



Secretariat Meeting
 Tuesday 26th January | 7.00pm to 9pm
 Meeting conducted by Zoom
 Facilitator: Ema Idowu
 Minutes

| Minutes | | |
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| | <p>Present</p> <p><u>Facilitator:</u> Tony Brennan</p> <p>Denise McDermott, Michael Walsh, Angela Rogers, Hanumantha Rao Marepalli, John Melvin, Siju Jose, and Todd Pocius</p> <p>Apologies: Robert Loughlin</p> <p><u>In attendance:</u></p> <p>Adam Rudden Sinead Wiley</p> | |
| Open and Apologies | <p>AB opened the meeting</p> <p>AB gave condolences on behalf of the secretariat to JM.</p> | |
| Minutes | <p>Proposed by TP</p> <p>Seconded by AR</p> <p>No Matters arising</p> | |
| Correspondence | <p>Email from Michael Lenehan about Lusk Community Network meeting secretariat sub-group that is dealing with Local Area PPNs.</p> | <p>Subgroup need to meet first.</p> <p>AR to communicate to ML informing him that subgroup have not yet met yet and will review his request once their work</p> |

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| | | has progressed further. |
| Reports | <p>PPN Resource Worker Report</p> <ul style="list-style-type: none"> ➤ DMcD inquired whether the policy hub would fall under the remit of the consultant. <ul style="list-style-type: none"> • AR (Support Worker) explained that the policy hub does not fall under his remit. AR (Support Worker) will be sourcing policies and Neo Archaic will build it on the website. ➤ AR (Secretariat Member) stated that information meeting should be arranged for new members. ➤ DMcD mentioned that all youth groups are under the community pillar as opposed to social inclusion. Do the youth group pillars need to change or do they need to assigned a new Linkage Group. <ul style="list-style-type: none"> • JM stated there too many groups under community pillar. <p><u>Finance</u></p> <p>Total Expenditure Report 2020</p> <ul style="list-style-type: none"> ➤ FCC covered the cost of tablets. <p>Fingal PPN Proposed 2021 budget</p> <ul style="list-style-type: none"> ➤ Secretariat and Acting Resource Worker will have to decide how to use *plus FCC Transfers 20,000 for Fingal Integration Forum work. ➤ FCC Hosting Charge should be under fixed costs ➤ SJ inquired whether funding should be allocated to <i>Voluntary Contributions to Other Bodies</i> for Micro PPN. <ul style="list-style-type: none"> • JM stated that it would be too soon to allocate funding to Micro PPN. | <p>Noted</p> <p>Meeting for new members to be arranged for March ahead of plenary.</p> <p>SW & AR will do a bit of work on pillars.</p> <p>Noted</p> <p>Noted</p> |
| Projects, Initiatives, Events and Training | <p>Projects, Initiatives, Events and Training</p> <p>1. <u>Staffing</u></p> <ul style="list-style-type: none"> ➤ Laura Barton was successful in securing the Acting Resource Worker to cover maternity | <p>AB to write to Liam Burke to seek the</p> |

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| | <p>leave of Resource Worker. We are awaiting her release from the Housing Dept.</p> <p>Staff Liaison Committee Staff Liaison Committee needs to be established.</p> <ul style="list-style-type: none"> ➤ AR (Secretariat) confirmed that this was in the PPN handbook. ➤ JM stated this structure will need to be explored under the review process with external consultant to ascertain its appropriateness. ➤ AR (Secretariat) stated that because the current PPN does not currently have managerial staff in place that this can be revisited at later date. <p>2. <u>Elections (Repr) LCDC</u></p> <p>Declan Ryan informed LCDC representative MOB that she is no longer a representative. PPN informed Declan that MOB was nominated for a second term at plenary meeting held on April 2018.</p> <ul style="list-style-type: none"> ➤ AR (Support Worker) seeking Secretariat to extend MOB, AD, and AB term on LCDC till May Plenary elections. ➤ AR (Secretariat) highlighted the challenge new LCDC reps will face entering the committee and that a buddy system should be put in place where experienced members assist new members. <ul style="list-style-type: none"> • This should be considered for all Representatives ➤ AB mentioned issues with LCDC meeting times during work hours will not suit new reps who have jobs. ➤ AR (Support Worker) stated Declan Ryan did ask for a vote from committee on meeting times. Committee members voted to hold meeting at earlier time. <ul style="list-style-type: none"> • It was noted that most committee members, i.e. councillors, are in position where they can attend meetings during the day, while volunteer Reps in employment may find it difficult to negotiate early meeting times. | <p>release of Laura Barton so she can assume her role.</p> <hr/> <p>To be looked when at when undertaking work with External Consultant Secretariat agree to extend Reps term until May plenary.</p> <p>Declan Ryan to be informed of decision.</p> <p>Reps to be informed of decision.</p> <p>Buddy system to be put on agenda for social inclusion meeting agenda.</p> |
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| | <p>➤ AR (Support Worker) stated that LCDC reps have raised this issue a lot. It might be necessary for the Secretariat to get involved.</p> <ul style="list-style-type: none"> • DMcD stated that the LCDC reps should write to secretariat seeking their involvement before any action is taken. <p><u>JPC Discussion</u></p> <p>JM will follow-up on update from Director of Operations in relation to commitments made a previously as part of a consultation resolution.</p> <p><u>Fingal Integration Forum update</u></p> <p>See Support Worker Report</p> <p><u>Fingal PPN Review & Development</u></p> <p>A. Appointment of consultant</p> <p>B. Working Group</p> <p>C. Feedback from 21st Jan 2021 initial meeting</p> <p>➤ SW informed Secretariat that Alice Davis was successful in being nominated to represent reps on steering committee.</p> <p>➤ Secretariat would like Jamie to submit briefing report to them on progress.</p> <p><u>Plenary Sub Committee.</u></p> <p>Plenary subcommittee to be established for May's plenary.</p> | <p>Secretariat will await for LDCC Reps to request their assistance in writing.</p> <hr/> <p>Reps to be informed that secretariat will be seeking an update from operations and to postpone any meeting with JPC steering committee until secretariat have completed their work.</p> <hr/> <p>Noted</p> <p>Noted</p> <p>Jamie to submit briefing report.</p> <p>TP and HRM put themselves forward for subcommittee.</p> |
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| Policies and Procedures | | |
| Linkage Group and Representation | AR (Support Worker) presented report on round 5 2020 linkage groups. . | Noted |
| Fingal County Council / Dept. of Rural and Comm. Dev. | <p>Climate Action Plan Consultation</p> <p>SW informed Secretariat about Pilot climate Action Plan consultation looking for 10 PPNs to participate to organise Community participations</p> <p>Secretariat Network</p> <p>AB informed secretariat that at the last secretariat network meeting the DRCD offered to meet with individual PPN sectarianist to discuss PPN structural review process that will be underway 2021.</p> <p>AB also requested that another secretariat member act as a substitute for Secretariat Network meetings.</p> | <p>It was agreed that the PPN is not in a position to support this.</p> <p>Environment Linkage Group will be informed. But if they want to carry this work out on their own.</p> <p>AR (Support) is to contact DRCD about arrange for them to talk at a secretariat meeting about structure review.</p> <p>Secretariat members to consider the role of substitute for the secretariat network.</p> |
| AOB | Emails | AR (Support Worker) will |

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| | <p>AR (Secretariat) mentioned the challenge of Secretariat correspondences due to 'bbc' members in communications.</p> | <p>send email to secretariat members requesting that they give him permission to share emails with one another.</p> <p>Once this is completed secretariat members will be cc'd in correspondence</p> <p>.</p> |
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| | <p>Date of next meeting</p> | <p><i>23rd February 2021</i></p> |