



Secretariat Meeting

Tuesday 28th January | 7.00pm to 8.30pm

County Hall, Swords

Facilitator: Ema Idowu

Minutes

Present

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

Apologies

Mary Harford (MH),

In Attendance

Jenny Foley (JF)

Item	Note	Decision
Open and Apologies	EI opened the meeting, apologies were noted.	Noted.
Minutes and Matters Arising	Minutes were proposed by JMV and MW. No matters arising that are not already covered in the agenda.	Noted.
Correspondence	<ol style="list-style-type: none"> 1. A DRAFT thank you letter to Jamie Moore was read out by JF for approval 2. Letter from Lusk Community Council read out re Lusk PPN Pilot Project 	<ol style="list-style-type: none"> 1. Letter to be emailed to group and sent if not additions or editions (JF)

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		2. Letter to be sent to Lusk Community Council that project is on hold due to staffing issues (JF)
Reports	<i>PPN Resource Worker Report</i> Written report not provided. Moved to end of agenda for any queries not already covered.	Noted.
Finance	Department has requested figures for 2019 income and expenditure	Discuss same with Staff Officer on how to collate figures (JF)
Projects, Initiatives, Events and Training	For next PPN Reps Forum meeting a training course could be provided. Funding training, Committee training, Social Media	Survey PPN reps (JF)
Fingal PPN Membership Dashboard	Figures read out by JF	Noted.
Policies and Procedures	DM outlined that we need to look at the Strategic Plan on how to develop the Social Pillar	Put on Agenda for next Linkage Group meeting (DM & JF)
Linkage Groups and Representation	<ol style="list-style-type: none"> 1. Elections took place and 2 seats have been filled in Community, Culture and Creativity SPC (1 Environment and 1 Social Inclusion) 2. 1 Seat to be filled in JPC 3. There was 1 seat in the Housing Disability 	<ol style="list-style-type: none"> 1. Update SPC with new names (JF) 2. Election to be

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	<p>Steering Committee. As there was 2 applications a request has been made to see if the PPN could have 2 seats</p> <p>4. 1 seat available on Secretariat</p>	<p>held, JPC on hold at the moment as per D. Storey</p> <p>3. Await reply from Loretta Hennessy</p> <p>4. Secretariat seat call out to issue in March.</p>
<p>FCC / DRCD</p>	<p><i>Staffing</i></p> <p>JF outlined to The Secretariat that she was the successful candidate for the role of Acting Resource Worker until the permanent position is filled. Interviews will be held in due course and JF has applied for this position. It was discussed that 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>Noted.</p>
<p>AOB</p>	<p><i>RW Report</i></p> <p>TB discussed a consultation of the HSE Corporate Plan that members took part in</p> <p>TB discussed Healthy Ireland – new co-ordinator appointed through Empower. There is 30,000e allocated to projects and so far 8 expressions of interest</p> <p>TB discussed Secretariat Network – the PPN Handbook. We had no submissions on the handbook.</p>	<p>noted</p>

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	<p>It was discussed that FPPN have developed our structure.. The Handbook could serve as a reference but ultimately FPPN is run independently. If there is a dispute between the PPN Handbook and the FPPN Constitution and a term must be implemented FPPN can call an Extraordinary Meeting</p> <p>PPN Jackets: JF discussed that the branding items were not of great quality. The jackets can be ordered as they are paid for but with no logo on them and an embroidered logo can be done separately</p> <p>Plenary: Carnegie Court not available for Plenary. JF has provisionally booked the Bracken Court Hotel, Balbriggan, Secretariat agreed to hold the Plenary at this location.</p>	
Next Meeting	25 th February, County Hall, Swords.	Noted.