jose (SJ), Tony Brennan (TB)

Apologies

Ema Idowu (EI), Hanumantha Rao (HR), Mary Harford (MH)

In Attendance

Jamie Moore (JM)

Item	Note	Decision
<p>Open and Apologies</p>	<p>JMV opened the meeting, apologies were noted.</p>	<p>Noted.</p>
<p>Minutes and Matters Arising</p>	<p>Minutes were proposed by MW and DM.</p> <p>Matters arising included the appointment of Facilitator, Staff Liaison and the General Purposes Subcommittee.</p> <p>The following appointments were agreed:</p> <p>Facilitator: MW</p> <p>Staff Liaison: JMV</p> <p>General Purposes Subcommittee: DM, MT and TB</p> <p>MT noted training for the role of Staff Liaison would be</p>	<p>Noted.</p>

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	beneficial.	
Correspondence	<p>Correspondence was received PPN Member Ray Smyth in relation to an update on the CSLG given by the Secretariat at the Plenary meeting.</p> <p>Correspondence was received from Angela Rogers in the form of a copy of a letter that she sent to Social Justice Ireland raising concerns about the Fingal PPN CSLG, Constitution, Secretariat and Resource Worker.</p>	Correspondence in both cases was noted.
Resource Worker Report	<p>JM provided a resource worker report covering activity since the last Secretariat meeting. Some discussions points included:</p> <ul style="list-style-type: none"> - Recruitment of PPN Support Worker. GL and JMV agreed to sit on the interview panel, whoever should be free. - Induction training for PPN Reps took place; positive feedback was received on this. - Noted initiatives are being explored with the Fingal Arts Office regarding Swords Cultural Quarter, a collaboration with the Community Office on Africa Day and a potential collaboration between a Linkage Group and the Community Office on Social Inclusion Week. - Potential networking event with new Cllrs. - Training organised for PPN members in October 2019. - JM on annual leave from end of June to the end of July. 	Noted.
Finance	No finance update.	Noted

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Events and Training	<p>Plenary Review</p> <ul style="list-style-type: none"> - Logistics: <ul style="list-style-type: none"> o Greeting at the door worked well. o Registration tables should be moved to provide more space and avoid congestion at the entrance. o Podium should be relocated to the opposite side of the projector. o Review the amount of paper and plastic used in the information pack provided to members on sign in. o Review food options – provide more variety of hot and cold foods. - Motions: <ul style="list-style-type: none"> o Motion 1: to be referred to the Housing, Planning and Transport Linkage Group for further consideration. o Motion 2: did not pass. o Motion 3: JM to research options on progressing this motion. o Motion guidance document to be published ahead of Plenary meetings in the future. Secretariat to determine if motions are presented at Plenary based on alignment with guidance document. o Secretariat to ensure all motions are voted on in the future. 	<p>Noted.</p>
Fingal PPN Membership	<p>No update.</p>	<p>Noted.</p>
Policies and Procedures	<p><i>Role of Secretariat</i></p> <p>DM noted that it was important for the Secretariat to be aware and sure of their role as the Secretariat of the</p>	<p>Noted.</p>

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	<p>PPN. The consensus was that the new constitution provides further clarity and should be the reference point. It was also noted that the role of the Secretariat has not changed since the PPN was setup – however the workload has, as has the size of the PPN.</p> <p><i>Constitution</i></p> <p>It was generally felt that the constitution provides greater clarity to all structures and actors within the PPN without deviating from the guidelines as set out by Government.</p> <p>In response to the recent Plenary decision on approving the new constitution, JM presented a proposal to the Secretariat on progressing the steering Group that makes recommendations on amendments to the constitution at the next Plenary. This included:</p> <ul style="list-style-type: none"> - The make-up of the steering committee of an odd number of members with the Secretariat having a minority of seats. - A timeline for consultation and the process in totality. - Open evenings for members to engage on the process. <p>It was agreed that a circular on the terms of reference for the steering group would also be included, which defines the scope of the work. This initiative is not to re-write the constitution; it is to make a short set of amendments to the constitution that are pressing issues identified by PPN members.</p> <p>The proposal was proposed by GL and JMV with no objections.</p> <p><i>Annual Report</i></p> <p>The Annual Report for 2019 was submitted to the</p>	<p>Noted.</p>

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	<p>Department of Rural and Community Development on 14th May 2019. This was two months past due date. The report was signed off on by JM, JMV and Íde De Bairtiséil of FCC (as required by the DRCD). Time did not allow for discussion at a Secretariat meeting; however amendments can still be made. If no such issues or amendments are identified by close of business on 4th June, the Secretariat agreed that the report is considered approved.</p>	Noted.
<p>Representation</p>	<p>PPN Reps Induction</p> <p>Covered previously in the meeting.</p> <p>Update on JPC</p> <p>The second mediation session took place on 27th May with further dates set for 17th and 24th June by the end of which it is hoped a conclusion will be achieved.</p> <p>JM queried if it was appropriate to discuss a request received from the mediation session while a member (MT) of the party making the request was present at the meeting. MT stated there was no conflict of interest and that all parties involved are working towards the same outcome. There was no objection to this.</p> <p>JM indicated to the Secretariat that the request was in relation to the withdrawal of the statement provided by the Secretariat at the Plenary meeting in relation to the CSLG as it was felt it was not entirely representative of the facts.</p> <p>While not discussing the factual accuracy of the statement, the Secretariat agreed to withdraw the statement as a gesture of good will and compromise in order to make progress in the mediation.</p>	<p>Noted.</p> <p>Linkage Group meeting to go ahead on 6th June.</p> <p>Noted.</p>

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Linkage Groups	Round 3 of linkage groups commence in June.	Noted.
FCC / DRCD / National Update	No update.	Noted.
AOB	<p>TB highlighted that Rogerstown Park is now open and encouraged members to attend.</p> <p>TB queried if there was an update in relation to the National Secretariat Network. The DRCD is currently seeking a facilitator to convene this.</p>	Noted.
Next Meeting	27 th August 2019 in Blanchardstown.	Noted.