



Secretariat Meeting

Tuesday 31st March | 7.00pm to 7.40pm

Meeting conducted by Zoom

Facilitator: Ema Idowu

Minutes

<p>Present</p> <p>Claire Ann Ferry (CF), Denise McDermott (DM), Ema Idowu (EI), Hanumantha Rao (HR), John Melvin (JMV), Michael Walsh (MW), Tony Brennan (TB), Mary Harford (MH)</p>
<p>Apologies</p> <p>N/a</p>
<p>In Attendance</p> <p>Jenny Foley (JF)</p>

Item	Note	Decision
Open and Apologies	EI opened the meeting	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	Noted
Reports	<i>PPN Resource Worker Report</i> Community Response: JF outlined the Community Response initiative between Fingal PPN and FCC	Noted.

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	<p>Community Department.</p> <p>Community Grant: JF outlined the Community Grant funded by FCC Community Department to PPN Members</p> <p>#CoronavirusSolidarity: JF outlined the “good news stories” on the Fingal PPN website/social media platforms</p> <p>Community Response helpline: JF outlined the helpline for non-emergency, non-medical queries. This helpline is by phone and email. JF has volunteered to cover shifts on this helpline over the coming weeks.</p>	
Finance	<p>JF outlined that FCC have circulated an email stating that the Head of Finance will be cutting some budgets but noted that the Department haven’t been in touch regarding budgets.</p>	<p>The PPN is a separate entity and Fingal PPN will be opposing any budgets cuts. JF to keep Secretariat informed of any budget cut notices</p>
Projects, Initiatives, Events and Training	<p>All events postponed. Plenary for May cancelled, hoping to hold Plenary end of June pending HSE guidelines on Covid-19 crisis</p>	<p>Review in April Meeting</p>
Fingal PPN Membership Dashboard	<p>Figures read out by JF</p> <p>JF outlined staffing issues, there may be a delay in applications as admin resources are limited</p>	<p>Noted.</p>
Policies and Procedures	<p>Policy documents for the “good news stories” and for Covid-19 Volunteer groups drawn up and uploaded onto Fingal PPN Website</p>	<p>Noted</p>

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<p>Linkage Groups and Representation</p>	<p>A discussion to place on holding LG meetings by Zoom. It was agreed that it would be difficult to hold such meetings and it would be a difficult task at the moment for Facilitators to take on. It was also noted that the SPC and other Council Committee meetings are postponed so no motions may be put forward until further notice.</p> <p>Discussed a possible survey of groups when we re-convene, not COVID-19 related</p>	<p>Review at April Meeting</p> <p>Review at April Meeting</p>
<p>FCC / DRCD</p>	<p><i>Staffing</i></p> <p>The Secretariat welcomed JF back to the office following 1 week Annual Leave and 5 weeks certified sick leave.</p> <p>JF outlined to The Secretariat that her position of Acting Resource Worker has been extended until June 2020 or until the successful candidate takes up position whichever comes first. It was noted that JF is working from home and Admin staff currently have no remote access - duties may take a little longer than usual. JF is available to Secretariat and PPN Members by telephone and email as normal.</p> <p>A discussion took place that it was unfortunate that JF did not get a chance to interview for the position of Resource Worker due to her hospitalisation after her accident. That it was important to retain staff for continuity and experience reasons. It was noted that this decision was out of Fingal PPN's hands, Fingal County Council's HR Department over-ruled in this instance. JF outlined that she will be reverting back to the role of Support Worker and would ensure the smooth handover of the role when the time comes.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

Item	Note	Decision
AOB	National Secretariat Network: The PPN Handbook is going to print soon. All NSN meetings have been postponed until further notice	Noted
Next Meeting	Tuesday 28 th April 7pm by Zoom	Noted