



Secretariat Meeting

Tuesday 26th November | 7.00pm to 8.30pm

County Hall, Swords

Facilitator: Michael Walsh

Minutes

Present

Claire Ann Ferry (CF), Denise McDermott (DM), Ema Idowu (EI), Hanumantha Rao (HR), John Melvin (JMV), Michael Walsh (MW), Siju Jose (SJ), Tony Brennan (TB)

Apologies

Mary Harford (MH),

In Attendance

Jamie Moore (JM), Jenny Foley (JF)

Item	Note	Decision
Open and Apologies	MW opened the meeting, apologies were noted.	Noted.
Minutes and Matters Arising	Minutes were proposed by JMV and CF. No matters arising that are not already covered in the agenda.	Noted.
Correspondence	Correspondence from Fingal Ethnic Network was discussed. A response was agreed to include the PPN constitution.	Issue response to FEN.
Reports	<i>PPN Resource Worker Report</i> Written report not provided. Moved to end of agenda for	Noted.

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	any queries not already covered.	
Finance	<p><i>End of Year Expenditure</i></p> <p>The Secretariat were presented with various PPN merchandise options for promotional and marketing use. Options were discussed and the Secretariat approved the purchase of merchandise.</p>	Progress with purchase of Merchandise.
Projects, Initiatives, Events and Training	<p><i>2020 Calendar</i></p> <p>An indicative 2020 Calendar was circulated to the Secretariat for Secretariat, Linkage Groups, Plenary and Review Meetings.</p> <p>The Calendar was unanimously approved for publishing.</p>	Calendar to be circulated.
Fingal PPN Membership Dashboard	No update, presented quarterly.	Noted.
Policies and Procedures	<p><i>Memorandum of Understanding (MOU)</i></p> <p>The Secretariat stepped through the draft Memorandum of Understanding with Fingal County Council page by page. This is an evolution of the current MOU. An MOU is a funding requirement set by the Department of Rural and Community Development, who provided a template.</p> <p>The draft MOU includes updated agreements in relation to:</p> <ul style="list-style-type: none"> - Finance - Staffing - Community County Register - Fingal Migrant Integration Forum Pilot <p>The MOU was unanimously agreed by the Secretariat and it will now be proposed to Fingal County Council.</p>	Noted and to be discussed with FCC.

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	<p>Once final agreement is reached, a small signing ceremony shall take place with the Chief Executive and Mayor of FCC and publicity will be created around the MOU.</p> <p>The MOU does not require approval at a Plenary. It is an annual operational understanding between the PPN and the Council, and relates to functions of the Secretariat devolved from the Plenary.</p> <p><i>Locations of Meetings</i></p> <p>TB noted the perception of all PPN activity taking place in Swords and that this should be addressed.</p> <p>DM proposed that a reminder go to all Linkage Groups in January that they do have the option of moving meetings around the county.</p> <p>JM noted that the majority of recent training opportunities were held in Dublin 15 and Fingal Inclusion Week Events were spread right across the County.</p> <p>Secretariat agreed this was not a matter for the MOU.</p>	<p>Reminder to issue to Linkage Groups in January.</p>
<p>Linkage Groups and Representation</p>	<p><i>Representation</i></p> <p>The Secretariat approved elections to take place in 2020 for the following positions:</p> <ul style="list-style-type: none"> - Secretariat: 6 Seats (3 Community, 2 Environment and 1 Social Inclusion) - Community, Culture and Creativity SPC: 2 Seats (1 Environment and 1 Social Inclusion) - Joint Policing Committee: 1 Seat (1 General for a year and to be reviewed in search of Environment Rep). - Housing Disability Steering Committee: 1 Seat (1 Social Inclusion seat with requirement that candidate demonstrates a genuine interest in the 	<p>Call out to issue in December for all seats.</p> <p>Secretariat seat call out to issue in March.</p>

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	<p>area) to come from Housing, Planning and Transport Linkage Group.</p>	
FCC / DRCD	<p><i>Staffing</i></p> <p>The Secretariat proposed to write to the Chief Executive of FCC to emphasise the need to conduct recruitment for Resource Worker as soon as is practicable to ensure continuity of service and for any possible interim staffing measures to be made.</p> <p>JM noted that the fundamentals of the PPN (i.e. Linkage Groups and Plenary) have been prioritised for 2020 until such a time as a full staffing complement is available to the PPN and/or interim staffing measures are made.</p>	<p>Letter to issue from Secretariat.</p> <p>Noted.</p>
AOB	<p><i>PPN Resource Worker Report</i></p> <p>No outstanding queries.</p> <p><i>Secretariat Facilitator</i></p> <p>Ema Idowu was unanimously proposed as facilitator.</p> <p><i>Mediation</i></p> <p>The Secretariat agreed to formally close the mediation process, inform all parties, note the successes and thank everyone for their time.</p> <p><i>Vote of Thanks</i></p> <p>MW proposed a formal vote of thanks for Jamie Moore to acknowledge his contribution to Fingal PPN for his time here as PPN Resource Worker.</p> <p>JM thanked the Secretariat for their commitment, support and empowerment during his time at Fingal PPN.</p>	
Next Meeting	26 th November, County Hall, Swords.	Noted.