



Secretariat Meeting

Tuesday 26th September | 7pm to 9pm

County Hall, Swords

Facilitator: Michael Walsh

Minutes

Present

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

Apologies

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

In Attendance

Jamie Moore (JM)

Item	Note	Decision
Open and Apologies	MW opened the meeting, apologies were noted.	Noted.
Minutes and Matters Arising	Minutes were proposed by JMV and DM. No matters arising that are not already covered in the agenda.	Noted.
Correspondence	Correspondence was received from Angela Rogers, KRCRA. Angela Rogers requested that all attendees were informed of the withdrawal of the May Plenary Community Safety Linkage Group update.	Circulate minutes and amended presentation to attendees.

Item	Note	Decision
Reports	<p><i>Linkage Group Report</i></p> <p>JM circulated a 4th round report on the work of the Linkage Groups. All Linkage Groups are functioning normally.</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"> - Postponement of MOU and Review meeting until October 2019. - Facilitation training for PPN Reps and Staff. - Resourcing of Linkage Groups. - Branded PPN items. - PPN Annual Report 2018. - Fingal Inclusion Week. - Annual Leave. <p><i>National Secretariat Network Meeting Report</i></p> <p>TB provided a report from the recent National Secretariat Network Meeting he attended. TB noted PPNs were having various issues with insurance, employment of staff, hosting arrangements, finance and linkage groups. TB noted that these issues did not exist in Fingal. TB noted that Fingal is well organised in the grand scheme of things and this needs to be communicated more widely. GL and Maire O'Brien (PPN LCDC Rep who conveyed her feedback prior to this meeting) recently sat in on an online meeting of PPN Environment Reps from across the country and concurred with TB. JMV suggested Fingal PPN should provide support where practicable to the national development of PPNs.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>

Item	Note	Decision
<p>Finance</p>	<p><i>Budget Memo</i></p> <p>The budget memo from the previous meeting was re-circulated.</p> <p>JM suggested that a new “Access and Participation” budget line was established and that this would include the existing PPN Reps Expenses budget line but will also include provision for General PPN Members who currently cannot attend PPN meetings due to lack of access to suitable transport and other barriers.</p> <p>The practicalities of applying such a scheme was discussed and the Secretariat agreed not to over-regulate this.</p> <p>The Secretariat agreed that in principle that this is a worthwhile endeavour and allocated a budget line of €5,000 with this to be reviewed when discussing budget 2021.</p>	<p>The budget for 2020 was approved to go forward to the Plenary meeting.</p>
<p>Projects, Initiatives, Events and Training</p>	<p><i>Migrant Integration Forum Memo</i></p> <p>A revised explanatory note on the Migrant Integration Forum (MIF) was circulated. Members emphasised the need for this to be community (bottom up) driven approach and that it should not interfere with or undermine existing structures of the PPN.</p> <p>Participation in the MIF would be open to all members and the MIF would operate using the Linkage Group model with regular written reporting to the Secretariat and Plenary.</p> <p>The Secretariat agreed to move forward exploring this initiative beginning with an information meeting on 11th November 2019.</p>	<p>Approved to move forward.</p>

Item	Note	Decision
	<p><i>Progress on Plenary Motions May 2019</i></p> <p>JM provided a report on the two motions that passed at the most recent Plenary.</p> <p>With regard to Motion 1 on Local Community Networks, the Secretariat agreed to pilot a local area based PPN in the Lusk Area in 2020, in line with provisions made in the PPN User Guide and in the absence of Municipal District PPNs in Fingal.</p> <p>With regard to Motion 2, the Secretariat acknowledged that the Community Office in Fingal has taken it on to recommend the inclusion of Changing Places in Community Facilities where facilities are being built or refurbished. The PPN will continue to suggest inclusion of Changing Places where appropriate. PPN to write to the The Royal Institute of the Architects of Ireland advocating they promote this among their membership.</p> <p><i>Plenary Planning</i></p> <p>No update on the Plenary since the last meeting. CF to present PPN Activity report.</p> <p><i>Fingal Inclusion Week</i></p> <p>Update on this already supplied in Resource Worker report. Over 100 events are now planned for FIW, far in excess of expectations. €15,000 is being made available to PPN members to host events. PR campaign being finalised.</p>	<p>Pilot on motion 1 to be recommended to the Plenary.</p> <p>Letter to issue to RIAI.</p> <p>Noted.</p> <p>Noted.</p>
<p>Fingal PPN Membership Dashboard</p>	<p>No update, presented quarterly.</p>	<p>Noted.</p>
<p>Policies and Procedures</p>	<p>Clare PPN Conflict of Interest Policy circulated for comment and feedback. Draft for Fingal to be prepared</p>	<p>Prepare Draft COP for</p>

Item	Note	Decision
	for November Secretariat meeting.	November meeting.
Linkage Groups and Representation	No update.	Noted.
FCC / DRCD	<p><i>National Conference</i></p> <p>Fingal PPN will have a good contingent attending the national conference in October. Heidi Bedell, Linkage Group facilitator will lead on a Linkage Group workshop.</p> <p><i>October Review Meeting with FCC</i></p> <p>Draft review report circulated for comment and feedback ahead of the review meeting in October.</p>	Noted.
AOB	<p>MW proposed the Secretariat meetings take place in Swords from now on as this is the most central and accessible venue when all members of the Secretariat are considered. Points were raised about the prohibitive traffic situation in trying to access Blanchardstown and the additional distances being travelled for those based in the North County.</p> <p>JM added that the PPN has always offered to cover hosting costs for the Secretariat to meet in local area community centres or alternative venues where members felt strongly about moving meetings around, however this offer has not been availed of.</p> <p>A vote was requested and the proposal passed 6 members to 1. TB requested his opposition to be noted.</p>	Noted.
Next Meeting	22 nd October, County Hall, Swords.	Noted.