



Secretariat Meeting

Tuesday 27th August | 7pm to 9pm

Civic Offices, Blanchardstown

Facilitator: Michael Walsh

Minutes

<p>Present</p> <p>Claire Ann Ferry (CF), Denise McDermott (DM), Ema Idowu (EI), John Melvin (JMV), Michael Walsh (MW), Siju Jose (SJ), Tony Brennan (TB)</p>
<p>Apologies</p> <p>Gareth Lee (GL), Hanumantha Rao (HR), Mary Harford (MH)</p>
<p>Absent</p> <p>Maria Tormey (MT)</p>
<p>In Attendance</p> <p>Jamie Moore (JM), Jenny Foley (JF)</p>

Item	Note	Decision
Open and Apologies	MW opened the meeting, apologies were noted. Everyone was welcomed back following the summer break and JF was welcomed to the PPN team.	Noted.
Minutes and Matters Arising	Minutes were proposed by DM and CF. No matters arising that are not already covered in the agenda.	Noted.
Correspondence	No correspondence that is not already covered in the	Noted.

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	<p><i>Dublin Facilitators Meeting Report</i></p> <p>MW attended a meeting of Dublin PPN Facilitators in June 2019. Items discussed included the Smart Dublin initiative, insurance for community groups, Public Sector Duty, the Digital Strategies of the 4 Local Authorities and Benefacts – the national non-profit database. MW requested that Secretariat members come forward with any suggestions on issues or initiatives that the 4 PPNs should discuss in the future.</p> <p><i>JPC Subgroup Report</i></p> <p>JMV and EI provided a report on the JPC Subgroup, noting it was coordinated and agreed by all subgroup members. Mediation is now concluded until October where it will revisit the situation to see if progress has been made. The subgroup strongly recommended that the Secretariat develop and activate an agreed conflict of interest agreement that all members of the Secretariat adhere to. The Secretariat agreed to this recommendation. MW suggested an external professional be engaged to support the Secretariat on this. This is to be discussed further in September. The report also notes the subgroup hope that its efforts results in a positive outcome for all. The subgroup now considers itself to be disbanded.</p> <p>DM proposed a formal note of thanks to all subgroup members and the resource worker to recognise their work and efforts on this to date, which was unanimously agreed.</p> <p>With regard to the election query from the former PPN JPC representative, the Secretariat is satisfied that the elections go ahead as explicitly agreed by the Linkage Group and that the PPN is prepared to provide</p>	<p>Noted.</p> <p>Subgroup is now disbanded.</p> <p>Conflict of Interest Agreement to be brought to September's agenda for discussion.</p> <p>Decision to hold elections stands.</p>

Item	Note	Decision
	<p>representation to the new JPC when requested to do so.</p> <p><i>PPN Resource Worker Report</i></p> <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"> - New administrative controls on the PPN - Membership registration process. - Upcoming PPN Review meeting in September. - Linkage Group Hub on new PPN website. - The November activity report. – The Secretariat suggested including some case studies of PPN members and an achievements page. - National update. – The Secretariat agreed to write to the National Advisory Group regarding the National Conference taking place on a weekday. - Flagging that the work load of the PPN is now at its highest level since establishment and that unplanned activity and responding to issues continue to put pressure on resources and that this coupled with ongoing criticism/scrutiny of the PPN provides for an uneasy operating environment. 	<p>Case studies to be explored.</p> <p>Letter to issue to NAG regarding National Conference.</p>
<p>Finance</p>	<p><i>Budget Memo</i></p> <p>The budget memo circulated in early August was noted. The PPN is on course to underspend this year, even with the additional pieces of work for the Constitution Steering Committee. The Secretariat agreed to allocate €1,500 to development support for the PPN website. The possibility for PPN attire for PPN Reps was discussed with mixed views. The Secretariat is to consider this and alternative options for the unspent funding and make a decision in September.</p>	<p>Noted</p> <p>€1,500 to be allocated to Development support for website.</p>

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	<p><i>Expenditure Update</i></p> <p>A year to date expenditure report was circulated to the Secretariat with forecasts for 2020. The Secretariat are to consider the 2020 numbers for the next Secretariat meeting.</p> <p><i>Work Priorities</i></p> <p>In the context of the budget, 3 of the 4 work priorities for 2019 are well in target (Linkage Groups, Communications and Governance). Building relationships with elected representatives still requires work. The 2020 work priorities need to be agreed in September or October ahead of the Plenary in November. Giving due consideration to the Strategic Plan, some priorities suggested by JM include developing the Social Inclusion Pillar, developing policies to make the PPN more accessible and developing relationships with public representatives.</p>	<p>Noted.</p> <p>Noted.</p>
<p>Projects, Initiatives, Events and Training</p>	<p><i>Migrant Integration Forum Memo</i></p> <p>The Migrant Integration Forum / Community Integration Advisory Council memo circulated in early August was noted.</p> <p>JM provided a background to CIAC and the Fingal Integration and Social Cohesion Strategy and the National Migrant Integration Strategy. The CIAC has concluded its work and it is now suggested that a follow on structure from this would be a Fingal Migrant Integration Forum, setup and supported through the PPN. Funding would be provided by Fingal County Council to enable this. While this was broadly welcomed, there was some concern as to the role and expectations of a Migrant Integration Forum. A more detailed report and</p>	<p>Noted. Further explanatory note to issue for discussion.</p>

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	<p>plan is to be prepared before proceeding.</p> <p><i>Plenary Planning</i></p> <p>The Plenary on 6th November 2019 is to take place at the Carnegie Court Hotel in Swords. The Secretariat will include a rehearsal to this on the 29th or 30th October. The launch of Social Inclusion Week, the new PPN website and the Fingal Community Directory will also take place directly prior to the Plenary meeting commencing.</p> <p>The Secretariat queried on the follow up completed on the previous motions passed at the May plenary. There has been no progress however work will resume on them immediately.</p>	<p>Noted.</p> <p>Follow up prior to next meeting.</p>
<p>Fingal PPN Membership Dashboard</p>	<p>A new membership dashboard was circulated to the Secretariat which provided an illustrated overview of membership numbers, registration trends, outstanding applications, new members, etc.</p> <p>The Secretariat agreed that this report should be presented quarterly and should include any reasons on why a group did not attain membership.</p>	<p>Noted.</p>
<p>Policies and Procedures</p>	<p><i>No update.</i></p>	<p>Noted.</p>
<p>Linkage Groups and Representation</p>	<p><i>PPN Reps Forum</i></p> <p>The next meeting of the PPN Reps forum is to take place on 28th August. Part of this includes a workshop with Mazars on the development of a new Fingal County Council Corporate Plan. The forum will also discuss the Training Needs survey which all Reps filled out bar 2.</p>	<p>Noted.</p>
<p>Linkage Groups</p>	<p>Round 3 of linkage groups commence in June.</p>	<p>Noted.</p>

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FCC / DRCD	The 6 monthly review meeting with Fingal County Council will take place prior to the next Secretariat meeting on 24 th September. A draft report will be circulated to the Secretariat for their consideration and input prior to the meeting.	Noted.
AOB	<p>MW proposed the Secretariat make a note of acknowledgement regarding the recent incident on Portmarnock beach which led to a five year old girl being rescued by members of the public. This shall be included in the next PPN Newsletter.</p> <p>TB noted that Rush Community News ceased printing in July and went online but a decision has been taken to reintroduce the print version following feedback from the community.</p>	Noted.
Next Meeting	24 th September, County Hall, Swords.	Noted.